

March 15, 2022

HONORABLE HOUSING AUTHORITY COMMISSION
City of Long Beach
California

RECOMMENDATION:

Authorize the Long Beach Housing Authority, 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 \$210,000, for a revised total contract amount not to exceed \$910,000, and extend the term of the contract to December 31, 2022. (Citywide)

DISCUSSION

Housing Authority Commission (Commission) approval is requested to amend Contract No. 34756 with BDO USA, LLP (BDO), to continue providing professional accounting services.

On September 12, 2017, the Commission awarded a contract to Casterline Associates, P.C, now BDO, as part of its adoption of RFP HE17-050 for professional accounting services for two years, with the option to renew for two additional one-year periods.

Due to unforeseen circumstances and COVID-19 related activities, the contract amount has been exhausted. The Housing Authority must increase the budgeted contract amount by \$210,000 and extend the term to December 31, 2022, ensure continuity of service.

A Request for Proposals (RFP) was completed with only one bid commencing on July 12, 2020. The second RFP began on December 2, 2020, with still only one bid. City staff is currently negotiating contract language to maintain continuity of services. While negotiations continue, Housing Authority needs to extend the term of the existing agreement with BDO.

This matter was reviewed by Principal Deputy City Attorney Richard F. Anthony on January 25, 2022, Business Services Bureau Manager Tara Mortensen on January 24, 2022, and by Budget Analysis Officer Greg Sorensen on February 17, 2022.

TIMING CONSIDERATIONS

Commission action to amend Contract No. 34756 is requested on March 15, 2022, to ensure there is no interruption to professional accounting services.

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FISCAL IMPACT

The revised total contract amount will not exceed \$910,000. 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.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

APPROVED:



KELLY COLOPY
ASSISTANT EXECUTIVE DIRECTOR

APPROVED:



THOMAS B. MODICA
EXECUTIVE DIRECTOR