



Legislation Text

File #: 21-1377, **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 in the amount of \$50,000, with four one-year renewal options in the amount of \$50,000 for each renewal period, for administration of the international protocol services program for the Office of Government Affairs - World Affairs Council of Dallas/Fort Worth, most advantageous proposer of two - Total not to exceed \$250,000 - 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 staff support to the Mayor as the official head of City government in his or her international activities. Services provided include protocol and logistical support for international dignitaries and delegations visiting Dallas. This includes scheduling opportunities for the Mayor to deliver an international message serving as the point of contact for diplomatic matters with the Consular Corps and the Office of Texas Assistant Secretary of State. This service will strengthen the City's ties with the Consuls General who are accredited and seek to increase the number of trade offices and consulates represented in Dallas. Services also will work with the Office of the Mayor, the diplomatic corps, and other international stakeholders to continue expanding trade and consular representation in Dallas and serve as a resource to City officials on matters of international protocol.

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

- Office of Economic Development (2)
- Office of Government Affairs (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:

- Approach 30 points
- Experience 35 points
- Cost 15 points
- Business Inclusion and Development Policy 15 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)

On January 13, 2016, City Council authorized a nine-month Chapter 380 grant agreement, with four one-year renewal options, for economic development and protocol services with World Affairs Council of Dallas/Fort Worth by Resolution No. 16-0133.

On September 28, 2016, City Council authorized the first of four twelve-month renewal options to the grant agreement with World Affairs Council of Dallas/Fort Worth for economic development and protocol services for the period October 1, 2016 through September 30, 2017, by Resolution No. 16-1592.

FISCAL INFORMATION

Fund	FY 2021	FY 2022	Future Years
General Fund	\$0.00	\$50,000.00	\$200,000.00

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 \$
\$250,000.00	Other Services	N/A	N/A	N/A
• The Business Inclusion and Development Policy does not apply to Other Service contracts.				
• World Affairs Council of Dallas/Fort Worth - Local; Workforce - 53.00% Local				

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Request for Proposal	<ul style="list-style-type: none">• Utilized for professional, personal, revenue, and planning services• Recommended offeror is the responsible offeror whose proposal most closely meets established criteria for the services advertised, based on demonstrated competence and qualifications at a fair and reasonable price• Always involves the evaluation by committee• Allows for negotiation on contract terms, including price
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The Office of Procurement Services received the following proposals from solicitation number BR20-00013994. We opened them on October 9, 2021. 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>
*World Affairs Council of Dallas/Fort Worth	325 North St. Paul Street Dallas, TX 75201	78.00
North Texas Council	8445 Freeport Parkway Suite 640 Irving, TX 75063	62.00

OWNER

World Affairs Council of Dallas/Fort Worth

Jorge Baldor, Chairman
David Jacobs, Vice Chairman