



Department of Human Services Senior Nutrition Program Meal Preparation Services

Melody Woosley, Human Services Director
Troy Elliott, Deputy Chief Financial Officer

City Council B Session

September 30, 2020





Background

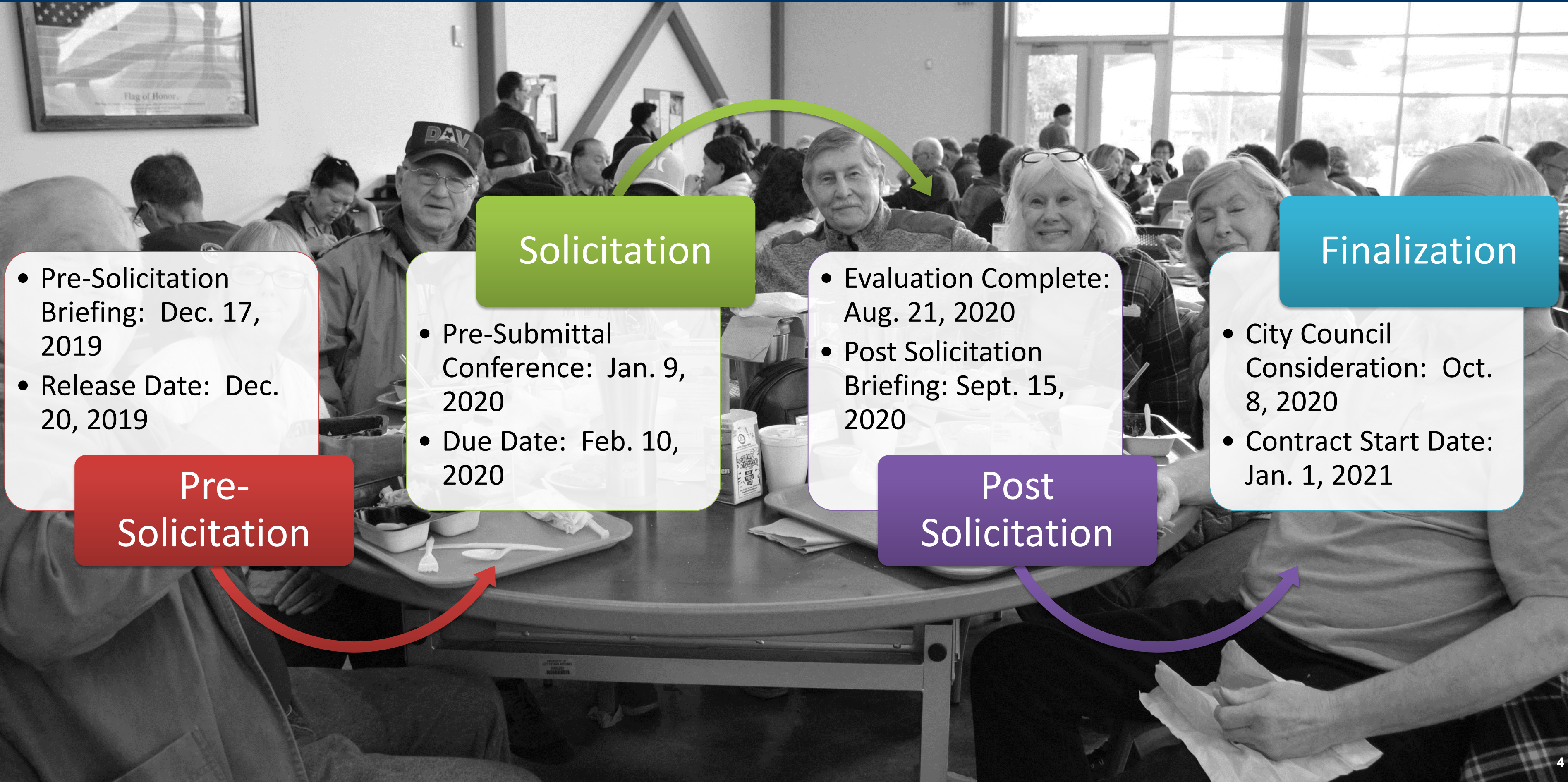
- Operated by Department of Human Services Since 1973
- Approximately 700,000 hot, noon meals served in congregate setting annually (Roughly 2,500 2,700 daily)
- Adults, aged 60 and older, and their spouses eligible to participate in the program
- Meals prepared and delivered through contracted vendor to 52 sites (preCOVID) in San Antonio & Bexar County
- Meals and services must comply with Federal Senior Nutrition Program grant requirements and Metro Health Food Safety Guidelines

Meal Contract Background

- Prior Solicitations: Competitive process last issued Jan. 23, 2015
- Contract Term:
 - 1 year with 4, 1 year renewal options
 - Current contract was to expire Sept. 30, 2020
 - Exercised extension through Dec. 31, 2020
- Current Vendor:
 - Selrico Services, Inc.



