

EXECUTIVE COMMITTEE VIRTUAL MEETING
MONDAY, OCTOBER 4, 2021 - 1:30 p.m.
AGENDA

Call to Order

Mr. José Pagán

Action Item

Dr. Theodore Long

Authorizing New York City Health and Hospitals Corporation (the “System”) to sign a contract with **LIC Com LLC** (the “Vendor”) to provide home delivery of emergency meals to food-insecure New Yorkers in COVID quarantine and isolation for a total amount not to exceed \$10M for the period November 1, 2021 through June 30, 2022.

Vendex: Approved / EEO: Pending

Old Business

New Business

Meeting Adjourn

RESOLUTION

Authorizing New York City Health and Hospitals Corporation (the “System”) to sign a contract with **LIC Com LLC** (the “Vendor”) to provide home delivery of emergency meals to food-insecure New Yorkers in COVID quarantine and isolation for a total amount not to exceed \$10M for the period November 1, 2021 through June 30, 2022.

WHEREAS, currently the System’s Test + Trace Corps (“**T2**”) uses the City Department of Sanitation (“**DSNY**”) GetFoodNYC program with over 30 food delivery vendors offering varied meal types to deliver meals to New Yorkers in COVID quarantine and isolation who are unable to reliably obtain food; and

WHEREAS, DSNY will not deliver such meals after November 15, but there will still be a need to deliver meals to New Yorkers in COVID quarantine and isolation; and

WHEREAS, consistent with the MOU between the System and the City of New York through its Office of Management and Budget (“**OMB**”), OMB has agreed to fund the System’s assumption of such a food delivery program in an amount not-to-exceed \$10M in case of further COVID surges; and

WHEREAS, the Sr. Vice President of Ambulatory Care will manage the proposed contract.

NOW THEREFOR, BE IT RESOLVED, that New York City Health and Hospitals Corporation be and it hereby is authorized to sign a contract with LIC Com LLC to provide home delivery of emergency meals to food-insecure New Yorkers in COVID quarantine and isolation for a total amount not to exceed \$10M for the period November 1, 2021 through June 30, 2022.

EXECUTIVE SUMMARY

CONTRACT WITH LIC COM LLC FOR FOOD DELIVERY TO NEW YORKERS IN COVID QUARENTINE OR ISOLATION

BACK-GROUND: During the height of the epidemic DSNY contracted with over 30 food delivery vendors for varied meal types for New Yorkers who are unable to reliably obtain food, including T2 clients under its GetFoodNYC Program. These contracts were awarded by DSNY through a competitive RFP process under an Emergency Order. DSNY has determined not to renew such contracts in view of their being so far from DSNY's core services. Nevertheless, there continues to be a current need for continued meal delivery to people in COVID quarantine or isolation and the future need is unknown. GetFoodNYC currently delivers approximately 3,118 meals per day to T2 clients. Accordingly, the System will take over this program using its own procured vendor.

SELECTION OF VENDORS: Under the supervision, and with the approval, of the Contract Review Committee, the System issued an RFP to a closed pool consisting of only MWBE vendors. After considering many MWBE proposals, the Evaluation Committee voted to award the contract to the Vendor.

TERMS: The proposed contract will be for a term extending from November 1, 2021 through June 30, 2022 for an amount not to exceed \$10M. The average meal price for LIC COM LLC is \$3.98 per meal. Assuming the continuation of the current demand for 3,118 meals daily, that computes to a cost over the proposed term of \$2,990,723. Thus, the NTE allows for considerable unanticipated growth in the program.

MWBE: Vendor is a NYC registered MWBE.



To: Colicia Hercules
Chief of Staff, Office of the Chair

From: Keith Tallbe Tallbe, Keith
Senior Counsel
Office of Legal Affairs

Re: Vendor responsibility, EEO and MWBE status

Vendor: LIC Com LLC

Date: September 23, 2021

Digitally signed by Tallbe, Keith
Date: 2021.09.23
14:09:05 -04'00'

The below chart indicates the vendor's status as to vendor responsibility, EEO and MWBE:

Vendor Responsibility
Approved

EEO
Pending

MWBE
NYC MBE

The above status is consistent and appropriate with the applicable laws, regulations, and operating procedures to allow the Board of Directors to approve this contract.

