



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 23

Agenda Date: December 7, 2023

In Control: City Council A Session

DEPARTMENT: Health Department

DEPARTMENT HEAD: Claude Jacob

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Approving an agreement with Ascend Nonprofit & Business Solutions, LLC for public health grant writing services

SUMMARY:

This ordinance authorizes the execution of an agreement with Ascend Nonprofit & Business Solutions, LCC to provide grant writing services and to support the submission of new grant applications to federal, state, and local funders for the San Antonio Metropolitan Health District in an amount up to \$50,000.00 for a term commencing upon execution, and ending November 30, 2024, with the option to renew for three, one-year terms, for a total contract value up to \$200,000.00, inclusive of renewals. The agreement is funded by the Centers for Disease Control and Prevention (CDC) Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems Grant, under the Workforce Capabilities Component.

This ordinance also authorizes the City Manager or designee to execute an amendment in the following circumstances: (A) an increase in contract funding in an amount not exceeding (a) twenty-five percent (25%) of the total amount of this contract or (b) \$25,000.00 annually, whichever is lesser amount; provided, however, that the cumulative total of all amendments increasing funding and executed without City Council approval pursuant to this subsection during the term of this contract shall not exceed the foregoing amount; (B) no cost extensions up to two

years; (C) budget adjustments authorized by the funding agency so long as the total dollar amount of the budget remains unchanged; (D) modifications to the Scope of Work due to the adjustment described in subsection (A) of this Section or for any other reason, so long as the terms of the amendment are reasonably within the parameters set forth in the original Scope of Work; and (E) changes in state or federal regulations mandated by the funding agency.

BACKGROUND INFORMATION:

Metro Health provides public health programs and services throughout San Antonio and Bexar County. Many of these services are funded by state and federal grants. On November 30, 2022, Metro Health was awarded a five-year grant from the CDC through the Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems Grant.

Funding from this grant provides support for core infrastructure improvements for local public health agencies to be equipped to respond to the ongoing and future public health needs of the communities and populations they serve. In alignment with this grant award and the department's strategic plan and priorities, Ascend Nonprofit & Business Solutions, LCC will assist and provide grant writing and technical assistance services for funding opportunities identified by Metro Health to expand the department's capacity to develop and support the submission of new grant applications to federal, state, and local funders. Metro Health expects the grant writing services available through this agreement will bring additional funding to support the sustainment of public health services provided to the community and key positions within the department for core services and operations.

The City issued a Request for Proposals (RFP) for "Public Health Grant Writer" (RFP 23-108, 6100017088) on August 16, 2023, with a submission deadline of September 20, 2023. The RFP was advertised in the Hart Beat, 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. Three proposals were received and deemed eligible for review.

On October 13, 2023, the proposals were reviewed by the evaluation committee which included representatives from the San Antonio Metropolitan Health District. The evaluation of each proposal was based on a total of 100 points: 40 points allotted for experience, background, qualifications; 40 points allotted for proposed plan; 15 points allotted for respondent's price schedule; and 5 preference points were allotted for the Veteran-Owned Small Business Preference Program. Additional categories of consideration included references and financial qualifications. After committee review and evaluation, Ascend Nonprofit & Business Solutions, LLC was recommended for contract award based on the City's standard RFP evaluation process.

ISSUE:

Metro Health requests City Council authorize the execution of an agreement with Ascend Nonprofit & Business Solutions, LCC to provide grant writing services and to support the submission of new grant applications to federal, state, and local funders in an amount up to \$50,000.00 for a term commencing upon execution, through November 30, 2024, with the option

to renew for three, one-year terms, for a total contract value up to \$200,000.00, inclusive of renewals. The funding for this agreement is available from the CDC Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems Grant.

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.

The Local Preference Program was not applicable to this contract, as the grant does not expressly mandate or encourage geographic preference.

The Veteran-Owned Small Business (VOSB) Preference Program was applied in the evaluation of the three responses received for this contract; however, the recommended firm is not a veteran-owned small business.

ALTERNATIVES:

Should City Council choose not to approve this ordinance, the department will need to continue leveraging existing Metro Health staff to identify and apply for potential funding opportunities to fund public health programs and services. Leveraging existing staff will limit the department's ability to identify and apply for available funding opportunities and result in a loss of potential funding streams to support existing public health programming and services for San Antonio residents.

FISCAL IMPACT:

This ordinance authorizes the execution of an agreement with Ascend Nonprofit & Business Solutions, LCC in an amount up to \$50,000.00 for a term commencing upon execution, through November 30, 2024, with the option to renew for three, one-year terms, for a total contract value up to \$200,000.00. Funding is available from the CDC Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems Grant.

There is no impact to the General Fund.

RECOMMENDATION:

Staff recommends approval.

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

