



Legislation Details (With Text)

**File #:** 23-829      **Version:** 1      **Name:**

**Type:** CONSENT AGENDA      **Status:** Approved

**File created:** 3/15/2023      **In control:** Office of Procurement Services

**On agenda:** 4/12/2023      **Final action:**

**Title:** Authorize a one-year service contract in the amount of \$1,375,000, with one one-year renewal option in the amount of \$1,375,000, as detailed in the Fiscal Information section, for the administration of a benefits navigation program for the Office of Community Care - Benefits Data Trust, only proposer - Not to exceed \$2,750,000 - Financing: Coronavirus State and Local Fiscal Recovery Fund (subject to annual appropriations)

**Sponsors:**

**Indexes:** 100

**Code sections:**

**Attachments:** 1. Resolution

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

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

**AGENDA DATE:** April 12, 2023

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Office of Procurement Services

**EXECUTIVE:** Jack Ireland

**SUBJECT**

Authorize a one-year service contract in the amount of \$1,375,000, with one one-year renewal option in the amount of \$1,375,000, as detailed in the Fiscal Information section, for the administration of a benefits navigation program for the Office of Community Care - Benefits Data Trust, only proposer - Not to exceed \$2,750,000 - Financing: Coronavirus State and Local Fiscal Recovery 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.

This service contract will provide for the administration of a benefits navigation program for the Office of Community Care. Services through this agreement will support residents who have been directly and indirectly impacted by the Coronavirus pandemic. The benefits navigation program will provide residents with a single stop access point for benefits outreach, enrollment, and renewal. This

program will help residents maximize support and obtain benefits for which they are eligible, with a focus on federal assistance that is assigned and available.

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

- Department of Housing & Neighborhood Revitalization (1)
- Office of Community Care (2)
- Office of Equity & Inclusion (1)
- Office of Procurement Services (1)\*

\*The Office of Procurement Services evaluated cost and local preference, if applicable.

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

- Programming and work plan 40 points
- Organizational capacity 20 points
- Evaluation plan 20 points
- Cost and budget 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 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 June 23, 2021, City Council authorized the acceptance of grant funds from the U.S. Department of Treasury for the Coronavirus Local Fiscal Recovery Fund to provide relief during the ongoing COVID-19 pandemic by Resolution No. 21-1149.

The City Council was briefed on allocation of funds from the American Rescue Plan Act, including allocation of \$2,750,000 for Benefits Navigation to create a single stop opportunity integrating benefits access and application to simplify process for clients to mitigate negative financial impact from the COVID-19 pandemic on August 18, 2021.

On September 22, 2021, City Council authorized the final reading and adoption of the appropriation ordinance for the FY 2021-22 City of Dallas Operating, Capital, and Grant & Trust Budgets, which included the ARPA funds from the U.S. Department of Treasury for the Coronavirus Local Fiscal Recovery Funds by Resolution No. 21-1590.

**FISCAL INFORMATION**

| Fund   | FY 2023        | FY 2024        | Future Years |
|--|----------------|----------------|--------------|
| Coronavirus State and Local Fiscal Recovery Fund | \$1,375,000.00 | \$1,375,000.00 | \$0.00       |

Initial Term: \$1,375,000.00  
 Renewal Option: \$1,375,000.00  
 Total \$2,750,000.00

**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                     |
|---|----------------------|--------------------------------|
| \$2,750,000.00  | Other Services       | N/A                            |
| M/WBE Subcontracting %  | M/WBE Overall %      | M/WBE Overall Participation \$ |
| N/A   | N/A                  | N/A                            |
| <ul style="list-style-type: none"> <li>• This item is Other Services which does not have an availability and disparity participation goal.</li> <li>• Benefits Data Trust - Non-local; Workforce - 0.00% Local</li> </ul> |                      |                                |

**PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

|   |   |
|---|---|
| Request for Competitive Sealed Proposal | <ul style="list-style-type: none"> <li>• Utilized for high technology procurements, insurance procurements, and other goods and services</li> <li>• Recommended offeror whose proposal is most advantageous to the City, considering the relative importance of price, and other evaluation factors stated in the specifications</li> <li>• Recommended offeror whose proposal is most advantageous to the City, considering the relative importance of price, and other evaluation factors stated in the specifications</li> <li>• Always involves a team evaluation</li> <li>• Allows for negotiation on contract terms, including price</li> </ul> |
|---|---|

The Office of Procurement Services received the following proposal from solicitation number BJZ22-00019177. We opened it on June 17, 2022. We recommend the City Council award this service contract in their entirety to the only proposer.

| <u>Proposer</u>     | <u>Address</u>  | <u>Score</u> |
|---------------------|-----------------|--------------|
| Benefits Data Trust | 1500 Market St. | 90.33        |

Suite #2800  
Philadelphia, PA 19104

Note: The Office of Procurement Services conducted a single proposal review and found no exceptions.

**OWNER**

**Benefits Data Trust**

Trooper Sanders, Chief Executive Officer