



May 11, 2021

HONORABLE HOUSING AUTHORITY COMMISSION
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. RFP HE20-045 and award a contract to BDO PHA Finance, of Philadelphia, PA, for providing accounting services for the Long Beach Housing Authority, in a total amount not to exceed \$600,000, for a period of three years, with the option to renew for three additional one-year periods, at the discretion of the Housing Authority; and authorize the Executive Director of the Housing Authority, or designee, to execute all documents necessary to enter into the contract, including any necessary amendments. (Citywide)

DISCUSSION:

Housing Authority Commission approval is requested to enter into a contract with BDO PHA Finance (BDO) for providing accounting services.

The City of Long Beach (City) released a Request for Proposals (RFP) seeking a vendor to provide these services on July 13, 2020. BDO was the only firm to submit a proposal by the August 19, 2020 deadline. In an attempt to gain more responses, the RFP was resissued on October 28, 2020. Once again, BDO was the only firm to propose, and did so by the December 2, 2020 deadline. There are only a select few firms that can provide these specialized services for a large Public Housing Agency. BDO has a vast knowledge of Housing Authority accounting systems and has worked closely with Housing Authority staff for over five years.

The RFP was advertised in the Long Beach Business Journal on November 2, 2020, and 356 potential proposers specializing in accounting services were notified of the RFP opportunity. Of those proposers, 29 downloaded the RFP via the City's electronic bid system. The RFP document was made available from the Purchasing Division, located on the sixth 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 35 local, minority-owned, and women-owned business groups. One proposal was received by the December 2, 2021 deadline. The one proposer was not a Minority-owned Business Enterprise (MBE), Women-owned Business Enterprise (WBE), certified Small Business Enterprise (SBE), or a Long Beach business (Local). The selection committee determined that BDO PHA Finance, of Philadelphia, PA (not a MBE, WBE, SBE, or Local), was qualified to provide the services.

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Local Business Outreach

To align with the City's outreach goal, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the PlanetBids database to download RFP specifications. Through outreach, 35 Long Beach vendors were notified to submit proposals, of which none downloaded or submitted a proposal. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Deputy City Attorney Richard F. Anthony on April 19, 2021, Business Services Bureau Manager Tara Mortensen on April 6, 2021, and by Revenue Management Officer Geraldine Alejo on April 17, 2021.

TIMING CONSIDERATIONS

Housing Authority Commission action to adopt Specifications No. RFP HE20-045 and award a contract concurrently is requested on May 11, 2021, to ensure the contract is in place expeditiously.

FISCAL IMPACT

The total contract amount will not exceed \$600,000 for a period of three years. Sufficient appropriation is budgeted in the Housing Authority Fund Group in the Health and Human Services Department. 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.

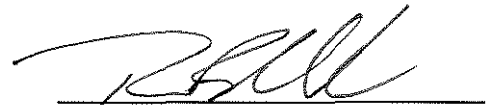
Respectfully submitted,

APPROVED:



KELLY COLOPY
ASSISTANT EXECUTIVE DIRECTOR

APPROVED:



THOMAS B. MODICA
EXECUTIVE DIRECTOR