



Legislation Text

File #: 21-2, **Version:** 1

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: February 10, 2021

COUNCIL DISTRICT(S): All

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize a nine-month service contract for a department workflow evaluation and staffing study for the Department of Sustainable Development and Construction - Matrix Consulting Group, LTD, most advantageous proposer of seven - Not to exceed \$133,870 - Financing: Building Inspection Fund

BACKGROUND

This service contract will provide for a department workflow evaluation and staffing study for the Department of Sustainable Development and Construction. This independent evaluation of the operations and service delivery will focus on ways to increase efficiency and customer satisfaction. Evaluations to be performed include processes, organization structure, staffing, service delivery, benchmarking against best practices, technology, and the potential for outsourcing functions.

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

- City Manager's Office (2)
- Department of Sustainable Development and Construction (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:

- Cost 30 points
- Proposed plan 30 points
- Experience, background, and qualifications 20 points
- Business Inclusion and Development Policy 15 points
- Local Preference Program 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 current calculated living wage during the solicitation process of this contract is \$12.38; 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	Future Years
Building Inspection Fund	\$133,870.00	\$0.00	\$0.00

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	M/WBE %	M/WBE \$
\$133,870.00	Other Services	N/A	N/A	N/A
• The Business Inclusion and Development Policy does not apply to Other Service contracts.				
• 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
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The Office of Procurement Services received the following proposals from solicitation number BYZ20-00014572. We opened them on October 22, 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>Score</u>	<u>Amount</u>
*Matrix Consulting Group, LTD	1650 South Amphlett Blvd. Suite 213 San Mateo, CA 94402	80.74	\$ 133,870.00
MGT of America Consulting, LLC	4320 West Kennedy Blvd. Suite 200 Tampa, FL 33609	80.67	\$ 138,000.00
BerryDunn	100 Middle St. Portland, ME 04101	54.37	\$ 330,175.00
Allied Supply Chain Support & Services., Inc.	1402 Corinth St. Suite 143 Dallas, TX 75215	46.53	\$ 299,655.00
Bracane Company	1201 West 15th St. Suite 330 Plano, TX 75075	45.96	\$ 141,000.00
Slalom, LLC	5080 Spectrum Dr. Suite 650E Addison, TX 75001	37.08	\$1,219,500.00
MFExchange US, Inc.	201 Littleton Rd. Morris Plains, NJ 08807	30.01	\$ 750,000.00

OWNER

Matrix Consulting Group, LTD

Richard Brady, President