



September 24, 2019

MEMORANDUM

**To: Board of Commissioners
President Casius Pealer, Vice President Lisha Wheeler,
Commissioner Toni Hackett Antrum, Commissioner Isabel Barrios,
Commissioner Sharon Jasper, Commissioner Carol Johnson,
Commissioner Debra Joseph, Commissioner Kim Piper and
Commissioner Bill Rouselle**

**Through: Gregg Fortner
Executive Director**

**From: Dawn Domengeaux Lapeyrolerie
Director, Housing Choice Voucher Program**

**Re: Award of Contract-Housing Quality Standards (HQS) Inspections Services,
RFP #18-914-33**

This report summarizes the process used to evaluate proposals received in response to the above referenced solicitation, and presents the committee's recommendation for contract award.

In accordance with the evaluation process outlined in the Request for Proposals (RFP), an evaluation committee of seven (7) the Housing Authority of New Orleans (HANO) staff members was established to review proposals received from six (6) firms in response to the solicitation. Upon completing an independent review of each proposal, the committee commenced with Stage I Evaluations on Thursday, September 27, 2018 and again on Friday, October 5, 2018. The Procurement and Contracts Department presented an overview of the evaluation process, whereby the consensus scoring process was explained. The Evaluation Committee reviewed and discussed the proposals in detail, and determined a consensus score for each criteria outlined in the RFP.

During Stage I Evaluations, a committee staff member advised that one or more employees of a respondent was confirmed and verified by the Housing Choice Voucher Program (HCVP) Department and HANO's Legal Department as a current registered landlord, therefore disqualifying their proposal.

Upon the conclusion of Stage I Evaluations, NMA Inspection, LLC, McCright & Associates, Inc. and CVR Associates, Inc. received competitive scores, and were shortlisted. The Evaluation Committee determined that additional information was necessary from the three respondents in order to recommend contract award. The committee developed a list of questions, which was presented to the three firms in order to further clarify the written responses provided in each of their proposals. Written responses to the questions (Best and Final Offers (BAFOs)) were due on Monday, November 5, 2018.

The Evaluation Committee reconvened on Tuesday, November 26, 2018, and commenced with Stage II Evaluations. The committee reviewed and scored the BAFO's submitted by the three shortlisted firms using the same criteria as outlined in Stage I Evaluations.

Based upon the criteria, the evaluation committee recommends award of the contract to the highest ranked respondent, McCright & Associates, Inc. with an estimated total cost per year of \$956, 917.50.

The department considered improvements in areas such as scheduling, timely completion of inspections, customer service and productivity, specifically faster inspections results provided to landlords and tenants as well as a dedicated call center to respond to customer inquiries. The agency will also save in areas of vehicle purchases, maintenance and fuel.

**HOUSING AUTHORITY OF NEW ORLEANS
BOARD OF COMMISSIONERS
REGULAR MEETING
SEPTEMBER 24, 2019**

RESOLUTION NO. 2019-18

WHEREAS, the Housing Authority of New Orleans (HANO) currently operates internal inspections processes for approximately 18,000 Housing Choice Voucher Program (HCVP) participants; and

WHEREAS, Request for Proposals (RFP) #18-914-33 for Housing Quality Standards (HQS) Inspections Services was issued and advertised; and

WHEREAS, HANO received six (6) responses to RFP #18-914-33 on September 11, 2018; and three (3) respondents were considered for Stage II evaluations on November 26, 2018; and

WHEREAS, upon completing an independent review of each proposal and the committee determining a consensus score for the highest ranked respondent; and

WHEREAS, McCright & Associates, Inc, was selected by the evaluation committee and submitted evidence of their commitment to comply with HANO's requirements relative to subcontracting opportunities for DBE/WBE and Section 3 Businesses and hiring opportunities for Section 3 individuals; and

WHEREAS, HANO has successfully completed due diligence verification of McCright & Associates, Inc., and determined they are responsible; and

WHEREAS, it is recommended that approval be given to award a contract to McCright & Associates, Inc. with an estimated total cost per year of Nine Hundred Fifty Six Thousand Nine Hundred Seventeen Dollars and Fifty Cents (\$956,917.50), to provide HQS Inspections Services.

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of New Orleans hereby approves the award of a contract and authorizes the Executive Director to execute a contract with McCright & Associates, Inc. to provide Housing Quality Standards (HQS) Inspections Services in an amount not to exceed Nine Hundred Fifty Six Thousand Nine Hundred Seventeen Dollars and Fifty Cents (\$956,917.50) pursuant to Request for Proposals (RFP) #18-914-33.

Executed this 24th day of September, 2019.

APPROVAL:

**CASIUS PEALER
PRESIDENT, BOARD OF COMMISSIONERS**