

October 1, 2007

**To:** LCOG Executive Committee

**From:** Procurement and Monitoring Committee  
Sandy Karsten, Senior Meals Program Manager

**Subject:** Extension of Red Cross Contract for Metro Meals on Wheels

**Action Requested:** None. Information Only.

Red Cross is the current provider of the Metro Meals on Wheels Contract and provides Meals on Wheels in most Eugene neighborhoods and North Springfield. S&DS provides Meals on Wheels in Springfield, Creswell, Cottage Grove, Oakridge, Junction City, Veneta, Florence, and northwest Eugene.

Red Cross is currently in the third continuation year of the contract granted following the FY05 RFP process. The FY05 RFP stated that the contract could be extended for an additional three years pending satisfactory performance. Red Cross has demonstrated satisfactory performance of their responsibilities under the contract during the entire period.

Under these circumstances, LCOG would issue an RFP for FY09 Metro Meals on Wheels during the winter of 2008. All other S&DS contracts are for a period of 5 years. A one-year extension would place the Red Cross contract on the same cycle as the other contracts.

In the past 35 years, there has never been a competitor for this contract. Even so, initiating the RFP process is time-consuming and costly. A reduction in the RFP frequency will help reduce costs.

At the October 9<sup>th</sup> meeting of the Senior Services Advisory Council (SSAC), the Procurement and Monitoring Committee will recommend that the Red Cross Contract be extended for one additional year (FY09) and issue the RFP in the winter of 2009, for services in FY10. Assuming the SSAC agrees, the recommendation will be forwarded to George Kloepfel, LCOG Executive Director, for approval.