

Homeless Housing and Assistance Corporation

Annual Report on Procurement Contracts For Fiscal Year 2023-2024

Guidelines

See Attached

Amendments to Guidelines Since Last Report

None

Procurement Activity

The Memorandum of Understanding (MOU) between the Natural Heritage Trust (NHT) and the Office of Parks, Recreation and Historic Preservation (OPRHP) was previously renewed for a five-year term, at a rate of \$15,000 per year, ending February 29, 2024. A new MOU was executed for the period of March 1, 2024, through February 28, 2029. The purpose of the MOU (HC00402) is to assist the HHAC in submitting proposed projects for review by the NHT and OPRHP. For the 2023-2024 fiscal year, \$30,000 was expended for the 2023 and 2024 payments.

HHAC issued a Request for Proposals (RFP) for audit services in 2023, and a new five-year audit services agreement (HC01104) was awarded to EFPR Group CPAs, PLLC on February 7, 2024. The term of the new contract is April 1, 2023 through June 30, 2028, for a total expense of \$93,500. Payments are made on an annual basis. For the fiscal year 2023-24, \$10,500.00 was expended under the prior audit services agreement.

The HHAC MOU with the Office of General Services (HC10001) for webcasting of the HHAC Board meetings and other related services was previously extended to July 9, 2024. The not-to-exceed amount of the extension was \$38,160.00. For the 2023-2024 fiscal year, HHAC has broadcast six bi-monthly meetings for a total cost of \$6,920.00.

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 December 2020, and current TA contracts are effective July 1, 2021, through June 30, 2026. The services provided by TA contractors are requested on an as-needed basis in accordance with an approved rate schedule and an approved work plan. The values of the contracts are equivalent to the value of the work assigned and performed to date and are limited in the aggregate by the HHAP statute and budget language. In the 2023-2024 fiscal year, \$1,954,264.17 was expended under various TA contracts.