



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 51

Agenda Date: September 21, 2023

In Control: City Council A Session

DEPARTMENT: Department of Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

This ordinance approves a contract with Big State Produce to offer produce markets and nutrition education at Comprehensive Senior Centers and Nutrition Sites.

SUMMARY:

This ordinance requests approval of an award recommendation from a competitive solicitation process for produce markets and nutrition education, as well as a contract with Big State Produce in the amount of \$172,875.00 per year for three years for the period of October 1, 2023, to September 30, 2026, and a total value of \$518,625.00.

Funding is available in the General Fund in the amount of \$172,875.00 from the FY 2024 Proposed Budget. Funding for subsequent fiscal years is contingent upon City Council approval of the annual budget and funds. This ordinance also authorizes the Director of the Department of Human Services to negotiate and execute amendments to the agreement, as needed to reflect changing needs of participating older adults.

BACKGROUND INFORMATION:

The City of San Antonio Department of Human Services (DHS), manages and operates 11 comprehensive and 6 part-time senior nutrition sites throughout the city with a new site, District 4

Heritage Park opening in October 2024. These centers provide a safe place where older adults, ages 60 and older, can lead healthy, active, and engaged lives. The centers are an important part of the long-term continuum of care for older adults and support their physical and social well-being.

The centers provide a variety of activities and learning programs across sites. One of those programs is the grant-funded, Healthy, Eating, Aging, and Living (HEAL) program, which is a congregate meal program that provides a healthy lunch-time meal. Part of this service provides monthly nutrition education sessions. The City sought proposals from respondents qualified in providing a program that unites nutrition education with a produce market for older adult members. The purpose of this program is to teach members the health and economic benefits of consuming seasonal produce along with guiding members on how to select, store, cook and incorporate seasonal produce into their diet.

ISSUE:

This action authorizes DHS to enter into a contractual agreement with Big State Produce for the period of October 1, 2023, through September 30, 2026, to provide produce markets and food demos to support nutrition education efforts. These services are at no cost to seniors participating in activities at Department of Human Services' comprehensive senior centers and part-time nutrition sites.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee applied the Small and Minority/Women-Owned Business Enterprise Prime Contract Program with twenty (20) evaluation preference points. The Local Preference Program and Veteran – Owned Small Business Preference Programs were also applied to this solicitation.

The Local Preference Program was applied in the Request for Proposals (RFP) and the recommended Respondent has a local office in the San Antonio City limits.

ALTERNATIVES:

An alternative to accepting the contract would require DHS to coordinate with the Finance Department to reissue a solicitation for a produce market provider and may potentially interrupt meeting nutrition education requirements per the congregate meal HEAL grant.

FISCAL IMPACT:

This ordinance approves award recommendations for produce markets at senior centers and nutrition sites in the amount of \$172,875.00 per year for three years for the period of October 1, 2023, to September 30, 2026, and a total value of \$518,625.00. Funding is available in the General

Fund in the amount of \$172,875.00 from the FY 2024 Proposed Budget. Funding for subsequent fiscal years is contingent upon City Council approval of the annual budget and funds.

RECOMMENDATION:

Staff recommends approval. This contract is procured by means of Request for Proposals (RFP) and the Contracts Disclosure Form is attached.