



January 12, 2021

HONORABLE HOUSING AUTHORITY COMMISSION  
City of Long Beach  
California

**RECOMMENDATION:**

Authorize the Housing Authority Director, or designee, to execute all documents necessary to amend Contract No. 34756 with BDO USA, LLP, formerly Casterline Associates, P.C., of Philadelphia, for professional accounting services, to increase the contract amount by \$75,000, for a revised total contract amount not to exceed \$486,378, and to extend the term to March 31, 2021. (Citywide)

**DISCUSSION:**

Housing Authority approval is requested to amend contract No. 34756 with BDO USA, LLP (BDO), to increase the contract amount by \$75,000 and extend the term to March 31, 2021.

On September 12, 2017, the Housing Authority authorized the execution of Contract No. 34756 with Casterline Associates, P.C, now BDO, for professional accounting services. Due to unforeseen circumstances and COVID-19-related activities, the contract amount has been exhausted.

A Request for Proposals (RFP) was completed, with only one proposal received. A new RFP process has begun. To maintain continuity of these critical services, an increase to the contract amount and an extension to the term is requested while the additional RFP process is conducted.

This matter was reviewed by Deputy City Attorney Richard F. Anthony on December 17, 2020, Business Services Bureau Manager Tara Yeats on December 16, 2020, and by Revenue Management Officer Geraldine Alejo on December 18, 2020.

**TIMING CONSIDERATIONS**

Housing Authority action to amend Contract No. 34756 is requested on January 12, 2021, to allow for uninterrupted professional accounting services.

**FISCAL IMPACT**

The revised total contract amount will not exceed \$486,378. Sufficient funds to support the contract are currently budgeted in the Housing Authority Fund Group in the Health and Human Services Department, offset by grant funding. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

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SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

APPROVED:



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KELLY COLOPY

ASSISTANT EXECUTIVE DIRECTOR

APPROVED:



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THOMAS B. MODICA

EXECUTIVE DIRECTOR