



City of San Antonio

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**CITY OF SAN ANTONIO
DEPARTMENT OF HUMAN SERVICES
INTERDEPARTMENTAL MEMORANDUM**

TO: Sheryl Sculley, City Manager

FROM: Melody Woosley, Director, Department of Human Services (DHS)

COPIES TO: High Profile Contract Council Committee; Xavier Urrutia, Interim Assistant City Manager; Ben Gorzell, Jr., CPA, Chief Financial Officer; Troy Elliott, CPA, Director, Finance; Edward Gonzales, Assistant Director, DHS; Kimberly Bianco, Contracts Administrator; DHS; File

SUBJECT: Rural Child Care Management Services

DATE: June 23, 2015

The Department of Human Services (DHS) will provide a post-solicitation briefing on Rural Child Care Management Services.

For over 20 years, the City of San Antonio, through DHS, has managed the Child Care Services (CCS) program in the 12 county Alamo Workforce Development Area. The program provides subsidized childcare for families who are working or attending school and meet income and other qualification requirements.

To be eligible, parents must be working, training, and/or in school for an average of 25 (single parent) to 50 (two parent household) hours per week in a target occupation as defined by the Workforce Solutions Alamo Demand Target Occupation or High Growth High Demand List. In addition, household income must be at or below 85% of the State median household income and incorporate all sources of income, including child support. The program serves an average of 8,100 children on a daily basis with over 3,200 children on a waitlist

to receive subsidized childcare.

Historically, DHS has contracted with the Alamo Area Development Corporation (AADC) to provide services to clients in the 11 rural counties surrounding Bexar County. The current contract will expire September 30, 2015 and AADC has chosen not to exercise the available one year renewal option. The City issued a Request for Proposal (RFP), for “Rural Child Care Management Services” (RFP 6100005743, 15-044) on April 7, 2015, with a submission deadline of May 11, 2015. The 11 rural counties to be served include: Atascosa, Bandera, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina and Wilson counties. Two proposals were received.

A City evaluation team, consisting of representatives from the City Manager’s Office, Department of Human Services, and Workforce Solutions Alamo, reviewed and scored proposals. The Finance Department, Purchasing Division facilitated a review to ensure compliance with City procurement policies and procedures. The evaluation committee met on June 15, 2015 to finalize scoring of the two responsive proposals received.

The evaluation of each proposal provided a total score based on a 100 point scale: 40 for experience, background, and qualifications; 40 for the proposed plan and 20 points for the respondent’s funding budget. A Small Business Economic Development Advocacy (SBEDA) Program waiver was approved due to the lack of subcontracting opportunities for small business, minority owned, and women owned businesses. Based on historical data, the current contractor does not subcontract services and subcontracting opportunities are minimal.

The contract for Rural Child Care Management Services is scheduled for council approval on September 3, 2015. The term of the agreement shall be for a period of two years with three one year renewal options. The contract start date is October 1, 2015.