

# Memorandum



CITY OF DALLAS

DATE August 5, 2022

TO Honorable Members of the Public Safety Committee  
Adam McGough (Chair), Cara Mendelsohn (Vice Chair), Tennell Atkins, Jesse Moreno, Jaime Resendez, Casey Thomas, Gay Donnell Willis

SUBJECT **August 10, 2022, City Council Agenda Item #44; 22-1556 Catastrophic Preparedness Framework for the Office of Emergency Management**

The following agenda item is scheduled to go before City Council on August 10, 2022.

### **Agenda Item #44; 22-1556**

Authorize a three-year service contract for consulting services to assist in the development of a regional catastrophic preparedness framework for the Office of Emergency Management - Innovative Emergency Management dba IEM, most advantageous proposer of five - Not to exceed \$491,219.00 - Financing: Regional Catastrophic Preparedness Grant Program Fund (subject to annual appropriations)

### **Background**

This action does not encumber funds; the purpose of a service contract is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis.

The City is a recipient of the 2021 Regional Catastrophic Preparedness Grant, and this service contract will provide consulting services to assist in the development of a regional catastrophic preparedness framework for the Office of Emergency Management. In our application, the City outlined several projects to utilize these funds to complete the three phases of catastrophic preparedness.

The consultant will assist throughout this process and provide subject matter expertise, project management support, and develop deliverables that will be returned to the Federal Emergency Management Agency. Projects include a supply chain gap analysis of the regional food and water distribution systems, the development of a regional planning framework for adopting the community lifelines into response, and a number of training exercises, seminars, and workshops related to supply chain resiliency and catastrophic planning.

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

- Office of Data Analytics & Business Intelligence
- Office of Emergency Management
- Office of Integrated Public Safety Solutions
- Office of Procurement Services

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

- Cost and timeframe 30 points
- Experience 25 points

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- Approach 25 points
- Supply chain management 20 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 \$15.21; the selected vendor meets this requirement.

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

On November 10, 2021, City Council authorized the acceptance of a grant from the U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency for the FY2021 Regional Catastrophic Preparedness Grant Program (Federal Award ID No. EMT2021-CA-00055-S01, CFDA No. 97.111) to provide for three-year funding for the salary and fringe benefits of one planner, and to fund activities related to providing resources to close known capability gaps in Housing and Logistics and Supply Chain Management, encouraging innovative regional solutions to issues related to catastrophic incidents, and building on existing regional efforts for the period September 1, 2021 through August 31, 2024, by Resolution No. 21-1828.

**FISCAL INFORMATION**

Fund	FY 2022	FY 2023	Future Years
Regional Catastrophic Preparedness Grant Program Fund	\$491,219.00	\$0.00	\$0.00

Should you have any questions regarding this item, please contact me at (214) 670-5299.



Jon Fortune  
 Deputy City Manager

- c: T.C. Broadnax, City Manager  
 Chris Caso, City Attorney  
 Mark Swann, City Auditor  
 Billierae Johnson, City Secretary  
 Preston Robinson, Administrative Judge  
 Kimberly Bizzor Tolbert, Deputy City Manager
- Majed A. Al-Ghafry, Assistant City Manager  
 M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager  
 Dr. Robert Perez, Assistant City Manager  
 Carl Simpson, Assistant City Manager  
 Jack Ireland, Chief Financial Officer  
 Genesis D. Gavino, Chief of Staff to the City Manager  
 Directors and Assistant Directors

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