



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** {{item.number}}

**Agenda Date:** January 16, 2025

**In Control:** City Council A Session

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**DEPARTMENT:** Health Department

**DEPARTMENT HEAD:** Claude Jacob

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Agreements with ADMT Solutions, LLC, Alamo Home Health, Inc. dba Touchstone Health, BEAT AIDS Coalition Trust, Courageous Creativity, Doin Well, LLC, Parenting Plus, Stability Staffing and Consulting, LLC, The Immunization Partnership, The University of Texas Health Science Center at San Antonio, and Young Women's Christian Association of San Antonio for the provision of vaccine education outreach services.

**SUMMARY:**

This ordinance authorizes the execution of the following agreements to provide vaccine education outreach services:

1. ADMT Solutions, LLC: \$100,000.00;
2. Alamo Home Health, Inc. dba Touchstone Health: \$100,000.00;
3. BEAT AIDS Coalition Trust: \$100,000.00;
4. Courageous Creativity: \$100,000.00;
5. Doin Well, LLC: \$100,000.00;
6. Parenting Plus: \$100,000.00;
7. Stability Staffing and Consulting, LLC: \$100,000.00;
8. The Immunization Partnership: \$100,000.00;
9. University of Texas Health Science Center at San Antonio: \$100,000.00; and
10. Young Women's Christian Association of San Antonio: \$100,000.00

The City of San Antonio Metropolitan Health District's (Metro Health) Immunization program will execute the agreements for a cumulative amount up to \$1,000,000.00 for terms beginning December 1, 2024 through June 30, 2025. Funding is from the Immunization and Vaccines for Children grant.

This ordinance 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, 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; and (C) 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.

### **BACKGROUND INFORMATION:**

Submitted for City Council consideration and action are the proposals submitted by ADMT Solutions, LLC, Alamo Home Health, Inc. dba Touchstone Health, BEAT AIDS Coalition Trust, Courageous Creativity, Doin Well, LLC, Parenting Plus, Stability Staffing and Consulting, LLC, The Immunization Partnership, The University of Texas Health Science Center at San Antonio, and Young Women's Christian Association of San Antonio for Metro Health's Immunizations Program to provide vaccine education outreach services.

Vaccine hesitancy embodies the unwillingness to receive vaccines when vaccination services are available and accessible. Public health departments have used "train-the-trainer" models to provide education and training to community members, so that they are better informed and share the information they learn within their social circles. Metro Health seeks to mitigate vaccine hesitancy in communities throughout Bexar County with insufficient immunization coverage by increasing vaccine confidence through collaboration with community organizations. These organizations will strengthen vaccine confidence through engagement activities and dialogue, providing accurate, culturally competent information and resources.

The City issued a Request for Proposals (RFP) for "Vaccine Education Outreach Services" (RFP 24-048, 6100017638) on March 8, 2024, with a submission deadline of June 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. A total of twelve proposals were received. One proposal was disqualified for a political contribution made during the prohibited period as defined by the San Antonio City Code, Chapter 2, Article VII, Municipal Campaign Finance Code, Section 2-309. The remaining eleven proposals were deemed responsive for evaluation.

The evaluation committee included representatives from Metro Health and the San Antonio Independent School District. The Finance Department, Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each was based on a total of 100 points: 40 points were allotted for Experience, Background and Qualifications; 40

points were allotted for Proposed Plan; 15 points were allotted for Funding and Budget Narrative; and 5 points were allotted for the Veteran-Owned Small Business Preference Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee met to discuss and score all eleven responsive proposals on August 21, 2024. The committee recommended awarding contracts to the top ten highest-ranked respondents.

A pre-solicitation briefing was presented to the Audit Committee on December 14, 2023 prior to the solicitation being released. In addition, a post-solicitation briefing was presented to the Audit Committee on November 12, 2024 with staff's recommendation for Council award.

The initial term of each contract is December 1, 2024 and will be through June 30, 2025.

### **ISSUE:**

Metro Health requests City Council authorize the execution agreements with ADMT Solutions, LLC, Alamo Home Health, Inc. dba Touchstone Health, BEAT AIDS Coalition Trust, Courageous Creativity, Doin Well, LLC, Parenting Plus, Stability Staffing and Consulting, LLC, The Immunization Partnership, The University of Texas Health Science Center at San Antonio, and Young Women's Christian Association of San Antonio for Metro Health's Immunizations Program to provide vaccine education outreach services for a cumulative amount up to \$1,000,000.00 for the term beginning December 1, 2024 through June 30, 2025. Funding is from the Immunization and Vaccines for Children grant.

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

This award is an exception to the Local Preference Program (LPP). LPP was not applicable to this contract as grant does not expressly mandate or encourage geographic preference.

The Veteran-Owned Small Business Preference Program applied to this contract; however, none of the recommended firms are veteran-owned small businesses.

### **ALTERNATIVES:**

Should City Council choose not to approve this ordinance, Metro Health will need to re-solicit for vaccine education outreach services which will delay access for the community and prevent the department from meeting grant deliverables, in addition to the loss of the use of available grant funds.

### **FISCAL IMPACT:**

This ordinance authorizes the execution of the following agreements for Metro Health's Immunizations Program to provide vaccine education outreach services:

1. ADMT Solutions, LLC: \$100,000.00;
2. Alamo Home Health, Inc. dba Touchstone Health: \$100,000.00;
3. BEAT AIDS Coalition Trust: \$100,000.00;
4. Courageous Creativity: \$100,000.00;
5. Doin Well, LLC: \$100,000.00;
6. Parenting Plus: \$100,000.00;
7. Stability Staffing and Consulting, LLC: \$100,000.00;
8. The Immunization Partnership: \$100,000.00;
9. University of Texas Health Science Center at San Antonio: \$100,000.00; and
10. Young Women's Christian Association of San Antonio: \$100,000.00

Metro Health will execute the agreements for a cumulative amount up to \$1,000,000.00 for terms beginning December 1, 2024 through June 30, 2025. Funding is from the Immunization and Vaccines for Children grant.

**RECOMMENDATION:**

Staff recommends approval.

These agreements were procured by means of a Request for Proposals and Contracts Disclosure Forms are required.