



City of San Antonio

Agenda Memorandum

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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 Transportation Services for Pre-K 4 SA

SUMMARY:

This item includes a briefing and Board approval to negotiate and execute a contract with Star Shuttle, Inc. to provide student transportation services for Pre-K 4 SA for three years, with three, one-year options to renew and a total contract value not to exceed \$5,500,000.00.

BACKGROUND INFORMATION:

The Pre-K 4 SA program enrolls 2,000 students per academic year, program-wide with 500 students enrolled at each of the four Pre-K 4 SA Education Centers. The curriculum for the program operates on a 177 day school year from 7:00 AM to 3:00 PM each day with extended day options from 3:00 PM to 6:00 PM.

The Corporation has committed to provide safe transportation services to and from Education Centers in a school bus as defined in 37 TAC §14.52(a); provided by a certified bus driver as required by Texas Transportation Code, Sec. (e), Texas Administrative Code, Title 37 Part 1, Chapter 14 (i) through the program administered by the Texas Department of Public Safety, and Texas Administrative Code, Title 40, Chapters 745 and 746, Department of Family and Protective Services' Child Care Center rules pertaining to transportation.

As a part of the Pre-K 4 SA program, student transportation services are utilizing bus depots strategically located throughout the City of San Antonio. The Corporation currently utilizes a bus depot model, in which the vendor arrives at the morning pickup location (the respective Pre-K 4 SA Center) at 6:45 AM and departs at 6:50 AM. The buses arrive at each depot at 7:00 AM and depart the depots at 7:10 AM to go back to their respective Centers. Each afternoon the buses arrive at the Education Centers at 2:15 PM, depart from each Education Center at 2:40 PM and arrive at each depot at 3:00 PM to wait for parents to sign their children out. Buses return to the Centers at 3:15 PM. Pre-K 4 SA provides the staff to sign-in and sign-out the children from the buses. The current transportation service is using ten (10) depots this year.

In April 2018, Pre-K 4 SA awarded a contract to Star Shuttle, Inc., to provide transportation services for Pre-K 4 SA for three years, with two, one-year options to renew for a total contract value not to exceed \$4,066,444.00. Pre-K 4 SA exercised both renewal options, and the current contract is set to expire on May 31, 2023.

Pre-K 4 SA worked in coordination with the City's Finance Department, Procurement Division (Procurement) to develop Request for Competitive Sealed Proposals (RFCSP) to meet the needs of the program. The City issued a Request for Competitive Sealed Proposal for "Transportation Services for Pre-K 4 SA" on December 16, 2022, with a submission deadline of February 3, 2023. One proposal was received and deemed responsive to move forward to evaluation.

The evaluation committee consisted of representatives from the Office of the City Manager, Pre-K 4 SA, and the San Antonio Water System (SAWS). The Finance Department, Procurement Division facilitated by ensuring compliance with City procurement policies and procedures.

The evaluation committee met to review and discuss the responsive proposal on March 29, 2023, and, by consensus, recommends awarding the contract to Star Shuttle Inc., the sole responsive respondent.

The initial term of the agreement shall begin on June 1, 2023 through May 31, 2026. At Corporation's option, this contract may be renewed for three additional, one-year periods and shall be authorized by this action.

ISSUE:

This item requests Board approval to negotiate and execute a contract with Star Shuttle Inc. to provide student transportation services for Pre-K 4 SA for three years, with three (3), one (1) year options to renew for a total contract value not to exceed \$5,500,000.00.

This 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 Business Enterprise Prime Contract Program with ten (10) evaluation 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 action authorizes acceptance of a contract with Star Shuttle Inc. to provide student transportation services for Pre-K 4 SA for three years, with three (3), one (1) year options to renew for a total contract value not to exceed \$5,500,000.00.

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, Pre-K 4 SA will have to procure the services on an as-needed basis, wherein increased costs due to non-contracted buying would be incurred.

RECOMMENDATION:

Staff recommends Board approval to negotiate and execute a contract with Star Shuttle Inc. to provide student transportation services for Pre-K 4 SA for three years, with three (3), one (1) year options to renew for a total contract value not to exceed \$5,500,000.00.

This contract is procured by means of Request for Competitive Sealed Proposals (RFCSP) and Contract Disclosure Form is attached.