



City of San Antonio

Agenda Memorandum

File Number:
{{item.tracking_number}}

Agenda Item Number: 13

Agenda Date: May 9, 2023

In Control: San Antonio Early Childhood Education Municipal Development Corporation Meeting

DEPARTMENT: Pre-K 4 SA

DEPARTMENT HEAD: Dr. Sarah Baray

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Nutrition Services for Pre-K 4 SA

SUMMARY:

This item includes a briefing and Board approval to negotiate and execute a contract with the San Antonio Food Bank to provide student nutrition services and nutritional education services for Pre-K 4 SA for one year with four, one-year options to renew for a total contract value not to exceed \$19,685,763.00.

BACKGROUND INFORMATION:

The Pre-K 4 SA program enrolls 2,000 students per academic year, program-wide with 500 students enrolled at each of the four Pre-K 4 SA Education Centers. The curriculum for the program operates on a 177 day school year from 7:00 AM to 3:00 PM each day with extended day options from 3:00 PM to 6:00 PM. As part of the program, breakfast, lunch and snacks are provided

to all students each day. In addition, Pre-K 4 SA is also committed to providing education services related to nutrition and food. SAFB provides meals/ingredients in support of these educational services (CHEF). On average, 1,900 breakfast, lunch and daily snacks are served each school day. The overall contract value for nutrition services accounts for potential increases to the quantities of meals served each year in the contract capacity.

In April 2018, Pre-K 4 SA awarded a contract to the San Antonio Food Bank to provide student nutrition services and nutritional education services for Pre-K 4 SA for three years, with two, one year options to renew for a total contract value not to exceed \$12,795,502. Pre-K 4 SA exercised both renewal options, and the current contract is set to expire on June 30, 2023.

Pre-K 4 SA worked in coordination with the City's Finance Department, Procurement Division (Procurement) to develop Request for Competitive Sealed Proposals (RFCSP) to meet the needs of the program. The City issued a Request for Competitive Sealed Proposal for "Nutrition Services for Pre-K 4 SA" on December 9, 2022, with a submission deadline of January 27, 2023. Three proposals were received and deemed responsive to move forward to evaluation.

The evaluation committee consisted of representatives from the Office of the City Manager, Pre-K 4 SA staff and a Pre-K 4 SA parent. The Finance Department, Procurement Division facilitated by ensuring compliance with City procurement policies and procedures. The proposals were evaluated based on the firm's experience, background, qualifications and proposed plan. The evaluation of each proposal response was based on a total of 100 points; 25 points allotted for experience, background, qualifications; 35 points allotted for proposed plan; 20 points allotted for respondent's price schedule. A total of 20 points was allotted for the Small Business Economic Development Advocacy (SBEDA) SBE (10 points) and M/WBE (10 points) Prime Contract Program.

The evaluation committee met to discuss, score and shortlist the proposals on March 20, 2023. Shortlisted respondents were invited for a taste test and interview on March 24, 2023 with evaluation members, Pre-K 4 SA students, teachers, and nutrition staff in attendance. Final scoring was conducted after all taste tests and interviews were completed. The committee recommended awarding the contract to the highest-ranked respondent, San Antonio Food Bank. After a recommendation for award was agreed upon by the evaluation committee, the pricing and SBEDA scores were revealed.

The initial term of the agreement is July 1, 2023 through June 30, 2024. At Corporation's option, this contract may be renewed for four additional, one-year periods and shall be authorized by this action.

ISSUE:

This item requests Board approval to negotiate and execute a contract with the San Antonio Food Bank to provide student nutrition services and nutritional education services for Pre-K 4 SA for one year, with four, one-year options to renew for a total contract value not to exceed \$19,685,763.00.

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 in an effort 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 a total of twenty (20) evaluation preference points.

Additionally, Goal Setting Committee also set a 10% Minority and/or Women-Owned Business Enterprise (M/WBE) subcontracting goal and San Antonio Food Bank has committed to 10% M/WBE subcontractor participation.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

FISCAL IMPACT:

This action seeks approval to negotiate and execute a contract with the San Antonio Food Bank to provide student nutrition services and nutritional education services for Pre-K 4 SA for one year, with four, one-year options to renew for a total contract value not to exceed \$19,685,763.00.

Funds are budgeted and available within the Pre-K 4 SA Operating Fund. Future contract year funds are contingent upon approval of the annual operating budget by the Corporation's Board of Directors.

ALTERNATIVES:

Should this contract not be approved, Pre-K 4 SA will have to procure the services on an as-needed basis, wherein increased costs due to non-contracted buying would be incurred.

RECOMMENDATION:

Staff recommends Board approval to negotiate and execute a contract with the San Antonio Food Bank to provide student nutrition services and nutritional education services for Pre-K 4 SA for one year, with four, one-year options to renew for a total contract value not to exceed \$19,685,763.00.

This contract is procured by means of Request for Competitive Sealed Proposals (RFCSP) and Contract Disclosure Form is attached.