



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 24

Agenda Date: April 17, 2025

In Control: City Council A Session

DEPARTMENT: Department of Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Early Head Start Mental Wellness Services

SUMMARY:

This ordinance authorizes a contract with Family Service Association of San Antonio, Inc. to provide Mental Wellness Support Services for Children, Families, and Adult Staff within the Early Head Start programs to include the Early Head Start/Head Start (EHS/HS) and Early Head Start-Child Care Partnership (EHS-CCP) programs for a total cost not to exceed \$210,700.00 over the contract term beginning May 1, 2025, through July 31, 2029. Funding for the first year of the agreement in the amount of \$25,500 is available from the EHS/HS and EHS-CCP grants. Funding for the remaining years of the agreement will be \$46,300 annually through July 31, 2029 and is contingent upon availability of grant funding.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is a proposal submitted by Family Service Association of San Antonio, Inc. to provide Mental Wellness Services for Children, Families, and Staff within the Early Head Start (EHS) programs.

The Head Start Program Performance Standards require that programs ensure ongoing mental

health consultations are provided by a qualified mental health professional to support children, families and staff mental wellness.

Consultation services must build the capacity of adults in an infant or young child's life to strengthen and support the mental health and social and emotional development of children.

There are two (2) programs proposed under EHS Mental Wellness Services: Program One provides mental wellness services for children and families enrolled in EHS/HS and EHS-CCP services, and Program Two provides adult mental wellness support services and training for EHS-CCP program staff.

The City issued a Request for Proposals (RFP) for "Early Head Start Mental Wellness Support Services" (RFP 24-172, 6100018445) on November 5, 2024, for both Programs, with a submission deadline of December 10, 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 firms provided proposals for Program One, and all four proposals were deemed eligible for review. Four firms provided proposals for Program Two, and all four were deemed eligible for review.

The evaluation committee included representatives from DHS and a retired consultant. The Finance Department, Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of proposals for each Program was based on a total of 100 points: 40 points allotted for Experience, Background, and Qualifications; 40 points allotted for Proposed Plan; 15 points allotted for respondent's Price Schedule; 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 to discuss and score the proposals on January 28, 2025. The top ranked firm for both programs was Family Service Association of San Antonio, Inc. and is recommended for award.

The initial term of the contract will begin May 1, 2025, through July 31, 2029.

ISSUE:

This ordinance authorizes DHS to enter into a contractual agreement with Family Service Association of San Antonio, Inc. for the period May 1, 2025 through July 31, 2029 to one (1), provide mental wellness services for children and families enrolled in EHS/HS and EHS-CCP services and programs, and two (2), provide adult mental wellness support services and training for the EHS-CCP Program staff. Funding for the first year of the agreement in the amount of \$25,500 is available from the EHS/HS and EHS-CCP grants. Funding for the remaining years of the agreement will be \$46,300 annually through July 31, 2029 and is contingent up on availability of grant funding.

The Small Business Economic Development Advocacy (SBEDA) Program is not applicable due to the funding source, federally grant fund. The recommended firm is a non-profit so is not eligible

for the SBEDA program.

The Head Start grant does not expressly mandate or encourage a geographic preference, therefore the Local Preference Program was not applied.

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 accepting the contract would require DHS to re-solicit for a mental wellness services provider for children and family, and staff which may interrupt the schedule of services provided for children, families and adults within the EHS Programs.

FISCAL IMPACT:

This ordinance authorizes the execution of a contract with Family Service Association of San Antonio, Inc. to provide Mental Wellness Support Services for Children, Families, and Adult Staff within the Early Head Start programs to include the Early Head Start/Head Start (EHS/HS) and Early Head Start-Child Care Partnership (EHS-CCP) programs for a total cost not to exceed \$210,700 over the contract term beginning May 1, 2025, through July 31, 2029. Funding for the first year of the agreement in the amount of \$25,500 is available from the EHS/HS and EHS-CCP grants. Funding for the remaining years of the agreement will be \$46,300 annually through July 31, 2029 and is contingent up on availability of grant funding.

RECOMMENDATION:

Staff recommends approval.

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