



SENIOR LUNCH SOCIAL
HEALTH & WELLNESS

RECREATIONAL ACTIVITIES
INTERGENERATIONAL GARDEN

Asian American Quality of Life Advisory Commission

Taja D. Beekley, Culture & Arts Education Manager

April 19, 2016

Presentation Overview

Senior Lunch Social – Catering Services

- Objective/Goals
- Solicitation Process
- Outreach Efforts
- Proposals/Offer
- Evaluation
- Next Steps
- Contact Information

Objective/Goals

Objective:

Provide a status update on the Asian American Resource Center's Senior Lunch Social Program and catering solicitation. Seek a recommendation from the Asian American Quality of Life Advisory Commission to negotiate and execute an agreement with selected vendors.

Goals for the Program:

1. Create a more efficient program using renovated commercial kitchen with a Food Establishment Permit
2. Create a more sustainable program with long-term contracts (up to a five-year period) with multiple vendors.
3. Expand the program by increasing service delivery from three days to four per week (Monday – Thursday) and increasing the number and variety of meals served.

Solicitation Process

- Corporate Purchasing Office issued a Request for Proposal (RFP) SMB0101 for catering services on December 21, 2016
 - Approved without MBE/WBE goals by the Small Minority Business Resources Department.
- Pre-Proposal Conferences held on January 11, 2016 at 10:00am and 2:00pm at the Asian American Resource Center
- Original closing date was February 4, then extended deadline to February 17, 2016 to accommodate potential bidders
- Five (5) proposals received, one of which was deemed non-responsive
- Evaluation Panel met on March 3, 2016
- Taste Testing was held on March 24, 2016
- No vendors or bidders have expressed complaints or opposition to date

Outreach Efforts

- Provided Corporate Purchasing Office with contact information of local Asian restaurants to include in solicitation email notification
- Placed paid advertisements in local ethnic print media (Austin South Asian, Capitol News, Epoch Times and News Korea)
- Shared solicitation through our e-newsletter (over 2,000 subscribers).
- Printed flyers for public distribution
- Presented solicitation to the Asian American Quality of Life Commission for public dissemination
- Provided information to Austin's Network of Asian American Organizations at monthly board meeting
- Participated at the Greater Austin Asian Chamber of Commerce's Quarterly Connect Forum for Minority Businesses
- Provided staff for interpretation services in Mandarin, Vietnamese and Korean

Solicitation – Evaluation

- **Evaluation Criteria:**

- Local Business Presence (yes/no)
- Cost (pre-determined percentage)
- Program (variety of cuisines served, menu options)
- Experience & Qualifications (recommendations, past work experience)
- Taste Test (two examples of prepared lunches)

- **Evaluation Panel:**

- Laura Esparza, Museums & Cultural Centers Division Manager
- Taja Beekley, AARC Facility Manager
- Esther Chung Martin, AARC Community Services Manager
- Hanna Huang, AARC Culture & Arts Education Coordinator
- Rani Arni, AARC Recreation Programs Specialist
- Idella Wilson, PARD Contract Administrator

Evaluation Matrix

Offerors included current vendors Curry in Hurry and EM Gourmet and new Chifung Enterprises, Ivori's Restaurant and Shahi Café (non-responsive)
 Staff Recommendation: Contract with all four responsive offerors

RFP EVALUATION MATRIX
Asian American Resource Center Senior Meal Program
SMB0101

EVALUATION FACTORS	# Possible Points	Curry in Hurry Austin, TX	EM Gourmet LLC Pflugerville, TX	Chifung Enterprises LLC dba Mikado Japanese Restaurant Austin, TX	Ivori's Restaurant 2 Home Sauce Kyle, TX	Shahi Cafe* Austin, TX
LOCAL BUSINESS PRESENCE	10	10	0	10	0	
Program	35	33	16	23	33	
Qualifications/Experience	30	28	28	19	22	
Cost	25	25	18	11	11	
Taste Test	25	22	25	19	15	
Total	125	118	87	82	81	

* Non-responsive. The offeror did not include required documents in proposal package.

NOTE: As per Section 252.049 of the local government code, contents of a proposal shall remain confidential until a contract is awarded or as directed by the Texas Attorney General's Office.

Next Steps

- Reviewed by the Concessions & Contracts Committee (Parks & Recreation Board) on April 12; Made recommendation to approve
- Review by the Parks & Recreation Board on April 26
- Item to approve the negotiation and execution of an agreement by the Austin City Council on May 19
- Catering services to begin on June 1, 2016 with up to 60 meals offered four days per week
- Estimated commercial kitchen project completion is October 2016

Requested Commission Action

Staff requests that the Asian American Quality of Life Advisory Commission make a recommendation to the City Council to authorize the negotiation and execution of an agreement with the four selected vendors to provide hot meals for the Asian American Resource Center's Senior Lunch Social Program.

Contact Information

Asian American Resource Center

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