



Legislation Text

File #: 23-2309, Version: 1

STRATEGIC PRIORITY: Government Performance & Financial Management

AGENDA DATE: September 27, 2023

COUNCIL DISTRICT(S): All

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Jack Ireland

SUBJECT

Authorize a one-year service contract, with two one-year renewal options, with CitySquare for a Landlord Subsidized Leasing Program to be operated on behalf of the Office of Homeless Solutions for the period October 1, 2023 through September 30, 2024, **in an amount not to exceed \$650,000 per year and an overall amount not to exceed \$1,950,000** - Not to exceed \$650,000 - Financing: General Fund (subject to appropriations)

BACKGROUND

The service contract will provide for a Landlord Subsidized Leasing Program to be operated on behalf of the Office of Homeless Solutions. This program will provide 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 Community Care (1)
- Office of Economic Development (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 40 points
- Financial capacity and cost 20 points

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services (OPS) used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, OPS 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. OPS adjusts the living wage for its general service contracts each year on October 1, to align with the City’s fiscal year. 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 March 14, 2018, the Citizen Homelessness Commission was briefed on the Track 3 of the Homeless Solution Strategy.

On September 17, 2018, the Human and Social Needs Committee was briefed on the Track 3 of the Homeless Solution Strategy.

On June 26, 2019, the City Council authorized a fifteen-month Agreement for Landlord Subsidized Leasing Program Services (“Contract”), with one twelve-month renewal option, with CitySquare to implement the Program under Track 3 of the Homeless Solutions Strategy by providing move-in and rental assistance for eligible individuals and families in need of temporary assistance and risk mitigation funds to landlords that reserve units for eligible individuals and families experiencing homelessness for the period of July 2, 2019 through September 30, 2020, by Resolution No. 19-1016.

on November 11, 2020, the City Council authorized a one-year Contract, with one twelve-month renewal option, with CitySquare for the period of October 1, 2020 through September 30, 2021, by Resolution No. 20-1790.

On June 22, 2022, the City Council authorized for a one-year Contract in the amount not to exceed \$650,000.00 with CitySquare for the period of October 1, 2022 through September 30, 2023, by Resolution No. 22-0983.

FISCAL INFORMATION

Fund	FY 2023	FY 2024	Future Years
General Fund	\$0.00	\$650,000.00	\$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
\$650,000.00	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"> • This item is Other Services which does not have an availability and disparity participation goal. • CitySquare - Local/Non-local; Workforce - 100.00% 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
----------------------	--

OPS received the following proposals from solicitation number BJZ23-00021522, which were opened on May 5, 2023. OPS recommends the City Council award this contract in its entirety to the most advantageous proposer, City Square.

*Denotes successful proposer

<u>Proposers</u>	<u>Address</u>	<u>Score</u>
*CitySquare	1610 South Malcolm X Blvd. Dallas, TX 75226	93.33
Shurrun's House	2027 Teagarden Ct Dallas, TX 75217	52.67

OWNER

CitySquare

Mandy Shreve, Interim Chief Executive Officer