



# City of San Antonio

## Agenda Memorandum

**File Number:**15-3065

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**Agenda Item Number:** 4.

**Agenda Date:** 6/18/2015

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** City-Wide

### **SUBJECT:**

Annual Contract for Meal Preparation Services for Senior Nutrition Program

### **SUMMARY:**

This ordinance authorizes a contract with Selrico Services, Inc. to provide the Department of Human Services with meal preparation and delivery services for the Senior Nutrition Program for an estimated amount of \$3,500,000.00 annually from October 1, 2015 through September 30, 2016, with four additional one-year renewal options. Funding for this contract is provided by the General Fund and the Senior Nutrition Program grant.

### **BACKGROUND INFORMATION:**

Submitted for Council consideration and action is the proposal submitted by Selrico Services, Inc. to provide the Department of Human Services with meal preparation and delivery services for the Senior Nutrition Program. Pre-packaged meals will be delivered daily to an average of 3,100 seniors at approximately 63 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 seniors are receiving high-quality meals meeting the nutrition standards set by The Older Americans Act. The Senior Nutrition Program is operated by the

Department of Human Services.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for “Annual Contract for Meal Preparation Services for Senior Nutrition Program” (RFCSP 610005392) on January 23, 2015, with a submission deadline of March 2, 2015. Three proposal responses were received.

The evaluation panel consisted of representatives from the City Manager’s Office, Department of Human Services, Health Department and the Joint Commission on Elderly Affairs. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation committee met on April 20, 2015, to score the proposals based on the firms’ qualifications, experience, and background, proposed plan and price schedule. A taste test was also conducted, and each vendor provided a meal based on a designated menu packaged as it would be part of the Senior Nutrition Program. The panel participating in the taste test included senior participants of the program and rated each of the respondents sample meals based upon taste, appearance and temperature. Additional categories of consideration included references and financial qualifications.

The evaluation of each proposal response was based on a total of 100 points; 30 points allotted for experience, background, and qualifications; 30 points allotted for proposed plan including taste test; and 25 points allotted for respondent’s price schedule. Fifteen preference points were allotted for the Small Business Economic Development Advocacy Program, SBE Prime Contractor Program Affirmative Procurement Initiative. Selrico Services, Inc. received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement shall be for a period of one year beginning on October 1, 2015 through September 30, 2016. Four additional one-year renewals at the City’s option shall also be authorized by this ordinance.

#### **ISSUE:**

This contract will provide the Department of Human Services with a vendor that will supply and deliver pre-packaged meals to participants of the Senior Nutrition Program at 63 sites.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy 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 in the contract. The Goal Setting Committee applied the Small Business Enterprise (SBE) Prime Contract Program to this solicitation and awarded 15 evaluation preference points to Selrico Services Inc. as they are certified as SBE and are located within the San Antonio Metropolitan Statistical Area. Additionally, the Goal Setting Committee set a 19% Minority/Women Business Enterprise Subcontracting which Selrico has committed to fulfill.

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 approved, the department would be required to provide the daily meals for the Senior Nutrition Program participants; the department does not have the in-house staff or equipment to provide

the meals.

**FISCAL IMPACT:**

This ordinance authorizes a contract between Selrico Services Inc. and the Department of Human Services for an estimated annual amount of \$3,500,000 funded by the General Fund and the Senior Nutrition Program grant, which is administered by Alamo Area Council of Governments (AACOG) with grants funds provided by the Texas Department of Aging and Disability Services (DADS).

**RECOMMENDATION:**

Staff recommends the approval of this contract with Selrico Services Inc. to provide the Department of Human Services with meal preparation and delivery services for the Senior Nutrition Program of an estimated annual amount of \$3,500,000.00 beginning October 1, 2015 through September 30, 2016, with four additional one-year renewal options. Funding for this contract is provided by General Fund and the Senior Nutrition Program grant. This contract will ensure that the participants of the Senior Nutrition Program receive a daily lunch.

This contract is procured by means of Request for Competitive Sealed Proposal and a Contracts Disclosure Form is required.