



# City of San Antonio

## Agenda Memorandum

**File Number: 18-5711**

---

**Agenda Item Number:** 14.

**Agenda Date:** 10/16/2018

**In Control:** Audit and Accountability Committee

---

### CITY OF SAN ANTONIO DEPARTMENT OF HUMAN SERVICES

**TO:** Sheryl Sculley, City Manager

**FROM:** Melody Woosley, Human Services Director

**COPY:** Audit and Accountability Committee; Maria Villagómez, Assistant City Manager; Carlos Contreras, Assistant City Manager; Rene Dominguez, Economic Development Director; Ben Gorzell, Jr., CPA, Chief Financial Officer; Kevin Barthold, City Auditor; Troy Elliott, CPA, Deputy Chief Financial Officer

**SUBJECT:** Post-Solicitation Briefing for FY2019 - FY2020 Human and Workforce Development Services Consolidated Funding II

**DATE:** October 16, 2018

Starting in 2005, the Human Services and Economic Development Departments have issued a two-year Consolidated Request for Proposal (RFP) for Human and Workforce Development services. Awarded agencies receive a one-year contract with the option to renew for one additional year based on performance and funding availability.

Through the consolidated funding process, the Department of Human Services (DHS) and Economic Development Department (EDD) fund community programs that support long-term outcomes of DHS and EDD. These services assist DHS and EDD in achieving long-term outcomes while distributing resources to have the greatest impact on improving quality of life for San Antonio residents.

The Department of Human Services released an RFP for Human and Workforce Development Services for FY 2019 and FY 2020 on April 26, 2018. The RFP closed on May 29, 2018, with \$21,335,946 approved through the Fiscal Year 2019 Budget adoption.

On August 27, 2018, a second RFP was released seeking qualified and experienced respondents to provide Human and Workforce Development services for the two year funding cycle with estimated available funding of \$1.5 million (\$774,359 for Fiscal Year 2019).

The RFP was advertised in the Express-News on August 29, 2018 and September 2, 2018 and on the City's website on August 27, 2018. Responses were due September 28, 2018, and a total of 29 agencies with 35 proposals were received in

response to the RFP. Three selection committees for each funding area (Children & Youth; Senior Independence; and Workforce Development) consisting of City staff and external stakeholders evaluated and ranked the submissions.

The selection committee evaluated and scored the proposals based on the published criteria for the Consolidated Funding II which included: Agency Experience, Background, and Qualifications (30 Points); Proposed Program Plan (45 Points); and Funding Budget and Budget Narrative (25 Points).

This item is tentatively scheduled for Council consideration on November 15, 2018.