



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: *December 17, 2024*

DATE: Thursday, December 05, 2024

TO: Board of County Commissioners

FROM: Ryan Gustafson, Director, Human Services Agency
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THROUGH: Kate Thomas, Assistant County Manager

SUBJECT: Recommendation to award a contract procured via Request for Proposals (RFP) #3255-24 to TRIO Community Meals, LLC in support of the Washoe County Human Services Agency Nutrition Programs, including congregate and home delivered meals for Senior Services, shelf stable meals, the daily soup program, and meals for the Our Place Campus and the JOY Home, retroactively for the original term period of October 1, 2024 to September 30, 2026, in an amount not to exceed [\$3,100,000.00] per year for each year of the original two year term, with the provision for up to four (4), one (1) year renewals with contract rate increases as defined in the agreement; and if approved authorize the Purchasing and Contracts Manager to execute the Agreement and related documents. (All Commission Districts.) **FOR POSSIBLE ACTION**

SUMMARY

The Agency is seeking to award a contract procured via Request for Proposals (RFP) #3255-24 to TRIO Community Meals, LLC in support of the Washoe County Human Services Agency Nutrition Programs, including congregate and home delivered meals for Senior Services, shelf stable meals, the daily soup program, and meals for the Our Place Campus and the JOY Home, retroactively for the original term period of October 1, 2024 to September 30, 2026, in an amount not to exceed [\$3,100,000.00] per year for each year of the original two year term, with the provision for up to four (4), one (1) year renewals with contract rate increases as defined in the agreement; and if approved authorize the Purchasing and Contracts Manager to execute the Agreement and related documents.

Washoe County Strategic Objective supported by this item: Service and care for vulnerable populations in our community.

AGENDA ITEM # _____

PREVIOUS ACTION

No previous actions have been taken with respect to RFP #3255-24; however, the Board has historically approved prior procurement and contract awards associated with HSA's nutrition programs.

BACKGROUND

The purpose of the Nutrition Program for Senior Services and OUR Place Campus/JOY Home is to reduce hunger and food insecurity among individuals, promote socialization, health and well-being, and delay adverse health conditions for individuals.

Request for Proposal (RFP) #3255-24 was released under the direction of the Washoe County Procurement and Contracts Manager on May 23, 2024 and bids were due on July 8, 2024. The bids were received by staff in the Procurement office. Bids deemed as qualified, responsive, and responsible were subsequently provided to HSA for evaluation and scoring using predetermined criteria. The seven (7) member evaluation team completed the scoring process which identified TRIO Community Meals, LLC as the highest scoring respondent.

The RFP included established new minimum standards and performance expectations related to food quality, menu variety, customer service, and meal delivery. To ensure the most competitive bidding environment, the RFP was separated into six bid service options and bidders were allowed to respond to as many or few of these options as they chose. Bid options included:

1. Senior Congregate Meals: This includes a daily meal service, Monday through Friday, serving approximately 115,000 meals annually in a congregate setting at the Reno Senior Center, Sparks Senior Center and an additional ten satellite sites throughout Washoe County.
2. Senior Home Delivered Meals: This includes seven weekly meals delivered to the homes of eligible seniors and other individuals who meet the standards established by the Older Americans Act, serving approximately 321,500 meals annually to clients' residences.
3. Shelf Stable Meals: This includes shelf stable meals that are provided to new home delivered meal clients to ensure immediate meal access as the client is integrated into the regular delivery route.
4. Incline Village General Improvement Area Home Delivered Meals: This is the same home delivered meal service described in item two (2) above but is specific to Incline Village residents. The distinction is only based on delivery constraints associated to its location that may require additional contingency planning, delivery coordination, and staffing resources. Approximately 8,425 meals are delivered annually.
5. Our Place Campus/JOY Home: This includes daily breakfasts, lunches and dinners provided to residents at the Our Place Campus and JOY Home. Our Place is a low-barrier emergency shelter serving women and families. JOY Home provides similar shelter services for seniors on the Our Place Campus.

