



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 14

**Agenda Date:** January 30, 2025

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

1/30/25 Annual Contracts

**SUMMARY:**

An ordinance awarding two contracts to provide the City with commodities and services on an annual basis for the term of the contracts for an estimated amount of \$427,000 annually. This ordinance provides the procurement of the following items, as needed, and dependent on the department's available budget, for the term of the contracts:

A. UTJ Holdco Inc. dba Teaching Strategies, LLC for ReadyRosie Subscription for the Department of Human Services, \$22,000 annual estimated cost (1 contract, Human Services Department)

B. MJ Management Services LLC for Senior Stat Software and Equipment, \$405,000 annually (1 contract, Human Services Department)

**BACKGROUND INFORMATION:**

The City of San Antonio utilizes annual contracts for procuring high volume repetitive purchases. Annual contracts are an efficient method of securing the best prices through volume purchasing and reducing large amounts of work related to the bid process. Utilization of annual contracts allows the City to procure numerous different commodities in support of the normal daily operations.

Procured on the basis of sole source

A. UTJ Holdco Inc. dba Teaching Strategies, LLC for ReadyRosie Subscription for the Department of Human Services, \$22,000 annual estimated cost, beginning February 1, 2025 through January 31, 2028, with 2, 1-year renewal options – will continue to provide a research-based, evidence-informed, family engagement resource and parenting curriculum that harnesses the power of video and mobile technology to empower families and schools to deepen and scale their family efforts, build a strong home learning practice, and promote school readiness for the Head Start Division.

The ReadyRosie Subscription is being purchased as a Sole Source according to the provisions of Texas Statutes Local Government Code 252.022.07. Teaching Strategies, LLC is the owner, developer, and copyright holder of ReadyRosie, and holds the trademarks for components, training curriculum materials, and methodologies for ReadyRosie. No other source can supply the subscription, nor can any comparable item fulfill the same requirements. The vendor acknowledges, with his/her signature, that all items offered are considered a Sole Source.

The Head Start division has used the ReadyRosie tool for ten years, as their parent engagement resource and curriculum. In 2022, Edgewood ISD, a Head Start Prekindergarten Partner, adopted ReadyRosie as part of their school curriculum. To ensure consistency across the Head Start program, the Division seeks to continue to provide access to ReadyRosie to Head Start Prekindergarten children and their families in San Antonio ISD and all Early Head Start children and their families.

B. MJ Management Services LLC for Senior Stat Software and Equipment, \$405,000 annually, beginning February 1, 2025 through December 31, 2027, with 2, 1-year renewal options – will provide a continuation of a vendor-hosted and cloud-based application solution to automate manual operational business processes used in the Senior Centers. The system, hardware and software ensure adherence to all associated grant requirements of the meal program, center activities and management of programmatic functions, including but not limited to, member registration, events management, activity tracking, meal compliance management, volunteer tracking and scheduling, transportation module and tracking, and reporting.

These automated software solutions and equipment are being purchased as a Sole Source according to the provisions of Texas Statutes Local Government Code 252.022.07. No other source can supply the items listed, nor can any comparable item fulfill the same requirements. The vendor acknowledges, with his/her signature, that all items offered are considered a Sole Source.

The Department of Human Services went live in 2017 with the automated application solution. Throughout the life of the current contract with MJ Management Services, LLC, several

customizations have been built for the department to meet the demands of all local, state, and federal grant rules and regulations and the needs of all end users. The application solution, its hardware, and software are proprietary.

#### **ISSUE:**

These contracts represent a portion of approximately 250 annual contracts that will be brought before City Council throughout the fiscal year. These products and services are used by city departments in their daily operations.

A. UTJ Holdco Inc. dba Teaching Strategies, LLC for ReadyRosie Subscription for the Department of Human Services

This contract is exempt from competitive bidding and is excluded from the scope of the Small Business Economic Development Advocacy (SBEDA) program.

The recommended award is an exception to the Local Preference Program.

B. MJ Management Services LLC for Senior Stat Software and Equipment

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Regarding all the contracts listed in this memo, the Veteran-Owned Small Business Preference Program does not apply to good/supplies or non-professional services, so no preference was applied to these contracts.

#### **ALTERNATIVES:**

Should these contracts not be approved, City departments will be required to process individual procurements for these items and services on an as needed basis and increased costs due to non-contract buying could be realized adversely affecting timelines of delivery.

#### **FISCAL IMPACT:**

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the department's adopted budget approved by City Council. Purchases made by the departments are as needed and dependent upon available funds within their adopted budget.

**RECOMMENDATION:**

Staff recommends the acceptance of these contracts submitted through this ordinance to provide the City with specified services on an annual contract basis.

These contracts were procured on the basis of sole source; therefore, a Contract Disclosure Form is not required.