

Memorandum



CITY OF DALLAS

DATE February 12, 2024

TO Honorable Chair and Members of the Workforce, Education, and Equity Committee

SUBJECT **Upcoming Office of Community Care Agenda Item #24-172 – Staples Cooperative Agreement for Period Access Dallas (PAD) & Essential Items**

On February 14, 2024, an Office of Community Care item will be considered by City Council to authorize a cooperative agreement with Staples, to provide essential items for the Period Access Dallas (PAD) Program.

File ID: 24-172: Authorize a cooperative agreement with Staples to provide critical non-food items, such as period products, diapers, adult diapers, and other hygiene items for distribution in high needs communities or to residents for the period February 1, 2024, through December 31, 2025 - Not to exceed \$700,000.00 – Financing: Coronavirus State and Local Fiscal Recovery Fund (\$300,000.00) and Equity Fund (\$400,000.00)

Background

This item authorizes a cooperative agreement to purchase items from a current City master agreement vendor. The items being authorized are either not a component of the current agreement or are to be purchased in a level exceeding the current agreement allocations. Items purchased through this agreement will be used for two key City programs, Period Access Dallas (P.A.D) and American Rescue Plan Act (ARPA) Essential Necessities and will be purchased using authorized funding dedicated for these programs.

The Office of Community Care was forced to seek a new vendor for P.A.D. program items due to the current authorized vendor's inability to consistently and timely fulfill orders. Since May 2023, OCC, with support from the Office of Procurement Services has worked closely with the current vendor to document the noted issues, however it has been determined that the supply issue cannot be solved. The current vendor's contract is currently going through the cancellation process. Upon recognizing that the vendor could not fulfill requirements, OCC worked with OPS to issue a competitive bids request, but this process did not return a supplier that could consistently meet the demand for products needed. It was determined that the cooperative agreement with a current vendor was the best path forward to ensure regular, consistent and timely supply for the benefit of the P.A.D. program.

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Items**

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The Period Access Dallas program (P.A.D.)

The P.A.D. program addressed gender equity and period poverty by making period products available for free at City facilities, including community centers, recreation centers, and libraries. There are 70 distribution sites across the city. The program is funded through a combination of APRA State and Local Fiscal Recovery Funds, as a component of the approved Essential Necessities program allocation, and Racial Equity Fund dollars to support sites that do not meet ARPA criteria.

Essential Necessities

The Essential Necessities program was initially launched in 2020 as a COVID-responsive social service program, whereby the City partnered with nonprofits and community-based organizations to provide hygiene products to low-income residents. P.A.D. in part grew out of this program. Specific to this contract, the department is including diapers in the cooperative purchasing agreement, which reflects an additional component of the Essential Necessities project. These diapers will be distributed through partnerships with WIC clinics and community organizations, as well as at outreach events.

By entering this agreement with Staples, the Office of Community Care will have a reliable vendor that can support the requirements of several critical programs and services.

Should you have any questions or need any additional information, please contact myself or Jessica Galleshaw, Director of Office of Community Care, at 214-670-5113 or Jessica.Galleshaw@dallas.gov.



M. Elizabeth (Liz) Cedillo-Pereira
Assistant City Manager

c: T.C. Broadnax, City Manager
Tammy Palomino, City Attorney (I)
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Billierae Johnson, City Secretary
Preston Robinson, Administrative Judge
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Jon Fortune, Deputy City Manager

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Robert Perez, Assistant City Manager
Jack Ireland, Chief Financial Officer
Genesis D. Gavino, Chief of Staff to the City Manager
Directors and Assistant Directors