6. Daily Soup Program: This includes a daily soup option, served Monday through Friday, which is separate from the regular congregate meal service. The soup program is offered at six Washoe County locations.

The negotiated Agreement with TRIO Community Meals, LLC submitted in this staff report includes all bid options with the exception of Incline Village meal service, which remains under negotiation. Incline Village meal services will continue without disruption until a tentative new agreement is established and executed for this service.

The funds for the Senior Nutrition Program come from a variety of sources, including but not limited to: the Older Americans Act Title 111(c) for congregate and home delivered meals, revenue contracts and awards from the State of Nevada Aging and Disability Services Division (ADSD), USDA/NSIP (United States Department of Agriculture & Nutrition Services Incentive Program) funding, soup revenue, donations, and matching funds from the County Ad Valorem tax specifically set aside for senior programming and Indigent Funds as required to receive ADSD funding.

The funds for the OUR Place/JOY Home Nutrition Program come from county general fund, available grants, and an award from the Fund for Healthy Nevada received from the Department of Public and Behavioral Health (DPBH.)

FISCAL IMPACT

This Agreement is funded by a variety of federal and non-federal sources. Should the Board approve this Agreement there is sufficient budget authority within the Human Services Agency FY25 adopted budget to cover the 9-month period of October 1, 2024 through June 30, 2025 within the Indigent Fund (F221), Senior Services Fund (F225) and Homelessness Fund (F223).

Below is breakdown of funding:

- Fund 221 = \$156,339 (Senior Nutrition Cost Center 221410/GL 710592-Nutrition Program)
- Fund 223 = \$410,731 (Our Place Cost Center 223230/GL 710592; Fund for a Healthy Nevada Internal Order 11883 in GL 710592)
- Fund 225 = \$853,740 (Nutrition Cost Center 250511 in GL 710592 and in GL 710872-Food Purchases; Nutrition Donations Internal Order 20047 in GL710592, and NSIP Internal Order 12324 in GL710872)
- Fund 225= \$1,074,626 (Congregate and Home Delivered Meals Internal Orders 12467,12465, 12469, 12468 in GL 710592). These awards are included on the December 17, 2024 of pending Board of County Commissioners agenda for their acceptance.

Funding for the period of July 1, 2025 through September 30, 2025 will be provided through an additional ADSD grant award, which is pending State of Nevada, Interim Finance Committee approval scheduled for January 30, 2025. This award has been stable funding since 1987. Should Human Services Agency not receive this funding as expected an above base request for additional budget authority in the Senior Services Fund will be

included in the FY26 recommended budget. If this is not approved the remedy will necessitate contract termination.

Funds from all established sources will be requested and are anticipated to be approved for all future fiscal years applicable to Agreement renewals; and the Agency will seek and apply for new funding resources should the opportunity arise.

RECOMMENDATION

It is recommended to award a contract procured via Request for Proposals (RFP) #3255-24 to TRIO Community Meals, LLC in support of the Washoe County Human Services Agency Nutrition Programs, including congregate and home delivered meals for Senior Services, shelf stable meals, the daily soup program, and meals for the Our Place Campus and the JOY Home, retroactively for the original term period of October 1, 2024 to September 30, 2026, in an amount not to exceed [\$3,100,000.00] per year for each year of the original two year term, with the provision for up to four (4), one (1) year renewals with contract rate increases as defined in the agreement; and if approved authorize the Purchasing and Contracts Manager to execute the Agreement and related documents.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, one possible motion would be:
“Move to award a contract procured via Request for Proposals (RFP) #3255-24 to TRIO Community Meals, LLC in support of the Washoe County Human Services Agency Nutrition Programs, including congregate and home delivered meals for Senior Services, shelf stable meals, the daily soup program, and meals for the Our Place Campus and the JOY Home, retroactively for the original term period of October 1, 2024 to September 30, 2026, in an amount not to exceed [\$3,100,000.00] per year for each year of the original two year term, with the provision for up to four (4), one (1) year renewals with contract rate increases as defined in the agreement; and if approved authorize the Purchasing and Contracts Manager to execute the Agreement and related documents.”