



Legislation Text

File #: 24-1508, **Version:** 1

STRATEGIC PRIORITY: Government Performance & Financial Management
AGENDA DATE: May 22, 2024
COUNCIL DISTRICT(S): All
DEPARTMENT: Office of Procurement Services
EXECUTIVE: Donzell Gipson

SUBJECT

Authorize a one-year service contract, with one, one-year renewal option, for planning and production of the annual Dr. Martin Luther King Jr. Parade for the Office of Community Care - Sons of Solomon dba Hope Encourage Love Protect, most advantageous proposer of two - Not to exceed \$200,000.00 - Financing: General Fund (subject to annual appropriations)

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 provide for the planning and production of the annual Dr. Martin Luther King Jr. Parade for the Office of Community Care. These services will include the marketing and promotion of the event, securing sponsors, and the logistics and organization of participants on event day. This event symbolizes the need to continue Dr. King's legacy while focusing on equity, diversity, and opportunities within the community.

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

- Office of Community Care (2)
- Office of Equity and Inclusion (1)
- Small Business Center Department (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:

- Project workplan 40 points
- Prior experience 15 points
- Organizational capacity and cultural competency 15 points
- Cost 15 points
- Special requirements 10 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 calculated living wage during the solicitation process of this contract is \$18.24; the selected vendor meets this requirement.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

This item has no prior action.

FISCAL INFORMATION

Fund	FY 2024	FY 2025	Future Years
General Fund	\$25,000.00	\$100,000.00	\$75,000.00

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
\$200,000.00	Other Services	N/A
M/WBE Subcontracting %	M/WBE Overall %	M/WBE Overall Participation \$
N/A	N/A	N/A
• This item is Other Services and no availability and disparity in the market.		
• Sons of Solomon dba Hope Encourage Love Protect - Local; Workforce - 0.00% 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
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The Office of Procurement Services received the following proposals from solicitation number BEZ23-00022040. We opened them on December 22, 2023. We recommend the City Council award this service contract in its entirety to the most advantageous proposer.

*Denotes successful proposer(s)

<u>Proposers</u>	<u>Address</u>	<u>Score</u>
*Sons of Solomon dba Hope Encourage Love Protect	400 N. Ervay St. #133054 Dallas, TX 75313	94.0
Dallas Black Chamber of Commerce	2922 Martin Luther King Jr. Blvd. Suite 104, Building A Dallas, TX 75215	67.5

OWNER**Sons of Solomon dba Hope Encourage Love Protect**

Rhea Clinton Baker II, President