



Legislation Text

File #: 20-1781, **Version:** 1

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: October 13, 2020

COUNCIL DISTRICT(S): All

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize a four-year service contract for Citywide Central Services Cost Allocation Plan and Departmental Indirect Cost Rate for the Office of Budget and Management Services - Matrix Consulting Group, Ltd., most advantageous proposer of three - Not to exceed \$109,500 - 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 Citywide Central Services Cost Allocation Plan and the Departmental Indirect Cost Rate to be prepared by the beginning of March to be ready for submission to the City's cognizant agency (U.S. Department of Housing & Urban Development) by March 31, annually. Allocated costs are based on the audited financial information found in the City's Comprehensive Annual Financial Report. The Indirect Cost Rate is prepared for departments to recover citywide overhead from grants, if they are an allowable cost under the grant agreement. The Budget Full-Cost Central Services Cost Allocation Plan is prepared to determine indirect cost charges to the City's enterprise, internal service, and other funds.

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

- Building Services Department (1)
- Office of Budget and Management Services (2)
- Office of Economic Development (1)
- Office of Economic Development Business Workforce and Inclusion Division (1)*
- Office of Procurement Services (1)*

*The Office of Procurement Services only evaluated cost and The Office of Economic Development Business Workforce and Inclusion Division only evaluated the Business Inclusion and Development Policy.

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

- Capability and expertise 30 points
- Overall approach 30 points
- Price/value to the City 25 points
- Business Inclusion and Development Policy 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 Economic Development Business Workforce and Inclusion Division 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 2021 | FY 2022 | Futures Years |
|--------------|-------------|-------------|---------------|
| General Fund | \$27,375.00 | \$27,375.00 | \$54,750.00 |

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 | Category | M/WBE Goal | M/WBE % | M/WBE \$ |
|--|-----------------------|------------|---------|-------------|
| \$109,500.00 | Professional Services | 36.30% | 37.00% | \$40,515.00 |
| • This contract exceeds the M/WBE goal. | | | | |
| • Matrix Consulting Group, Ltd. - Non-Local; Workforce - 0.00% 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 BFZ20-00013216. We opened them on May 15, 2020. 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>Amount</u> |
|-----------------------------------|---|----------------------|
| *Matrix Consulting Group, Ltd. | 1650 South Amphlett Blvd. Suite 213 San Mateo, CA 94402 | \$109,500.00 |
| MGT of America Consulting, LLC | 4320 West Kennedy Blvd. Tampa, FL 33609 | \$121,900.00 |
| Maximus Consulting Services, Inc. | 3689 Coolidge Ct. Suite 7 Tallahassee, FL 32311 | \$192,000.00 |

OWNER

Matrix Consulting Group, Ltd.

Richard Brady, President
Alan Pennington, Vice President