

**RESOLUTION OF
THE HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT
D/B/A PARK CITY COMMUNITIES
RESOLUTION NO. 06-29-16-01**

SPECIAL BOARD MEETING DATE: JUNE 29, 2016

RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO GANS, GANS AND ASSOCIATES FOR RECRUITMENT AND STAFFING CONSULTING SERVICES IN THE NOT-TO-EXCEED AMOUNT OF NINETY THOUSAND DOLLARS (\$90,000.00) FOR A PERIOD OF SIX MONTHS

Factual Content Certified

Approved:

Resolution Reviewed
Legal Department

By: _____

By: _____

By: _____

Ana C. Brown
HR Manager

George Lee Byers
Secretary/
Executive Director

Seon Bagot, Esq.
In-House Attorney

Commissioner Nieves submitted the following resolution:

WHEREAS, HACB seeks recruitment services for various open executive positions to assist in the day-to-day management of the Housing Authority; and

WHEREAS, HACB issued an Request for Proposal ("RFP"), Solicitation Number 069-HR-16-S for Recruitment and Staffing Consulting Services to fulfill this need; and

WHEREAS, Thirty-four (34) Firms requested RFP solicitation packages and only two (2) firms submitted a proposal; and

WHEREAS, the only responsive and responsible bidder to provide Recruitment and Staffing Consulting Services was Gans, Gans and Associates; and

WHEREAS, HACB staff recommends that the Board of Commissioners authorize the award of a contract to Gans, Gans and Associates in the not-to-exceed amount of \$90,000.00 for a period of six months with an option to extend for an additional six months.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT THAT:

1. Award a contract to Gans, Gans and Associates, Inc for Recruitment and Staffing Consulting Services in the not-to-exceed amount of \$90,000.00

for a for a period of six months with an option to extend for an additional six months; and

2. The Secretary- Executive Director be and herby is authorized, empowered and directed to execute and deliver any and all agreements, documents and instruments necessary in connection with the application, and to take any and all such action necessary, ancillary and incidental thereto to fulfill the foregoing purpose(s); and
3. This resolution shall take effect immediately.

Commissioner Ortiz seconded the motion.

BOARD OF COMMISSIONERS VOTE OF FINAL PASSAGE

X – Indicate Vote NP – Not Present NV – Not Voting AB - Abstention

COMMISSIONERS	AYE	NAY	NP	NV	AB
Nieves	X				
Stack	X				
Ortiz		X			
DeJesus		X			
Nightingale	X				

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present, on June 29, 2016.

 George Lee Byers
 Secretary/Executive Director

 Date

BHA BOARD RESOLUTION CHECKLIST

PART I FACT SHEET


Solicitation Type: Bid []; RFP [X]; RFQ []
Title: Recruitment and Staffing Consulting Services
Contract Type: Not-to-exceed

A. Advertising and Bidding Information

Department Initiated By: Executive Office		
Name of Generator: Caroline Sanchez		
Solicitation Number: 069-HR-16-S		
Name of Newspapers Advertised:	Date	
CT Post	N/A	
Inner City News (Penfield)	N/A	
El Sol	N/A	
N.E. Minority News	N/A	
Department of Administrative Services	N/A	
Park City Communities Website	N/A	
Bid documents Requested by Contractors:	Total Number	
	Thirty-four (34)	
Bids Submitted by Contractors:	Total Number	
	Two (2)	
Bids received On:	Date	Time
	June 17, 2016	3:00 p.m.
Proposals Opened On:	N/A	

<i>B. Selection and Funding Information</i>		
Successful Bidder/ Proposal	Name	Address
	Gans, Gans and Associates	
	7445 Quail Meadow Road	
	Plant City FL, 33565	
Justification for Award:	Responsive and responsible bid	
Contract Amount:	\$90,000.00 (Not-to-exceed)	
Contract Period:	182 days	
Funding Information:		
Availability:		
Source:		
Budget Line Item Numbers:		

**PART II
DOCUMENTATION REVIEW**

<i>B. CURABLE ITEMS</i>	<i>Construction</i>	<i>Equipment</i>	<i>A/E Professional Services/Other</i>
HUD 2530 – HUD Disclosure (Over \$50,000)	N/A		
GSA Standard Form 330 (A/E Experience)	N/A		
HUD 5369 – A Representations, Certifications	Yes		
Non-Collusive Affidavit	Yes		
Affirmative Action (Over \$100,000)	Yes		
Statement of Bidders Qualification	Yes		
References	Yes		
Dun & Bradstreet Report reviewed and acceptable.	Yes		

