



City of San Antonio

Agenda Memorandum

File Number:
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Agenda Item Number: 4

Agenda Date: November 12, 2024

In Control: Audit Committee

DEPARTMENT: Department of Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

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

SUMMARY:

The City of San Antonio's Department of Human Services (DHS) will present a pre-solicitation briefing to seek 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 43 sites which includes community centers, churches and City-owned and operated facilities located within Bexar County, Texas. This briefing will allow an opportunity for input from Committee members.

BACKGROUND INFORMATION:

The pre-solicitation briefing will cover the estimated contract value, projected timeline, high profile designation, scope of work, terms of the contract, proposed scoring criteria, evaluation

committee members, project considerations, local preference program applicability, veteran-owned small business preference program applicability and SBEDA Program requirements.

DHS will issue a solicitation to award one community-based agency with funding to provide meal preparation services. A contract resulting from this solicitation will continue to provide a free and nutritious lunch time meal to our older adult population at City operated senior centers and partner agencies throughout the city and Bexar County.

ISSUE:

For briefing purposes only.

FISCAL IMPACT:

For briefing purposes only.

ALTERNATIVES:

For briefing purposes only.

RECOMMENDATION:

For briefing purposes only.