

DEPARTMENT: Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

The University of Texas at San Antonio and the Head Start Policy Council Bylaws and Impasse Procedure

SUMMARY:

The Department of Human Services (DHS) requests approval of the following:

- a) This ordinance authorizes the execution of an Interlocal Agreement with The University of Texas at San Antonio for the provision of a comprehensive community assessment with four annual updates for the Head Start and Early Head Start-Child Care Partnership (EHS-CCP) Programs. The contract will commence on February 1, 2020 and terminate January 31, 2025, not to exceed \$69,132.00; and
- b) An update to the Head Start Policy Council Bylaws and Impasse Procedure.

BACKGROUND INFORMATION:

The City of San Antonio Head Start Program is a federally-funded program administered by U.S. Department of Health and Human Services (HHS). Head Start focuses on the organization and development of the next generation of leaders in our inner city communities and it encourages our future leaders to advance throughout their educational careers. The programs provide early childhood education, family support, and comprehensive support services to eligible children between the ages of six weeks and five years, and their families. The Department of Human Services Head Start Program (DHS Head Start) is unique in that the partnership between the City of San Antonio, San Antonio Independent School District (SAISD) and Edgewood Independent School District (EISD) was developed with the intent of targeting inner city school systems that provide a window into the future of our state and nation. The City of San Antonio's commitment to early childhood education is clear as the community has made an investment to young children and their families through local funding of the PreK4SA initiative. As a City managed program, Head Start is in the fore front of initiatives to remove barriers to equity and plays a vital role in this discussion as City Council governs the program alongside the parent run Policy Council.

The DHS Head Start Program serves children at or below the federal poverty line and prioritizes the most vulnerable children, including those with disabilities, experiencing homelessness, and in the foster care system. The programs mission is to prepare children and engage families for school readiness and lifelong success. The DHS Head Start program serves a total of 3,020 children: 777 children in the EISD and 2,243 children in the SAISD. As the program grantee, the comprehensive services approach positively impacts families and holistically addresses the needs of children. DHS Head Start contracts with EISD and SAISD for the provision of educational and disability services,

the Metropolitan Health District for dental services, and University of the Incarnate Word for health services.

The DHS EHS-CCP grant provides early childhood education and development for low-income families with infants and toddlers (ages 6 weeks to 35 months). DHS EHS-CCP partners with six non-profit child care centers to expand access to high-quality comprehensive services for over 200 low-income infants and toddlers and their families

Under Federal grant requirements 45 CFR 1302.11, all Head Start and EHS-CCP programs are required to conduct a community assessment at least once within the five year project period. The Head Start and EHS-CCP programs must annually review and update the community assessment to reflect any significant changes in the community.

As a result, the City's Head Start Division published a Request for Proposal (RFP) for various organizations with community assessment expertise to conduct and complete a comprehensive assessment with four annual updates. A RFP for Head Start and EHS-CCP Community Assessment Report was issued on June 28, 2019, and responses were due on July 29, 2019. The RFP was advertised in the San Antonio Express-News, TVSA channel, San Antonio e-Procurement System, and an email notification was released to a list of potential Respondents identified by DHS-Head Start Division. Additionally, the RFP was posted to the City's Bidding and Contracting Opportunities website. Two proposal responses were received and both were deemed eligible for review.

The proposals were reviewed by the Evaluation Committee which included representatives from the City's Department of Human Services, AVANCE, San Antonio Independent School District, San Antonio Metro Health District, and SA2020 Commission on Education. The evaluation committee met on September 11, 2019 to evaluate the two proposals received. Proposals were evaluated and scored based on the published evaluation criteria in the RFP, which included: (30) points for Experience, Background, and Qualifications, (25) points for Proposed Plan and (20) points for Price, (10) points for the Small Business Enterprise Prime Contract Program, (10) points for the Minority/Women Business Enterprise Prime Contract Program, and (5) preference points for the Veteran-Owned Small Business Preference Program.

After all discussions and scoring were completed by the evaluation committee, the highest ranked firm, the University of Texas at San Antonio was selected award recommendation.

The term of the agreement, once approved by Council, will begin on February 1, 2020 through January 31, 2025 and will not exceed \$69,132.00

The University of Texas at San Antonio will provide a full comprehensive community assessment with four annual updates.

The Head Start Act outlines the requirements the responsibility for the governing body. The DHS Head Start updated Policy Council Bylaws and Impasse Procedure attached redline copies provide information on the changes made to be compliant with the Amended Head Start Program

Performance Standards. The Head Start Policy Council approved the updated Bylaws and Impasse Procedure on November 19, 2019.

ISSUE:

This Ordinance authorizes the execution of an Interlocal Agreement with the University of Texas at San Antonio to conduct and provide a full comprehensive community assessment with four annual updates for the Head Start and EHS-CCP Program with a total contract value not to exceed \$69,132.00.

Selection of the recommended contractor, The University of Texas at San Antonio, will fulfill the City of San Antonio's obligation as a Head Start Program Grantee to ensure that the City is in compliance with Federal Head Start grant requirements.

The Small Business Economic Development Advocacy Program (SBEDA) requirements are/were....

The Local Preference Program (LPP) was not applicable for this solicitation.

The Veteran-Owned Small Business Preference Program was applied in the evaluation of responses received for this contract; however, the highest ranked firm is not a veteran-owned small business.

ALTERNATIVES:

Should this Interlocal Agreement not be approved, the Department of Human Services will need to identify another vendor for these services which would result in delaying the community assessment putting the program out of compliance with Federal Head Start grant requirements. Should the Head Start Policy Council Bylaws and Impasse Procedure not be approved, DHS Head Start would be out of compliance with the current Head Start Program Performance Standards.

FISCAL IMPACT:

This ordinance authorizes the execution of an Interlocal Agreement with the University of Texas at San Antonio for a period of five (5) years for a total contract value not to exceed \$69,132.00, which will be funded utilizing the Head Start and EHS-CCP Grant.

There is no fiscal impact to the General Fund.

RECOMMENDATION:

Staff recommends approval of an Interlocal Agreement with The University of Texas at San Antonio to conduct and provide a full comprehensive community assessment with four annual updates. Staff also recommends the approval of the updated 2019 DHS Head Start Policy Council Bylaws and Impasse Procedure.

This contract is procured by means of Request for Proposals. The Contract Disclosure Form is attached.