



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: September 22, 2020

DATE: August 27, 2020

TO: Board of County Commissioners

FROM: Amber Howell, Director, Social Services
(775)785-8600, ahowell@washoecounty.us

THROUGH: Kate Thomas, Assistant County Manager

SUBJECT: Recommendation to approve Amendment #2 to the contract currently awarded to Elixir North America dba Valley Services, Inc. (awarded Request for Proposal (RFP) #3089-19) in support of the Washoe County Human Services Agency Senior Nutrition Program, including congregate and Meals on Wheels services, to: (1) include an additional one-time payment in the amount of [\$300,000] that exceeded the original [\$1,387,604] contract amount as a result of an increased need for home delivered meals due to COVID-19 for a total payment amount of [\$1,687,604] for the term of October 1, 2019 through September 30, 2020, (2) modify the initial term of Amendment #1 to Senior Nutrition Services Agreement for Provision of Meals for Our Place Women's Shelter, and (3) clarify payment for Amendment #1 given the modified term; and if approved, authorize the Purchasing and Contracts Manager to execute the contract amendment and revise the Purchase Order. (All Commission Districts)

SUMMARY

Recommendation to approve Amendment #2 to the contract currently awarded to Elixir North America dba Valley Services, Inc. (awarded Request for Proposal (RFP) #3089-19) in support of the Washoe County Human Services Agency Senior Nutrition Program, including congregate and Meals on Wheels services, to: (1) include an additional [\$300,000] that exceeded the original [\$1,387,604] contract amount as a result of an increase in home delivered meals due to COVID-19 for a total payment amount of [\$1,687,604] for the term of October 1, 2019 through September 30, 2020, (2) modify the initial term of Amendment #1 to Senior Nutrition Services Agreement for Provision of Meals for Our Place Women's Shelter, and (3) clarify payment for Amendment #1 given the modified term; and authorize the Purchasing and Contracts Manager to execute the contract amendment and revise the Purchase Order.

Washoe County Strategic Objective supported by this item: Safe, secure and healthy communities.

AGENDA ITEM # _____

PREVIOUS ACTION

On May 26, 2020, Item 16, the Board approved Amendment #1 of the contract currently awarded to Elinor North America dba Valley Services, Inc. in support of the Washoe County Human Services Agency Senior Nutrition Program, to add a program to provide meals to the Our Place Women's Shelter, for the amendment term of June 1, 2020 through June 30, 2021 with the provision for four (4) one (1) year renewals, in an amount not to exceed [\$270,000]; and if approved, authorize the Purchasing and Contract Manager to execute the contract amendment and any future renewals.

On September 10, 2019, Item 10, the Board awarded Request for Proposal (RFP) #3089-19 to Elinor North America dba Valley Services, Inc. in support of the Washoe County Human Services Agency Senior Nutrition Program, including congregate and Meals on Wheels services, for the period of October 1, 2019 to September 30, 2020 with the provision for four (4) one (1) year renewals, in an amount not to exceed [\$1,387,604].

BACKGROUND

Washoe County Human Services Senior Services Division (Senior Services), acting on behalf of Washoe County, is responsible for the operation of all facilities, administration of all funds received, including Federal, State and local grants, property tax, and voluntary donations, in conjunction with the Senior Nutrition Program.

The funds for the Senior Nutrition Program come from a variety of sources: the Older Americans Act Title 111(c) for congregate and home delivered meal contracts through the State of Nevada Aging and Disability Services Division (ADSD); USDA/NSIP (United States Department of Agriculture/Nutrition Services Incentive Program) funding; local soup revenue; WIN (Waiver for Independent Nevadans) funding; program income, a contract with Storey County, donations, and matching funds for ADSD funds from the County Ad Valorem tax specifically set aside for senior programming and Indigent Funds.

The Federal requirements for the senior nutrition funding require Senior Services to provide and distribute one (1) meal per day per client, for two hundred and fifty (250) days per year, for an annual total of approximately 410,000 meals.

Request for Proposal (RFP) #3089-19 was released on April 10, 2019 and bids were due May 22, 2019. The bids were reviewed by Washoe County Human Services Agency and Valley Services, Inc. was found to be the most responsive, responsible bid.

FISCAL IMPACT

This Agreement is funded by a variety of sources. Should the Board approve Amendment #2 there will be no additional impact to the Human Services Agency's FY21 adopted budget as authority exists within the Indigent Fund (F221) and Senior Services Fund (F225).

RECOMMENDATION

Recommendation to approve Amendment #2 to the contract currently awarded to Elinor North America dba Valley Services, Inc. (awarded Request for Proposal (RFP) #3089-19) in support of the Washoe County Human Services Agency Senior Nutrition Program, including congregate and Meals on Wheels services, to: (1) include an additional one-time payment in the amount of [\$300,000] that exceeded the original [\$1,387,604] contract amount as a result of an increased need for home delivered meals due to COVID-19 for a total payment amount of [\$1,687,604] for the term of October 1, 2019 through September 30, 2020, (2) modify the initial term of Amendment #1 to Senior Nutrition Services Agreement for Provision of Meals for Our Place Women's Shelter, and (3) clarify payment for Amendment #1 given the modified term; and if approved, authorize the Purchasing and Contracts Manager to execute the contract amendment and revise the Purchase Order.

POSSIBLE MOTION

Should the Board approve, a possible motion would be: "Move to approve Amendment #2 to the contract currently awarded to Elinor North America dba Valley Services, Inc. (awarded Request for Proposal (RFP) #3089-19) in support of the Washoe County Human Services Agency Senior Nutrition Program, including congregate and Meals on Wheels services, to: (1) include an additional one-time payment in the amount of [\$300,000] that exceeded the original [\$1,387,604] contract amount as a result of an increased need for home delivered meals due to COVID-19 for a total payment amount of [\$1,687,604] for the term of October 1, 2019 through September 30, 2020, (2) modify the initial term of Amendment #1 to Senior Nutrition Services Agreement for Provision of Meals for Our Place Women's Shelter, and (3) clarify payment for Amendment #1 given the modified term; and if approved, authorize the Purchasing and Contracts Manager to execute the contract amendment and revise the Purchase Order."