



City of San Antonio

Agenda Memorandum

File Number:19-3557

Agenda Item Number: 19.

Agenda Date: 5/16/2019

In Control: City Council A Session

DEPARTMENT: Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Family Service Association of San Antonio, Inc.

SUMMARY:

This ordinance authorizes the execution of a professional services contract with Family Service Association of San Antonio, Inc. for the provision of early childhood mental wellness services for the Early Head Start-Child Care Partnership (EHS-CCP) program. The contract will commence on August 1, 2019 and terminate July 31, 2024, for an annual amount not to exceed \$15,000.00 annually with a total contract value not to exceed \$75,000.00. Funding is available in the FY2019 EHS Grant in the amount of \$15,000. Subsequent annual funding will be contingent upon grant award. There will be no impact to the General Fund.

BACKGROUND INFORMATION:

The City of San Antonio acts as the oversight, monitoring, technical assistance, and administrative agency for both the Head Start and EHS-CCP programs in the City.

The EHS-CCP program is a federally-funded early childhood education and development program administered by the U.S. Department of Health and Human Services. The City of San Antonio's EHS-CCP program provides services in six licensed child care centers in the San Antonio and Edgewood Independent School district areas. Through this program, early education, health, mental health, disability, nutrition and family support services are provided to 216 children ranging from six weeks to 3 years of age.

Under Federal grant requirements, all EHS-CCP programs are required to provide mental wellness services to

specified children, families and staff enrolled and working in the EHS-CCP program. The goal of this service is to promote children's mental health and social and emotional development.

As a result, the City's Head Start Division published a Request for Proposal (RFP) for various organizations with mental wellness services for children and their families and the expertise to develop a comprehensive analysis plan to comply with this requirement. A RFP for EHS-CCP Family Mental Health Services was issued on December 10, 2018, and closed on January 25, 2019. Two proposal responses were received and two were deemed eligible for review. Family Service Association of San Antonio, Inc. was selected based on the City's standard RFP Evaluation Process.

The evaluation of each proposal response was based on a total of 100 points. Forty points allotted for Experience, Background, and Qualifications; 30 points allotted for Proposed Plan; and 15 points allotted for Respondent's Price Schedule. Five preference points were allotted for the Veteran-Owned Small Business. Ten preference points were allotted for the Small Business Economic Development Advocacy (SBEDA) Program, Small Business Enterprise Prime Contract Program Affirmative Procurement Initiative and the Minority/Women Business Enterprise Contract Program Affirmative Procurement Initiative.

The evaluation committee met on March 5, 2019, to evaluate the two proposals received. After committee review and discussion, individual technical scores were submitted and presented. After scores were finalized by the selection committee, the pricing scores and the SBEDA scores were revealed. Family Services Association of San Antonio received the highest ranking and was recommended for award by the evaluation committee.

The term of the agreement, once approved by Council, will begin on August 1, 2019 through July 31, 2024 for an annual amount not to exceed \$15,000.00 annually with a total contract value not to exceed \$75,000.00.

Family Service Association of San Antonio, Inc. will provide the appropriate classroom observations, classroom interventions, parent consultations, parent/family brief counseling (center and home based), development of behavioral/Intervention plans in collaboration with teachers, brief counseling and support groups for parents and staff. Additionally, Contractor agrees to provide training for both EHS-CCP staff and parents.

ISSUE:

This Ordinance authorizes the execution of a services contract with Family Service Association of San Antonio, Inc. to provide mental wellness services to children enrolled in the EHS-CCP program and their families for a period of five (5) years for an annual amount not to exceed \$15,000.00 annually with a total contract value not to exceed \$75,000.00.

Selection of the recommended contractor, Family Services Association of San Antonio, Inc., will fulfill the City of San Antonio's obligation as a Head Start Program Grantee to ensure that the City is in compliance with Federal Head Start grant requirements.

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 ten (10) evaluation preference points.

The Veteran-Owned Small Business Preference Program was applied in the evaluation of responses received for this contract; however, the highest ranked firm is not a veteran-owned small business.

ALTERNATIVES:

Should this professional service contract not be approved, the Department of Human Services will need to identify another vendor for these services which would result in delaying Mental Wellness services to EHS-CCP children and their families putting the program out compliance with Federal Head Start grant requirements.

FISCAL IMPACT:

This ordinance authorizes the execution of a professional services contract, with Family Service Association of San Antonio, Inc. for a period of five (5) years for an annual amount not to exceed \$15,000.00 annually with a total contract value not to exceed \$75,000.00, which will be funded utilizing the EHS-CCP Grant. Funding in the amount of \$15,000 is available in the EHS Grant FY2019 Adopted Budget. Subsequent annual funding will be contingent upon grant award. There will be no impact to the General Fund.

RECOMMENDATION:

Staff recommends approval of a professional services contract with Family Service Association of San Antonio, Inc. to provide ongoing mental wellness services for children enrolled in the EHS-CCP program and their families.

This contract is procured by means of Request for Proposals. The Contract Disclosure Form is attached.