

# Memorandum



CITY OF DALLAS

DATE January 7, 2022

TO Honorable Chair and Members of the Workforce, Education and Equity Committee

SUBJECT **Upcoming Office of Community Care and Office of Procurement Services Agenda Item – January 12, 2022**

On January 12, 2022, the following Office of Procurement Services item will be considered by City Council:

**File ID: 22-96:** Authorize a one-year subrecipient agreement to provide essential needs, and economic and financial stability support services to low-to-moderate income residents impacted by the COVID-19 pandemic for the Office of Community Care - CitySquare in the amount of \$715,363.80, Friendship West Baptist Church in the amount of \$458,250.00, Services of Hope Entities, Inc. in the amount of \$471,132.00, and The Chocolate MINT Foundation in the amount of \$100,000.00, most advantageous proposer of seven - Total not to exceed \$1,744,745.80 - Financing: 2020 CARES Act Relief CDBG #3 Fund (subject to annual appropriations)

## **Background**

This item was previously scheduled to be considered by City Council on December 8, 2021, but was removed from the agenda due to a scoring issue related to the procurement process. Once this issue was identified, staff recognized that the updated scoring changed the initial ranking of the awards and therefore the recommended awards amounts. This update impacted the rankings of the projects under the Making Food Accessible service category. As a result of this assessment, staff is awarding an additional contract to an organization whose rank changed from 4 to 2 as a result of the update. Staff is able to make this additional contract using funding previously allocated for administrative costs for subrecipients due to lower than projected administrative costs from multiple CARES CDBG contracts.

In 2020, the City of Dallas received a third allocation of CDBG funding from the CARES act to be used for services responding to the COVID 19 pandemic, titled CV-COVID-19. A total of \$1.95M was allocated for a variety of client services programming, titled the "CDBG Drivers of Poverty", within which \$1,519,745.80 was allocated to the Client Assistance Program specifically to provide essential items and services to individuals who have been economically impacted because of the COVID-19 pandemic and the remainder to child care services. The City of Dallas Office of Community Care (OCC) was seeking multiple Subrecipients through a Request for Proposal (RFP) to offer several service types, all aimed at supporting economic stabilization and financial stability.

## **Procurement**

DATE January 7, 2022

SUBJECT **Upcoming Office of Community Care and Office of Procurement  
Services Agenda Item – December 8, 2021**

The City of Dallas Office of Community Care (OCC) sought agencies through a request for proposal process to serve as subrecipients for the purpose of administering the CV-COVID-19 Drivers of Poverty Program throughout Dallas city limits to residents economically impacted because of the COVID-19 pandemic. The program targets low-income clients who are among the identified populations highlighted by the 2017 Mayor’s Task Force on Poverty. Service Types sought included Client Assistance Programs that provide 1) food and other essentials, 2) transportation assistance, 3) health care financial assistance and services, and 4) mental health financial assistance and services.

The Evaluation Committee individually scored each service category, as provided below. Awards are based on scoring rank within a service category by target population.

Food and Other Essentials								
Agency	Rank by Score – Initial	Score – Initial	Rank by Score – Amended	Score – Amended	Category 1 – Award Initial	Category 1 Award - Amended	% Request Awarded – Initial	% Request Awarded – Initial
CitySquare	1	98			\$369,270.00		100%	
Chocolate Mint Foundation	2	94			\$100,000.00		100%	
Hope Supply Co.	3	92.5			\$460,000.00		0%	
Services of Hope	4	90			\$225,000.00		0%	
Goodr Foundation	5	77.5			\$255,000.00		0%	

Transportation								
Agency	Rank by Score – Initial	Score – Initial	Rank by Score – Amended	Score – Amended	Category 1 – Award Initial	Category 1 Award - Amended	% Request Awarded – Initial	% Request Awarded – Amended
CitySquare	1	98	1	9	\$50,000.00	\$50,000.00	100%	100%

Healthcare - Access to Services								
Agency	Rank by Score – Initial	Score – Initial	Rank by Score – Amended	Score – Amended	Category 1 – Award Initial	Category 1 Award - Amended	% Request Awarded – Initial	% Request Awarded – Amended
CitySquare	1	98	1	98	\$296,093.80	\$296,093.80	100%	100%

**Healthcare – Community Mental Health Services**

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Agency	Rank by Score – Initial	Score – Initial	Rank by Score – Amended	Score – Amended	Category 1 – Award Initial	Category 1 Award - Amended	% Request Awarded – Initial	% Request Awarded – Amended
Friendship West Baptist Church	1	97.5	1	97.5	\$458,250.00	\$458,250.00	100%	100%
<b>Healthcare – Community Mental Health Services</b>								
Agency	Rank by Score – Initial	Score – Initial	Rank by Score – Amended	Score – Amended	Category 1 – Award Initial	Category 1 Award - Amended	% Request Awarded – Initial	% Request Awarded – Initial
Services of Hope	1	90			\$246,132.00	-	100%	
<b>BALANCE</b>	2	86			\$416,150.00		0%	

The RFP was advertised on April 29, 2021 and May 6, 2021. A pre-conference was held on May 4, 2021 and submissions were due on May 27, 2021. Proposals were scored by a panel of 4.

- Budget and Management Services/Grant Administration – 1
- Office of Community Care - 2
- Office of Economic Development - 1

Date	Actions
<b>April 29, 2021</b>	RFP posted via Bonfire
<b>April 30, 2021</b>	Outreach – 901 invitations sent
<b>May 27, 2021</b>	RFP closed and submissions due
<b>July 1, 2021</b>	Application scoring completed
<b>September 22, 2021</b>	Notification of funding award
<b>DATE</b>	Application scoring updated
<b>January 12, 2022</b>	Council authorization of contract

Should you have any questions or need any additional information about the programming and services, please contact myself or Jessica Galleshaw, Director of Office of Community Care, at 214-670-5113 or [Jessica.Galleshaw@dallascityhall.com](mailto:Jessica.Galleshaw@dallascityhall.com). Should you have any questions or need any additional information about the procurement process and scoring, please contact Chhunny Chheann, Director of the Office of Procurement Services, at 214-670-3874 or [chhunny.chheann@dallascityhall.com](mailto:chhunny.chheann@dallascityhall.com).

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Kimberly Bizer Tolbert  
Chief of Staff to the Manager

c: T.C. Broadnax, City Manager  
Chris Caso, City Attorney  
Mark Swann, City Auditor  
Billierae Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Majed A. Al-Ghafry, Assistant City Manager

Jon Fortune, Assistant City Manager  
Joey Zapata, Assistant City Manager  
Dr. Eric A. Johnson, Chief of Economic Development and Neighborhood Services  
M. Elizabeth Reich, Chief Financial Officer  
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion  
Directors and Assistant Directors