



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 38

Agenda Date: May 2, 2024

In Control: City Council A Session

DEPARTMENT: Information Technology Services Department

DEPARTMENT HEAD: Craig Hopkins

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Fiber Internet Access Service for the San Antonio Public Library.

SUMMARY:

Ordinance approving a contract with Charter Communications Operating, LLC, parent company for Spectrum Communications, for the provision of Fiber Internet Access Service for the San Antonio Public Library for a three-year term starting July 1, 2024, and ending June 30, 2027, with two one-year extensions, for a total contract value of \$54,000.00. Funding in the amount of \$2,700.00 is available from the Information Technology Services Departments FY 2024 Adopted Budget. Funding for future years is contingent upon City Council approval of the annual budget.

BACKGROUND INFORMATION:

The E-rate program began in 1997 to help make internet access for eligible schools and libraries affordable. The program is funded through the Federal Communications Commission (FCC) and administered by the Universal Service Administrative Company (USAC). All eligible schools and libraries identify goods and services they need and submit their requests for competitive bids to the USAC. The E-rate solicitation and award process requires that a listing for services and equipment be published on USAC's website for 28 days. The posting (FCC Form 470) is publicly

advertised and open to any vendor to submit a proposal. Once the 28 days have concluded, all submitted proposals can then be reviewed and scored by the E-rate Team evaluation panel. The proposals are scored based on cost of eligible items (highest weighted factor), ability to meet needs, prior experience with service provider and quality of service. After scoring the proposals, the selected vendors are notified via Letter of Intent that informs them City Staff will recommend that City Council award them a contract based on submitted proposals. The Letters of Intent are placeholders, until contracts with the awarded vendors are reviewed, approved and executed. The contract execution must occur before July 1st, the start of the E-rate year. A contract may be approved on or after July 1st but contracted for services are not eligible for E-rate reimbursement until such contract is executed and approved.

The two City departments eligible for E-rate reimbursements are Pre-K 4 SA and the San Antonio Public Library.

The term of the Charter Communications Operating, LLC, parent company for Spectrum Communications, contract is for 3 year term starting July 1, 2024, and ending June 30, 2027, with the option of two one-year extensions, for a monthly fee of \$900.00 and total contract value of \$54,000.00.

ISSUE:

The evaluation and award process for E-rate differs from the City's procurement process in that E-rate eligible cost is the primary factor for award. Also, the E-rate year is from July 1st to June 30th. Under USAC guidelines, the formal filing of all documents and contract execution must be complete before July 1st.

ALTERNATIVES:

If the contract is not approved, the City will not be eligible for E-rate discounts and will need to locate another provider for this service.

FISCAL IMPACT:

This ordinance will approve a contract with Charter Communications Operating, LLC, a parent company for Spectrum Communications, for the provision of Fiber Internet Access Service for San Antonio Public Library for a three-year term starting July 1, 2024, and ending June 30, 2027, with two one-year extensions, for a total contract value of \$54,000.00. Funding in the amount of \$2,700.00 is available from the Information Technology Services Department's FY 2024 Adopted Budget. Funding for subsequent fiscal years is contingent upon City Council approval of the annual budget and funds.

RECOMMENDATION:

Staff recommends the approval of the Charter Communications contract.