

Memorandum



CITY OF DALLAS

DATE July 24, 2020

TO Honorable Mayor and Members of the City Council

SUBJECT **Upcoming Procurement Opportunity**

On July 30, the Office of Budget will initiate a formal Request for Information (RFI) process to obtain community input into an upcoming contract award. The contract award will be to use Community Development Block Grant (CDBG) funds for capital/public improvement projects at nonprofit organizations. This RFI is a solicitation planning tool that is solely conducted for informational purposes. While no compensation is available to any organization that provides a response to the RFI; it provides an opportunity to receive input from others, helps to assess needs and develop specifications that result in the best use of CDBG funds. The RFI will be available for one week.

The RFI will be posted on Bonfire, the City's electronic bid portal: <https://dallascityhall.bonfirehub.com/login>. RFI Solicitation No. BJ220-00013637. (Free registration is required to view the opportunity in full.) Community members that choose to provide input should use Bonfire and submit comments by August 6. Council members that want to give input should submit to Chan Williams, Assistant Director, in the Office of Budget by August 6.

Following the RFI, a formal procurement process will be advertised to solicit proposals from nonprofit organizations that are seeking funds for capital/public improvement projects. Once an opportunity/solicitation is advertised, it is considered an open procurement until the City Council awards the contract. Communications between bidders or proposers and staff other than the Procurement office is prohibited.

Should you have any questions about the RFI process, please contact Chhunny Chhean, Director of Procurement Services.

A handwritten signature in blue ink that reads "M. Elizabeth Reich".

M. Elizabeth Reich
Chief Financial Officer

c: T. C. Broadnax, City Manager
Chris Caso, City Attorney
Mark Swann, City Auditor
Billerae Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizor 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
Nadia Chandler Hardy, Assistant City Manager
Dr. Eric A. Johnson, Chief of Economic Development and Neighborhood Services
Laila Alequresh, Chief Innovation Officer
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion
Directors and Assistant Directors