



Legislation Text

File #: 21-1265, Version: 1

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: September 9, 2021

COUNCIL DISTRICT(S): All

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize a one-year service contract, with two one-year renewal options, for job search, skill training, and placement assistance for seniors for the Office of Community Care - Citizens Development Center dba Achieve, most advantageous proposer of three - Not to exceed \$115,146 - Financing: General Fund (subject to annual appropriations)

BACKGROUND

This service contract provides job search, skill training, and placement assistance for the seniors age 60 and over for the Office of Community Care. The purpose of the Senior Services Employment program is to provide assistance, training, and advocacy to enable senior individuals with disabilities, to successfully obtain and maintain employment. Individuals served through this program are low- and moderate-income seniors who live in the City of Dallas. This contract facilitates access to well suited jobs for seniors through hands-on job preparation and job search assistance, trusted partnerships with area employers, employer education, and advocacy.

The program provides comprehensive services to seniors with disabilities so that they can successfully obtain and maintain employment. This program prepares the client for the job search through job readiness training including the creation of a professional resume and cover letter and instruction in interview skills. This training improves their ability to professionally present themselves. The program also offers job placement assistance, job search referrals, computer skills training, and transportation.

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

- Budget and Management Services (1)
- Office of Community Care (2)
- Office of Economic Development (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 35 points
- Financial capacity 25 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 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
General Fund	\$115,146.00	\$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 \$
\$115,146.00	Other Services	N/A	N/A	N/A
• The Business Inclusion and Development Policy does not apply to Other Service contracts.				
• Citizens Development Center dba Achieve – Local; Workforce – 29.00% 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 BRZ21-00014983. We opened them on January 28, 2021. 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>
*Citizens Development Center dba Achieve	8800 Ambassador Row Dallas, TX 75247	72.5
Missionary Church of God in Christ Urban Initiatives, Inc.	6500 Greenville Avenue Suite #500 Dallas, TX 75206	59.8
Bratton Construction LLC	363 Meadow Creek Drive Duncanville, TX 75137	48.3

OWNER

Citizens Development Center dba Achieve

Hugh Breland, Chief Executive Officer