**PART III
DETERMINATION OF RESPONSIVENESS AND
RESPONSIBILITY**

Check Yes or No	Yes	No
The contractor has performed satisfactory on other contracts awarded by the BHA or other agencies, and no adverse information has been received that could bring the contractor/s present responsibility or integrity into question	X	
Contractor is <u>not</u> listed on the Federal or State List of Parties Excluded from Procurement and Non-Procurement programs dated:	X	
A review of the contractors financial and technical resources	X	

indicated that it is capable of performing the contract (Check Financial Statement and Dun & Bradstreet)		
Department Director _____	Date _____	
Contracting Officer _____	Date _____	

**RESOLUTION OF
HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT
RESOLUTION NO. 06-29-16-02**

SPECIAL BOARD MEETING DATE: June 29, 2016

RESOLUTION APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT AND THE REGIONAL WORKFORCE DEVELOPMENT BOARD FOR EMPLOYMENT RELATED SERVICES FOR THE TERM OF THREE YEARS WITH THE OPTION TO AUTOMATICALLY RENEW AT THE END OF THE INITIAL TERM FOR SUCCESSIVE ONE-YEAR PERIODS.

Factual Content Certified

Approved:

Resolution Reviewed
Legal Department

By: _____

Ana Brown
Human Resource
Manager

By: _____

George Lee Byers
Secretary/Interim
Executive Director

By: _____

Seon Bagot, Esq.
In-House Attorney

Commissioner Nieves submitted the following resolution:

WHEREAS, the Housing Authority of the City of Bridgeport d/b/a Park City Communities (PCC) is seeking approval to enter into a Memorandum of Understanding with the Regional Workforce Development Board; and

WHEREAS, the Regional Workforce Development Board develops and implements strategies to engage employers, employees, and community-based organizations in a partnership to strengthen and expand the workforce resources; and

WHEREAS, there is no cost associated with the partnership between PCC and the Regional Workforce Development Board; and

WHEREAS, HACB staff recommends that the Board of Commissioners authorize the MOU as housing authority residents will benefit from the partnership with the Regional Workforce Development Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT THAT:

1. Approval of the Memorandum of Understanding (**Attachment A**) between the Housing Authority of the City of Bridgeport D/b/a Park City Communities (PCC) and the Regional Workforce Development Board; and

2. The Secretary- Executive Director be and herby is authorized, empowered and directed to execute and deliver any and all agreements, documents and instruments necessary in connection with the application, and to take any and all such action necessary, ancillary and incidental thereto to fulfill the foregoing purpose(s); and
3. This resolution shall take effect immediately.

Commissioner Ortiz seconded the motion.

BOARD OF COMMISSIONERS VOTE OF FINAL PASSAGE

X – Indicate Vote NP – Not Present NV – Not Voting AB - Abstention

COMMISSIONERS	AYE	NAY	NP	NV	AB
Nieves	X				
Stack Jr.	X				
Ortiz	X				
DeJesus	X				
Nightingale	X				

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present on June 29, 2015.

George Lee Byers
Secretary/Interim Executive Director

Date

ATTACHMENT A

MEMORANDUM OF UNDERSTANDING BETWEEN
REGIONAL WORKFORCE DEVELOPMENT BOARD'S
AND THE
HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT

[SEE ATTACHED]

**RESOLUTION OF
THE HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT
D/B/A PARK CITY COMMUNITIES
RESOLUTION NO. 06-29-16-39**

SPECIAL BOARD MEETING DATE: JUNE 29, 2016

RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO NAN MCKAY AND ASSOCIATES, INC. FOR AN INTERIM DIRECTOR OF HOUSING CHOICE VOUCHER IN THE NOT-TO-EXCEED AMOUNT OF ONE HUNDRED AND ONE THOUSAND ONE HUNDRED DOLLARS (\$101,100.00) FOR A PERIOD OF SIX MONTHS

Factual Content Certified

Approved:

Resolution Reviewed
Legal Department

By:_____

By:_____

By:_____

Ana C. Brown
HR Manager

George Lee Byers
Secretary/
Executive Director

Seon Bagot, Esq.
In-House Attorney

Commissioner Nieves submitted the following resolution:

