



## Legislation Text

File #: 23-12, Version: 1

**STRATEGIC PRIORITY:** Government Performance & Financial Management

**AGENDA DATE:** March 8, 2023

**COUNCIL DISTRICT(S):** N/A

**DEPARTMENT:** Office of Procurement Services

**EXECUTIVE:** Jack Ireland

### SUBJECT

Authorize a three-year service contract, with one two-year renewal option, for human capital management module consulting and implementation for the Department of Human Resources - Precision Task Group, Inc., most advantageous proposer of two - Not to exceed \$3,016,700 - Financing: Operating Carryover Fund (\$999,200), Employee Health Benefits Fund (\$823,000), Data Services Fund (\$718,818), and Information Technology Equipment Fund (\$475,682) (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 human capital management module consulting and implementation for the Department of Human Resources. The recommended supplier will help to configure and implement the City's Workday benefits module. The goal is to migrate all benefits activities into Workday and retire the need of the current benefits management partner, Employee Benefits Corporation. In addition to the benefits module configuration requirement, the City will also be requiring the configuration of Workday recruiting/onboarding, talent/performance, learning and advanced compensation modules.

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

- City Controller's Office (1)
- Department of Human Resources (2)
- Department of Information and Technology Services (1)
- Office of Procurement Services (1)\*

\*The Office of Procurement Services only evaluated the 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
- Overall approach and methodology 30 points
- Cost 30 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 calculated living wage during the solicitation process of this contract is \$15.21; the selected vendor meets this requirement.

#### **PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On February 28, 2018, City Council authorized a six-year subscription contract for the licensing, configuration, hosting, maintenance, and technical support for the replacement of a citywide Human Capital Management application by Resolution No. 18-0372.

#### **FISCAL INFORMATION**

Fund	FY 2023	FY 2024	Future Years
Data Services Fund	\$ 718,818.00	\$ 0.00	\$0.00
Information Technology Equipment Fund	\$ 475,682.00	\$ 0.00	\$0.00
Operating Carryover Fund	\$ 0.00	\$999,200.00	\$0.00
Employee Health Benefits Fund	\$ 823,000.00	\$ 0.00	\$0.00
Total	\$2,017,500.00	\$999,200.00	\$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:

<b>Contract Amount</b>	<b>Procurement Category</b>	<b>M/WBE Goal</b>
\$3,016,700.00	Other Services	N/A
<b>M/WBE Subcontracting %</b>	<b>M/WBE Overall %</b>	<b>M/WBE Overall Participation \$</b>
0.00%	100.00%	\$3,016,700.00
<ul style="list-style-type: none"> <li>• The Business Inclusion and Development Policy does not apply to Other Service contracts, however the prime contractor is a certified WBE.</li> </ul>		
<ul style="list-style-type: none"> <li>• Precision Task Group, Inc. – Non-local; Workforce – 1.44% Local</li> </ul>		

## **PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

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 BKZ22-00019867. We opened them on August 19, 2022. This service contract is being awarded 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>
*Precision Task Group, Inc.	9801 Westheimer Rd. Suite 803 Houston, TX 77042	69.92
Altura Consulting, Inc.	14110 Dallas Pkwy. Suite 100 Dallas, TX 75254	62.25

## **OWNER**

**Precision Task Group, Inc.**

Macedonio Villarreal, Chief Executive Officer  
Michael Baudler, Chief Financial Officer