



# City of San Antonio

## Agenda Memorandum

**File Number:** 18-2556

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**Agenda Item Number:** 7.

**Agenda Date:** 4/3/2018

**In Control:** Early Childhood Education Municipal Development Corporation Board of Directors

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**DEPARTMENT:** Pre-K 4 SA

**DEPARTMENT HEAD:** Sarah Baray, Ph.D.

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Annual Contract for Nutrition Services for Pre-K 4 SA

### **SUMMARY:**

This item authorizes acceptance of a contract with the San Antonio Food Bank to provide student nutrition services and nutritional education services for Pre-K 4 SA for three years, with two, one year options to renew for a total contract value not to exceed \$12,795,502.

### **BACKGROUND INFORMATION:**

As part of the Pre-K 4 SA program, breakfast, lunch and snacks are provided to all students each day. The Corporation is also committed to providing education services related to nutrition and food. The contractor will provide breakfast, lunch, and a snack to students at their designated Center each school day and will also provide snacks for students participating in the Extended Day program. Food preparation will occur onsite at the contractor's facility. Food will be delivered to each Education Center daily. Pre-K will implement a new family style model that consists of the contractor providing and delivering family style packaged meals, with each family style packaged meal able to appropriately feed a classroom of 20 students. In the classroom the students will serve themselves with measuring utensils. In addition to nutrition services, the contractor will provide student and family nutritional education services. This can include, but will not be limited to, cooking demonstrations, nutrition lessons, Center gardening to be done by Master Gardener, health fairs, garden to market and inclusion of parents in the menu planning, and other appropriate means of providing nutritional education services. For budget purposes, the contract value includes annual services for both daily student

nutrition services and nutritional education services. Pre-K 4 SA enrolls 2,000 students per academic year, program-wide with 500 students enrolled at each of the four Pre-K 4 SA Education Centers. On average, 1,900 breakfast, lunch and daily snacks are served each school day. The overall contract value accounts for additional quantities to address for contract capacity for potential increases to the quantities of meals served each year.

Pre-K 4 SA worked in coordination with the City's Finance Department, Purchasing Division (Purchasing) to develop a Request for Competitive Sealed Proposals (RFCSP) to meet the needs of the program. The City issued a Request for Competitive Sealed Proposal for "Nutrition Services for Pre-K 4 SA" on October 17, 2017, with a submission deadline of November 17, 2017. Two proposals were received.

The evaluation committee met on December 20, 2017 to evaluate the proposals received. After committee review and discussion a taste testing and demonstration of both food style options (Individual Style and Family Style) was requested. The taste testing and demonstration was held on January 26, 2017 with evaluation members and Pre-K 4 SA students in attendance. The evaluation committee met on February 20, 2017 to evaluate and score the proposals. The evaluation of each proposal response was based on a total of 100 points; 30 points allotted for experience, background, qualifications; 35 points allotted for proposed plan to include an additional 5 points allotted if subcontracting 3% of the total contract value to an African American-Owned Business (AABE); 5 points allotted for Small Business Enterprise Prime Contract Program; 10 points allotted for M/WBE Business Enterprise Prime Contract Program; and 15 points allotted for Respondent's price. After a recommendation for award was agreed upon by the selection committee, the pricing and SBEDA scores were revealed; San Antonio Food Bank received the highest ranking and was recommended for award by the evaluation committee.

The evaluation committee consisted of representatives from the Office of the City Manager, Parks and Recreation Department and Pre-K 4 SA. The Finance Department, Purchasing Division facilitated by ensuring compliance with City procurement policies and procedures.

The initial term of the agreement is June 7, 2018 through June 30, 2021. At Corporation's option, this contract may be renewed for two additional, one year periods and shall be authorized by this action.

## **ISSUE:**

Pre-K 4 SA staff requests Board action authorizing acceptance of a contract with the San Antonio Food Bank to provide student nutrition services and nutritional education services for Pre-K 4 SA for three years, with two, one year options to renew with a total contract value not to exceed \$12,795,502.00.

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 and Minority/ Women-Owned Business Enterprise Prime Contract Program with fifteen (15) evaluation preference points.

Additionally, Goal Setting Committee also set a 15% Small Business Enterprise (SBE) subcontracting goal and San Antonio Food Bank has committed to 15% SBE subcontractor participation.

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.

**ALTERNATIVES:**

Should this contract not be accepted, 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 realized.

**FISCAL IMPACT:**

Funds are budgeted and available in the FY 2018 Pre-K 4 SA Operating Fund as approved by the Pre-K 4 SA Board of Directors. Future contract year funds are contingent upon approval of the annual operating budget by the Board of Directors.

**RECOMMENDATION:**

Staff recommends for the Board to authorize acceptance of a contract with the San Antonio Food Bank to provide student nutrition services and nutritional education services for Pre-K 4 SA for three years, with two, one year options to renew with a total contract value not to exceed \$12,795,502.