



Legislation Text

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File #: 23-1616, Version: 1

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**STRATEGIC PRIORITY:** Government Performance & Financial Management  
**AGENDA DATE:** June 28, 2023  
**COUNCIL DISTRICT(S):** All  
**DEPARTMENT:** Office of Procurement Services  
**EXECUTIVE:** Jack Ireland

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**SUBJECT**

Authorize a subrecipient service contract for a one-year service contract in the amount of \$1,742,000, with a one-year renewal option in the amount of \$858,000 as detailed in the Fiscal Information section, for a non-profit grant program to assist community-based non-profit organizations **by providing funding for operational expenses** for the Office of Community Care - United Way of Metropolitan Dallas, most advantageous proposer of four - Not to exceed \$2,600,000 - Financing: Coronavirus State and Local Fiscal Recovery Fund (subject to annual appropriations)

**BACKGROUND**

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

This subrecipient contract will provide for a non-profit grant program to assist community-based non-profit organizations **by providing funding for operational expenses** for the Office of Community Care. The subrecipient will provide funding For operational expenses to non-profit organizations including, but not limited to rent, utilities, staff salaries and benefits, cleaning supplies, and programs supplies incurred between March 3, 2021 and December 31, 2024. The subrecipient will develop and administer a non-profit agency application process to assess eligibility and needs, review funding requests, and ensure alignment with the program statement.

The grants will help non-profit organizations delivering services to residents in Dallas, that need social service programs. Grants will be awarded in compliance with the council authorized program statement.

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

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

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 20 points
- 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 \$17.82; the selected vendor meets this requirement.

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

On June 23, 2021, the 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.

On August 18, 2021, the City Council was briefed on allocation of funds from the American Rescue Plan Act, including allocation of \$2,600,000 for Nonprofits Assistance to provide small grants to nonprofit organizations to mitigate negative financial impacts from the pandemic.

On September 22, 2021, the 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 American Rescue Plan Act 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	\$1,742,000.00	\$858,000.00	\$0.00

Initial Term: \$1,742,000

Renewal Option: Year 1 \$ 858,000

Total \$2,600,000

**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
\$2,600,000.00	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>• United Way of Metropolitan Dallas - Local; Workforce - 42.22% Local</li> </ul>		

**PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

Request for Proposal	<ul style="list-style-type: none"> <li>• Utilized for professional, personal, revenue, and planning services</li> <li>• 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</li> <li>• Always involves the evaluation by committee</li> <li>• Allows for negotiation on contract terms, including price</li> </ul>
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The Office of Procurement Services received the following proposals from solicitation number BOZ22-00019179. We opened them on November 18, 2022. We recommend the City Council award this subrecipient contract in its entirety to the most advantageous proposer.

\*Denotes successful proposer

<b><u>Proposers</u></b>	<b><u>Address</u></b>	<b><u>Score</u></b>
*United Way of Metropolitan Dallas	1800 North Lamar St. Dallas, TX 75202	95.00
Services of Hope & Financial Hope CCS	5470 Ellsworth Ave. Dallas, TX 75252	86.00
3-N-1 Trinity Services, Inc.	1510 North Hampton Rd. Suite 210 Desoto, TX 75115	71.25
New Covenant Christian Ministries-Dallas	201 Fran Wy. Suite 1102	43.25

Dallas, TX 75203

**OWNER**

**United Way of Metropolitan Dallas**

Ashley Brundage, Executive Director