

Pre-Solicitation Briefing for Meal Preparation Services for the HEAL Program



Audit Committee

Date: November 12, 2024

Presented by: Jessica Dovalina, Assistant Director, Department of Human Services



Project and Solicitation

The City's Department of Human Services (DHS) is seeking a contractor for meal preparation services. These services are for older adults participating in the City's Healthy Eating, Aging and Living (HEAL) nutrition program. The contractor will be responsible for the daily preparation and delivery of hot lunches to approximately 2,000 older adults daily at 44 sites which includes community centers, churches and City-owned and operated facilities located within Bexar County.

Solicitation Type

- Request for Competitive Sealed Proposals (RFCSP)

Proposed Term

- 1-year with 4, 1 - year renewal options

Estimated Value

- \$3.4 million annually
- \$17 million total

Funding Source

- General & Grant Funded (HEAL)
- Grantor: Alamo Area Council of Government (AACOG)

Current Contract Status

- Expires September 30, 2025

Solicitation Overview



Outreach

- **NIGP Codes Identified**
 - 96138 – Food Preparation Services
 - 38547 – Entrees, Specialty
- **Number of Vendors to be Notified**
 - Central Vendor Registry: 81
 - Veteran-Owned Small Business (SBA/SCTRCA): 3
 - Targeted Outreach: 4
- **Advertising**
 - TVSA Channel
 - COSA Bidding & Contracting Webpage
 - Hart Beat
 - SAePS

Evaluation Voting Members

- Lori Houston, Assistant City Manager, City Manager's Office
- Pamela Rodriguez, Project Manager HEAL Program, Department of Human Services
- Ryan Martinez, Senior Services Manager, Department of Human Services
- Jerry Trevino, Public Health Administrator, San Antonio Metropolitan Health District
- Angel Ruiz, Recreation Supervisor, Parks and Recreation Department
- 3 HEAL Members – to be identified

Solicitation Requirements



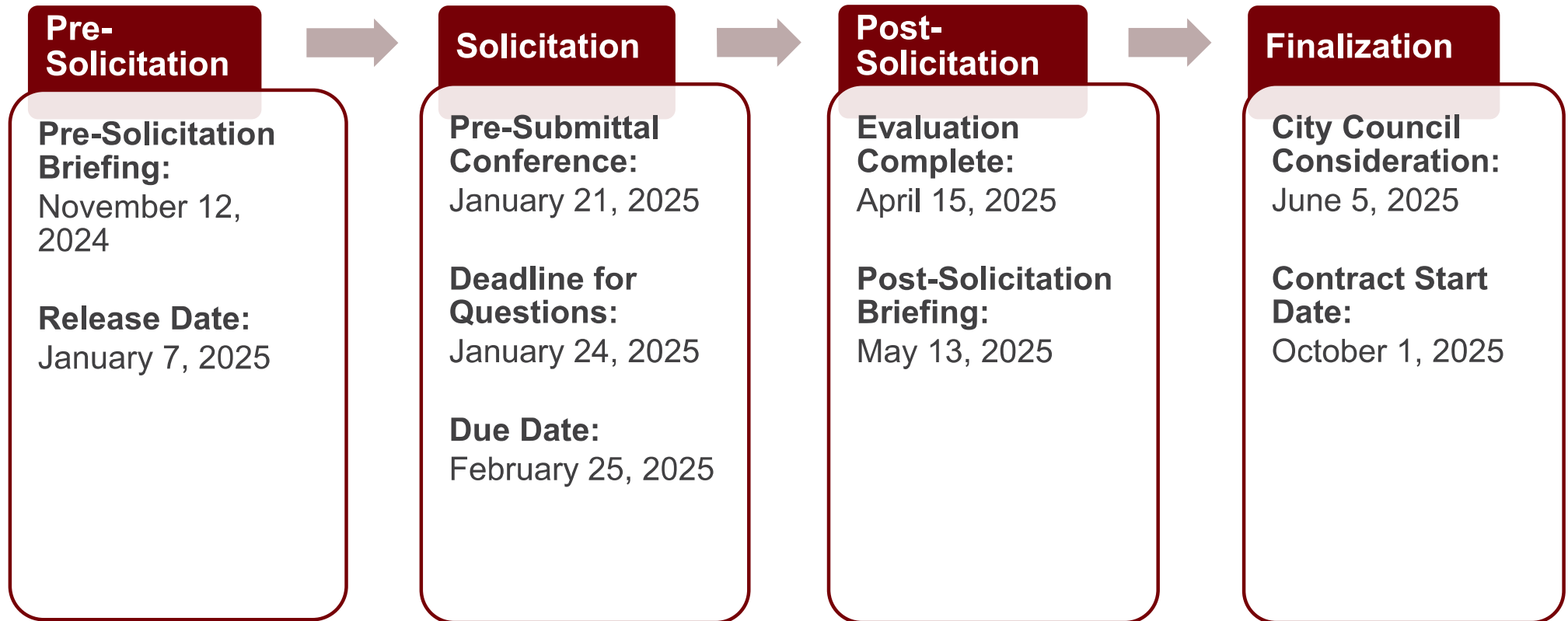
Evaluation Criteria

- Experience, Background and Qualifications: 40 points
- Proposed Plan: 40 points
- Pricing: 20 points

Additional Requirements

- Audited Financial Statements: Not Required
- SBEDA Program: Waived
- Local Preference Program: Not Applicable
- Veteran Owned Small Business Preference Program: Not Applicable

Project Timeline





Thank You

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