



Legislation Text

File #: 20-855, **Version:** 1

STRATEGIC PRIORITY: Government Performance and Financial Management
AGENDA DATE: May 27, 2020
COUNCIL DISTRICT(S): All
DEPARTMENT: Office of Procurement Services
EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize a two-year service price agreement for housing and service assistance to homeless young adults for the Office of Homeless Solutions - CitySquare, most advantageous proposer of two - Estimated amount of \$358,190 - Financing: General Fund (\$100,000) and Texas Health and Human Services Commission Grant Funds (\$258,190)

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

- Department of Housing & Neighborhood Revitalization (1)
- Office of Community Care (1)
- Office of Welcoming Communities & Immigrant Affairs (1)
- Office of Business Diversity (1)*
- Office of Procurement Services (1)*

*The Office of Procurement Services only evaluated cost and the Office of Business Diversity only evaluated the Business Inclusion and Development Plan.

The committee selected the successful respondent on the basis of demonstrated competence and qualifications under the following criteria:

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| • Financial capacity | Pass/Fail points |
| • Experience | 35 points |
| • Approach and methodology | 50 points |
| • Business Inclusion & Development Plan | 15 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. Additionally, in an effort to secure more competition, the Office of Business Diversity sent notifications to chambers of commerce and advocacy groups to ensure maximum vendor outreach.

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 current calculated living wage during the solicitation process of this contract is \$11.71; the selected vendor meets this requirement.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

This item has no prior action.

FISCAL INFORMATION

Fund	FY 2020	FY 2021	Future Years
General Fund	\$100,000.00	\$0.00	\$0.00
Texas Health and Human Services Commission Grant Funds	\$258,190.00	\$0.00	\$0.00
Total	\$358,190.00	\$0.00	\$0.00

M/WBE INFORMATION

In accordance with the City’s Business Inclusion and Development Plan adopted on October 22, 2008, by Resolution No. 08-2826, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Category	M/WBE Goal	M/WBE %	M/WBE \$
\$358,190.00	Other Services	23.80%	0.00%	\$0.00
• This contract does not meet the M/WBE goal, but complies with good faith efforts.				
• CitySquare - 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
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The Office of Procurement Services received the following proposals from solicitation number BR20-00012693. We opened them on February 21, 2020. We recommend the City Council award this service price agreement in its entirety to the most advantageous proposer.

*Denotes successful proposer

<u>Proposers</u>	<u>Address</u>	<u>Score</u>	<u>Amount</u>
*CitySquare	1610 Malcom X Blvd. Dallas, TX 75226	82.67	\$358,190.00
Recovery Resource Council	1349 Empire Central Suite 800 Dallas, TX 75247	72.67	\$293,638.00

OWNER

CitySquare

Larry James, Chief Executive
John Siburt, President