



Legislation Text

File #: 23-2595, Version: 1

STRATEGIC PRIORITY: Government Performance & Financial Management

AGENDA DATE: October 25, 2023

COUNCIL DISTRICT(S): All

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Jack Ireland

SUBJECT

Authorize a four-year service contract for a cost of service/revenue study of fees supporting programs/services provided by General Fund departments - Management Services - MGT of America Consulting, LLC, most advantageous proposer of three - Not to exceed \$182,000 - 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 a cost of service/revenue study of fees supporting programs/services provided by General Fund departments - Management Services. The City's Financial Management Performance Criteria requires a review once every four years of selected fees and charges to determine to what extent the full cost of associated services are recovered by revenues and to identify new revenues/fee sources and/or fee increases.

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

- Budget and Management Services (2)
- Department of Code Compliance (1)
- Fire-Rescue 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:

- Experience 35 points
- Approach 30 points
- Cost 30 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 \$17.82; the selected vendor meets this requirement.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On December 11, 2019, the City Council authorized a four-year service contract for a cost/revenue study of fees associated with City provided services for the Office of Budget with MGT of America Consulting, LLC by Resolution No. 19-1912.

FISCAL INFORMATION

| Fund | FY 2024 | FY 2025 | Future Years |
|--------------|-------------|-------------|--------------|
| General Fund | \$45,500.00 | \$45,500.00 | \$91,000.00 |

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 |
|--|----------------------|--------------------------------|
| \$182,000.00 | Other Services | N/A |
| M/WBE Subcontracting % | M/WBE Overall % | M/WBE Overall Participation \$ |
| 5.00% | 5.00% | \$9,100.00 |
| • This item is Other Services which does not have an availability and disparity participation goal; however the prime contractor is subcontracting with certified MBE. | | |
| • MGT of America Consulting, LLC - Non-local; Workforce - 3.28% Local | | |

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

| | |
|---|--|
| Request for Competitive Sealed Proposal | <ul style="list-style-type: none">• Utilized for high technology procurements, insurance procurements, and other goods and services• Recommended offeror whose proposal is most advantageous to the City, considering the relative importance of price, and other evaluation factors stated in the specifications• Always involves a team evaluation• Allows for negotiation on contract terms, including price |
|---|--|

The Office of Procurement Services received the following proposals from solicitation number BBZ23-00022380. We opened them on August 4, 2023. We recommend the City Council award this service contract in its entirety to the most advantageous proposer.

*Denotes successful proposer

| <u>Proposers</u> | <u>Address</u> | <u>Score</u> |
|-----------------------------------|---|---------------------|
| *MGT of America Consulting, LLC | 4320 West Kennedy Blvd. Suite 200 Tampa, FL 33609 | 85.00 |
| Deloitte & Touche LLP | 2200 Ross Ave. Suite 1600 Dallas, TX 75201 | 65.66 |
| Gateway Healthcare Solutions, LLC | 1931 NW 150 Ave. Suite 237 Pembroke Pines, FL 33028 | 35.03 |

OWNER

MGT of America Consulting, LLC

A. Trey Traviesa, Chief Executive Officer

Carla Luke, Chief Financial Officer