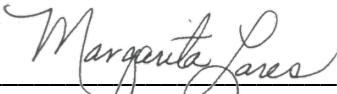


**RESOLUTION AUTHORIZING THE PRESIDENT AND CEO, OR DESIGNEE,
TO EXECUTE A ONE-YEAR CONTRACT WITH FOUR ONE-YEAR OPTIONS TO RENEW,
WITH NAN MCKAY AND ASSOCIATES, INC., TO PROVIDE RENTAL ASSISTANCE AND OTHER
TRAINING SERVICES PURSUANT TO RFP HA-2022-22, FOR A TOTAL CONTRACT AMOUNT
NOT TO EXCEED \$2,050,500**



Douglas Guthrie
President & Chief Executive Officer



Margarita Lares
Chief Programs Officer

Purpose: The Housing Authority of the City of Los Angeles (“HACLA”) is seeking rental assistance and other training services for employees assigned to work in housing and housing assistance programs and related operations administered by HACLA.

Issues: Approximately 700 employees are assigned to work in housing and housing assistance programs administered by HACLA’s Housing Services and Section 8 Departments including but not limited to: 1) Public Housing; 2) Housing Choice Voucher; 3) Continuum of Care; 4) Moderate Rehabilitation Single Room Occupancy; and 5) Moderate Rehabilitation Program and Housing Opportunities for Persons with AIDS (“HOPWA”). Program operations for these housing assistance programs is assigned primarily to Housing Services and Section 8 Departments. The Asset Management, Development Services, and Central Office Departments will receive training on an as-needed basis.

To increase the effectiveness of HACLA’s staff in their jobs, HACLA will provide training on various subjects including, but not limited to, Fair Housing Requirements and Reasonable Accommodation, Customer Service, Program Eligibility, Inspections, and Supervision and Management.

HACLA will implement an on-going training program with a focus on program-specific expertise to prepare all staff for their current duties and position them for future growth within HACLA.

Procurement:

On February 9, 2022, HACLA issued RFP HA-2022-22 (“RFP”) seeking to procure an experienced consulting firm (“Service Provider”) to provide rental assistance and other trainings with: 1) on-site trainers; 2) online courses; and 3) all training materials, on a long term as-needed basis. The Service Provider is required to provide qualified trainers knowledgeable in various subject areas, including but not limited to: 1) Fair Housing Requirements and Reasonable Accommodation; 2) Customer Service; 3) Program Eligibility; 4) Inspections; and 5) Supervision and Management. Trainers are required to possess the education and hands-on work experience necessary to effectively communicate, train, and work with staff of various education and skill levels. The trainings will be provided at various HACLA locations throughout the City of Los Angeles.

The RFP was advertised on the Regional Alliance Marketplace for Procurement (“RAMP”) website on February 9, 2022. Proposals were due by March 10, 2022, for a total advertisement period of twenty-nine (29) days. Only one (1) proposal was received by the submission deadline and that proposal was evaluated by a three-member panel (“Panel”) to ensure all minimum requirements were met. Based on the Panel’s initial review followed by a Best and Final Offer (“BAFO”) request, a consensus was reached that the proposal, submitted by Nan McKay and Associates, Inc., (“NMA”), met all RFP requirements and qualifications and should be recommended for a contract award. Additional information regarding the proposal and its evaluation is included in the attached Summary of Procurement and Outreach.

Vision Plan: **PATHWAYS Strategy No. 8, Evaluate and facilitate modifications to the organizational chart and structure regularly to improve lines of communication, program alignments, and succession planning.**

An on-going training program with a focus on program-specific expertise will prepare all staff for their current duties and position them for future growth within HACLA.

Funding: The Chief Administrative Officer confirms the following:

Source of Funds: Each program will utilize the applicable funding sources for comparable operating expenses, including Section 8 administrative fees and Public Housing Operating Fund.

Budget and Program Impact: Funding has been included in the 2022 Operating Budget and will be included in subsequent years as needed.

Environmental Review: This action is exempt.

