



# City of San Antonio

## Agenda Memorandum

**File Number:**  
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**Agenda Item Number:** 3

**Agenda Date:** Invalid date

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

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**DEPARTMENT:** Pre-K 4 SA

**DEPARTMENT HEAD:** Dr. Sarah Baray

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Approval of Temporary Nursing Staffing Services Contract for Pre-K 4 SA

**SUMMARY:**

This item requests Board approval to negotiate and execute a contract with Assessment Intervention Management (AIM) to provide temporary nursing staffing services for Pre-K 4 SA for three years, with two, one-year options to renew for a total contract value not to exceed \$250,000.00.

**BACKGROUND INFORMATION:**

Pre-K 4 SA provides high-quality prekindergarten education to 2,000 children per academic year, with 500 children enrolled at each of the four Pre-K 4 SA Education Centers. All Pre-K 4 SA Centers are staffed with one full-time school nurse. School nurses are responsible for

implementing and managing the Education Center's health program designed to serve each child through the delivery of direct services, preventative care, provision of health education and the promotion of a healthy school environment. The nurses' duties include assisting students with minor medical issues, evaluating student needs, and making care plans to meet those needs.

Pre-K 4 SA is a full-inclusion model and supports the individual needs of all children in an inclusive environment. Some of the children who attend Pre-K 4 SA have chronic medical conditions such as allergies, asthma, hearing or vision impairment, feeding needs, neuromuscular disorders, seizures, and diabetes. Research has demonstrated that children who attend prekindergarten in inclusive environments develop stronger social skills and problem-solving abilities.

In recent years, Pre-K 4 SA has seen an uptick in enrollment of children with chronic medical needs which require support from the school nurse. In order to ensure the availability of nursing services in the event a full-time nurse is absent, Pre-K 4 SA entered into a healthcare staffing agreement for nursing services with Angel Staffing in September 2022. The agreement was for a term of two years, in an amount not to exceed \$50,000.00. The Board approved an amendment to this contract on April 4, 2023, increasing the contract capacity to an amount not to exceed \$65,000.00 to sustain the needs of the program while a formal RFP process was underway.

Pre-K 4 SA worked in coordination with the City's Finance Department, Procurement Division (Procurement) to develop a Request for Proposals (RFP) inviting qualified temporary employment agencies to provide medical staff to support Pre-K 4 SA school clinics. The City issued a Request for Proposals for Temporary Nursing Staffing Services on January 23, 2023, with a submission deadline of February 20, 2023. Eleven (11) proposals were received, however six (6) proposals were deemed non-responsive for failure to meet the subcontracting requirement of 11% M/WBE established as part of this RFP. The remaining five (5) proposals were deemed responsive to move forward for evaluation.

The Finance Department, Procurement Division facilitated the process by ensuring compliance with City's procurement policies and procedures. The proposals were evaluated based on the firm's experience, background, qualifications and proposed plan. The evaluation of each proposal response was based on a total of 100 points; 40 points allotted for experience, background and qualifications; 30 points allotted for proposed plan; 20 points allotted for respondent's price schedule. A total of 10 points was allotted for the Small Business Economic Development Advocacy (SBEDA) SBE (5 points) and M/WBE (5 points) Prime Contract Program.

The evaluation committee met to review, discuss, and score all proposals on April 13, 2023. The committee recommended awarding the contract to the top-ranked respondent, Assessment Intervention Management (AIM).

The initial term of this agreement shall begin May 9, 2023 through May 8, 2026. At Pre-K 4 SA's option, this contract may be renewed for two (2) additional, one (1) year period(s) and shall be authorized by this action.

**ISSUE:**

This contract with AIM will provide for continuation of temporary nursing staffing services in support of the pilot program and work study launched in September 2022 at Pre-K 4 SA Education Centers under the prior contract with Angel Staffing. The contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee applied the Small and Minority/ Women-Owned Business Enterprise Prime Contract Program with ten (10) evaluation preference points awarded to AIM as they are a certified SBE and M/WBE firm located within the San Antonio Metropolitan Statistical Area.

**FISCAL IMPACT:**

This action authorizes negotiation and execution of a contract with Assessment Intervention Management (AIM) to provide temporary nursing staffing services for Pre-K 4 SA for three years, with two, one-year options to renew for a total contract value not to exceed \$250,000.00.

Funds are budgeted and available within the Pre-K 4 SA Operating Fund. Future contract year funds are contingent upon approval of the annual operating budget by the Corporation's Board of Directors.

**ALTERNATIVES:**

Should this contract not be approved by the Board, Pre-K 4 SA will have to discontinue the use of temporary nursing staffing services to support the four education centers.

**RECOMMENDATION:**

Staff recommends Board approval to negotiate and execute a contract with Assessment Intervention Management (AIM) to provide temporary nursing services for Pre-K 4 SA for three years, with two, one-year options to renew for a total contract value not to exceed \$250,000.00.

This contract is procured by means of Request for Proposals and Contract Disclosure Form is attached.