



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Procurement
ACM: Cassey Ogden
DATE: April 2, 2024

SUBJECT

Consider adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, for the approval of a pre-qualified professional services list for operations and management of the Denton Community Shelter; and providing an effective date (RFQ 8268 – for a three (3) year term).

STRATEGIC ALIGNMENT

This action supports Key Focus Area: Strengthen Community and Quality of Life.

INFORMATION/BACKGROUND

The purpose of this pre-qualified list is to establish a pool of well-qualified homeless service agencies to provide listed services specific to the operations and management of the Denton Community Shelter. The City of Denton owns a property, 909 North Loop 288 Denton, TX 76205, that is currently in use to provide day services, emergency shelter services, and other beneficial services for people experiencing literal homelessness and living unsheltered to meet the basic needs of our community's most vulnerable residents and that helps people become and remain independent. In an ongoing commitment to ensure the smooth and continuous provision of services, the City is prioritizing preparedness should issues arise.

Request for Qualifications (RFQ) for professional shelter operations and management services was sent to 170 prospective firms for these services, including 23 Denton firms. In addition, the RFQ was placed on the Procurement website for prospective respondents to download and advertised in the local newspaper. One (1) statement of qualifications (SOQ) was received. The SOQs were evaluated based on published criteria including qualifications, experience, and project team. The evaluation team is recommending approval of the list with one (1) qualified firm.

NIGP Code Used for Solicitation:	952 - (Service Only) - Human Services
Notifications sent for Solicitation sent in IonWave:	170
Number of Suppliers that viewed Solicitation in IonWave:	21
HUB-Historically Underutilized Business Invitations sent out:	26
SBE-Small Business Enterprise Invitations sent out:	75
Responses from Solicitation:	1

RECOMMENDATION

Recommend approval of a pre-qualified professional services list for operations and management of the Denton Community Shelter, as reviewed and qualified by City staff.

ESTIMATED SCHEDULE OF PROJECT

This is a three (3) year contract.

FISCAL INFORMATION

No funds are requested or required to be spent as part of this approval. Individual contracts will be negotiated with vendors and purchasing orders will be issued as needed.

EXHIBITS

Exhibit 1: Agenda Information Sheet

Exhibit 2: Ordinance

Respectfully submitted:
Lori Hewell, 940-349-7100
Purchasing Manager

For information concerning this acquisition, contact: Megan Ball, 940-349-7234.

Legal point of contact: Marcella Lunn at 940-349-8333.