



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 10/26/2021

ALL

Item Creation Date: 10/6/2021

T29733 – HIV/STI Prevention School Based Education Program - ORDINANCE (Bee Busy Learning Academy, Inc. and The Montrose Center)

Agenda Item#: 44.

Background:

Request for Proposals received April 3, 2021 for T29733 – Approve an ordinance awarding contracts to Bee Busy Learning Academy, Inc. and The Montrose Center in the maximum contracts amount of \$1,000,000.00 to develop and implement an innovative Human Immunodeficiency Virus (HIV) and Sexually Transmitted Infections (STI) training program for the Houston Health Department.

Specific Explanation:

The Director of the Houston Health Department and the Chief Procurement Officer recommend that City Council approve an ordinance awarding a **three (3) year contract, with two (2) one-year renewal options** to **Bee Busy Learning Academy, Inc. and The Montrose Center** in the maximum contracts amount of **\$1,000,000.00** to develop and implement an innovative Human Immunodeficiency Virus (HIV) and Sexually Transmitted Infections (STI) training program. The Director of the Houston Health Department may terminate this Agreement at any time by giving 30 days written notice to Contractor, with a copy of the notice to the Chief Procurement Officer.

The scope of work requires the contractor to implement an innovative curriculum and training program addressing HIV and STI that increases broad school-based support for HIV/STI education among school administration, teachers, medical staff, school boards, parent-teacher organizations, and parents for comprehensive HIV/STI education and prevention activities for students.

The Request for Proposals (RFP) was advertised in accordance with the requirements of the State bid laws and as a result, proposals were received from Fundacion Latinoamericana de Accion Social, Inc., The Montrose Center, Baylor College of Medicine – Teen Health Clinic, and Bee Busy Learning Academy, Inc. The Evaluation Committee consisted of members from the Houston Health Department and the Houston Housing and Community Development Department. The proposals were evaluated based on the following criteria:

1. Responsiveness of Proposal
2. Financial Stability
3. Background and Organizational Capacity
4. Service Delivery Experience
5. Program Summary
6. Program Design and Implementation
7. Program Management
8. Service Tracking and Reporting
9. Quality Assurance
10. Program Implementation Timeline
11. Budget Form

Bee Busy Learning Academy, Inc. and The Montrose Center received the highest overall scores and were deemed to be the best qualified contractors to perform the requirements as outlined in the RFP and are recommended for the below maximum contract award.

| Contractor Name | FY 2022 | Out Years | Maximum Contract Award |
|--|--------------|--------------|------------------------|
| Bee Busy Learning Academy, Inc. | \$100,000.00 | \$400,000.00 | \$500,000.00 |
| The Montrose Center | \$100,000.00 | \$400,000.00 | \$500,000.00 |

M/WBE Subcontracting:

MWBE Zero Percentage Goal document approved by the Office of Business Opportunity.

Pay or Play Program:

The proposed contract requires compliance with the City's 'Pay or Play' ordinance regarding health benefits for employees of City contractors. In this case, the contractors will provide health benefits to eligible employees in compliance with City policy.

Hire Houston First:

Hire Houston First does not apply to this expenditure because it involves the use of federal funds and is subject to specific procurement rules of the federal government.

Fiscal Note:

No Fiscal Note is required on grant items.

10/14/2021

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Jerry Adams
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**Jerry Adams, Chief Procurement Officer
Finance/Strategic Procurement Division**

DocuSigned by:
Stephen L. Williams
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10/14/2021

Department Approval Authority

| Estimated Spending Authority | | | |
|------------------------------|--------------|--------------|----------------|
| Department Name | FY2022 | Out-Years | Total |
| Houston Health Department | \$200,000.00 | \$800,000.00 | \$1,000,000.00 |

Amount and Source of Funding:

\$1,000,000.00
Federal Government – Grant Funded
Fund No: 5000

Contact Information:

| NAME: | DEPARTMENT/DIVISION | PHONE |
|--|---------------------|--------------|
| Yesenia Chuca, Purchasing Manager | FIN/SPD | 832.393.8727 |
| Ruby Lopez, Sr. Procurement Specialist | FIN/SPD | 832.393.8705 |
| Wayne Kelley, Contract Administrator | HHD | 832.393.4714 |

ATTACHMENTS:

| Description | Type |
|---------------------------------|-----------------------|
| Bee Busy - COF | Financial Information |
| Montrose - COF | Financial Information |
| Department Award Recommendation | Backup Material |
| Bee Busy - Ownership Form | Backup Material |
| Montrose - Ownership Form | Backup Material |
| Bee Busy - Tax Report | Backup Material |
| Montrose - Tax Report | Backup Material |
| OBO - MWBE Waiver | Public Notice |
| POP Forms - Bee Busy | Backup Material |
| POP Forms - Montrose Center | Backup Material |
| OA Number - Bee Busy & Montrose | Backup Material |