



# City of San Antonio

## Legislation Details (With Text)

**File #:** 17-4200

**Type:** Misc - Professional Services  
Agreements

**In control:** City Council A Session

**On agenda:** 8/31/2017

**Title:** An Ordinance authorizing the execution of three legal services contracts for low income San Antonio residents as follows: 1) American Gateways in partnership with Texas RioGrande Legal Aid in the amount of \$100,000.00; 2) Catholic Charities in the amount of \$75,000.00; and 3) Refugee & Immigrant Center for Education and Legal Services (RAICES) in the amount of \$75,000.00 for a period of one year, with 2 one-year renewal options if funding is made available; the yearly total amount for all contracts is \$250,000.00 funded by the City's General Fund in the amount of \$150,000.00 and a grant from the Vera Institute of Justice in the amount of \$100,000.00. [María Villagómez, Assistant City Manager; Melody Woosley, Director, Human Services]

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Draft Ordinance, 2. Ordinance 2017-08-31-0614

Date	Ver.	Action By	Action	Result
8/31/2017	1	City Council A Session	Motion to Approve	Pass

**DEPARTMENT:** Human Services

**DEPARTMENT HEAD:** Melody Woosley

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Legal Services for Low Income San Antonio Residents

**SUMMARY:**

This ordinance authorizes the execution of three legal services contracts for low income San Antonio residents as follows:

- 1) American Gateways in partnership with Texas RioGrande Legal Aid in the amount of \$100,000;
- 2) Catholic Charities in the amount of \$75,000; and
- 3) Refugee & Immigrant Center for Education and Legal Services (RAICES) in the amount of \$75,000.

Each contract is for a period of one year, with 2 one-year renewal options subject to funding availability and contractor's performance. The annual total amount for all contracts is \$250,000 funded by the City's General Fund in the amount of \$150,000 and a grant from the Vera Institute of Justice in the amount of \$100,000.

**BACKGROUND INFORMATION:**

On March 8, 2017 at the "B" Session presentation pertaining to the City's First Quarter financial report; Councilman Rey Saldaña requested alternatives to provide education and legal representation to San Antonio immigrant families.

At the May 10<sup>th</sup> “B” Session, the City Council was presented with the 2nd Quarter Financial Report and recommendations for the FY 2017 Mid-Year Budget Adjustment. Included in this presentation was the proposed allocation of \$150,000 from the general fund budget to provide legal services to low-income residents. These legal services will include education seminars, counseling and legal representation on a variety of issues including veteran issues, landlord-tenant, identification recovery for homeless, immigration, and simple wills. City Council was also briefed on the option of entering into a partnership with St. Mary’s University to provide these legal services or issue a request for proposal (RFP). Based on direction from the City Council, a request for proposal was released on May 26<sup>th</sup> and closed on June 30<sup>th</sup> to provide entities such as Catholic Charities, RAICES, American Gateway, St. Mary’s University, Texas Rio Grande Legal Aid, and others the opportunity to submit proposals to provide the legal services approved by City Council.

At the May 10<sup>th</sup> “B” Session, the City Council provided direction for the submission of a letter of interest to the Vera Institute of Justice for a one-time grant match opportunity to provide legal services to immigrants. Subsequently on June 15<sup>th</sup>, the City Council authorized the submission of a grant application to the Vera Institute of Justice and acceptance of the grant upon award. The City has been notified of a grant award of \$100,000.

Three entities responded to the City’s May 26 Request for Proposal for Legal Services and all responses were deemed eligible for review. The American Gateways/Texas Rio Grande Legal Aid, Inc., Refugee & Immigrant Center for Education & Legal Services (RAICES) and Catholic Charities submitted proposals. All three respondents are being recommended based on their responses and city’s evaluation of proposals.

The evaluation of each proposal response was based on a total of 100 points. Experience, background, and qualifications allotted for 40 points, the proposed plan allotted for 50 points, and the funding budget allotted for 10 points. Local Preference Program (LPP) and Veteran-Owned Small Business Preference Program (VOSBP) were not applicable for this solicitation.

The evaluation committee met on July 27, 2017 to evaluate the three proposals received. Individual technical scores were submitted and presented after committee review and discussion.

#### **ISSUE:**

This ordinance authorizes the execution of three legal services contracts for low income San Antonio residents with American Gateways in partnership with Texas RioGrande Legal Aid in the amount of \$100,000; Catholic Charities in the amount of \$75,000; and with Refugee & Immigrant Center for Education and Legal Services (RAICES) in the amount of \$75,000 for a period of one year, with 2 one-year renewal options subject to funding availability and contractor’s performance.

The contracts will commence upon execution for a period of one year. The City shall have the option to renew the contract for two, one-year option terms, subject to City Council approval of additional funds and the contractor satisfactorily meeting the performance requirements of the contract

The three respondents to the City’s Request for Proposals are recommended as follows:

- American Gateways in partnership with Texas RioGrande Legal Aid in the amount of \$100,000. Of this amount \$75,000 will be allocated to provide Immigration services to low income San Antonio Residents to include educating the community on immigrant rights and legal representation. \$25,000 will be allocated to assist low income San Antonio residents with landlord-tenant issues, Identification Recovery for Homeless population, and simple will for senior residents.

- Catholic Charities in the amount of \$75,000. Of this amount \$50,000 will be allocated to provide Immigration services to low income San Antonio Residents to include educating the community on immigrant rights and legal representation. \$25,000 will be allocated to assist low income San Antonio residents with landlord-tenant issues, Identification Recovery for Homeless population, and simple will for senior residents.
- Refugee & Immigrant Center for Education and Legal Services (RAICES) in the amount of \$75,000. Of this amount \$75,000 will be allocated to provide Immigration services to low income San Antonio Residents to include educating the community on immigrant rights and legal representation.

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

**ALTERNATIVES:**

If these contracts not be approved, the Department of Human Services will need to identify another organization for these services which would result in delaying of legal services to low income San Antonio residents.

**FISCAL IMPACT:**

This ordinance authorizes the execution of three legal services contracts for low income San Antonio residents as follows: American Gateways in partnership with Texas RioGrande Legal Aid in the amount of \$100,000; Catholic Charities in the amount of \$75,000; and Refugee & Immigrant Center for Education and Legal Services (RAICES) in the amount of \$75,000. All contracts are for one year, with 2 one-year renewal options subject to funding availability and contractor's performance.

The total amount for all contracts is \$250,000 funded by the City's General Fund in the amount of \$150,000 and a grant from the Vera Institute of Justice in the amount of \$100,000.

**RECOMMENDATION:**

Staff recommends approval of these three contracts.