



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or to take action to authorize the Interim President & CEO to negotiate and execute a contract with an Executive Search Firm

**2. Date of Board Meeting:** December 15, 2020

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to negotiate, execute, and make necessary changes and corrections to a contract with Gans, Gans & Associates for a period not to exceed three (3) years pursuant to the memorandum dated December 1, 2020, from Mark Thiele, Interim President & CEO.

**4. Department Head Approval** Signature  Date: 12-11-2020

**5. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available  Yes  No Source 2021 BUDGET

**VP of FO Approval** Signature MICHAEL ROGERS Date: 12/11/2020

**6. Approval of President & CEO** Signature  Date: 12-11-2020



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**MEMORANDUM**

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** HOUSTON HOUSING AUTHORITY BOARD OF DIRECTORS  
**SUBJECT:** CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO TO NEGOTIATE AND EXECUTE A CONTRACT WITH AN EXECUTIVE SEARCH FIRM  
**DATE:** DECEMBER 1, 2020

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to negotiate, execute, and make necessary changes and corrections to a contract with Gans, Gans & Associates.

**BACKGROUND**

In January 2020 the contract for President & CEO Tory Gunsolley was not renewed. Mark Thiele has served as Interim President & CEO since his departure. The Houston Housing Authority is therefore seeking an Executive Search Firm to conduct a nationwide search to identify and recruit a diverse pool of candidates suitable for the position of President & CEO.

Gans, Gans & Associates is a minority and women-owned firm with over thirty years of experience in executive recruitment. They have provided executive recruitment services to 5 of the 10 largest housing authorities in the country, and over 95 housing and redevelopment authorities and public-sector entities in 15 states and the Virgin Islands.

**ADVERTISEMENT**

In October of 2020, HHA's Procurement Department posted a legal notice advertising RFP 20-52 Executive Search Firm in the Houston Chronicle, Forward Times, and Houston Business Journal publications.

In addition to posting RFP 20-52 Executive Search Firm ("RFP 20-52") on its website, HHA's Procurement Department sent e-mails advertising this solicitation to the City of Houston Office of Business Opportunity (OBO); the Greater Houston Black Chamber of Commerce (GHBCC); and to the Houston Minority Supplier Development Council (HMSDC).

Interested parties were able to access RFP 20-52 by going to the websites of the City of Houston Office of Business Opportunity (OBO); the Greater Houston Black Chamber of Commerce (GHBCC); the Houston Minority Supplier Development Council (HMSDC); the Houston Chapter of the National Association of Minority Contractors (NAMC); and to the Houston Office of U.S. Small Business Administration (SBA).

All responses to RFP 20-52 were evaluated by an Evaluation Committee based on the following Scoring Criteria in the solicitation:

Item	Criteria	Maximum Points
1	Company Profile	20
2	Experience	30
3	Project Methodology	50
4	Cost	35
5	M/WBE Participation	10
6	Section 3 Participation	5
	<b>Total Points</b>	<b>150</b>

The Evaluation Committee consisted of Chairman LaRence Snowden; Commissioner Andrea Cooksey; and Commissioner Kristy M. Kirkendoll.

## EVALUATION

On November 4, 2020, HHA's Procurement Department received a total of eleven (11) responses from the following Firms, and they are listed based on their total average scores as determined by the Evaluation Committee:

Rank	Firm/Company	M/WBE	Score
1	<b>Gans, Gans &amp; Associates</b>	<b>M/WBE</b>	<b>140</b>
2	David Gomez Partners	MBE	133
3	EFL Associates	N/A	127
4	Bakertilly	N/A	123
5	Kistner Eddy Executive Services, Inc. (KEES)	WBE	114
6	The Christopher Group (TCG)	N/A	109
7	Reliable Staffing	MBE	91.3
8	Powelson Consulting, LLC	N/A	91
9	Recruiting Source International (RSI)	M/WBE	91
10	Dranek Consulting	MBE	87
11	GetCorp Payroll Accounting & Tax dba Get Hire Staffing	N/A	48

## RECOMMENDATION

Accordingly, I recommend that the Board considers this resolution, which states:

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to negotiate, execute, and make necessary changes and corrections to a contract with Gans, Gans & Associates for a period not to exceed three (3) years pursuant to the memorandum dated December 1, 2020, from Mark Thiele, Interim President & CEO.