



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 25

**Agenda Date:** March 21, 2024

**In Control:** City Council A Session

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**DEPARTMENT:** Department of Human Services

**DEPARTMENT HEAD:** Melody Woosley

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Produce Markets for Senior Services

**SUMMARY:**

This ordinance authorizes a contractual agreement with River City Produce Co., Inc. to provide produce markets and food demos to support nutrition education efforts in the amount of \$417,781.25 for the period of May 1, 2024, through September 30, 2026. This ordinance also authorizes the Director of the Department of Human Services to negotiate and execute amendments to the agreement due to changing Senior Center needs.

**BACKGROUND INFORMATION:**

The Department of Human Services' (DHS) Senior Services Division (SSD) manages and operates 12 comprehensive and six (6) part-time senior center sites throughout the city. These centers serve individuals 60 years and older and provide a safe place where older adults can lead healthy, active and engaged lives. The centers are an important part of the long-term continuum of care and support the physical and social well-being of older adults.

The centers provide a variety of activities and learning programs across sites. One of those programs is the 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 to accurately inform center members on health and nutrition topics so that they make the best health choices for themselves.

The City issued a Request for Proposals (RFP) for “Produce Markets for Senior Services” (RFP 24-030, 6100017573) on December 6, 2023, with a submission deadline of January 22, 2024. The RFP was advertised in the HartBeat, TVSA channel, the City’s Bidding & Contracting Opportunities website, the San Antonio e-Procurement System and an email notification was released to a list of potential Respondents. One (1) proposal was received and deemed eligible for review. River City Produce Co., Inc. is recommended for contract award based on the City’s standard RFP evaluation process.

On February 13, 2024, the one (1) proposal was reviewed by the evaluation committee which included representatives from the Department of Human Services and the Parks and Recreation Department. The Finance Department’s Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The proposal was evaluated on Experience, Background, and Qualifications, Proposed Plan, and Price schedule. After committee review and evaluation, River City Produce Co., Inc. was recommended for award by the evaluation committee based on consensus scoring.

**ISSUE:**

This action authorizes DHS to enter into a contractual agreement with River City Produce Co., Inc. for the period of May 1, 2024, through September 30, 2026, to provide produce markets and food demos to support nutrition education efforts. These services are provided at no cost to seniors attending activities at City Comprehensive and Senior part-time nutrition centers.

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 and/or Women-Owned Business Enterprise Prime Contract Programs with twenty (20) evaluation preference points awarded to River City Produce Co., Inc. as they are a certified SBE and M/WBE firm located within the San Antonio Metropolitan Statistical Area.

The Local Preference Program and the Veteran-Owned Small Business Preference Program were applicable to this solicitation; however, since only one response was deemed eligible for evaluation, the programs were not scored. Rather, the evaluation committee reviewed and scored the proposal via consensus evaluation.

**ALTERNATIVES:**

An alternative to accepting the contract would require DHS to re-solicit for a produce market provider and may potentially interrupt meeting nutrition education requirements per our congregate meal grant.

**FISCAL IMPACT:**

This ordinance approves award recommendations for Produce Markets at senior centers in the amount of \$417,781.25 for the term of May 1, 2024 to September 30, 2026. Funding is available from the General Fund FY 2024 Adopted Budget. Funding for future years of the agreement is subject to City Council approval of the annual budget.

**RECOMMENDATION:**

Staff recommends approval.