

Homeless Housing and Assistance Corporation

Annual Report on Procurement Contracts
Required Under Section 2879 of the Public Authorities Law
Fiscal Year Ended March 31, 2017

Guidelines See Attached

Amendments to Guidelines Since Last Report None

Procurement Activity

The Memorandum of Understanding (MOU) with the Natural Heritage Trust (NHT), and the Office of Parks, Recreation and Historic Preservation (OPRHP), was renewed on April 21, 2014, extending the contract until February 28, 2019. The purpose of the MOU (HC00402) is to assist the HHAC in submitting proposed projects for review by the NHT and OPRHP. To date, for the State Fiscal Year April 1, 2016 through March 31, 2017 (SFY 2016-17), \$7,250.00 was expended. Payments are made with a set fee schedule.

A new five-year audit services agreement was awarded to Toski & Co., P.C., on April 8, 2014 (HC00822). Toski was one of five proposals submitted in response to the competitive solicitation and received the highest score. The term of the new contract is April 31, 2014 through March 31, 2019 for a total expense of \$43,000. For the SFY 2016-17, \$8,700.00 was expended under the audit services agreement and payments are made on an annual basis.

The HHAC's MOU with New York State Office of General Services for webcasting of the HHAC Board meetings and other related services July 9, 2019. The not-to-exceed amount of the extension was \$32,160.00. For the SFY 2016-17 HHAC has broadcast six bimonthly meetings for a cost of \$5,292.00.

The HHAC also procures various professional services to assist in the administration of the Homeless Housing and Assistance Program (HHAP) through a Technical Assistance (TA) Request for Qualifications (RFQ). TA contracts executed under the March 2011 RFP were effective July 1, 2011 through June 30, 2016. Seven of these contracts were extended by HHAC Board approval through December 31, 2016 to allow for continuation of property management services. An updated RFP was released in November 2015 and current TA contracts are effective July 1, 2016 through June 30, 2021. The services provided by TA contractors are requested on an as-needed basis, in accordance with an approved rate schedule and an approved workplan. The value of the contracts are equivalent to the value of the work assigned and performed to date, and is limited in the aggregate by the HHAP statute and budget language. For the SFY 2016-17, \$778,287.56 was expended under various TA contracts as outlined in the annexed list.