WHEREAS, HACB seeks short-term staffing for the Director of Housing Choice Voucher to assist in the day-to-day management of our Section 8 department; and

WHEREAS, HACB issued a request for proposal ("RFP"), Solicitation Number 069-HR-16-S for Recruitment and Staffing Consulting Services to fulfill this need; and

WHEREAS, Thirty-four (34) Firms requested RFP solicitation packages and only two (2) firms submitted a proposal; and

WHEREAS, the only responsive and responsible bidder to provide short-term Staffing was Nan McKay and Associates, Inc; and

WHEREAS, HACB staff recommends that the Board of Commissioners authorize the award of a contract to Nan McKay and Associates, Inc in the not-to-exceed amount of \$101,100.00 for a period of six months with an option to extend for an additional six months.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT THAT:

1. Award a contract to Nan McKay and Associates, Inc for short-term Staffing Services in the Section 8 department in the not-to-exceed amount of \$101,100.00 for a for a period of six months with an option to extend for an additional six months; and
2. The Secretary- Executive Director be and hereby is authorized, empowered and directed to execute and deliver any and all agreements, documents and instruments necessary in connection with the application, and to take any and all such action necessary, ancillary and incidental thereto to fulfill the foregoing purpose(s); and
3. This resolution shall take effect immediately.

Commissioner Ortiz seconded the motion.

BOARD OF COMMISSIONERS VOTE OF FINAL PASSAGE

X – Indicate Vote NP – Not Present NV – Not Voting AB - Abstention

COMMISSIONERS	AYE	NAY	NP	NV	AB
Nieves	X				
Stack	X				
Ortiz		X			
DeJesus		X			
Nightingale	X				

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present, on June 29, 2016.

George Lee Byers
Secretary/Executive Director

Date

BHA BOARD RESOLUTION CHECKLIST

PART I FACT SHEET

Solicitation Type: Bid []; RFP [X]; RFQ []
Title: Recruitment and Staffing Consulting Services
Contract Type: Not-to-exceed

A. Advertising and Bidding Information

Department Initiated By: Executive Office		
Name of Generator: Caroline Sanchez		
Solicitation Number: 069-HR-16-S		
Name of Newspapers Advertised:	Date	
CT Post	N/A	
Inner City News (Penfield)	N/A	
El Sol	N/A	
N.E. Minority News	N/A	
Department of Administrative Services	N/A	
Park City Communities Website	N/A	
Bid documents Requested by Contractors:	Total Number	
	Thirty-four (34)	
Bids Submitted by Contractors:	Total Number	
	Two (2)	
Bids received On:	Date	Time
	June 17, 2016	3:00 p.m.
Proposals Opened On:	N/A	

<i>B. Selection and Funding Information</i>		
Successful Bidder/ Proposal	Name	Address
	Nan McKay Associates, Inc.	
	1810 Gillespie Way, Ste 202	
	El Cajon, CA 92020	
Justification for Award:	Responsive and responsible bid	
Contract Amount:	\$101,100.00 (Not-to-exceed)	
Contract Period:	182 days	
Funding Information:		
Availability:		
Source:		
Budget Line Item Numbers:		

***PART II
DOCUMENTATION REVIEW***

<i>B. CURABLE ITEMS</i>	<i>Construction</i>	<i>Equipment</i>	<i>A/E Professional Services/Other</i>
HUD 2530 – HUD Disclosure (Over \$50,000)	N/A		
GSA Standard Form 330 (A/E Experience)	N/A		
HUD 5369 – A Representations, Certifications	Yes		
Non-Collusive Affidavit	Yes		
Affirmative Action (Over \$100,000)	Yes		
Statement of Bidders Qualification	Yes		
References	Yes		
Dun & Bradstreet Report reviewed and acceptable.	Yes		

***PART III
DETERMINATION OF RESPONSIVENESS AND
RESPONSIBILITY***

Check Yes or No	Yes	No
The contractor has performed satisfactory on other contracts awarded by the BHA or other agencies, and no adverse information has been received that could bring the contractor/s present responsibility or integrity into question	X	
Contractor is <u>not</u> listed on the Federal or State List of Parties Excluded from Procurement and Non-Procurement programs dated:	X	
A review of the contractors financial and technical resources	X	

indicated that it is capable of performing the contract (Check Financial Statement and Dun & Bradstreet)		
Department Director _____	Date _____	
Contracting Officer _____	Date _____	