



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

RESOLUTION NO. 3452

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

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 Arthur J. Gallagher for Human Resources Analytics 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.

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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 Arthur J. Gallagher for Human Resources Analytics 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 Arthur J. Gallagher for Human Resources Analytics 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  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  Date: 6/8/2022


6. Approval of President & CEO Signature  Date: 6/8/2022



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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 ARTHUR J. GALLAGHER FOR HUMAN RESOURCES ANALYTICS 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 Arthur J. Gallagher for Human Resources (“HR”) Analytics 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 to extend with an experienced Human Resources Consultant (the “Consultant”), to which the Consultant will provide professional oversight for Human Resources not limited to:

- Administer and interview new employees (i.e., new hires) at 30-day and 90-day intervals, and provide quantitative and qualitative data identifying trends so that “HHA” management can make appropriate business decisions.
- Create a turnover and exit analysis summary by reviewing the prior year’s exit interview data.
- Administer exit interviews for all employees exiting “HHA” and provide a comprehensive statistical report on findings.
- Administer Annual Climate Survey Services to take a pulse of “HHA” so that management can use the results to shape future activities and inform decisions to enhance employee engagement and, therefore, enhance productivity and overall business success.
- Provide Human Resources “HR” Analytics and other consulting services relating to “HR” as needed by “HHA.”

ADVERTISEMENT:

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

In addition to posting “IFB 22-22” 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 22-22” 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:

Molly Magoon, Human Resources Generalists, Carla Venzor, Hearing Officer, and Brian Terry, Director of Security, evaluated the two (2) 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	Gallagher Benefit Services, Inc.		87
2	Más Talent	M/WBE	77

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 Arthur J. Gallagher for Human Resources Analytics Consultant services with the Human Resources Department, not to exceed \$100,000.00, for two (2) years, with three (3) one-

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year extension options, pursuant to the memorandum from Dianne Mitchell, Human Resources Director dated May 27, 2022, to David A. Northern, Sr., President & CEO.