



Legislation Text

File #: 24-172, Version: 1

STRATEGIC PRIORITY: Workforce, Education, & Equity
AGENDA DATE: February 14, 2024
COUNCIL DISTRICT(S): All
DEPARTMENT: Office of Community Care
EXECUTIVE: M. Elizabeth Cedillo-Pereira

SUBJECT

Authorize a **master cooperative** agreement with Staples to provide critical non-food items, such as period products, diapers, adult diapers and other hygiene items for distribution in high needs communities or to residents for the period February 1, 2024 through December 31, 2025 - Not to exceed \$700,000.00 - Financing: Coronavirus State and Local Fiscal Recovery Fund (\$300,000.00) and Equity Fund (\$400,000.00)

BACKGROUND

This item authorizes a **master cooperative** agreement to purchase items from a current City **master agreement** vendor. The items being authorized are either not a component of the current agreement, or are to be purchased in a level exceeding the current agreement allocations. Items purchased through this agreement will be used for two key City programs, Period Access Dallas (P.A.D) and American Rescue Plan Act (ARPA) Essential Necessities, and will be purchased using authorized funding dedicated for these programs.

The Office of Community Care, via the Office of Procurement Services, previously completed a competitive procurement for period products for the P.A.D. initiative. However, the selected vendor was unable to consistently fulfill order needs, forcing the department to work with the Office of Procurement Services to cancel that vendor contract and identify an alternative vendor. Staples was selected as vendor for this service based on the inability of the initially procured vendor and of available cooperative agreement vendors to fulfill the order requirements and timeliness necessary for the project.

By entering this agreement with Staples, the Office of Community Care will have a reliable vendor that can support the requirements of several critical programs and services.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On June 23, 2021, the City Council authorized the acceptance of grant funds from the U.S. Department of Treasury for the Coronavirus Local Fiscal Recovery Fund to provide relief during the ongoing COVID-19 pandemic by Resolution No. 21-1149.

On September 22, 2021, the City Council authorized the final reading and adoption of the appropriation ordinance for the FY 2021-22 City of Dallas Operating, Capital, and Grant & Trust Budgets, which included the ARPA funds from the U.S. Department of Treasury for the Coronavirus Local Fiscal Recovery Funds by Resolution No. 21-1590.

On September 28, 2022, the City Council authorized an ordinance amending Ordinance No. 32000, previously approved on September 22, 2021, as amended by Ordinance No. 32192, previously approved on May 11, 2022, authorizing certain transfers and appropriations adjustments for FY2021-22 for various departments, activities, and projects; and authorized the City Manager to implement those adjustments by Resolution No. 22-1424.

On November 9, 2022, the City Council authorized a two-year master agreement for the purchase of feminine hygiene products for the Period Access Dallas program for the Office of Community Care by Resolution No. 22-1685.

The Workforce, Education and Equity Committee was briefed by memorandum regarding this matter on [January 8](#) [February 12](#), 2024.

FISCAL INFORMATION

Fund	FY 2024	FY 2025	Future Years
Coronavirus State and Local Fiscal Recovery Fund	\$250,000.00	\$ 50,000.00	\$0.00
Equity Fund	\$300,000.00	\$100,000.00	\$0.00
Total	\$550,000.00	\$150,000.00	\$0.00