



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

RESOLUTION NO. 3451

At the meeting of the Houston Housing Authority Board of Commissioners, **June 14, 2022**, the following resolution was moved by **Stephanie Ballard** and seconded by **Kristy Kirkendoll**:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Human Capital Initiatives, LLC, for Human Resources Consultant services, with the Human Resources Department, not to exceed \$100,000.00, for two (2) years, with three (3) one-year extension options, pursuant to the memorandum from Dianne Mitchell, Human Resources Director dated May 27, 2022, to David A. Northern, Sr., President & CEO.

A true and accurate copy of the vote is listed below, and a true and correct copy of the Resolution that was approved is attached hereto.

Name	Aye	No	Abstain	Name	Aye	No	Abstain
L. Snowden, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G. Hernandez*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Kirkendoll, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Cooksey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Thomas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S. Ballard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Miller*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

***Absent: M. Miller G. Hernandez**

(SEAL)



DocuSigned by:

David A. Northern, Sr.

9E0B1D8C1AF04AA

David A. Northern, Sr., Secretary
HHA Board of Commissioners



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REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee to execute a contract with Human Capital Initiatives, LLC, for Human Resources Consultant services

2. Date of Board Meeting: June 14, 2022

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Human Capital Initiatives, LLC, for Human Resources Consultant services, with the Human Resources Department, not to exceed \$100,000.00, for two (2) years, with three (3) one-year extension options, pursuant to the memorandum from Dianne Mitchell, Human Resources Director dated May 27, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature DocuSigned by:
Dianne Mitchell
AC6D9ACAB8B46B Date: 6/8/2022

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

Funds Budgeted and Available Yes No Source COCC Funds

VP of FO Approval Signature DocuSigned by:
Mike Rogers
3FC87AD4710742D Date: 6/8/2022


6. Approval of President & CEO DocuSigned by:
David A. Northern Sr.
3190C17E04AA 6/8/2022 Date: _____



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MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: DIANNE MITCHELL, HUMAN RESOURCES DIRECTOR ^{DS}
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH HUMAN CAPITAL INITIATIVES, LLC, FOR HUMAN RESOURCES CONSULTANT SERVICES
DATE: MAY 27, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with Human Capital Initiatives, LLC, for Human Resources Consultant services with the Human Resources Department, not to exceed \$100,000.00, for two (2) years, with three (3) one-year extension options.

BACKGROUND:

HHA intends to execute a Human Resources Consultant agreement for a two (2) year term with three (3) 1-year extension options with an experienced Human Resources Consultant (the "Consultant"), to which the Consultant will provide professional oversight for Human Resources not limited to:

- Perform classification, compensation, and benefit studies. Review current and historical overall compensation programs and complete compensation studies based upon current market data.
- Review and evaluate various job descriptions to include Department of Labor (DOL) guidelines.
- Conduct job audits and performs reclassifications analysis. Evaluate all positions, review existing job descriptions, and provide revisions as necessary. Develop new job descriptions, as necessary.
- Evaluate staffing levels and staffing structures.
- Review and evaluate the adequacy of the staffing levels in each Department by conducting position analysis. (i.e., Organizational Design)
- Conduct an evaluation of Organizational/Department(s) structure and Organizational Development.
- Advise and assist with any Change Management and Organizational Development.
- Partner with HHA's Executive Leadership Team to create and facilitate management training classes.

ADVERTISEMENT:

In March of 2022, a legal notice advertising RFP 22-21 Human Resources ("HR") Consultant was posted in the Houston Chronicle and Forward Times Newspapers.

In addition to posting "RFP 22-21" on its website, HHA's Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder's List; to the City of Houston Office of Business Opportunity ("OBO"); and to the Houston Minority Supplier Development Council ("HMSDC").

Interested parties were also able to access "RFP 22-21" by going to the websites of the City of Houston Office of Business Opportunity ("OBO"); the Greater Houston Black Chamber of Commerce ("GHBC"); the Houston Minority Supplier Development Council ("HMSDC"); the Houston Chapter of the National Association of Minority Contractors ("NAMC"); and to the Houston Office of the United States Small Business Administration ("SBA").

EVALUATION PROCESS:

Dianne Mitchell, Director of Human Resources, Cheryl Rivers, Deputy Director of PHO, and Ben Skalka, Fraud Investigator, evaluated the four (4) responsive proposals received. The proposals were reviewed individually and evaluated according to the following seven (7) criteria:

Evaluation/Selection Criteria	Maximum Score
Firm's history and capability to perform the required services	25
Qualifications and experience of key/assigned personnel, and familiarity with the management structure of Public Housing Authorities	30
Project planning, methodology/strategy to provide the required services	15
Reasonableness of the proposed price(s) and fee(s)	10
Budget Control (i.e. steps to reduce/control costs)	10
M/WBE Requirements	5
Section 3 Requirements	5
Total	100

Rank	Firm/Company	M/WBE	Evaluation Rating
1	Human Capital Initiatives		95
2	MMC Consulting	WBE	83
3	Alabaster Inc.		73
4	Más Talent	M/WBE	73

There are no conflicts of interest, and firm(s) are not on the HUD Debarment List.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Human Capital Initiatives, LLC, for Human Resources Consultant services, with the Human Resources Department, not to exceed \$100,000.00, for two (2) years, with three (3) one-year extension options, pursuant to the memorandum from Dianne Mitchell, Human Resources Director dated May 27, 2022, to David A. Northern, Sr., President & CEO.