

## **Homeless Housing and Assistance Corporation**

# **Annual Report on Procurement Contracts For Fiscal Year 2024-2025**

### **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 executed for the period of March 1, 2024, through February 28, 2029, at a rate of \$15,000 per year. The purpose of the MOU (HC00402) is to assist the HHAC in submitting proposed projects for review by the NHT and OPRHP. For the 2024-2025 fiscal year, \$15,000 was expended for the 2024 payment.

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 2024-25, \$17,500.00 was expended under the 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 2024-2025 fiscal year, HHAC has broadcast five bi-monthly meetings for a total cost of \$5,740.33.

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 2024-2025 fiscal year, \$1,628,595.71 was expended under various TA contracts.