



## Legislation Text

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**File #:** 21-1725, **Version:** 1

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**STRATEGIC PRIORITY:** Government Performance and Financial Management  
**AGENDA DATE:** September 22, 2021  
**COUNCIL DISTRICT(S):** All  
**DEPARTMENT:** Office of Procurement Services  
**EXECUTIVE:** Elizabeth Reich

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### **SUBJECT**

Authorize a one-year service contract, with two one-year renewal options, for supportive housing for seniors for the Office of Homeless Solutions - Catholic Charities of Dallas, Inc., most advantageous proposer of two - 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 housing rental subsidies and supportive resources for seniors (ages 55 and over) that ensure stability in the household. Supportive Services include but are not limited to: rental assistance, operating assistance, case management, transportation, mental/behavioral health, Home Management Information System (HMIS), community engagement, neighborhood revitalization, and shared use space for feeding, outreach, financial literacy, and social engagement. The goal of this program is to reduce the number of homeless seniors by providing housing rental subsidies and supportive services for up to 24 months.

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

- Budget and Management Services (2)
- Office of Homeless Solutions (1)
- Office of Economic Development Business Workforce and Inclusion Division (1)\*
- Office of Procurement Services (1)\*

\*The Office of Procurement Services evaluated cost and local preference, if applicable. 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:

- Experience 20 points
- Financial capacity 25 points
- Approach and methodology 40 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.

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	\$250,000.00	\$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 \$
\$250,000.00	Other Services	N/A	N/A	N/A
• The Business Inclusion and Development Policy does not apply to Other Service contracts.				
• Catholic Charities of Dallas, Inc. - Local; Workforce - 100.00% Local				

#### **PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

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Request for Competitive Sealed Proposal	<ul style="list-style-type: none"><li>• Utilized for high technology procurements, insurance procurements, and other goods and services</li><li>• Recommended offeror whose proposal is most advantageous to the City, considering the relative importance of price, and other evaluation factors stated in the specifications</li><li>• Always involves a team evaluation</li><li>• Allows for negotiation on contract terms, including price</li></ul>
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The Office of Procurement Services received the following proposals from solicitation number BR21-00016403. We opened them on July 8, 2021. We recommend the City Council award this service contract in its entirety to the most advantageous proposer.

\*Denotes successful proposer

<b><u>Proposers</u></b>	<b><u>Address</u></b>	<b><u>Score</u></b>
*Catholic Charities of Dallas, Inc.	1421 West Mockingbird Lane Dallas, TX 75247	78.70
Shared housing Center, Inc.	402 North Good Latimer Expressway Dallas, TX 75204	74.00

### **OWNER**

**Catholic Charities of Dallas, Inc.**

Dave Woodyard, President