

February 11, 2014

HONORABLE HOUSING AUTHORITY COMMISSION
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. RFP HE14-021 and award a contract to Casterline Associates, P.C., of Valley Forge, PA (not an MBE, WBE, SBE or Local); for comprehensive accounting services, in the amount of \$110,161, for a period of one year, with two one-year renewal options of \$111,795 and \$113,429, respectively, plus an annual ten percent contingency, for a total amount not to exceed \$121,177 in the first year; \$122,975 in the second year; and \$124,772 in the third year. (Citywide)

DISCUSSION

Authorization is requested to enter into an agreement with Casterline Associates, P.C., for professional accounting services for the Housing Authority Bureau (Bureau), in the Department of Health and Human Services.

The Request for Proposals (RFP) was posted on December 13, 2013 and 3,055 potential proposers specializing in accounting services were notified of the RFP opportunity. Of those proposers, 27 downloaded the RFP via our electronic bid system. The RFP document was made available from the Purchasing Division, located on the seventh floor of City Hall, and the Division's website at www.longbeach.gov/purchasing. An RFP announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 30 local, minority and women-owned business groups. One proposal was received on December 31, 2013.

Local Business Outreach

In an effort to align with our outreach goal, Long Beach businesses were encouraged to submit proposals for City contracts. The Purchasing Division also assisted businesses with registering on the Bids Online database to download the RFP specifications. Through outreach, 349 Long Beach vendors were notified to submit proposals, of which two downloaded the proposal; however, none submitted. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

Casterline Associates, P.C., has provided the Bureau with comprehensive accounting services since 1999. These services include preparing and submitting the various monthly, quarterly and annual documents required by the Department of Housing and Urban Development (HUD), preparing monthly revenue/expense reports for the Bureau and the Board of Commissioners, and performing various transactions via the City's budget and accounting systems to ensure proper receipt and payment of funds for the

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Bureau. The firm not only provides these services for the Housing Choice Voucher (HCV) Program, but also for the various specialty programs the Bureau administers: Shelter Plus Care (SPC), Family Self-Sufficiency (FSS), Housing Opportunities for Persons with AIDS (HOPWA) and Veteran's Affairs Supportive Housing (VASH).

Very few accounting firms can offer the level of expertise in HUD accounting that Casterline provides to housing authorities. This firm is highly recognized by its peers and HUD as being one of the best in the industry. They are held in such high regard that they provide training to the other accounting firms, as well as publish a newsletter to the industry.

Due to the unique nature of the services that the Bureau requires, it is imperative that the contract continues with Casterline Associates, P.C., so that the Bureau may continue to receive the outstanding level of service that Casterline provides.

This matter was reviewed by Deputy City Attorney Linda Vu on January 13, 2014 and by Budget Management Officer Victoria Bell on January 27, 2014.

TIMING CONSIDERATIONS

Housing Authority Commission action is requested on February 11, 2014 in order to execute the agreement with Casterline Associates, P.C., for continued services through January 31, 2017.

FISCAL IMPACT

Sufficient funds are currently budgeted in the Housing Authority Fund (SR 151) in the Department of Health and Human Services (HE). Funding for the next fiscal year will be appropriated through the FY 15 budget process. There is no local job impact associated with this action.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,


APPROVED:



KELLY COLOPY
ASSISTANT EXECUTIVE DIRECTOR



PATRICK H. WEST
EXECUTIVE DIRECTOR



JOHN GROSS
DIRECTOR OF FINANCIAL MANAGEMENT