



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 4

Agenda Date: February 15, 2024

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Apprenticeship Program Case Management System

SUMMARY:

This ordinance will authorize a contract with Lyncverse Technologies utilizing the Texas Interlocal Purchasing System (TIPS) to provide the Workforce Development Office with Empyra's MyOneFlow Client and Case Management System for the City's Apprenticeship Program for a base three-year term with two, one year renewal options for an estimated contract value of \$276,650. The first year costs for the software license subscription and implementation services will be \$78,650 from the Apprenticeship Building America grant.

BACKGROUND INFORMATION:

The Workforce Development Office (WDO) manages an aspiring plan to engage over 11,500 prospective applicants and ultimately to enroll 1,105 San Antonio and Bexar County residents into an Apprenticeship Program. As part of this initiative, WDO will create four Registered Apprenticeship Programs (RAPs) initially and ultimately expand to eight RAPs. Additionally, WDO will establish 16 Pre-Apprenticeships (Pre-Apps) and further expand 8 additional Pre-Apps, all designed to align seamlessly with the RAPs.

To ensure the success of this initiative, it is important for WDO to adhere to the US Department of Labor approved performance reporting requirements. Specifically, this involves the timely submission of a quarterly progress report. This report will serve as a comprehensive update, outlining the implementation and progress as specified in the grant's statement of work. This system will provide the means to track participants through the apprenticeship program and produce the required performance reports.

In October 2023, the City began discussions with Lyncverse Technologies to develop a contract framework through the use of an established cooperative contract to address the needs of WDO using the MyOneFlow platform. This ordinance will authorize a contract with Lyncverse Technologies utilizing the Texas Interlocal Purchasing System (TIPS), Contract 230105, authorized under Texas Local Government Code 791 to provide the Workforce Development Office with Empyra's MyOneFlow Client and Case Management System for the City's Apprenticeship Program for a base three-year term with two, one year renewal options for an estimated contract value of \$276,650. The first year costs for the software license subscription and implementation services will be \$78,650 from the Apprenticeship Building America grant. Funding for the subsequent years is contingent upon City Council approval of the annual budget.

The initial term of the contract will begin upon approval of this ordinance and will remain in full force and effect for a three (3) year period. Two additional one-year renewal at the City's option will also be authorized by this ordinance.

ISSUE:

Approval of this item will provide the City's Workforce Development Office with a contract for Empyra's MyOneFlow Client and Case Management System that will assist the City's Apprenticeship Program with the tracking of applicants and outcomes to satisfy grant tracking requirements.

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

This award is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional services, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, the City's Workforce Development Office would not be able to efficiently track activity related to the Apprenticeship Program and would have to continue manual tracking methods which could become an audit liability.

FISCAL IMPACT:

This ordinance will authorize a contract with Lynceverse Technologies utilizing The Interlocal Purchasing System (TIPS) Contract 230105 to provide Workforce Development Office with Empyra's MyOneFlow Client and Case Management System for the City's Apprenticeship Program for an estimated contract value of \$276,650. The first-year costs for the software license subscription and implementation services will be \$78,650 from the Apprenticeship Building America grant.

RECOMMENDATION:

Staff recommends approval of this contract with Lynceverse Technologies utilizing the Texas Interlocal Purchasing System (TIPS) to provide Workforce Development Office with Empyra's MyOneFlow Client and Case Management System for the City's Apprenticeship Program for a base three-year term with two, one year renewal options for an estimated total contract value of \$276,650.

This contract was procured by means of cooperative agreement and a Contracts Disclosure Form is not required.