

To: Damon Scott, Director, Human Services

From: Angel Frazier, Procurement Agent, Purchasing & Contracting, Team A

Date: March 16, 2022

Re: Chair Report: Request for Proposal (RFP) No. 20-500559 for Home Delivered and Shelf-Stable Meal Services for Seniors (Multiyear Contract)

RECOMMENDATION: Meals on Wheels Atlanta

The Evaluation Committee has completed its evaluation and is hereby recommending Meals on Wheels Atlanta, to be awarded the contract for two service types (Home Delivered and Shelf Stable) for RFP 20-500559. The committee received 6 proposals. The score below has been rounded to the nearest whole number.

Please complete the attached Recommendation Form authorizing the Department of Purchasing and Contracting to move forward with submitting the Evaluation Committee's Recommendation to the Board of Commissioners.

SCORES FOR ALL FIRMS:

FIRMS	AVERAGE SCORE
Meals on Wheels Atlanta	89

PROPOSED COSTS FOR ALL FIRMS:

FIRMS	HOME DELIVERED	SHELF STABLE	TOTAL
Meals on Wheels Atlanta	\$3,044,610.00	\$31,410.00	\$3,076,020.00

PLEASE NOTE: Meals on Wheels Atlanta initially proposed a total cost of \$3,555,920 for Home Delivered Meals, and \$36,680.00 for Shelf-Stable Meals. A Best and Final Offer (BAFO) was requested. Meals on Wheels Atlanta submitted a BAFO of \$3,076,020.00 total for Home Delivered and Shelf Stable Meals.

RFP 20-500559 for Home Delivered & Shelf-Stable Meal Services for Seniors (Multiyear Contract)

User Department's Recommendation

User Department Name: Human Services Department

Recommended Proposer(s) meets our approval.

Proposer 1: Meals on Wheels Atlanta **Proposer 2:** _____

Name/Amount

Name/Amount

Proposer 3: _____ **Proposer 4:** _____

Name/Amount

Name/Amount

Project Amount This Term: \$824,160 (for the first year) **\$3,076,020.00 total**

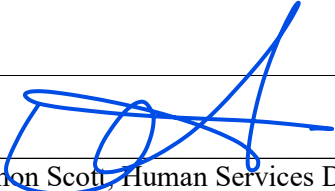
Funding:

General **Enterprise** **3 Digit Fund Code** 250

CIP Line Item No. (if applicable): _____

Justification:

Meals on Wheels Atlanta submitted a strong proposal and has been deemed the most responsive and responsible applicant by the RFP evaluation committee. The vendor has a good reputation in the community for meal service to those in need and has provided quality meals for DeKalb residents in the past.



Damon Scott, Human Services Department Director

3/17/22

Date