



Legislation Text

File #: 23-1593, Version: 1

STRATEGIC PRIORITY: Government Performance & Financial Management

AGENDA DATE: June 28, 2023

COUNCIL DISTRICT(S): All

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Jack Ireland

SUBJECT

Authorize [the City Manager or his or her designee to execute](#) a **one-year** service contract for a [term of one year, with an optional extension of one year, with Housing Forward \(517577\) \(single proposer\), approved as to form by the City Attorney, for](#) master leasing services ([described herein](#)) for the Office of Homeless Solutions - **Housing Forward, only proposer in an amount not to exceed \$3,000,000 ("OHS")** - Not to exceed \$3,000,000 - Financing: General 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 master leasing services [on behalf of](#) ~~for~~ the Office of Homeless Solutions, to secure housing units in bulk for formerly unsheltered individuals; maximizing potential for housing through existing, community rental subsidies. The proposer will manage, coordinate, and align all aspects of tenant occupancy. This includes identifying properties, potential property management as needed, negotiating 12-to-24-month lease-up plans, tenant move-in process, aligning funding for leases with a plan of sustainable rent for residents, and providing case management with the goal of creating additional supportive housing by securing more available units, in bulk, to rapidly meet the needs of our unsheltered neighbors.

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

- Department of Housing & Neighborhood Revitalization (1)
- Office of Community Care (1)
- Office of Homeless Solutions (1)

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

- Experience 40 points

- Approach and Methodology 40 points
- Financial Capacity 20 points

As part of the solicitation process and in an effort to increase competitions, the Office of Procurement Services use 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 \$17.82; the selected vendor meets this requirement.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

This item has no prior action.

FISCAL INFORMATION

Fund	FY 2023	FY 2024	Future Years
General Fund	\$3,000,000.00	\$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
\$3,000,000.00	Other Services	N/A
M/WBE Subcontracting %	M/WBE Overall %	M/WBE Overall Participation \$
N/A	N/A	N/A
• This item is Other Services which does not have an availability and disparity participation goal.		
• Housing Forward - Local; Workforce - 33.33% Local		

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Request for Proposal	<ul style="list-style-type: none">• 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
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The Office of Procurement Services received the following proposal from solicitation number BJZ23-00021433. We opened it on March 24, 2023. We recommend the City Council award this service contract in its entirety to the only proposer.

<u>Proposer</u>	<u>Address</u>	<u>Score</u>
*Housing Forward	2900 Live Oak St. Dallas, TX 75204	90.00

Note: The Office of Procurement Services conducted an only proposer review and found no exceptions.

OWNER

Housing Forward

Joli A. Robinson, President