

Audit and Accountability Committee

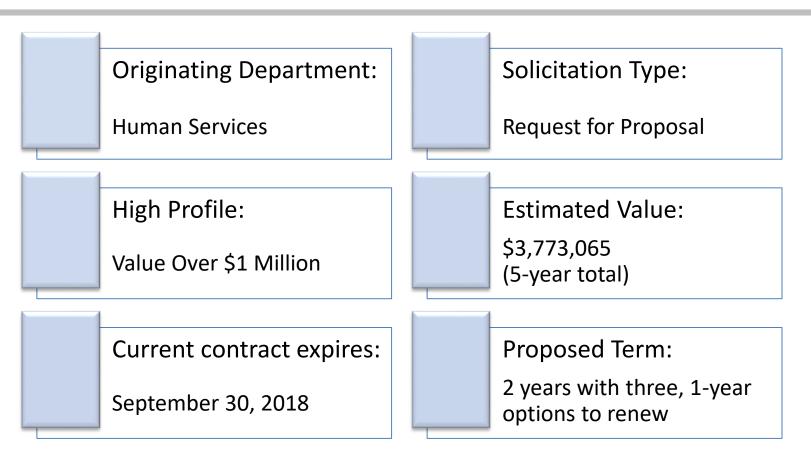
March 20, 2018



Pre Solicitation Briefing for cafécollege

> Presented by Melody Woosley Human Services Director

Solicitation Overview



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: 4 Proposed Plan: 35 Points Pricing: 20 Points	l5 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

Advertising

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

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

Project Evaluation Committee

Voting Members	Advisory Members
Maria Villágomez, 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 Salzmann, North East ISD	

Project Timeline

Pre- Solicitation	Solicitation	Post – Solicitation	Finalization
Goal Setting Committee: February 26, 2018	Pre-Submittal Conference: April 2, 2018	Evaluation Complete: •May, 2018	City Council Consideration: • September 2018
Audit Committee Pre Solicitation Briefing: • March 20, 2018	Deadline for Questions: April 6, 2018	Contract Negotiated: July/August 2018	Contract Start Date: • October 1, 2018
Release RFP: ■ March 23, 2018	RFP Due: • April 20, 2018	Audit Committee Post Solicitation Briefing: August 2018	



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