Request for Competitive Sealed Proposals (RFCSP) Timeline





RFCSP Respondents

Meals on Wheels

- Home bound meal program provider (42 years)
- Operates Grace Place Alzheimer's Activity Center
- Serves Bexar, Atascosa and Frio Counties
- Provides hot, noon meals to senior centers in Atascosa and Frio Counties

Selrico Services

- Current vendor for DHS Nutrition Program (since 2004)
- Parks Summer Food Program (13 years)
- Provides Senior Nutrition Program meal service to City of Phoenix and City/County of El Paso

San Antonio Food Bank

- Provides meals to the Haven for Hope Campus, school district classrooms, and community partners (10 years)
- Project Hope food commodities provider
- Current PreK 4SA meal provider



Evaluation Criteria



- ✓ Experience, Background, Qualification – 25 points
- ✓ Proposed Plan and Taste Test – 40 points
- ✓ Pricing – 15 points
- ✓ SBE Prime Contract Program – 10 points
- ✓ M/ WBE Prime Contract Program - 10 points
- ✓ Subcontracting Requirement - 16% M/ WBE and 2% AABE
- ✓ Local Preference Program Not Applicable
- ✓ Veteran Owned Small Business Program Not Applicable



Evaluation Committee

Evaluation Committee

Betty Eckert, Joint Commission on Elderly Affairs Member

Javier Covarrubias, Senior Nutrition Program Volunteer

Melody Woosley, Human Services Director

Jessica Dovalina, Assistant Human Services Director

Maria Rivera, Social Services Manager, Human Services

Pamela Rodriguez, MDS, RD, LD, Dietician, Human Services

Haley Amick, Nutrition Coordinator, Metro Health

Brenda Burton, Assistant Manager, Parks and Recreation

Advisory Member

Yolanda Perez, Senior Services Administrator, Human Services

Scoring

RFCSP - Meal Preparation for Senior Nutrition Program (DHS) RFx 6100012251, 20-009 *FINAL EVALUATION August 21, 2020	Maximum Points	Meals on Wheels San Antonio 4306 NW Loop 410 San Antonio, Texas 78229	Selrico Services Inc. 717 W. Ashby Place San Antonio, Texas 78212	San Antonio Food Bank 5200 Enrique M. Barrera Parkway San Antonio, Texas 78227
A - Experience, Background, Qualifications	25	22.13	13.63	15.63
B - Proposed Plan & Taste Test	40	33.38	19.75	22.50
A - B SUB-TOTAL	65	55.51	33.38	38.13
C - Price Schedule	15	14.83	14.01	14.29
D - SBEDA - SBE Prime Contract Program	10	0.00	10.00	0.00
D - SBEDA - M/WBE Prime Contract Program	10	0.00	10.00	0.00
C - D SUB-TOTAL	35	14.83	34.01	14.29
TOTAL SCORE	100	70.34	67.39	52.42
RANK BASED ON TOTAL SCORE		1	2	3

*One evaluation meeting held with food tasting, interviews and scoring completed.

Recommended: Meals on Wheels



- Non-profit organization founded in 1977 in San Antonio
- Wide array of senior services including:
 - Meal delivery to homebound seniors (3,400,700 daily), nutrition education, and senior companionship
 - Pet food delivery
 - Home safety education
 - Adult activity centers, caregiver respite, and support
- Evaluation Feedback:
 - Strong experience, background and qualifications with 42 years of experience
 - In-depth understanding of federal nutrition program requirements
 - Highest rated project plan and taste test with strong interview
 - Most financially stable and lowest per meal rate
 - Meals prepared and delivered same day
 - Capacity to produce 10,000 meals per shift
 - Strong internal compliance monitoring and quality control plan
 - Additional leveraged resources include: Alzheimer's/dementia train and resources, seamless transition to homebound meals (when appropriate), and senior caregiver resources and education



- Established in 1989 in San Antonio and is minority, Veteran owned for profit organization
- Organization services include:
 - Meal delivery and dining - capacity to produce 25,000 meals each shift
 - Custodial
 - Contingency, disaster, and logistics
 - Base operations
- Evaluation Feedback:
 - Served as the Senior Nutrition Program meal services provider since 2004
 - Lowest rated program plan and meals
 - Evaluators took into account past and ongoing contract non-compliances with
 - Nutrition requirements
 - Meal quality
 - Timely meal delivery
 - Deviation from approved menus
 - Responsiveness
 - Notice to Cure issued in September 2018
 - Some improvement noted post cure letter; however, nutrition and food safety non-compliances continue



- Non-profit organization established in 1980 in San Antonio
- Organization services include:
 - Meal provider to Haven for Hope Campus, Pre- K 4SA, school districts, and community partners
 - Food access for families and community food pantries
 - Benefits enrollment assistance
 - Culinary training and job assistance programs
 - Nutrition Health and Wellness Education
 - Pet food assistance
- Evaluation Feedback:
 - Over 10 years experience as a meal provider with expertise serving young children and the homeless
 - Multiple community kitchen locations
 - Core partner during disaster response

FY 2021 Budget

Senior Nutrition
Program Meal
Contract



Total Budget
\$2.46 Million



Senior Nutrition Program
Grant
\$1.71 Million



City of San Antonio
General Fund
\$748,000

Price Analysis: Years 1 – 5

Average Price Per Meal



2000-5000 (Daily Meals)	\$4.07	\$4.22	\$4.29
2000-5000 (Shelf Stable Meals)	\$4.74	\$4.93	\$5.72

Finance & City Auditor's Office Due Diligence

FINANCE:

- Conducts Minimum Requirements Review
- Received Four Proposals
 - TRIO deemed non-responsive for failure to meet SBEDA subcontracting requirements
- Due Diligence
 - Background Research
 - References
 - Financial Review
 - Proof of Insurance

No
Issues
Identified

CITY AUDITOR'S OFFICE:

- Contract Disclosure Forms
- Campaign Contributions and/or Conflicts of Interest

Recommendation



Staff recommends scheduling this item for City Council A Session consideration of an award to
Meals on Wheels San Antonio
to provide meal preparation and delivery services for the Senior Nutrition Program