



Legislation Text

File #: 22-2430, Version: 1

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

**AGENDA DATE:** December 14, 2022

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Office of Procurement Services

**EXECUTIVE:** Jack Ireland

**SUBJECT**

Authorize a one-year service price agreement, with two one-year renewal options, for housing and service assistance to homeless young adults, for the Office of Homeless Solutions - CitySquare, most advantageous proposer of three - Estimated amount of \$265,487 - Financing: Texas Department of Housing and Community Affairs Grant Funds (subject to appropriations)

**BACKGROUND**

This action does not encumber funds; the purpose of a service price agreement is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis according to annual budgetary appropriations. The estimated amount is intended as guidance rather than a cap on spending under the agreement, so that actual need combined with the amount budgeted will determine the amount spent under this agreement.

This service price agreement will provide for housing and service assistance to homeless young adults 24 years of age and younger. Eligible services may include case management, emergency shelter, street outreach, and transitional living. The recommended firm will provide an initial assessment of each client and provide immediate shelter. Based on the initial assessment the firm will provide education to build on the strengths of the client as well as assist the client in gaining sustainable housing. The firm will also provide treatment as necessary and support the client in gaining social and emotional well-being. Services provided by the recommended firm also include access to laundry, showers, personal hygiene, and clothing.

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

- Office of Homeless Solutions (2)
- Office of Strategic Partnerships (1)
- Budget & Management Services (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 35 points
- Proposed Budget 25 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)**

May 27, 2020, City Council authorized a two-year service price agreement for housing and service assistance to homeless young adults for the Office of Homeless Solutions with CitySquare by Resolution No. 20-0835.

June 23, 2021, City Council authorized a one year service contract, with two one-year renewal options, for homeless services targeting young adults twenty-four years of age and younger for the Office of Homeless Solutions with CitySquare by Resolution No. 21-1122.

**FISCAL INFORMATION**

Fund	FY 2023	FY 2024	Future Years
Texas Department of Housing and Community Affairs Grant Funds	\$265,487.00	\$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
\$265,487.00	Other Services	N/A
M/WBE Subcontracting %	M/WBE Overall %	M/WBE Overall Participation \$
N/A	N/A	N/A

- The Business Inclusion and Development Policy does not apply to Other Service contracts.
- CitySquare - Local; Workforce - 100.00% 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 BRZ22-00018736. We opened them on May 6, 2022. We recommend the City Council award this service price agreement 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 Malcom X Blvd. Dallas, TX 75226	91.25
Promise House	224 West Page Ave. Dallas, TX 75208	82.00
After8toEducate	4212 East Grand Ave. Dallas, TX 75223	60.00

**OWNER**

**CitySquare**

Larry James, Chief Executive  
John Siburt, President