



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: {{item.number}}

Agenda Date: March 20, 2025

In Control: City Council A Session

DEPARTMENT: Department of Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Crisis Nursery Feasibility Study

SUMMARY:

This ordinance authorizes a contract with Providence House Business Services, LLC to provide a Crisis Nursery Feasibility Study assessment with an estimated total cost of \$94,205 over the contract term beginning upon award through July 21, 2025. The contract may be extended at the City's option for one additional month so long as the total amount does not exceed the total amount set forth in the contract. Funding is available from the General Fund. This ordinance also authorizes the Director of the Department of Human Services to negotiate and execute the contract.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is a proposal submitted by Providence House Business Services, LLC to provide a Crisis Nursery Feasibility Study.

The City issued a Request for Proposals for "Crisis Nursery Feasibility Study" (RFP 24-182, 6100018524) on October 28, 2024, with a submission deadline of December 3, 2024. The RFP was advertised in the HartBeat, TVSA channel, the City's Bidding & Contracting Opportunities website, the San Antonio e-Procurement System (SAEPS) and an email notification was released

to a list of potential Respondents. Four proposals were received, and all four proposals were deemed responsive for evaluation.

The evaluation committee included representatives from Department of Human Services, San Antonio Metropolitan Health District, San Antonio College, United Way of San Antonio and Bexar County, and Early Matters San Antonio. The Finance Department assisted by ensuring compliance with City procurement policies and procedures.

The evaluation of each proposal was based on a total of 100 points: 30 points allotted for experience, background and qualifications; 35 points allotted for proposed plan; 15 points allotted for respondent's price schedule; five points allotted for the Small Business Economic Development Advocacy Program Small Business Enterprise (SBE) Prime Contract Program; 10 points allotted for the Local Preference Program; and five points allotted for the Veteran-Owned Small Business Preference Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee met for an initial evaluation to discuss and score the four responsive proposals on January 13, 2025, and after initial scoring, the committee's recommendation was to conduct interviews with the top two highest-ranked firms. The evaluation committee reconvened for interviews and discussion on February 3, 2025. After interviews, the evaluation committee discussed and scored the shortlisted firms based on the aforementioned criteria. Individual scores were submitted, and aggregate scores were presented. After a recommendation for award was agreed upon by the evaluation committee, the price scores were revealed. Providence House Business Services, LLC, the highest-ranking firm, was recommended for award by the evaluation committee.

The initial term of the agreement will be for the period upon award by City Council through July 21, 2025. The contract may be extended for one additional month so long as the total amount does not exceed the total amount set forth in the contract.

ISSUE:

This contract will provide the Department of Human Services (DHS) the ability to enter into a contractual agreement with Providence House Business Services, LLC, to provide a Crisis Nursery Feasibility Study assessment with an estimated total cost of \$94,205 over the contract term beginning upon execution through July 21, 2025. The contract may be extended for one additional month so long as the total amount does not exceed the total amount set forth in the contract. Funding is available from the General Fund. This ordinance also authorizes the Director of the Department of Human Services to negotiate and execute the contract.

The Goal Setting Committee applied the Small Business Enterprise (SBE) Prime Contract Program with five (5) evaluation preference points. This will be awarded to a SBEDA eligible Prime Contractor if they are a certified SBE, located within the San Antonio Metropolitan Statistical Area. However, the recommended firm is located outside of the State and is not eligible for the program.

The Local Preference Program applied to this contract. However, the recommended firm, Providence House Business Services, LLC is not a local business.

The Veteran-Owned Small Business Preference Program applied to this contract; however, the recommended vendor is not a veteran-owned small business.

ALTERNATIVES:

An alternative to not accepting the proposed contract would require DHS to re-solicit for a Crisis Nursery Feasibility Study, which will delay the possibility of adding crisis nurseries as a funding priority in the FY 2026 budget process.

FISCAL IMPACT:

This ordinance authorizes a contract with Providence House Business Services, LLC, to provide a Crisis Nursery Feasibility Study in an amount of \$94,205 beginning upon execution through July 21, 2025. The contract may be extended for one additional month so long as the total amount does not exceed the total amount set forth in the contract. Funding is available from the General Fund FY 2025 Adopted Budget.

RECOMMENDATION:

Staff recommends approval.

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