SINGLE SOURCE AWARD **BID # SS-9622-21**

Subject: Meals on Wheels Program

Department: Parks, Recreation and Community Services Department/Senior Services Division

Description of Purchase:
Recommend approval to retroact the period of service from October 1, 2020 to date of award.

Recommend approval of Single Source Award to Cathedral Foundation of Jacksonville, Inc. DBA Aging True for Meals and Wheels Program to provide hot nutritious healthy meals for homebound individuals 60 years and older. Program will provide approximately 22,972 meals @ $6.53 each, included food cost, employee compensation and vehicle maintenance. Total requested expenditure not to exceed $150,000.00. Period of service will be from date of award through September 30, 2021.

Funding for this award to be encumbered by account 00111.162101.531090.000000.00001350.00000, to be executed by purchase order(s).

Single Source Award To: Cathedral Foundation of Jacksonville, Inc. DBA Aging True

Price Justification: See Attached

Total Award: $150,000.00 **Requisition #**

Attachments: Single Source Form; Agency Memo, Agreement

Certification as to Single Source: Gloria Crawford, Chief, Services Division

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

ANALYST: Ruben Ola

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE
"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY

DATE: _____

APPROVED_____ **DISAPPROVED** _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Daryl Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7919
www.coj.net

ONE CITY. ONE JACKSONVILLE.

November 23, 2020

MEMORANDUM

TO: Greg Pease, Chief
Procurement Division

FROM: Gloria Crawford, Chief
Senior Services Division

RE: **RECOMMENDATION OF ADMINISTRATIVE AWARD TO CATHEDRAL FOUNDATION OF JACKSONVILLE**

The Parks, Recreation and Community Services Department, Senior Services Division respectfully requests an administrative award for Cathedral Foundation of Jacksonville, Inc. ***dba*** Aging True, Community Senior Services' Meals on Wheels program to provide hot, nutritious, healthy meals for homebound individuals 60 years and older. The period of service is from October 1, 2020 through September 30, 2021; Aging True Meals on Wheels program will provide approximately 22,972 meals @ $6.53, cost include food cost, employee compensation and vehicle maintenance.

The cost of the service will be for a not to exceed total amount of $150,000. Funding for this project will be encumbered by Master Blanket PO. Funding will be provided from RPAH011MW|03109 (00111.162101.531090.000000.00001350.00000).

Your assistance in concurring with this recommendation for the respective award would be appreciated. If you have any questions or need additional information regarding this request, please contact Gloria Crawford at 255-5401.

GC/ao

cc: Rene'e Harriman, Parks, Recreation and Community Services Finance Manager

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a Supplier subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

Vendor will provide essential and innovative services to individuals and families to support graceful aging.
22,972 meals ill be delivered throughout the Northeast Florida to hmebound seniors 60 years and older.

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

Aging True is the lead agency in Duval County and the official overseer and operator of the Older American's Act Title III Meals on Wheels program.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

Aging True was designated by the Area Agency on Aging (Eldersource) as the lead agency in Duval County and as the operator of the Meals on Wheels program.

Aging True Community Senior Services' Meals on Wheels

Submitted to:

Gloria Crawford, Chief Senior Services Division
The City of Jacksonville

Date: **September 16, 2020**

Teresa K. Barton, CEO
Lori McMullin, Director of Development
Samuel Hall, Director of Human Resources/Nutrition Programs

Aging True Community Senior Services
4250 Lakeside Drive
Jacksonville, Florida 32210
904.807.1320

AGING TRUE™
Community Senior Services

Agency Overview

Aging True Community Senior Services prides itself on fulfilling its mission "*to provide essential and innovative services and care for individuals, families and communities throughout Northeast Florida to prepare for and support graceful aging*".

We offer home-based services to ensure senior independence in Northeast Florida. We have served hundreds of thousands of seniors, their families and the community in our more than five decades of operation. Through services our professionals develop and administer, we provide seniors with the care and assistance they need to live independently. Our health, nutritional and financial care programs are designed specifically to serve and educate the frail, elderly and disabled in our region, as well as their caregivers and families.

Throughout the years, the organization has expanded to meet the needs of the community and in 1991 was designated as the Community Care for the Elderly lead agency in Duval County. Aging True has grown into a large non-profit provider of senior services and a leader in enabling home-based care allowing for Jacksonville seniors to remain safely in their homes. Over the past 53 years, Aging True has an offering of 17 programs with over 150 employees and over 400 volunteers who work together to serve the thousands of clients we serve.

Specifically, Aging True nutrition programs have track records of success, demonstrated effective evidence-based practices, attracted a broad base of support from federal, state, city and private contributions, as well as maintained strong leadership and proven accountability.

Meals on Wheel Scope of Work

Aging True has been **designated** as the Lead Senior Service Provider for Duval County by the Area Agency on Aging, ElderSource since 1991. As the Lead Agency in Duval County, Aging True is the official overseer and operator of the Older American's Act Title III Meals on Wheels program.

