



## Legislation Text

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File #: 23-1597, 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 the City Manager or his or her designee to execute a service contract for a term of ~~one~~ two years with United Way of Metropolitan Dallas, Inc. (single proposer), approved as to form by the City Attorney, in an amount not to exceed \$1,000,000 for Capacity Building Programmatic Support Services to support and stabilize small emerging non-profits for the Office of Homeless Solutions - Not to exceed \$1,000,000 - Financing - General Fund

### 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~~ provides for Capacity Building Programmatic Support Services that ~~will~~ identify, support, and stabilize ~~small~~ emerging non-profits, to equip them with the ability to apply to and participate in government-funded programs in the future. for the Office of Homeless Solutions. This will support the City Council and City Manager's goal of increasing local non-profit capacity to provide support for the unsheltered through concentrated cultivation of local infrastructure. The awardee will design ~~and maintain~~ an eight-~~(8)~~ month course and maintain two courses for a maximum of fifteen (15) participants per cohort to support and train organizations in becoming stable non-profits. Training modules will include development of vision, mission statements, strategic planning, internal controls, budgets, bylaws, performance measurement, website design/maintenance and the government granting process. ~~Requirements will be established by awardee in coordination with the City for organization(s) to qualify for a financial audit, start-up, and support course compensation (up to \$3,200 per class).~~ Requirements will be established by the awardee in coordination with the City to qualify identified organization(s) for the course, which includes coverage of the costs for an independent financial audit, a prerequisite to apply for most public and private grants, start-up costs, and a course attendance stipend. Upon successful completion of the ~~support course and~~ program, the successful participating organization(s) will be eligible for an independent financial audit costs reimbursement ~~(up to \$15,000 per organization)~~, course completion start-up funding ~~(up to \$10,000)~~, and ~~compensated~~ compensation for the participant's time attending the ~~support~~ course.

The [City service contract](#) will provide grants to cover the cost of an independent financial audit which is the single largest barrier to non-profits in Dallas participating in grant opportunities. The services will help support and stabilize **small** emerging non-profits that make up the homeless provider ecosystem with the goal to grow our non-profits in an equitable way. **by providing support to small emerging non-profit organizations.** [The program is expected to train an estimated 30 organizations across several sessions.](#)

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

- Office of Arts and Culture (1)
- Office of Equality and Inclusion (1)
- Office of Homeless Solutions (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:

- Experience 40 points
- Approach and methodology 40 points
- Cost 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. This contract renewal option includes the most current living wage of \$17.82.

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

This item has no prior action.

**FISCAL INFORMATION**

Fund	FY 2023	FY 2024	Future Years
General Fund	\$1,000,000.00	\$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:

<b>Contract Amount</b>	<b>Procurement Category</b>	<b>M/WBE Goal</b>
\$1,000,000.00	Other Services	N/A
<b>M/WBE Subcontracting %</b>	<b>M/WBE Overall %</b>	<b>M/WBE Overall Participation \$</b>
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, Inc. - Local; Workforce - 39.56% 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 bid from solicitation number BCZ23-00023432. We opened it on May 19, 2023. We recommend the City Council award this service price agreement in its entirety to the only proposer.

<b><u>Proposer</u></b>	<b><u>Address</u></b>	<b><u>Score</u></b>
United Way of Metropolitan Dallas, Inc.	1800 North Lamar St. Dallas, TX 75202	89.33

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

**OWNER**

**United Way of Metropolitan Dallas, Inc.**

Jennifer Sampson, President  
Ashley Brundage, Vice President