

HOMELESS HOUSING AND ASSISTANCE CORPORATION ANNUAL REPORT ON PROCUREMENT CONTRACTS

For Fiscal Year 2017-2018

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. For the fiscal year, \$3,625.00 was expended. Payments are made pursuant to 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 fiscal year, \$8,700.00 was expended under the audit services agreement and payments are made on an annual basis.

The HHAC's MOU with the Office of General Services for webcasting of the HHAC Board meetings and other related services was extended to July 9, 2019. The not-to-exceed amount of the extension was \$32,160.00. For the fiscal year, HHAC has broadcast six bimonthly meetings for a total cost of \$6,796.00.

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). An updated RFQ 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 fiscal year, \$773,319.79 was expended under various TA contracts as outlined in the annexed list.