Aging True Meals on Wheels prepares hot, nutritious, healthy meals for homebound individuals to reduce isolation, increase nutrition and health, and provide contact for isolated seniors. Nearly 70% of the Meals are delivered Monday – Friday, 252 days a year, by dedicated staff. And the balance of the meals are delivered by over 400 committed volunteers who work through 23 coordinated drop sites and in all ZIP codes in Duval county.

Meals are prepared in Aging True's commercial kitchen under the direction and guidance of a Registered Dietician who certifies that all menu items and meals meet recommended dietary requirements. Our Registered Dietician assists with planning and developing our menu which is designed for a community-dwelling senior population. Each meal is planned with variety, population preference and seasonal likes/dislikes in mind. With our fleet of seven specialized delivery vehicles that maintain food temperatures, our meals arrive hot and ready to eat. Although very resource-intensive, this element of our program is vital!

Participants enrolled in Aging True's Meals on Wheels program have been certified by Aging True staff ensuring their eligibility for the program. Full-time Certification Specialists conduct

telephone, in-home, initial and annual assessments, to verify a client's eligibility under all of our program guidelines to ensure the neediest are served first.

City of Jacksonville's Investment to Senior Nutrition

By designating funding for Meals on Wheels, the City of Jacksonville demonstrates its commitment to ensuring the health and well being of Duval County's most frail population of homebound elderly. Without permanent funds to serve the ever-increasing number of seniors receiving Meals on Wheels in Duval County and attend to our growing waitlist of more than 1600 seniors, the Meals on Wheels program will never be as effective as it needs to be – an issue that we are now working towards changing due to the City of Jacksonville's help!

Supporting Aging True's Meals on Wheels program will be highly cost-effective for the City of Jacksonville. Seniors remain in their homes with improved nutrition and decreased isolation while the City of Jacksonville benefits from decreased utilization of long-term skilled nursing facility stays often inhabited by this identical population of vulnerable, homebound seniors.

The City of Jacksonville has designated $150,000 for Aging True's Meals on Wheels program. The City's commitment will allow Aging True to provide approximately 22,972 meals. Aging True will provide the meals at a rate of $6.53 per meal which includes food cost, employee compensation and vehicle maintenance and fuel (see attached budget detail for breakdown of associated expenses).

Aging True will submit an invoice to the City of Jacksonville on the 15th day of the month for the previous month's meals. All invoices will include supporting documentation for meal count including the names and addresses of clients receiving meals via this funding source.

Signed,

Teresa K. Barton, CEO
Aging True Community Senior Services

09-16-2020
Date

City of Jacksonville Authority

Date

Budget For COJ Funding of Meals on Wheels
FY 2020-2021

Agency: Urban Jacksonville, Inc. dba Aging True **Program Name:** Meals on Wheels

EXPENSES: Please provide narrative description for all categories listed below for which you are seeking City Funding Only.

We have included those required elements in the spaces below. See instructions when listing personnel expenses.
Please feel free to add additional lines as necessary to provide explanations using the line insert feature.

I. Employee Compensation

(Not related to costs of the office of the governor of a state or the chief executive of a political subdivision)

Salary & Wages

Director of MOW	(1) Salaried FTE	at $49,500/yr	7.07% by COJ		3,500.00
Certification Specialist	(1) Hourly FTE	at $35,360/yr	5.88% by COJ		2,080.00
Driver/Deliverer	(7) Hourly FTE	at $164,798/yr	7.57% by COJ		$12,480.00
Driver Manager	(1) Salaried FTE	at $38,604/yr	9.07% by COJ		3,500.00
				$	21,560.00

Funds will cover no more than 10% of total annual salaries of the Program Director, (1) Certification Specialist, (1) Driver Manager, (7) FTE Drivers/Deliverers.

Payroll Taxes & Benefits

Payroll Taxes - FICA & Med Tax	at $23,020/yr	6.52% by COJ		1,500.00
Health Insurance	at $39,262/yr	5.86% by COJ		2,300.00
			$	3,800.00

Funds will cover FICA taxes @ 6.52% and Health Insurance @ 5.86%

II. Operating Expenses

Occupancy Expenses -

Office Expenses -

Travel Expenses - not related to entertainment expenses -

Equipment Expenses

Vehicle Fuel and Maintenance	at $78,214/yr	51.74% by COJ		40,467.80
Vehicle Insurance	at $57,231/yr	6.99% by COJ		4,000.00
			$	44,467.80

Funds will assist with expenses for fleet insurance and fuel, as well as mechanical failures and cost to maintain the proper operation of the refrigeration units

Direct Client Expenses

Food costs	at $3.49/meal cost	$	80,172.20

We anticipate serving 22, 972 meals at $6.53/meal bill rate

Grand Total	$	150,000.00