

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

**REPORT/RECOMMENDATION TO THE BOARD OF DIRECTORS
OF THE BIG BEAR VALLEY RECREATION AND PARK DISTRICT
AND RECORD OF ACTION**

June 28, 2022

FROM

SHARON NEVINS, Director, Department of Aging and Adult Services

BRENDON BIGGS, Director, Department of Public Works – Special Districts

SUBJECT

Contracts for Elderly Nutrition Program Services

RECOMMENDATION(S)

1. Acting as the governing body of San Bernardino County, approve contracts with the following agencies to provide Elderly Nutrition Program services, in a combined contract amount not to exceed \$25,255,000 for the period of July 1, 2022 through June 30, 2025:
 - a. Barstow Senior Citizens Center, in an amount not to exceed \$4,730,000, **Contract No. 22-662.**
 - b. Big Bear Valley Recreation and Park District, in an amount not to exceed \$505,000, **Contract No. 22-663.**
 - c. Bonnie Baker Senior Citizens Club, in an amount not to exceed \$2,970,000, **Contract No. 22-664.**
 - d. City of Montclair, in an amount not to exceed \$675,000, **Contract No. 22-665.**
 - e. City of San Bernardino, in an amount not to exceed \$1,220,000, **Contract No. 22-666.**
 - f. Crest Forest Senior Citizens Club, in an amount not to exceed \$515,000, **Contract No. 22-667.**
 - g. Family Service Association, in an amount not to exceed \$14,410,000, **Contract No. 22-668.**
 - h. Lucerne Valley Senior Citizens Center, in an amount not to exceed \$230,000, **Contract No. 22-669 .**
2. Acting as the governing body of the Big Bear Valley Recreation and Park District, approve **Contract No. 22-663** with the Department of Aging and Adult Services to provide Elderly Nutrition Program services, in an amount not to exceed \$505,000, for the period of July 1, 2022 through June 30, 2025.

(Presenter: Sharon Nevins, Director, 891-3917)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Provide for the Safety, Health and Social Service Needs of County Residents.

Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.

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FINANCIAL IMPACT

Recommendation No. 1: This item does not require additional Discretionary General Funding (Net County Cost). The Elderly Nutrition Program requires an 11% match of cash or in-kind funds (e.g., rent, utilities, supplies, personnel/volunteers, etc.). The cost of the recommended contracts for elderly nutrition program services in the amount of \$25,255,000, is funded by the Older Americans Act (OAA) with approximately 60% (\$15,198,000) federal, 33% (\$8,374,000) state, and 7% (\$1,683,000) Net County Cost. Adequate appropriation and revenue have been included in the Department of Aging and Adult Services' (DAAS) 2022-23 budget and will be included in future recommended budgets.

Recommendation No. 2: This item will not result in the use of additional Discretionary General Funding (Net County Cost). The total amount of the contract is \$505,000. The contract specifies that the Big Bear Valley Recreation and Park District (District) can submit monthly claims through DAAS for program services reimbursement. Sufficient appropriation exists within the 2022-23 District budget to provide Senior Nutrition Services for 2022-23, and will be included in future recommended budgets. The District also has sufficient appropriation to meet the required 11% match through in-kind services (e.g., rent, utilities, supplies, and personnel/volunteers), and will be included in future recommended budgets. The average yearly reimbursement request will be approximately \$168,333; however, this amount may vary based on demand for services.

BACKGROUND INFORMATION

Since 1978, DAAS has administered the Elderly Nutrition Program for San Bernardino County. The Elderly Nutrition Program provides nourishing meals and nutrition education to people 60 years of age or older and their spouses. DAAS anticipates the recommended contractors will provide, annually, approximately 388,789 meals, in a congregate setting that is pleasant and encourages socialization, and 554,810 home delivered meals to older individuals who are homebound.

Recommendation No. 1: The recommended contracts will provide approximately 943,599 congregate and home-delivered meals annually to approximately 11,275 eligible, unduplicated older individuals for the three-year contract period. The average cost per meal is \$8.92. Seniors will be served in the geographical areas specified in each proposal and each contract.

