



# City of San Antonio

## Agenda Memorandum

**File Number:**15-5419

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**Agenda Item Number:** 2.

**Agenda Date:** 11/3/2015

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

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**DEPARTMENT:** Pre-K 4 SA

**DEPARTMENT HEAD:** Kathy Bruck, CEO

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Contract Renewal Letters

**SUMMARY:**

This item includes a staff briefing and possible Board approval for Pre-K 4 SA extend expiring contracts awarded to the following vendors: Ability Homecare, Inc., Frog Street Press, Inc. and Teaching Strategies, LLC and increase the contract amounts for Ability Homecare, Inc. and Teaching Strategies, LLC reflecting increased student enrollment.

**BACKGROUND INFORMATION:**

During the 2013 and 2014 fiscal years, the Pre-K 4 SA Board approved various contracts exceeding \$50,000.00. Several Pre-K 4 SA contracts covering a variety of services will expire on or before June 30, 2016 and require that the Corporation send renewal letters for these services six months prior to the expiration dates. The details for these contracts are listed below.

During the 2014 fiscal year, Pre-K 4 SA entered into a contract with Ability Homecare, Inc. for speech therapy services. The original contract was executed with a contract amount not to exceed \$50,000.00 for two years, with three one-year renewal options. On April 21, 2015 the first renewal option was exercised and the contract was amended to expire on May 31, 2016. This contract is utilized by the East and South Education Centers. Pre-K 4 SA is required by State and Federal law to provide speech therapy services to students. Due to this requirement, increased enrollment and an increasing need for speech therapy services; Pre-K 4 SA is requesting to increase the contract by \$100,000.00 for total contract amount not to exceed \$150,000.00 and exercise the

two remaining options to renew, thereby extending the contract until May 31, 2018.

On May 21, 2013, the Board approved to enter into a contract for recommended curriculum with Frog Street Press, Inc. The original contract with Frog Street Press was approved with a contract amount of approximately \$350,000.00 for two years, with four one-year renewal options. On August 4, 2015 the Board approved to amend the contract and increase the total dollar amount to \$420,000.00 to provide for additional classrooms and continued Professional Development services. The current Frog Street contract is set to expire on May 31, 2016. Pre-K 4 SA staff is requesting to exercise the second renewal option to extend the current contract until May 31, 2017.

On May 21, 2013, the Board approved to enter into a contract for support curriculum with Teaching Strategies, LLC. The contract with Teaching Strategies remained below the \$50,000.00 threshold for the 2013-2014 school year. In July 2014, Pre-K 4 SA entered into a revised contract and increased the dollar amount to \$49,998.05 to obtain necessary supplies for the East and West Education Center and additional classrooms for the North and South Education Centers. On May 19, 2015 the Board approved to amend the contract and increase the dollar amount to \$105,000.00 for the purchase of Gold assessment portfolios for incoming students, archival of portfolios, online basic professional development, and inter-rater reliability certification for the 2015-2016 school year. This contract is set to expire on June 30, 2016. Pre-K 4 SA is requesting to increase the contract by \$55,000.00 for total contract amount not to exceed \$160,000.00 and to exercise the third renewal option and extend the contract until June 30, 2017.

#### **ISSUE:**

This item requests Board action to authorize Pre-K 4 SA staff to send renewal letters for the existing contracts with Ability Homecare, Inc., Frog Street Press, Inc. and Teaching Strategies, LLC. Following the issuance of the renewal letters, Pre-K 4 SA staff will coordinate with the aforementioned contractors to revise and renew the current contracts as necessary to best meet the needs of the Corporation. This item is also requesting Board action to authorize Pre-K 4 SA staff to increase the contract amount with Ability Homecare, Inc. in an amount not to exceed \$150,000.00 and to extend the contract term until May 31, 2018 for continuation of the program's speech therapy services. Pre-K staff also requests Board action to authorize an increase to the contract amount for Teaching Strategies LLC for continuation of the program's Gold assessments and archival of assessments in an amount not to exceed \$160,000.00 and extend the contract term until June 30, 2017.

#### **ALTERNATIVES:**

If the Board does not approve for Pre-K 4 SA to send renewal letters for these contracts prior to the six month period before the expiration dates of the individual contracts, the contract language states that it is at the discretion of the contracting entities to approve whether or not they will move forward with the said contract should Pre-K 4 SA wish to do so.

#### **FISCAL IMPACT:**

Funds for these contracts are budgeted and available in the FY 2016 Pre-K 4 SA Operating Fund as approved by the Corporation's Board of Directors. Subsequent years funding is also contingent on approval of the annual operating budget by the Board of Directors.

#### **RECOMMENDATION:**

Staff recommends the Board approve for Pre-K 4 SA staff to send one-year renewal letters for expiring contracts awarded to the following vendors: Ability Homecare, Inc., Frog Street Press, Inc. and Teaching

Strategies, LLC and to increase the contract amounts for Ability Homecare, Inc. and Teaching Strategies LLC.