



Agenda Information Sheet

**File #:** 21-2089

**Item #:** 36.

**STRATEGIC PRIORITY:** Government Performance and Financial Management

**AGENDA DATE:** November 10, 2021

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Office of Procurement Services

**EXECUTIVE:** Elizabeth Reich

**SUBJECT**

Authorize a one-year subrecipient agreement to provide childcare assistance to qualifying residents affected by the COVID-19 pandemic for the Office of Community Care - United Way of Metropolitan Dallas, most advantageous proposer of two - Not to exceed \$375,000 - Financing: 2020 CARES Act Relief CDBG #3 Fund

**BACKGROUND**

This service contract will provide childcare assistance to qualifying residents affected by the COVID-19 pandemic for the Office of Community Care. Assistance will be provided with the goal of allowing parents to participate in job skills training, educational and employment opportunities, or allow them to maintain employment. The program will serve individuals who have experienced job loss, reduced hours, unemployment or underemployment as a result of the COVID-19 pandemic, public health protocols implemented because of the pandemic, and economic contractions resulting from the pandemic. Services provided will include full payment of childcare assistance for a period up to six months per qualifying family. To be eligible for this program individuals or families must reside in Dallas, have been impacted by COVID-19, parents should be employed or seeking employment or are in job training programs, and at or below 80 percent Area Median Income.

A three-member committee from the following departments reviewed and evaluated the qualifications:

- Office of Budget and Management Services (1)
- Office of Community Care (2)

The committee selected the successful respondent on the basis of demonstrated competence and qualifications under the following criteria:

- Capacity 55 points
- Program and evaluation 45 points

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a “living wage” rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The current calculated living wage during the solicitation process of this contract is \$12.38; the selected vendor meets this requirement.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

[The Workforce, Education and Equity Committee was briefed by memorandum regarding this matter on October 8, 2021. <https://dallascityhall.com/government/citymanager/Documents/FY%2021-22%20Memos/WEE%20Memo%20-%20Upcoming%20OCC%20and%20OPS%20Agenda%20Items%20Memo%20100821.pdf>](https://dallascityhall.com/government/citymanager/Documents/FY%2021-22%20Memos/WEE%20Memo%20-%20Upcoming%20OCC%20and%20OPS%20Agenda%20Items%20Memo%20100821.pdf)

Information about this item was provided to the Workforce, Education and Equity Committee on October 12, 2021 and the committee voted to move the item to City Council with committee support.

**FISCAL INFORMATION**

Fund	FY 2022	FY 2023	Future Years
2020 Cares Act Relief CDBG #3 Fund	\$375,000.00	\$0.00	\$0.00

**M/WBE INFORMATION**

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Procurement Category	M/WBE Goal	M/WBE %	M/WBE \$
\$375,000.00	Other Services	N/A	N/A	N/A
<ul style="list-style-type: none"> <li>• The Business Inclusion and Development Policy does not apply to Other Service contracts.</li> <li>• United Way of Metropolitan Dallas - Local; Workforce - 100.00% Local</li> </ul>				

**PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

Request for Proposal	• Utilized for professional, personal, revenue, and planning services
	• Recommended offeror is the responsible offeror whose proposal most closely meets established criteria for the services advertised, based on demonstrated competence and qualifications at a fair and reasonable price
	• Always involves the evaluation by committee
	• Allows for negotiation on contract terms, including price

The Office of Procurement Services received the following proposals from solicitation number BRZ21-00016402. We opened them on July 8, 2021. We recommend the City Council award this service contract in its entirety to the most advantageous proposer.

\*Denotes successful proposer

<u>Proposers</u>	<u>Address</u>	<u>Score</u>
*United Way of Metropolitan Dallas	1800 North Lamar St. Dallas, TX 75202	94.25
Harmony Community Development Corporation	6969 Pastor Bailey Dr. #110 Dallas, TX 75237	85.25

**OWNER**

**United Way of Metropolitan Dallas**

Jennifer Sampson, Chief Executive Officer  
 Susan Hoff, Chief Strategy and Impact Officer  
 Janice Harissis, Chief Financial Officer