



# City of San Antonio

## Agenda Memorandum

**File Number:**19-8505

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**Agenda Item Number:** 5.

**Agenda Date:** 12/12/2019

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Website for Head Start & Early Head Start

### **SUMMARY:**

This ordinance authorizes a contract with esd Limited dba esd and Associates for the maintenance and support of the Head Start & Early Head Start website and establishes hourly rates for customization and website configuration to be used on an as needed basis. It is anticipated that the annual costs, inclusive of maintenance and support, will be \$15,000.00 funded from the Federal Head Start and Early Head Start Grant for an estimated total contract value of \$105,000.00. The initial term of the agreement shall begin upon the effective date of the ordinance awarding this contract or February 1, 2020, whichever is later. This contract shall terminate on January 31, 2023. Four additional one-year renewals at the City's option shall also be authorized by this ordinance.

### **BACKGROUND INFORMATION:**

Submitted for Council consideration and action is a proposal submitted by esd Limited dba esd and Associates for the maintenance and support of the Head Start & Early Head Start website as well as services required to continuously customize and configure the website.

The City of San Antonio Head Start program is a federally-funded early childhood education and development program administered by the U.S. Department of Health and Human Services (HHS). The Head Start program provides education, family support, and medical services to eligible children between the ages of three and five, and their families. The Head Start program provides high quality services to 3,020 children and their families in

21 Head Start centers located in San Antonio Independent School District (SAISD) and Edgewood Independent School District (EISD).

Early Head Start Child Care Partnership (EHS-CCP) is a HHS-funded early childhood education and development program for low-income families with infants and toddlers (ages 6 weeks to 35 months). The EHS-CCP program contracts with six child care centers to serve 216 children located in the Edgewood (EISD) and San Antonio Independent School District (SAISD) to provide direct program services in the inner city's empowerment zone to provide early education and care: Blessed Sacrament Academy, Ella Austin Community Center, Healy-Murphy Center, Inc., Inman Christian Center, Seton Home, and Young Women's Christian Association Olga Madrid Center. Head Start and EHS-CCP provides safe and enriching learning environments to promote physical, cognitive, social, and emotional development while supporting parents and families by addressing social and economic needs through customized case management and support.

The City of San Antonio has served as a grantee for the Head Start Program for 40 years. The program serves children at or below 130% of the Federal Poverty Level and prioritizes the most vulnerable children, including those with disabilities, homeless, and children in the foster care system. The Head Start Program provides direct program management, oversight, governance, family and community support, and mental wellness services and contracts with SAISD, EISD, and local child care centers for the provision of educational services.

Head Start guidelines require grantees to develop and implement a recruitment process that informs Head Start eligible families of available services and to encourage families to apply for admission. To do this, the Head Start program utilizes its website which provides, in both English and Spanish, the community with critical program information such as eligibility information, how to apply, resources, and locations of Head Start center.

On February 08, 2019, the City issued a Request for Competitive Sealed Proposal (RFCSP 19-036, 6100010356) for the maintenance and support of the Head Start & Early Head Start website. The City received (2) two proposals which were deemed responsive for evaluation.

The evaluation committee consisted of representatives from the Department of Human Services and the Information Technology Services Departments. The Finance Department, Purchasing Division, assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal response was based on a total of 100 points; 40 points allotted for experience, background, qualifications; 40 points allotted for proposed plan; and 20 points allotted for respondent's price schedule. Additional categories of consideration included references and financial qualifications.

The evaluation committee met on April 08, 2019 to discuss score the proposals. Once individual scores were submitted and finalized, aggregate scores for each respondent were then presented. Once the evaluators' scores were finalized, pricing scores were revealed. Esd Limited dba esd and Associates received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement shall begin upon the effective date of the ordinance awarding this contract or February 1, 2020, whichever is later. This contract shall terminate on January 31, 2023. Four additional one-year renewals at the City's option shall also be authorized by this ordinance.

## **ISSUE:**

This contract will provide the City of San Antonio Department of Human Services with the maintenance of the Website for Head Start & Early Head Start as well as services required to maintain the website.

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 City of San Antonio Department of Human Services would not be able to effectively maintain the website for Head Start & Early Head Start. This would also hinder the Head Start requirement of publishing reports to the public as required under 1302.102(d)(2) of the Head Start Program Performance Standards.

#### **FISCAL IMPACT:**

This ordinance authorizes a contract with esd Limited dba esd and Associates for the maintenance and support of the Head Start & Early Head Start website for an estimated annual cost of \$2,500.00. The City has also established hourly rates for customization and website configuration to be used on an as needed basis. It is anticipated that the annual costs, inclusive of maintenance and support, will be \$15,000.00 for an estimated total contract value of \$105,000.00. Funding is available from the Federal Head Start and Early Head Start Grant.

#### **RECOMMENDATION:**

Staff recommends the approval of this contract with esd Limited dba esd and Associates for the maintenance of the website for Head Start & Early Head Start as well as services required to maintain the website for an estimated total contract value of \$105,000.00.

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