Section 3: NMA has submitted an Economic Opportunity Plan (“EOP”) in conformity with the requirements of the Housing Authority’s Section 3 Policy and Compliance Plan. Hiring, subcontracting and other economic opportunities for Section 3 Residents and Businesses are not feasible because of the nature of the work and company’s geographic location. Moreover, the current workforce will be able to complete the scope of work without the need for additional hires. However, in support of Section 3, NMA has made a Section 3 Fund contribution commitment which will be used to generate economic opportunities for Section 3 Workers and Targeted Section 3 Workers.

NMA has been a strong supporter of HACLA’s Section 3 Fund in the past, contributing thousands of dollars for resident programs, consistent with HACLA’s Section 3 Policy and Compliance Plan.

Attachments:

1. Resolution
2. Summary of Procurement and Outreach

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE PRESIDENT AND CEO, OR DESIGNEE,
TO EXECUTE A ONE-YEAR CONTRACT WITH FOUR ONE-YEAR OPTIONS TO RENEW,
WITH NAN MCKAY AND ASSOCIATES, INC., TO PROVIDE RENTAL ASSISTANCE AND OTHER
TRAINING SERVICES PURSUANT TO RFP HA-2022-22, FOR A TOTAL CONTRACT AMOUNT
NOT TO EXCEED \$2,050,500**

WHEREAS, the Housing Authority of the City of Los Angeles (“HACLA”) requires rental assistance and other training services (“Training Services”) for approximately 700 employees assigned to work in its housing and housing rental assistance programs, including but not limited to, Public Housing, Section 8 Housing Choice Voucher, Continuum of Care, Moderate Rehabilitation Single Room Occupancy, Moderate Rehabilitation Program and Housing Opportunities for Persons with AIDS (“HOPWA”);

WHEREAS, on February 9, 2022, Request for Proposals HA-2022-22 (the “RFP”) was issued to competitively solicit proposals for Training Services in various subject areas, including but not limited to: 1) Fair Housing Requirements and Reasonable Accommodation; 2) Customer Service; 3) Program Eligibility; 4) Inspections; and 5) Supervision and Management;

WHEREAS, one (1) proposal was received by the March 10, 2022 submission deadline, and that proposal was independently reviewed by an evaluation panel with subject matter expertise (the “Panel”) using the RFP evaluation criteria;

WHEREAS, as detailed in the Report of the President and CEO of the same date herewith, the Panel has determined that the proposal submitted by Nan McKay and Associates, Inc. is responsive to the RFP and represents a best value to HACLA;

WHEREAS, HACLA desires to execute a contract with Nan McKay and Associates, Inc. to provide the Training Services, for an initial one-year contract term, extendable on an annual basis for a total term of up to five years, for a total contract amount not to exceed \$2,050,500.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes the President and CEO, or designee, to execute a contract with Nan McKay and Associates, Inc., to provide the Training Services, for an initial one-year contract term with four one year options to extend, for a total term of up to five years and a total contract amount not to exceed **\$2,050,500**.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

APPROVED AS TO FORM

HOUSING AUTHORITY OF THE
CITY OF LOS ANGELES

By: _____
James Johnson, General Counsel

By: _____
Cielo Castro, Chairperson

DATE ADOPTED: _____

Summary of Procurement and Outreach

RFP No. HA-2022-22 Rental Assistance Training

A. Funding Source

Federal Non-Federal Mixed Funding

B. Advertisement; Minority/Women Outreach

On February 9, 2022, the Contracts and Procurement Unit/General Services advertised Request for Proposal HA-2022-22 (the "RFP") on the Regional Alliance Marketplace for Procurement ("RAMP") website, seeking a long-term contract with a consulting firm ("Service Provider") to provide rental assistance and other trainings with: 1) on-site trainers; 2) online courses; and 3) all training materials. The Service Provider is required to provide qualified trainers knowledgeable in the various subjects, including but not limited to: 1) Fair Housing Requirements and Reasonable Accommodation; 2) Customer Service; 3) Program Eligibility; 4) Inspections; and 5) Supervision and Management. Proposals were due by March 10, 2022, for a total advertisement period of twenty-nine (29) days. A total of sixty-two (62) vendors viewed the RFP on the RAMP website.

