



City of San Antonio

Legislation Details (With Text)

File #: 20-5276
Type: Staff Briefing - Without Ordinance
In control: Audit and Accountability Committee

On agenda: 9/15/2020

Title: Annual Contract for Meal Preparation Services for Senior Nutrition Program [Colleen M. Bridger, MPH, PhD, Assistant City Manager; Melody Woosley, Director, Human Services]

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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**CITY OF SAN ANTONIO
DEPARTMENT OF HUMAN SERVICE
Interdepartmental Correspondence**

TO: Erik Walsh, City Manager

FROM: Melody Woosley, Director, Department of Human Services

COPIES: Audit and Accountability Committee; Ben Gorzell, Jr., CPA, Chief Financial Officer; Kevin Barthold, City Auditor; Dr. Colleen Bridger, Assistant City Manager; Troy Elliott, CPA, Deputy Chief Financial Officer

SUBJECT: Consideration of Completed High Profile Solicitation

DATE: September 15, 2020

The following high profile project has completed the solicitation process. This item is presented to the Audit and Accountability Committee for review prior to the full City Council for consideration.

Meal Preparation Services for Senior Nutrition Program (DHS) - Department issued a Request for Competitive Sealed Proposal (RFCSP) for Meal Preparation Services for Senior Nutrition Program to select a qualified and experienced contractor to provide pre-packaged meals to support the senior nutrition program. Food services shall include daily preparation and delivery of hot lunches to approximately 2,500 seniors daily at approximately 52 sites which includes community centers, churches, and City-owned and operated facilities located within Bexar County, Texas.

Solicitation Type: Request for Competitive Sealed Proposals
Contract Value: \$18.2 Million

Term of Contract: 1 year with four 1-year renewal options
 Number of Respondents: 4 (one Respondent deemed non-responsive due to not meeting the SBEDA subcontracting requirement)
 Contracts to be Awarded: 1
 Council Consideration: October 1, 2020
 Evaluation Criteria: Experience, Background, Qualifications: 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
 SBEDA Requirements: 16% M/WBE Subcontracting Program
 2% AABE Subcontracting Program
 Local Preference Program: Not Applicable
 Veteran Owned Small Business Preference Program: Not Applicable

Voting Members: Melody Woosley, Director, DHS
 Jessica Dovalina, Assistant Director, DHS
 Pamela Rodriguez, Registered Dietitian, DHS
 Maria Rivera, Social Services Manager, DHS
 Haley Amick, Community Nutrition Coordinator, SAMHD
 Brenda Burton, Assistant Manager, Parks & Recreation Department
 Betty Eckert, Joint Commission on Elderly Affairs Member
 Javier Covarrubias, Senior Nutrition Program Volunteer

RFCSP - Meal Preparation for Senior Nutrition Program (DHS) RF# 6100012251, 20-009	Maximum Points	Vendor A	Vendor B	Vendor C
SCORE SUMMARY *FINAL EVALUATION August 21, 2020				
A - Experience, Background, Qualifications	25	22.13	13.63	15.63
B - Proposed Plan & Taste Test	40	33.38	19.75	22.50
C - Price Schedule	15	14.83	14.01	14.29
D - SBEDA Program	20	0.00	20.00	0.00
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.				

Due diligence conducted for the respondents to the above solicitation included a search of federal and state debarment lists, prohibited political contributions, conflicts of interest, delinquent city/County taxes, outstanding payments to the City, payment of state franchise fees as well as a search of the internet for pertinent business information. No material findings were noted that would prevent the city from awarding to the selected vendor.

Staff recommends committee approval to proceed with scheduling this item for full City Council consideration.