



## Stanislaus Regional Housing Authority

ALPINE | AMADOR | CALAVERAS | INYO | MARIPOSA  
MONO | STANISLAUS | TUOLUMNE COUNTIES

FROM: Jim Kruse, Executive Director

DATE: April 14, 2022

SUBJECT: Action Item #4: Consider Approving the Stanislaus Regional Housing Authority Award of a Contract for Remote Annual Recertification Services

PREPARED BY: Dawn Bonsu, J.D., Director of Business Operations

RESOLUTION: 21-22-18

### **RECOMMENDATION:**

Staff recommends that the Board of Commissioners award the Remote Annual Recertification Services contract to Nan McKay for a three-year term with two optional one-year renewals for a Not to Exceed Amount of \$220,000 per year.

### **SUMMARY:**

As a result of the COVID-19 pandemic, Stanislaus Regional Housing Authority (Authority) has been posed with difficulty in filling staff vacancies for the past two (2) years. Due to the difficulty posed in hiring qualified candidates, coupled with the impact COVID-19 has had on the Authority, an immediate need has arisen for additional assistance in the administration of Annual Recertification Services, including annual reexaminations and interim reexaminations, to meet regulatory and program requirements for recertifications.

Housing Authority Staff solicited bids for the Remote Annual Recertification Services by publishing Invitation for Bid (IFB) No.2122-13; the procurement progressed as follows:

- March 25, 2022: IFB No. 2122-13 was published online on Public Purchasing, [www.publicpurchase.com](http://www.publicpurchase.com).
- Through Public Purchasing IFB No. 2122-13 was sent to 272 vendors.
- March 25, 2022: IFB No. 2122-13 was emailed to Nan McKay, CVR Associates, and Quadel.
- April 8, 2022: IFB No. 2122-13 closed, with one firm(s) having submitted a bid:



**Firm/Contractor**

Nan McKay

**Business Office Location**

El Cajon, CA 92020

**Amount**

\$220,000 per year

**FISCAL IMPACT**

Award of the contract will result in up to \$220,000 in additional operating expenses to the Housing Choice Voucher Program (HCVP) each year. Expenses will be offset by available funding from unfilled HCVP budgeted positions.

**ATTACHMENT:**

1. Resolution 21-22-18

**RESOLUTION NO. 21-22-18**

**RESOLUTION APPROVING THE STANISLAUS REGIONAL HOUSING AUTHORITY  
AWARD OF A CONTRACT FOR REMOTE ANNUAL RECERTIFICATION SERVICES**

**WHEREAS**, the Stanislaus Regional Housing Authority has a need for additional Housing Choice Voucher Program Re Examination Services as a result of the COVID 19 Pandemic restrictions; and

**WHEREAS**, the Stanislaus Regional Housing Authority has attempted to actively recruit for vacant positions in the HCVP program without success; and

**WHEREAS**, the Stanislaus Regional Housing Authority has solicited bids from qualified institutions to provide remote annual recertification services for the Stanislaus Regional Housing Authority HCVP Program to ensure compliance with regulatory and program requirements; and

**WHEREAS**, the Stanislaus Regional Housing Authority has reviewed the bids submitted in response to the Stanislaus Regional Housing Authority Invitation for Bids; and

**WHEREAS**, Nan McKay and Associates is determined to be a responsive and responsible bidder and provided the qualifications and prices that are the most advantageous to the Stanislaus Regional Housing Authority; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Stanislaus Regional Housing Authority that:

1. The Executive Director is hereby authorized to enter into an agreement with Nan McKay and Associates, and
2. The Executive Director is designated the Contract Officer and is authorized to execute the aforementioned contracts and to act on behalf of the Authority during the administration of these contracts.
3. This Resolution shall take effect immediately.

**DULY AND REGULARLY ADOPTED** by the Board of Commissioners of the Stanislaus Regional Housing Authority this 14th day of April 2022.

On motion of Commissioner \_\_\_\_\_, seconded by

Commissioner \_\_\_\_\_, and on the following roll call vote;

AYES:

NAYS:

ABSTAIN:

ABSENT:

Approved: \_\_\_\_\_  
Chairperson

Attest: \_\_\_\_\_  
Secretary