



# City of San Antonio

## Agenda Memorandum

**File Number:**20-5276

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**Agenda Item Number:** 3.

**Agenda Date:** 9/15/2020

**In Control:** Audit and Accountability Committee

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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) RFx 6100012251, 20-009  SCORE SUMMARY *FINAL EVALUATION August 21, 2020	Maximum Points	Vendor A	Vendor B	Vendor C
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.