

Memorandum



CITY OF DALLAS

DATE January 23, 2026

TO Honorable Mayor and Members of the City Council

SUBJECT **Procurement Accountability Report (PAR) Outline**

Please find attached the Procurement Accountability Report (PAR) based on information through December 31, 2025. The PAR is a report of all administratively approved awards and pending administrative actions (AA).

These AAs exceed the \$100,000 competitive bidding threshold, but fall within the City Manager's signature authority, which includes contracts for goods, general, professional, personal, and other services below \$300,000, and contracts for architecture, engineering, and construction below \$500,000.

If you have any questions please contact Juanita Ortiz, Director of the Office of Procurement Services.

Service First, Now!



Donzell Gipson
Assistant City Manager
(Attachment)

c: Kimberly Bizar Tolbert, City Manager
Tammy Palomino, City Attorney
Mark Swann, City Auditor
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Baron Eliason, Inspector General (I)
Dominique Artis, Chief of Public Safety

Dev Rastogi, Assistant City Manager
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
Alina Ciocan, Assistant City Manager
Robin Bentley, Assistant City Manager
Jack Ireland, Chief Financial Officer
Ahmad Goree, Chief of Staff to the City Manager
Directors and Assistant Directors



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Office of Procurement Services

Juanita Ortiz, Director

Kimberly Franklyn, Assistant Director
Procurement & Contract Management

Marissa Sanchez, Assistant Director
Business Enterprise Hub

as of December 31, 2025

Procurement Accountability Report *FY 2025-26*

EXECUTIVE SUMMARY

The Office of Procurement Services (OPS) is responsible for the procurement of general goods and services for all City departments, excluding civil works and construction projects. OPS conducts all formal procurements exceeding \$100,000, facilitates informal solicitations, reviews exceptions to competitive procurement, and provides citywide contract management and contract modification oversight. In addition to procurement services, OPS oversees the Business Enterprise Hub—responsible for implementation of the City’s DRIVE Policy—as well as the Express Business Center and City Store.

This Procurement Accountability Report (PAR) is organized to provide transparency into key procurement activity administered by OPS. The report highlights administratively approved and pending awards that exceed the \$100,000 competitive bidding threshold and fall within the City Manager’s Signature Authority (up to \$300,000 for general goods and services and up to \$500,000 for architecture, engineering, and construction **(AEC)**). To support implementation of these updated thresholds effective December 1, 2025, OPS updated administrative processes, enhanced reporting through the Enterprise Contract Management (ECM) portal, and trained more than 600 City staff.

While this report includes limited information related to construction and architecture and engineering activity for informational purposes, OPS does not oversee these procurements; questions regarding those items should be directed to the applicable department.

To ensure consistent reporting and focus on procurement activity, the PAR **does not include** the following categories:

- **Property-related contracts**, including leases, right-of-way agreements, and similar property transactions
- **Economic Development & Housing** agreements, including grants/loans, tax abatements, and TIF agreements
- **Cultural contracts**, including facility use agreements, programming agreements, and instructor-led classes
- **Items below the \$100,000 competitive bidding threshold**, including routine low-dollar purchases and informal procurements not captured within the PAR reporting scope

Administratively Approved Awards

This section provides an overview of approved administrative actions that **exceed the \$100,000** competitive bidding threshold but fall within the City Manager's Signature Authority, which includes contracts for general goods and services below \$300,000, and contracts for architecture, engineering, and construction below \$500,000.

Dept	Contract No	Contract Description	Category	Vendor	Start	End	Amount
ITS	DSV-2026-00029096	Purchase of Phone Inventory Restock through TX-DIR-CPO-5347	Cooperative Purchase Agreement	Presidio Networked Solutions Group	1/12/26	7/11/26	\$101,624.57

Pending Administrative Awards

This section provides an overview of pending administrative actions that **exceed the \$100,000** competitive bidding threshold but fall within the City Manager's Signature Authority, which includes contracts for general goods and services below \$300,000, and contracts for architecture, engineering, and construction below \$500,000.

Dept	Contract No	Contract Description	Category	Estimated Amount*
CCT	CCT-2026-00029373	Market study of the highest and best use(s) for the City Hall site.	Service Contract	\$100,000.00
FRM	FRM-2026-00029499	2-year service agreement with 1-year renewal option, to secure access to vacant buildings on an as-needed basis	Service Contract	\$250,000.00
FRM	FRM-2026-00029285	Elevators, Escalators. and other Lifting Devices: Safety and Annual Inspections, Consultant Services for Mechanical Upgrades	Service Contract	\$100,000.00
HCE	HCE-2026-00027914	Authorized a one-year service contract for the administering of a Community Mental Health Program in District 13	Service Contract	\$255,000.00
HCE	HCE-2026-00029423	The Long-Term Care Ombudsman Program	Service Contract	\$150,868.00
ITS	DSV-2026-00029593	Authorize a 3-year coop agreement for the continued use of Grammarly Business Enterprise Software through the DIR cooperative	Service Contract	\$277,084.50
ITS	DSV-2026-00029007	Authorize a one-year service contract for KnowBe4 Security Awareness Training through the DIR cooperative	Service Contract	\$181,269.33
ITS	DSV-2026-00029517	Authorize 3-year cooperative agreement for Hazel AI through Omnia Partners cooperative	Service Contract	\$161,061.00

Dept	Contract No	Contract Description	Category	Estimated Amount*
ITS	DSV-2026-00029413	Authorize a 1-year cooperative purchasing agreement for the implementation of cloud hosting software solution through Omnia Partners	Service Contract	\$157,777.78
ITS	DSV-2025-00027949	Authorize a 2-year cooperative purchasing agreement for continuous access to unlimited online, public & private classroom (offsite) technical training for IT professionals through the DIR cooperative	Service Contract	\$250,000.00
OAC	OCA-2026-00029541	Authorize a 1-year service contract for Education and Community Engagement Planning Services at African American Museum, Dallas (AAMD)	Service Contract	\$300,000.00
OAC	OCA-2026-00029541	Authorize a 1-year service contract to support the TPWD Protecting Cultural Memory Grant at the African American Museum, Dallas (AAMD)	Service Contract	\$200,000.00
OAC	OCA-2026-00029509	Authorize a service contract for moderation of the rising sun exhibit	Service Contract	\$180,000.00
PKR	PKR-2026-00029218	Authorize a service contract for consulting services to help create a water activities management plan for White Rock Lake and Bachman Lake	Service Contract	\$120,000.00
PKR	PKR-2026-00029431	A&E Services for Vickery Meadow Sprayground	AEC	\$350,000.00
PKR	PKR-2026-00029511	The Design of an Arts conservation Studio for the African American Museum Dallas.	Service Contract	\$150,000.00
PKR	PKR-2026-00029447	Professional engineering and consulting services for the design of the Civil Improvements Package for Bachmann Parking lot, RP Brooks Bridge, and Gateway Parking Lot, including preparation of plans, specifications, and estimates	AEC	\$392,903.00

**Estimated Amounts are provided for planning purposes and may be revised as procurement develops. If the final award amount exceeds the City Manager's Signature Authority, the recommended award will be routed to City Council for consideration.*



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