



Audit and Accountability Committee

March 20, 2018



Pre Solicitation Briefing for cafécollege

Presented by
Melody Woosley
Human Services Director

Solicitation Overview



Originating Department:

Human Services



Solicitation Type:

Request for Proposal



High Profile:

Value Over \$1 Million



Estimated Value:

\$3,773,065
(5-year total)



Current contract expires:

September 30, 2018



Proposed Term:

2 years with three, 1-year
options to renew

Project Overview



- One-stop college access center
- Opened in 2010



- Offers free advising services including college and financial aid application assistance



- Provides free SAT/ACT preparation classes
- Holds workshops to help students transition to college life

Project Scope



- Operation, management and program delivery at **cafécollege**



- Provides college access services including Destination College week events and Financial Aid Saturdays



- Contract includes lease of **cafécollege**
- Responsible for building maintenance, landscaping, & janitorial services

Solicitation Requirements

Evaluation Criteria

Experience, Background, Qualifications: 45 points
Proposed Plan: 35 Points
Pricing: 20 Points

Additional Requirements

- SBEDA Subcontracting Requirements: 15% M/WBE and 2% AABE
- Local Preference: N/A
- Veteran Owned Small Business Preference: N/A
- Audited Financial Statements: Required
- Respondents limited to non-profit, government or faith based organizations

Goal Setting Committee Members

Nikki Ramos – Chair
Linda Lopez-George - Citizen
Jessica Dovalina - DHS

Melanie Keeton - Finance
Michael Sindon - SBO

Outreach Efforts

NIGP Codes Identified

- 96156 Program/Project Development & Mgt
- 91832 Consulting Services

Number of Vendors to be Notified

- Central Vendor Registry: 289
- Veteran Owned Small Business (SBA): 3,501
- Targeted Vendor Outreach: 20+

Advertising

- TVSA Channel 21
- COSA Bidding Opportunities website
- Express News

Project Evaluation Committee

Voting Members	Advisory Members
Maria Villágozmez, Assistant City Manager	City Attorney's Office
Edward Gonzales, DHS	DHS Contracts/Fiscal Staff
Rebecca Flores, DHS	
Dr. Mike Flores, Palo Alto College	
Patricia Bauer, San Antonio ISD	
Patti Salzman, North East ISD	

Project Timeline





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