



City of San Antonio

Agenda Memorandum

File Number:18-4605

Agenda Item Number: 6.

Agenda Date: 8/30/2018

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Internet Tutoring Service-San Antonio Public Library

SUMMARY:

This ordinance authorizes a contract with Brainfuse, Inc. in the estimated amount of \$117,000.00 annually to provide internet tutoring services for the San Antonio Public Library. Funding for this contract is available through the City's FY 2019 Proposed General Fund Budget.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is a proposal submitted by Brainfuse, Inc. to provide internet tutoring services to the San Antonio Public Library in the estimated amount of \$117,000.00 annually. The Library began a program to provide internet tutoring in 2008 and the service has been endorsed by the public. The contract provides online homework help, adult education, and career assistance products accessible to library patrons through the internet. Online access will be provided as a link through the library website.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for "Annual Contract for Internet Tutoring Service - San Antonio Public Library" (RFCSP 18-049, 6100010029) on April 30, 2018 with a submission deadline of May 25, 2018. Two proposals were received and deemed responsive for evaluation.

The evaluation team consisted of representatives from the San Antonio Public Library Department. The Finance Department, Purchasing Division facilitated by ensuring compliance with City procurement policies and procedures. The proposals were evaluated based on the firm's qualifications, experience, and quality of service, previous performance, proposed plan and price schedule. Additional categories of consideration included

references and financial qualifications. The evaluation of each proposal response was based on a total of 100 points; 45 points allotted for Experience, Background and Qualifications; 35 points allotted for Proposed Plan; and 20 points allotted for respondent's Price Schedule.

The evaluation committee met on July 18, 2018 to evaluate the two responsive proposals received. After committee review and discussion, individual scores were submitted and the aggregate scores were presented. The evaluation committee determined that interviews were not necessary. After a recommendation for award was agreed upon by the selection committee, the pricing was revealed. Brainfuse, Inc. received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement shall be November 1, 2018 through September 30, 2021. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

ISSUE:

This contract will provide the San Antonio Public Library Department with online homework help, adult education, and career assistance products accessible to library patrons through the internet.

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.

This contract is an exception to the Local Preference Program.

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

ALTERNATIVES:

Should this contract not be approved, the San Antonio Public Library Department would have to discontinue or pursue alternative internet tutoring services. These services have become a key part of the Library's service plan.

FISCAL IMPACT:

This ordinance authorizes a contract with Brainfuse, Inc. in the estimated amount of \$117,000.00 annually to provide internet tutoring services for the San Antonio Public Library. Funding for this contract is available through the City's FY 2019 Proposed General Fund Budget.

RECOMMENDATION:

Staff recommends the approval of this contract with Brainfuse, Inc. in the estimated amount of \$117,000.00 annually to provide San Antonio Public Library Department with online homework help, adult education, and career assistance products accessible to Library patrons through the internet.

This contract is procured by means of Request for Competitive Sealed Proposal and a Contract Disclosure Form is required.