Recommendation No. 2: Approval of the recommended contract will authorize the District to provide approximately 10,000 meals per year in a congregate setting to seniors in the city of Big Bear and the surrounding communities. The District provides meals to older individuals five times per week for 50 weeks each year.

PROCUREMENT

On November 30, 2021, the County Administrative Office approved and authorized Human Services (HS) the release of a Request for Proposals (RFP) to solicit proposals from qualified agencies to provide Elderly Nutrition Program services countywide via the Electronic Procurement Network (ePro), Bid No. DAAS122-OAAGI-4362. The RFP was advertised through the County's ePro and through direct mailings. HS received 10 qualified proposals from the following agencies in response to the RFP:

Agency	Annual Proposed Amount	Congregate Sites	Home Delivered Areas
Barstow Senior Citizens Center	\$1,670,025	North West Desert and Victor Valley	North West Desert and Victor Valley

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Agency	Annual Proposed Amount	Congregate Sites	Home Delivered Areas
Big Bear Valley Recreation and Park District	\$120,000	Big Bear	N/A
Bonnie Baker Senior Citizens Club	\$230,750	East Desert	Needles and Big River
City of Montclair	\$159,176	West Valley	N/A
City of San Bernardino	\$370,217	East Valley	N/A
Crest Forest Senior Citizens Club	\$92,811	Mountains	N/A
Family Service Association	\$4,311,500	Morongo Basin, East and West Valley	Morongo Basin East and West Valley
Lucerne Valley Senior Citizens Center	\$50,000	Victor Valley	N/A
Main Street Catering	No amount listed	East and West Valley	East and West Valley
Prime Hospitality	\$1,170,000	East and West Valley	Victor Valley

An evaluation of the proposals was completed by a team that included representatives from HS Program Development Division and the Department of Behavioral Health. The proposals were evaluated based on program description, cost, financial stability, administrative capability, experience serving seniors, geographical areas to be served, and the ability to secure additional sources of funding. Based on these criteria, negotiations, and available funding, the eight agencies recommended for contract award are listed in Recommendation No. 1, along with the recommended three-year contract amount. The services provided and geographic areas served for each recommended agency are listed in the table above.

The agencies not recommended for contract award were unsuccessful in the procurement process due to one or more of the following reasons: cost, ability to provide services, experience providing services, available staffing and resources, or geographical region/service area served. The unsuccessful agencies were notified during the RFP process that they may protest the qualification review by submitting a formal protest letter to the HS Contracts Unit. No written protests were received.

The contracts may be terminated by the County immediately in the event that funds are not available to the County and without cause by the County by serving a written notice to the contractor 30 days in advance of termination. Contractor performance will be measured by reviewing monthly reports and annual site visits by County staff to monitor compliance with the administrative, fiscal, and program requirements of the contract. DAAS will review the invoices and other documents submitted by each contractor to ensure charges are for eligible Elderly Nutrition Program services prior to payment.

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on June 10, 2022; County Counsel (Jacqueline Carey-Wilson, Deputy County Counsel, and Aaron Gest, Deputy County Counsel, 387-5455) on June 10, 2022; Purchasing (Bruce Cole, Supervising Buyer, 387-2148) on June 10, 2022; Finance (John Hallen, Administrative Analyst, 388-0208, and Tom Forster, Administrative Analyst, 387-4635) on June 10, 2022; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238, and Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on June 15, 2022.

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Record of Action of the Board of Supervisors
San Bernardino County

Record of Action of the Board of Directors
Big Bear Valley Recreation and Park District

APPROVED (CONSENT CALENDAR)

Moved: Janice Rutherford Seconded: Col. Paul Cook (Ret.)
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Joe Baca, Jr.
Absent: Curt Hagman

Lynna Monell, CLERK OF THE BOARD/SECRETARY

BY 
DATED: June 28, 2022



cc: DAAS - Hamman w/agrees
Contractor - C/O DAAS w/agree
File - w/agree
CCM 07/26/2022