



Legislation Text

File #: 21-929, **Version:** 1

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: June 9, 2021

COUNCIL DISTRICT(S): All

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize a two-year service price agreement, with three one-year renewal options, for virtual telephone town hall meeting services to broadcast public information sessions for the Department of Information and Technology Services with Telephone Town Hall Meeting, Inc. through an Interlocal Agreement with the City of Plano - Estimated amount of \$135,200 - Financing: Data Services Fund

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 virtual telephone town hall meeting services to broadcast public information sessions. This service provides Dallas residents an alternative option to join town hall meetings, including joining through a toll-free number to listen to town hall meetings and the ability to give feedback and ask questions. Additionally, attendees have the ability to join live meetings through web simulcasts, which are offered in both English and Spanish. Telephone Town Hall Meeting events will include a moderator, call screeners, and data collectors.

This service price agreement assists in promoting upcoming meetings to improve resident participation through the utilization of social media and allowing residents to opt-in to have meeting reminders sent to their mobile devices. In addition, a new Peer-to-Peer texting feature has been added to send scripted text messages to residents who opt-in for City town hall meetings.

The Interlocal Agreement with the City of Plano is authorized by Chapter 791 of the Texas Government Code and Subchapter F, Chapter 271, Texas Local Government Code. Section 271.102 of the Texas Local Government Code authorizes a local government to participate in a Cooperative Purchasing Program with another local government or a local cooperative organization.

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)

On June 28, 2017, City Council authorized a two-year service contract to facilitate telephone town hall meetings with Telephone Town Hall Meeting, Inc. through an Interlocal Agreement with the City of Plano by Resolution No. 17-1038.

FISCAL INFORMATION

Fund	FY 2021	FY 2022	Future Years
Data Services Fund	\$67,600.00	\$67,600.00	\$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 \$
\$135,200.00	Other Services	N/A	N/A	N/A
• The Business Inclusion and Development Policy does not apply to Interlocal Purchasing Agreements.				
• Telephone Town Hall Meeting, Inc. - Non-local; Workforce - 0.00% Local				

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Interlocal Agreement/Intergovernmental Agreement	<ul style="list-style-type: none">• Interlocal Agreements/Intergovernmental Agreements allow the City to take advantage of competitively bid contracts by a State agency or local government and enable the City to purchase goods or services at lower prices• Interlocal Agreements/Intergovernmental Agreements are an alternative method of meeting the requirements for competitive bidding or competitive sealed proposals, not an exception from that requirement
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OWNER

Telephone Town Hall Meeting, Inc.

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Diane Cerveney, President

Curt Cerveney, Vice President