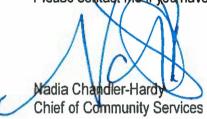# Memorandum

CITY OF DALLAS

DATE August 29, 2017

TO Honorable Members of the Human and Social Needs Committee:
Councilmember Casey Thomas, II (Chair), Deputy Mayor Pro Tem Adam Medrano (Vice Chair), Mayor Pro Tem Dwaine R. Caraway, Councilmember Omar Narvaez, Councilmember Mark Clayton, Councilmember B. Adam McGough

SUBJECT **Office of Homeless Solutions Procurement Process**

On Tuesday, September 5, 2017, you will be briefed on the Review of ESG (Competitive Funding Process) by Charletra Sharp, Interim Director Office of Homeless Solutions. The briefing materials are attached for your review.

Please contact me if you have any questions or require any additional information.

Nadia Chandler-Hardy
Chief of Community Services

[Attachment]

c: Honorable Mayor and Members of City Council
T.C. Broadnax, City Manager
Larry Casto, City Attorney
Craig D. Kinton, City Auditor
Bilierae Johnson, City Secretary (Interim)
Daniel F. Solis, Administrative Judge
Kimberly Bizor Tolbert, Chief of Staff to the City Manager
Majed A. Al-Ghafry, Assistant City Manager

Jo M. (Jody) Puckett, Assistant City Manager (Interim)
Jon Fortune, Assistant City Manager
Joey Zapata, Assistant City Manager
M. Elizabeth Reich, Chief Financial Officer
Raquel Favela, Chief of Economic Development & Neighborhood Services
Theresa O'Donnell, Chief of Resilience
Directors and Assistant Directors

Office of Homeless Solutions Procurement Process

Human and Social Needs

September 5, 2017

Charletra Sharp
Interim Managing Director
Office of Homeless Solutions

City of Dallas

Purpose

- Provide general overview of procurement process used by Office of Homeless Solutions (OHS):
  - Emergency Solutions Grant (ESG) (Federal)
  - Housing Opportunities for Persons with AIDS (HOPWA) (Federal)
  - Healthy Community Collaborative (HCC) (State)
  - Other Grants (as applicable) (Federal or State)
  - General Funds (as applicable) (Local)

- OHS works jointly with Business Development and Procurement Services Department (BDPS) (also referred to as Purchasing) through the City procurement process

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Overview

- Procurement is used for all social services activities subcontracted with nonprofit agencies
- Request for Competitive Sealed Proposals (RFCSP)
  - Publicly advertised competitive procurement process
    - City vendors w/ related commodity codes are notified
  - Formal evaluation of sealed proposals based on specific criteria
  - Prospective formal revision of sealed proposals to achieve best and final offer
  - Negotiation of contract terms on a confidential, fair, and equitable basis
  - Most advantageous award

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Enhancements

- Ensure that *focus areas* match eligible community needs and address funding gaps, where allowable

- **Promote Equity**
  - Expand notification efforts to increase number of new respondents (outreach to privately funded homeless service providers, faith-based community)
  - Review specifications in detail to ensure there are no unnecessary barriers that will eliminate small and diverse respondents

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Enhancements

- **Emphasize Collaboration**
  - Encourage service providers to implement applicable best practices through partnerships
  - Strengthen the accuracy of performance data and proven results

- **Fund catalytic projects** that will bolster service capacity by introducing a new/pilot program, improve existing services, and implementation of other successful program models

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Additional Considerations

- Increase evaluation committee to a minimum of five (5) members with no more than nine (9)

- Modify composition of evaluation committee with designated appointments (ex. representative from a related city commission)

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Proposed Timeline

- **August 31:**
  - Publish Advertisement

- **September 8-30:**
  - Pre-Proposal Conference
  - Oral Presentations & Evaluations

- **October 16:**
  - Human & Social Needs briefing

- **October 25:**
  - City Council consideration/approval

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