



City of San Antonio

Agenda Memorandum

File Number:
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Agenda Item Number: 4

Agenda Date: November 8, 2021

In Control: San Antonio Early Childhood Education Municipal Development Corporation Meeting

DEPARTMENT: Pre-K 4 SA

DEPARTMENT HEAD: Dr. Sarah Baray

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Student Information System Software for Pre-K 4 SA

SUMMARY:

This item authorizes acceptance of a contract with Nulinx International, Inc. to provide a student information system software for a period of three years, with two, one-year options to renew for a total contract value not to exceed \$86,500.00.

BACKGROUND INFORMATION:

In order to support high-quality early childhood education, Pre-K 4 SA requested proposals to provide a complete student information system with the following capabilities: 1) online application, registration and enrollment process; 2) enrolled student data management; 3) contactless student check in and check out; and 4) State and local independent school district reporting in compliance with Health Insurance Portability and Accountability Act (HIPAA),

Family Educational Rights and Privacy Act (FERPA), and Children's Online Privacy Protection Act (COPPA) regulations.

Pre-K 4 SA worked in coordination with the City's Finance Department, Purchasing Division (Purchasing) to develop a Request for Competitive Sealed Proposals (RFCSP) to meet the needs of the program. The City issued a Request for Competitive Sealed Proposal for "Student Information System Software for Pre-K 4 SA" on May 26, 2021, with a submission deadline of June 28, 2021. Five proposals were received.

The evaluation committee consisted of representatives from the Information Technology and Services Department and Pre-K 4 SA. The Finance Department, Purchasing Division facilitated by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal response was based on a total of 100 points; 30 points allotted for experience, background, qualifications; 30 points allotted for proposed plan; 20 points allotted for respondent's price schedule; and 10 points allotted for the SBE Prime Contract Program; and 10 points allotted for the M/WBE Prime Contract Program.

The evaluation committee met on September 8, 2021 for initial discussion and scoring and recommended shortlisting the top two ranked firms for demonstrations and interviews. The demonstrations and interviews were held on September 29th and 30th via WebEx. Each vendor was given an opportunity to showcase their proposed solution. The evaluation committee reconvened on September 30, 2021 to complete final scoring and recommended Nulinx International, Inc. for award.

This contract shall begin upon award of the contract by the Board for a three-year period. At Corporation's option, this contract may be renewed for two additional one-year periods and shall be authorized by this action.

ISSUE:

Pre-K 4 SA staff requests Board action authorizing acceptance of a contract with Nulinx International, Inc. to provide a student information system software for a period of three years, with two, one-year options to renew for a total contract value not to exceed \$86,500.00.

The Goal Setting Committee applied the Small and Minority/ Women-Owned Business Enterprise Prime Contract (SBEDA) Program with ten (10) SBE Prime Contract Program evaluation preference points awarded to a vendor if they are certified as SBE located within the San Antonio Metropolitan Statistical Area and ten (10) M/WBE Prime Contract Program evaluation preference points awarded to a vendor if they are certified as M/WBE located

within the San Antonio Metropolitan Statistical Area. However, Nulinx International, Inc. was not eligible to receive any preference points.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

FISCAL IMPACT:

This item authorizes acceptance of a contract with Nulinx International, Inc. to provide a student information system software for a period of three years, with two, one-year options to renew for a total contract value not to exceed \$86,500.00.

Funds are budgeted and available within the FY 2022 Pre-K 4 SA Operating Fund.

ALTERNATIVES:

Should this contract not be accepted, Pre-K 4 SA staff will continue to use multiple different software solutions to provide an online application, contactless student check in and check out, student registration and enrollment services instead of providing a complete and comprehensive student information system. This may impact Pre-K staff's ability to enhance and coordinate student services for Pre-K 4 SA students, parents and staff.

RECOMMENDATION:

Staff recommends for the Board to authorize acceptance of a contract with Nulinx International, Inc. to provide a student information system software for a period of three years, with two, one-year options to renew for a total contract value not to exceed \$86,500.00.