



# City of San Antonio

## Agenda Memorandum

**File Number:**15-3147

---

**Agenda Item Number:** 3.

**Agenda Date:** 5/12/2015

**In Control:** High Profile Contract Council Committee

---

**CITY OF SAN ANTONIO  
DEPARTMENT OF HUMAN SERVICES  
INTERDEPARTMENTAL MEMORANDUM**

**TO:** Sheryl Sculley, City Manager

**FROM:** Melody Woosley, Director, Department of Human Services (DHS)

**COPIES TO:** High Profile Contract Council Committee; Gloria Hurtado, Assistant City Manager; Ben Gorzell, Jr., CPA, Chief Financial Officer; Troy Elliott, CPA, Finance Director; Kevin Barthold, City Auditor; Edward Gonzales, Assistant Director, DHS; Kimberly Bianco, Contracts Administrator; DHS; File

**SUBJECT:** Post Solicitation Briefing for Annual Contract for Meal Preparation Services for Senior Nutrition Program

**DATE:** May 12, 2015

The Department of Human Services will provide a post-solicitation briefing on the annual contract for Meal Preparation Services for the Senior Nutrition Program.

The City solicited Request for Competitive Sealed Proposals (RFCSP) for contractor(s) to perform Meal Preparation Services for the Senior Nutrition Program (SNP). The SNP is currently operated at 63 sites throughout San Antonio and Bexar County and provides a noon, nutritionally balanced meal to senior residents, aged 60 years and older. Congregate meals are provided free of charge to qualifying residents. The program serves as a critical component in the complement of services provided to ensure seniors lead active and engaged lives.

The City issued an RFCSP for "Meal Preparation Services for Senior Nutrition Program" (RFCSP 15-013) on January 23, 2015, with a submission deadline of March 2, 2015. Three proposals were received.

The selection team consisted of representatives from the City Manager's Office, Department of Human Services, Metropolitan Health District, and the Joint Commission on Elderly Affairs. The Finance Department,

Purchasing Division ensured compliance with City procurement policies and procedures.

The evaluation of each proposal was based on a total of 100 points: 30 points allotted for experience, background, and qualifications; 30 points allotted for the proposed plan and taste test; and 25 points allotted for respondent's price schedule. Fifteen preference points were allotted for Small Business Economic Development Advocacy (SBEDA) Program, Small Business Enterprise (SBE), Prime Contractor Program Affirmative Procurement Initiative.

The evaluation committee met on April 20, 2015 to finalize scoring of the two responsive proposals received. The term of the agreement shall be for a period of one year with a four one year renewal options. The annual contract for Meal Preparation Services is scheduled for City Council approval on June 11, 2015. The contract start date is October 1, 2015.