



City of San Antonio

Agenda Memorandum

File Number:21-1999

Agenda Item Number: 4.

Agenda Date: 4/20/2021

In Control: Audit and Accountability Committee

**CITY OF SAN ANTONIO
HEALTH DEPARTMENT
Interdepartmental Correspondence**

TO: Erik Walsh, City Manager

FROM: Jennifer Herriott, MPH, Assistant Director, Health Department

COPIES: Audit and Accountability Committee; Ben Gorzell, Jr. CPA, Chief Financial Officer; Dr. Colleen Bridger, Assistant City Manager; Kevin Barthold, City Auditor; Troy Elliott, CPA, Deputy Chief Financial Officer

SUBJECT: Consideration of Completed High Profile Solicitation

DATE: April 20, 2021

The following high profile project has completed the solicitation process. This item is presented to the Audit and Accountability Committee for review prior to full Council consideration.

Adolescent Behavioral Health Counseling - The City of San Antonio Health Department solicited proposals from respondents to engage teens in behavioral mental health counseling within the scope of practice for a Licensed Professional Counselor or Licensed Mental Health Professional with administrative guidance by the Health Department. Duties and responsibilities under the contract shall include, but not limited to, providing free behavioral mental health counseling sessions to adolescents, ages 13 to 19. Contractor will provide a minimum of two qualified and trained Licensed Professional Counselors or Licensed Mental Health Professionals to provide a minimum 1,000 counseling sessions per project year, regardless of residency or insurance status. Sessions will be conducted (1) in person for a minimum of 45 minutes in length, at a physical location that is accessible through public transportation; or (2) virtually through a HIPAA compliant platform for a minimum of 30-45 minutes in length.

Solicitation Type: Request for Proposals

Contract Value: \$525,000.00

Term of Contract: 1 year with 2, 1-year renewal options

Number of Respondents: 5 (1 respondent was deemed non-responsive for failure to submit a complete proposal)

Contracts to be Awarded: 1

Council Consideration: April 29, 2021

Evaluation Criteria: Experience, Background, Qualifications: 25 Points
 Proposed Plan: 25 Points
 Price: 25 Points
 SBE Prime Contract Program: 10 points
 M/WBE Prime Contract Program: 10 points
 Veteran Owned Small Business Preference Program: 5 Points
 Local Preference Program: Not Applicable

Voting Members: Dr. Colleen Bridger, Assistant City Manager, City Manager's Office
 Ellen Spitsen, Health Program Manager, Health Department
 Connie Soria, Senior Management Analyst, Health Department
 Yvonne M. Roman, Management Analyst, Health Department
 JJ Chavez, Health Program Specialist, Health Department
 Sarah Guerra, Health Program Specialist, Health Department

Initial Score Matrix

Adolescent Behavioral Health Counseling (20-103, 6100013308) Score Summary INITIAL EVALUATION January 22, 2021	Maximum Points	Vendor A	Vendor B	Vendor C	Vendor D
A - Experience, Background, Qualifications	25	6.17	24.50	9.83	19.17
B - Proposed Plan	25	6.00	23.33	8.33	17.50
C - Price	25	25.00	8.14	7.30	7.33
D - SBEDA	20	20.00	0.00	20.00	0.00
E - VOSBPP	5	5.00	0.00	0.00	0.00
TOTAL SCORE	100	62.17	55.97	45.46	44.00
RANK BASED ON TOTAL SCORE		1	2	3	4

Final Score Matrix

Two firms were shortlisted for interviews. Final scoring was conducted upon completion of interviews.

Adolescent Behavioral Health Counseling (20-103, 6100013308) Score Summary FINAL EVALUATION February 12, 2021	Maximum Points	Vendor A	Vendor B
A - Experience, Background, Qualifications	25	0.00	25.00
B - Proposed Plan	25	0.00	25.00
C - Price	25	25.00	8.14
D - SBEDA	20	20.00	0.00
E - VOSBPP	5	5.00	0.00
TOTAL SCORE	100	50.00	58.14
RANK BASED ON TOTAL SCORE		2	1

Due diligence conducted for the respondents to the above solicitation included a search of federal and state debarment lists, prohibited political contributions, conflicts of interest, delinquent City/County taxes, outstanding payments to the City, payment of state franchise fees as well as a search of the internet for pertinent business information. No material findings were noted that would prevent the City from awarding to the selected vendor.

Staff recommends committee approval to proceed with scheduling this item for the full City Council consideration.