T2 GetFoodNYC Emergency Home Meal Delivery

**Application to
Enter into Contract – LIC Com LLC
Executive Committee Meeting
Monday, October 4, 2021**

**Theodore Long, MD
Senior Vice President
Ambulatory Care and Population Health**

- **Purpose:** Continue to deliver fresh and prepared nutritional meals to food-insecure New Yorkers in quarantine and isolation at home

- **Current State:**
 - Currently T2 uses the GetFoodNYC program, run by DSNY, to deliver meals
 - GetFood is the most requested resource by T2 clients, who need to separate to stop transmission of COVID-19, but cannot afford food delivery and do not have someone to help them purchase food
 - To prevent the transmission of COVID-19 and ensure all New Yorkers can safely separate, T2 will take over emergency home meals delivery to New Yorkers in quarantine and isolation as DSNY's operations end
 - DSNY's contracts were procured through a competitive RFP process under an Emergency Order
 - DSNY contracts with over 30 food delivery vendors for varied meal types for all New Yorkers who are unable to reliably obtain food, including T2 clients
 - T2 is able to contract with one vendor, given the smaller volume of orders compared to the existing DSNY program, which services more clients beyond T2
 - DSNY will stop taking orders for T2 clients by November 15, and T2 will need to issue a new contract to provide emergency home meal delivery to New Yorkers in quarantine and isolation to start November 1 to ensure there is no gap in providing meals to T2 clients
 - In November, DSNY will continue to deliver meals to non-T2 clients, while T2 will begin deliveries to T2 clients. During this period, our teams will collaborate to ensure orders are routed correctly, and DSNY will act as a resource to ensure a smooth transition

Overview of Procurement

- NYC Health + Hospitals leveraged the procurement done by DSNY in 2020 for these services. We conducted a closed pool solicitation among the M/WBEs awarded a contract as a result of the solicitation. All of the M/WBEs were found to be performing satisfactorily.
- 08/24/21: CRC approved an application to issue RFP
- 08/24/21: RFP sent directly to 18 vendors
- 08/30/21: Pre-proposal conference call; 18 vendors attended
- 09/13/21: Proposal deadline, 18 proposals received
- 09/16/21: 1st round of evaluations completed, leaving 6 finalists
- 09/20/21: 2nd round of evaluations completed.
 - LIC Com LLC received the highest score for each of the substantive criteria
 - LIC Com LLC cumulative score was 9.8, more than two points higher than the next highest scorer (7.6)

RFP Criteria

➤ **Minimum Evaluation Criteria:**

- MWBE Vendor
- 3 years of experience in food preparation
- Existing DSNY GetFoodNYC vendor
- Able to meet minimum weekly volume
- Ability to provide all meal types

➤ **Substantive Criteria:**

- 30% Cost
- 25% Capacity
- 25% Approach in Strategy, Experience, and Menu Quality
- 20% Data Management

➤ **Evaluation Committee:**

- Senior Project Manager, Take Care
- Senior Systems Analyst, Finance, T2
- Senior Director Logistics, T2
- Senior Project Manager, T2
- Project Manager, Take Care

➤ **Non voting members**

- DSNY, Associate Counsel
- DSNY, Senior Manager, Bureau of Recycling and Sustainability
- Deputy Director of Take Care

Vendor Background

- LIC COM LLC is an NYC MBE certified food service company located in Long Island City, and they have served schools, child/adult daycares, non-profits, community organizations, and city agencies
- They have over a decade of experience, and employed 300 local staff throughout the pandemic, the majority from the severely impacted restaurant industry
- LIC COM LLC is committed to delivering high-quality and culturally authentic meals to T2's diverse population of clients, and successfully operated over the past 16 months with DSNY through snow storms, hurricanes, and supply chain shocks
- They are currently the largest and longest-running vendor for DSNY's GetFoodNYC program
- They are the only MWBE vendor that provides three meal types for DSNY's program, as almost all other vendors are only contracted for one meal type, indicative of their capacity and quality of service
- Successful reference check with DSNY

Budgeting – T2 MOU

- Based on current COVID-19 rates and meals being delivered we expect a spend over the next fiscal year of approximately \$3 million
 - $(\$3.98 \text{ meal}) \times (3118 \text{ daily meals}) \times (241 \text{ days}) = \$2,990,723$
- OMB has granted a total budget of \$10M in case of further surges
- NYC Health + Hospitals has received \$1.5 Billion from OMB through the T2 MOU. All FY21 expenses have been covered.

Executive Committee Approval Request

- Test and Trace Corps is seeking Executive Committee approval to enter into contract with LIC Com LLC, a New York City MBE, to provide emergency home meals to food-insecure New Yorkers in quarantine and isolation at home
- Contract Term: value will be for a not-to-exceed (NTE) amount of \$10,000,000
- Contract term will be from November 1, 2021 through June 30, 2022