



Legislation Text

File #: 22-1840, Version: 1

STRATEGIC PRIORITY: Government Performance & Financial Management
AGENDA DATE: September 14, 2022
COUNCIL DISTRICT(S): All
DEPARTMENT: Office of Procurement Services
EXECUTIVE: Jack Ireland

SUBJECT

Authorize a one-year legal and professional services agreement with two, one-year renewal options, for title and property assistance legal services for the Department of Housing & Neighborhood Revitalization - ProSource Technologies, LLC, most advantageous proposer of three - Estimated amount of \$200,000 - Financing: General Fund

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 legal and professional services agreement will provide for title and property assistance legal services. The Title and Property Assistance Program (the "Program") is a continuation of the legal services program administered by a third-party entity that is designed to focus on assisting qualified clients to clarify the legal ownership of their real property. As a result, homeowners can apply for funding for home repair and other needs, prevent future heirship issues, and clients with vacant land can sell or build on their land.

A secondary focus is to provide associated services, including legal rights information sessions, prevention services, and program evaluation and measurement. The Program is open to potential clients with an assumed or possible ownership interest in real property located within eligible geographic areas who have a household income less than or equal to 120 percent of the Dallas area median family income and who are unrepresented by counsel.

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

- Department of Housing & Neighborhood Revitalization (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 and team composition 35 points
- Approach and methodology 35 points
- Effective budget utilization and financial capacity 30 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 May 9, 2018, City Council adopted the Comprehensive Housing Policy (“CHP”) by Resolution No. 18-0704, as amended.

On September 25, 2019, City Council (1) approved an amendment to the City’s CHP to add a Title Clearing and Clouded Title Prevention Pilot Program to help clear title for low-to-moderate income families in order to establish marketable title, to encourage neighborhood stability, and to enable homeowners to become eligible for funding to invest in their homes, and (2) authorized a three-year legal and professional services contract to implement a Title Clearing and Clouded Title Prevention Pilot Program with Cadilac Law, PLLC by Resolution No. 19-1498.

FISCAL INFORMATION

Fund	FY 2022	FY 2023	Future Years
General Fund	\$200,000.00	\$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 Subcontracting %	M/WBE Overall %	M/WBE Overall Participation \$
\$200,000.00	Other Services	N/A	N/A	N/A	N/A
• The Business Inclusion and Development Policy does not apply to Other Service contracts.					
• ProSource Technologies, LLC - Local; Workforce - 50.00% 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 BYZ21-00017239. We opened them on November 12, 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>
*ProSource Technologies, LLC	4925 Greenville Ave. Suite 200 Dallas, TX 75206	92.67
Cadillac Law, PLLC	5787 South Hampton Rd. Suite 445 Dallas, TX 75232	36.67
Quality Land Research	3165 Whitmarsh Cr. Dallas, TX 75234	31.67

OWNER

ProSource Technologies, LLC

Jim Bell, Vice President