



City of San Antonio

Agenda Memorandum

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In Control: Audit and Accountability Committee

CITY OF SAN ANTONIO
Department of Human Services
INTERDEPARTMENTAL CORRESPONDENCE

TO: Sheryl Sculley, City Manager

FROM: Melody Woosley, Director, Department of Human Services

COPY: Audit and Accountability Committee; Ben Gorzell, Jr., CPA, Chief Financial Officer; María Villagómez, Assistant City Manager; Kevin Barthold, City Auditor; Troy Elliott, CPA, Deputy Chief Financial Officer

SUBJECT: Pre-Solicitation Briefing for cafécollege

DATE: March 20, 2018

The Department of Human Services will present a pre-solicitation briefing on the cafécollege Request for Proposal (RFP) which was presented in the Annual High Profile Report. This briefing will provide an opportunity for input and direction from Committee members.

This pre-solicitation briefing will include estimated contract value, projected timeline, high profile designation, scope of the project, terms of the contract, proposed scoring criteria, proposed evaluation committee members, project considerations, local preference program applicability, veteran owned small business preference program applicability and Small Business Economic Development Advocacy Program requirements.

The scope of this project includes operation, management, and program service delivery at the City of San Antonio's cafécollege college access and opportunity center. The selected respondent will provide these services in a method that furthers the mission and long-term outcomes of the Department of Human Services, particularly as they relate to promoting high school graduation, college readiness and enrollment.

Respondents are encouraged to identify plans to promote college awareness and preparation and to provide support services including Destination College and Free Application for Federal Student Aid (FAFSA) assistance. Plans should include efforts to provide services to key populations, with an emphasis on first-

generation college students and underserved populations. The selected respondent will also coordinate and align with local schools - public, charter, private, and home schools to provide links to higher education institutions. The selected respondent shall provide all maintenance of the facility and equipment including exterior landscaping, cleaning services, and general maintenance.