



City of San Antonio

Agenda Memorandum

File Number:18-2557

Agenda Item Number: 8.

Agenda Date: 4/3/2018

In Control: Early Childhood Education Municipal Development Corporation Board of Directors

DEPARTMENT: Pre-K 4 SA

DEPARTMENT HEAD: Sarah Baray, Ph.D.

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Transportation Services for Pre-K 4 SA

SUMMARY:

This item authorizes acceptance of a contract with Star Shuttle, Inc. to provide student transportation services for Pre-K 4 SA for three years, with two, one year options to renew with a total contract value not to exceed \$4,066,444.

BACKGROUND INFORMATION:

As part of the Pre-K 4 SA program, student transportation services are provided utilizing bus depots strategically located throughout the City of San Antonio. The Corporation currently utilizes a bus depot model, in which the vendor arrives at the morning pickup location at 7:00 AM and departs at 7:10 AM. Each afternoon the buses depart from each Education Center at 2:45 PM and arrive at each depot at 3:00 PM to wait for parents to sign their children out. Pre-K 4 SA provides the staff to sign-in and sign-out the children from the buses. The current transportation service utilizes sixteen (16) bus depots. For budget purposes, the contract value includes annual services for sixteen bus depots, two annual field trips for each Education Center and additional transportation support services that can occur throughout the school year.

Pre-K 4 SA worked in coordination with the City's Finance Department, Purchasing Division (Purchasing) to develop a Request for Competitive Sealed Proposals (RFCSP) to meet the needs of the program. The City issued a Request for Competitive Sealed Proposal for "Transportation Services for Pre-K 4 SA" on October 27, 2017, with a submission deadline of December 1, 2017. One proposal was received.

The evaluation committee met on January 26, 2017 to evaluate and score the one proposal received. After committee review and discussion, Star Shuttle Inc. was recommended for award by the evaluation committee based on committee consensus.

The evaluation committee consisted of representatives from the Office of the City Manager, Department of Human Services and Pre-K 4 SA. The Finance Department, Purchasing Division facilitated by ensuring compliance with City procurement policies and procedures.

The initial term of the agreement shall begin on June 1, 2018 through May 31, 2021. At Corporation's option, this contract may be renewed for two additional, one year periods and shall be authorized by this action.

ISSUE:

Pre-K 4 SA staff requests Board action authorizing acceptance of a contract with Star Shuttle Inc. to provide student transportation services for Pre-K 4 SA for three years, with two (2), one (1) year options to renew for a total contract value not to exceed \$4,066,444.00.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee applied the Small and Minority/ Women-Owned Business Enterprise Prime Contract Program with twenty (20) evaluation preference points.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be accepted, Pre-K 4 SA will have to procure the services on an as needed basis wherein increased costs due to non-contracted buying would be realized.

FISCAL IMPACT:

Funds are budgeted and available in the FY 2018 Pre-K 4 SA Operating Fund as approved by the Pre-K 4 SA Board of Directors. Future contract year funds are contingent upon approval of the annual operating budget by the Board of Directors.

RECOMMENDATION:

Staff recommends for the Board to authorize acceptance of a contract with Star Shuttle, Inc. to provide student transportation services for Pre-K 4 SA for three years, with two, one year options to renew with a total contract value not to exceed \$4,066,444.