In support of HACLA's policy to contract with Minority-Owned Business Enterprises ("MBEs"), Women-Owned Business Enterprises ("WBEs") and Labor Surplus Area ("LSAs") businesses for the delivery of goods and services to the extent possible, notice of the RFP was provided to the businesses identified on HACLA's List of Recognized MBE's/WBE's, listed below, and to the local office of the U.S. Small Business Administration ("SBA") for their further dissemination.

C. Pre-Proposal Conference

A pre-proposal conference was not conducted for this procurement.

D. Addenda

There were no questions received by the submission deadline of February 15, 2022. Therefore, there was no addendum released for this RFP.

E. Proposals Received and Opened

One (1) proposal by the firm shown below was received by the submittal deadline of March 10, 2022.

Company
1. Nan McKay and Associates, Inc.

F. Panel Review

The Evaluation Panel (“Panel”) was comprised of three (3) members. The Panel met on March 24, 2022, resulting in the following initial scoring. The Panel determined that an interview was not necessary.

Evaluation Scores

Company	Score
Nan McKay and Associates, Inc.	74.66

The above score reflects the consensus rating, confirmed by the Contract Administrator.

G. Best and Final Offers

On April 6, 2022, HACLA requested a Best and Final Offer (“BAFO”) from Nan McKay and Associates Inc., in an effort to provide them an additional opportunity to submit their most competitive proposal by clarifying the cost proposal or alternative pricing structures from the original proposal to: 1) reduce costs; 2) improve/enhance staffing; and 3) work plan to ensure their firm’s response best addresses the RFP requirements. Nan McKay and Associates, replied on April 12, 2022, with no additional changes to their proposal.

H. Workforce Profile

Nan McKay and Associates, Inc., submitted a Workforce Profile that revealed the following workforce composition:

Company	Employees
Nan McKay and Associates, Inc.	Total: 820 810 minorities = 99% 611 women = 78%

I. Recommendation for Award

Staff has determined that Nan McKay and Associates, Inc., was responsive to the RFP and represents the best value to HACLA.

The evaluation panel is therefore requesting that the Board of Commissioners authorize a one-year contract with four (4) one-year options to renew with Nan McKay and Associates, Inc., for an amount not to exceed \$2,050,500.

Nan McKay and Associates, Inc. was notified of the contract award recommendations and the date of the Board of Commissioners meeting where award of the contract will be considered.

MBE/WBE ORGANIZATIONS MAILING LIST

1	Asian American Architects and Engineers Association
2	Asian Business Association of Los Angeles
3	Asian Business League of Southern California
4	Asian Pacific Islander Small Business Program
5	Korean American Chamber of Commerce
6	Pacific Asian Consortium in Employment (PACE) Business Center
7	Black Business Association
8	Greater L.A. African American Chamber of Commerce (GLAAACC)
9	Regional Black Chamber of Commerce of San Fernando Valley
10	US Black Chamber of Commerce
11	Southern California Black Chamber of Commerce
12	National Black Contractors Association
13	Young Black Contractors Association
14	California Hispanic Chamber of Commerce
15	LA Metropolitan Hispanic Chamber of Commerce
16	Latin Business Association (LBA)
17	Los Angeles Latino Chamber of Commerce
18	National Latina Business Women Association (NLBWA-LA)
19	Regional Hispanic Chamber of Commerce
20	American Indian Chamber of Commerce
21	Build Plus Community Marketplace
22	Greater San Fernando Valley Chamber of Commerce
23	Los Angeles Area Chamber of Commerce
24	Los Angeles Minority Business Enterprise Center USC (MBDA)
25	National Association of Minority Contractors
26	National Association of Women Business Owners Los Angeles
27	Pacific Coast Regional Small Business Development Corp (SBDC)
28	Small Business Majority
29	Southern California Minority Supplier Development Council
30	The New Ninth Business Resource Center
31	US Small Business Administration
32	US Veteran Business Alliance
33	Valley Economic Development Center/Women's Business Center
34	Vermont Slauson Economic Development Corporation
35	Vernon Networking Committee
36	City of LA Bonding Program: Merriweather & Williams Insurance Services, Inc.