



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: {{item.number}}

Agenda Date: August 31, 2023

In Control: City Council A Session

DEPARTMENT: Department of Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Pediatric Nutrition Services for Head Start, Early Head Start, and Early Head Start Child Care Partnership programs award recommendation from a competitive solicitation; funding is available through the Head Start federal grant in an amount up to \$250,000 through July 31, 2028.

SUMMARY:

This ordinance authorizes a contract with Nutrition Therapy Associates, inc, in an amount of up to \$250,000 to provide pediatric nutrition services for Head Start, Early Head Start, and Early Head Start Child Care Partnership programs. The contract term begins on July 1, 2023 and ends July 31, 2028. Funding for this contract is available through the Head Start Federal Grant Program and is contingent upon future awards. Additionally, this ordinance also authorizes contract amendments as necessary.

BACKGROUND INFORMATION:

The Head Start program is a federally funded early childhood education and development program administered by the U.S. Department of Health and Human Services (HHS). The City of San Antonio's (City) Head Start program provides comprehensive, high-quality early childhood education services to 3,020 children ages three and four-year-old children in the San Antonio and Edgewood Independent School Districts. The City is also the recipient of federally funded Early

Head Start and Early Head Start-Child Care Partnership (collectively, “EHS”) grants serving 344 infants and toddlers in 7 licensed childcare centers in San Antonio.

These programs provide educational, health, mental health, disability, nutrition, and family support services. Head Start is a highly regulated federal program and under federal grant requirements, all grantees that receive Head Start funds are required to implement and provide nutrition services to children enrolled in the Head Start and EHS Programs. The goal of this service is to promote healthy development, meet the nutritional needs of, and accommodate the feeding requirements of each child, including children with special dietary needs and children with disabilities.

On November 7, 2022, a competitive Request for Proposals (RFP) was released for Nutrition Services for Head Start & Early Head Start. The solicitation process was led by the Department of Human Services (DHS) and closed on December 12, 2022. Evaluations and scoring meetings were held in January 2023 and the evaluation committee consisted of representatives from the DHS, San Antonio Independent School District, and Edgewood Independent School District. The Evaluation Committee proposed a single award based on the RFP scoring to Nutrition Therapy Associates, Inc, in an amount up to \$250,000.

The current pediatric nutrition services vendor contract expires on June 30, 2023. Contract execution is expected to begin on July 1, 2023, and will end on July 31, 2028.

ISSUE:

This contract will provide pediatric nutrition services for Head Start, Early Head Start, and Early Head Start Child Care Partnership Programs. The contractor will provide guidance and advice in nutrition to DHS Head Start Staff, Head Start Education Service Providers, and parents/guardians with children enrolled in the Head Start or Early Head Start Programs when requested. The on-site services will be provided at all Head Start and EHS sites or as directed by the Head Start program and include all necessary training supplies and materials

ALTERNATIVES:

Should this contract not be approved, the DHS will reissue a new competitive RFP process for nutrition services to Head Start and EHS children ages six weeks through five years of age delaying nutrition services and would put the Head Start Program out of federal compliance according to Head Start Federal Performance Standards 1302.44 Child Nutrition.

FISCAL IMPACT:

This ordinance authorizes a contract with Nutrition Therapy Associates, inc, in an amount of up to \$250,000 to provide pediatric nutrition services for Head Start, Early Head Start, and Early Head Start Child Care Partnership programs. The contract term begins on July 1, 2023 and ends July 31, 2028. Funding for this contract is available through the Head Start Federal Grant Program and is contingent upon future awards. Additionally, this ordinance also authorizes contract amendments

as necessary.

There is no impact to the general fund.

RECOMMENDATION:

Staff recommends approval of award for pediatric nutrition services for Head Start, Early Head Start, and Early Head Start Child Care Partnership Programs. Funds are available from the Head Start federal grant and are contingent upon future grant awards.