

# Memorandum



CITY OF DALLAS

DATE March 23, 2018

TO Honorable Members of the Government Performance & Financial Management Committee, Jennifer S. Gates (Chair), Scott Griggs (Vice Chair), Sandy Greyson, Lee M. Kleinman, Phillip T. Kingston, Tennell Atkins, Kevin Felder

SUBJECT Response to Committee Questions Regarding Definitions for Procurement Types

At the March 19, 2018, Government Performance & Financial Management Committee meeting, the Committee asked how the different procurement types such as bids and proposals are awarded. The following is the response to the Committee's question.

**Question:** Please provide a chart showing how the procurement is evaluated by award type.

**Response:** The most commonly used competitive procurement methods are low bid and request for proposals. The chart below shows how the subject is referenced within the agenda and the method of evaluation used for each award type.

Award Type	Evaluation Process
Low Bid	<ul style="list-style-type: none"><li>• Recommended vendor is based on the lowest competitive quoted price, who is also technically and financially capable of performing and completing the contract, and otherwise meets all material specification requirements.</li><li>• Negotiations are not allowed.</li></ul>
Request for Proposal	<ul style="list-style-type: none"><li>• <b>Utilized for professional, personal, revenue, and planning services.</b></li><li>• Recommended offeror is based on the responsible offeror whose proposal most closely meets established criteria for the services advertised, based on demonstrated competence and qualifications at a fair and reasonable price.</li><li>• Always involves an evaluation by committee.</li><li>• Allows for negotiation on contract terms, including price.</li></ul>

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Request for Competitive Sealed Proposal	<ul style="list-style-type: none"> <li>• <b>Utilized for highly technical and complex procurements, insurance procurements, and other goods and services.</b></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 an evaluation by committee.</li> <li>• Allows for negotiation on contract terms, including price.</li> </ul>
Cooperative Purchasing	<ul style="list-style-type: none"> <li>• Cooperative Purchasing Agreements enable the City to associate with State agencies, other local governments, or local cooperative organizations comprising other state and local governments, to leverage market buying power and enable the City to purchase goods or services at lower prices.</li> <li>• Cooperative Purchasing is an alternative method of meeting the requirements for competitive bidding or competitive sealed proposals, not an exception from that requirement.</li> </ul>

As mentioned during the Government Performance & Financial Management Committee, the Office of Procurement Services will work to include a matrix for procurement types in the agenda information sheets during the development of the new Council agenda system.

Please let me know if you have any questions.



M. Elizabeth Reich  
 Chief Financial Officer

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

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