



**Purchasing Service Agreement
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 27
AGENDA DATE: Thu 10/28/2004
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SUBJECT: Authorize negotiation and execution of 10-month service agreement with SUSTAINABLE FOOD CENTER, Austin, TX, for a nutrition education program in an amount not to exceed \$78,000, with three 12-month extension options in an amount not to exceed \$78,000 per option, for a total agreement amount not to exceed \$312,000.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$78,000 is available in the Fiscal Year 2003-2004 Special Revenue Fund Budget of the Health and Human Services Department. Funding for the extension options is contingent upon available funding in future budgets.

FISCAL NOTE: There is no unanticipated fiscal impact. A fiscal note is not required.

REQUESTING Purchasing	DIRECTOR'S
DEPARTMENT: for Health and Human Services;	AUTHORIZATION: <u>Vickie Schubert</u>

FOR MORE INFORMATION CONTACT: Vikie DeLuyck, Buyer/972-4014

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: One proposal received.

MBE / WBE: This agreement will be awarded in compliance with Chapter 2-9 of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This service agreement will provide for a community-based nutrition education program. The Sustainable Food Center will recruit and train community leaders to help educate target area residents to adopt healthier diets and prepare healthier food for their families. The target area is a 20 zip code contiguous, geographic area that encompasses the eastern half of the City of Austin and Travis County.

The Nutrition Education Program is part of a larger project from Austin/Travis County Health and Human Services Department (HHSD) called the Steps to a Healthier Austin Initiative (SHA). SHA is a five-year, multi-intervention project supported through the Centers for Disease Control and Prevention designed to reduce the burden of diabetes, asthma, and obesity through improved nutrition, increased physical activity, and decreased use of tobacco products. Funding for SHA comes from a federal grant and is part of the national Steps to a Healthier US Initiative. The HHSD proposal for the SHA funding includes this nutrition program as part of its scope of work.

On August 9, an RFP was issued to identify and solicit proposals from community-based agencies with experience providing similar types of programs. Only one proposal was received. The proposal was reviewed and scored by a panel consisting of the Health Authority, SHA program manager, and SHA program staff. The proposal was determined to be sound based on the independent review, scores of the reviewers, and the fact that the vendor already has a similar program, the scientific and public health soundness of the proposed project, and the vendor's experience with minority and low-income



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populations.

MBEs/WBEs solicited: 10/13

MBEs/WBEs bid: 0/0

PROPOSAL ANALYSIS

- a. Twenty-four notices were sent including 10 MBEs, 13 WBEs and 1 DBE. Two RFPs were issued with no MBEs/WBEs. One proposal was received.
- b. This is the first time HHSD has solicited these services.

APPROVAL JUSTIFICATION

- a. This proposal satisfies the requirements of the RFP.
- b. The Health and Human Services Department concurs with the recommended award.
- c. The RFP was advertised in the Austin American-Statesman and on the internet.