



Legislation Text

File #: 22-1156, Version: 1

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

**AGENDA DATE:** June 22, 2022

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Office of Procurement Services

**EXECUTIVE:** Elizabeth Reich

**SUBJECT**

Authorize a one-year service contract in the amount of \$650,000, with two one-year renewal options in the total amount of \$2,200,000, as detailed in the Fiscal Information section, for financial assistance for eligible homeless persons and risk mitigation funds for landlords for the Office of Homeless Solutions - CitySquare, most advantageous proposers of two - Total not to exceed \$2,850,000 - Financing: General Fund (\$2,200,000) (subject to appropriations) and American Rescue Plan Act Homelessness Assistance and Supportive Services Program Fund (\$650,000)

**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 contract will provide for financial assistance for eligible homeless persons and risk mitigation funds for landlords. The goal is to reduce homelessness in the city through partnerships with organizations that provide housing and case management services for individuals experiencing homelessness. The types of services will focus on the following key priorities: preventing homelessness, protecting persons experiencing homelessness, promoting affordable housing solutions, and partnering with other organizations to maximize efforts and resources.

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

- Office of Arts and Culture (1)
- Office of Community Care (1)
- Office of Homeless Solutions (1)

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

- Approach and methodology 40 points
- Experience 30 points
- Financial capacity 25 points
- Local Preference 5 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 January 12, 2022, City Council authorized final adoption of Substantial Amendment No. 2 to the FY 2021-22 Action Plan to accept HOME Investment Partnerships Program American Rescue Plan Act Grant Funds from the U.S. Department of Housing and Urban Development for the Homelessness Assistance and Supportive Services Program by Resolution No. 22-0200.

**FISCAL INFORMATION**

Fund	FY 2022	FY 2023	Future Years
General Fund	\$0.00	\$0.00	\$2,200,000.00
American Rescue Plan Act Homelessness Assistance and Supportive Services Program Fund	\$0.00	\$650,000.00	\$0.00

Initial Term: \$ 650,000.00  
 Renewal Option Year 1 \$1,100,000.00  
 Renewal Option Year 2 \$1,100,000.00

Total \$2,850,000.00

**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	M/WBE %	M/WBE \$
\$1,950,000.00	Other Services	N/A	N/A	N/A

- The Business Inclusion and Development Policy does not apply to Other Service contracts.
- CitySquare - Local; Workforce - 49.06% Local

**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>• Always involves a team evaluation</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 BRZ21-00017823. We opened them on January 7, 2022. We recommend the City Council award this service 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>
*CitySquare	1610 South Malcolm X Blvd. Bldg. 100 Dallas, TX 75226	91.0
Finally Home Foundation	3906 West Camp Wisdom Rd. #108 Dallas, TX 75237	43.3

**OWNER**

**CitySquare**

John Siburt, Chief Executive Officer