



City of San Antonio

Agenda Memorandum

File Number:20-5777

Agenda Item Number: 2.

Agenda Date: 9/30/2020

In Control: City Council B Session

DEPARTMENT: Department of Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: City-wide

SUBJECT:

A briefing on the Annual Contract for Meal Preparation Services for Senior Nutrition Program

SUMMARY:

The City Council will be provided with a briefing on the procurement for meal preparation services for the Senior Nutrition Program (SNP) supported by the Department of Human Services.

BACKGROUND INFORMATION:

The Department of Human Services (DHS) provides comprehensive nutrition, wellness, and education services with a goal of ensuring older adults lead active, engaged, and independent lives. Established in 1973, the Senior Nutrition Program (SNP) is an integral part of the services provided to San Antonio older adults by DHS and community providers. DHS contracts to provide meals to be served to older adults participating in the City's SNP. The program provides older adults, 60 years and older, and spouses with a nutritionally balanced noontime meal in a congregate setting with supportive services. Pre-packaged meals are delivered daily to an average of 2,500 older adults at approximately 52 sites which include community centers, churches and city-owned and operated facilities located within Bexar County.

The intent of the Senior Nutrition Program is to reduce hunger and food insecurity among older individuals, in addition to promoting socialization, health and well-being, and delay adverse health conditions of older individuals. The Senior Nutrition Program ensures that older adults are receiving high-quality meals meeting the nutrition standards set by The Older Americans Act.

On December 20, 2019, the City issued a RFCSP for Annual Contract for Meal Preparation Services for the Senior Nutrition Program. The City held a pre-submittal conference on January 9, 2020 to answer questions from potential Respondents. The proposal was advertised to the public in the San Antonio Express-News, the City's Bidding & Contracting Opportunities website and TVSA (Time Warner Cable Channel 21) and outreach notices were sent to existing meal preparation partners notifying them of the RFCSP and how to apply.

On February 12, 2020, the RFCSP closed and four responses were received. Three (3) proposals were deemed eligible for review and one proposal was deemed non-responsive for failure to meet the SBEDA sub-contracting requirements. On August 19, 2020, site visits were conducted to each of the respondents' facilities to view their kitchens and operations. On August 21, 2020, an interview,

taste test, and evaluation were conducted with all respondents. The taste testing allowed for respondents to provide meals based on a designated menu package as it would be part of the Senior Nutrition Program. The evaluation panel consisted of representatives from the Department of Human Services, Metro Health Department, Parks and Recreation Department, the Joint Commission on Elderly Affairs, and a Senior Nutrition Program Volunteer.

The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal response was based on a total of 100 points:

- 25 points: Experience, Background, and Qualifications
- 40 points: Proposed Plan and Taste Test
- 15 points: Pricing
- 20 points: Small Business Economic Development Advocacy (SBEDA) Program.

The results of the RFCSP process were presented to the Audit & Accountability Committee on September 15, 2020. The new contract to provide meal preparation and delivery services for the Senior Nutrition Program will begin on January 1, 2021.

ISSUE:

This briefing is for informational purposes only.

ALTERNATIVE:

This briefing is for informational purposes only.

FISCAL IMPACT:

The meal preparation and delivery services for the Senior Nutrition Program is an estimated amount of \$2,458,000.00, from January 1, 2021 through September 30, 2021, with four additional one-year renewal options for a total contract value of \$18,182,222.00. Funding for the initial nine months of this contract in the amount of \$1,710,000.00 is available from the Senior Nutrition Program grant and in the amount of \$748,000.00 from the FY 2021 General Fund Budget. Funding for future years of this contract is subject to City Council approval of the annual budget and future grant awards.

RECOMMENDATION:

This briefing is for informational purposes only.