



**HOUSTON**  
HOUSING AUTHORITY

**Transforming Lives & Communities**

**RESOLUTION NO. 3698**

At the meeting of the Houston Housing Authority Board of Commissioners **August 15, 2023**, 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 the contract with ADP, for HRIS and Payroll System services for a period not to exceed five (5) years, in an amount not to exceed \$100,000 annually pursuant to the memorandum from Patricia Guerra, Director of Human Resources, Training, and Development, dated August 07, 2023, 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"/>	M. Miller*	<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"/>

*\*Absent: M. Miller*

(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 action to authorize the President & CEO or Designee to enter into a contract with ADP for HRIS/Payroll software system services.

**2. Date of Board Meeting: August 15, 2023****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 the contract with ADP, for HRIS and Payroll System services for a period not to exceed five (5) years, in an amount not to exceed \$100,000 annually pursuant to the memorandum from Patricia Guerra, Director of Human Resources, Training, and Development, dated August 07, 2023, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval** Signature DocuSigned by:  
Patricia Guerra  
9DB8924D2B5F4C1... Date: 8/10/2023

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

Funds Budgeted and Available ☐ Yes ☐ No Source \_\_\_\_\_

**VP of FO Approval** Signature DocuSigned by:  
Mike Rogers  
35C87AD4710742D Date: 8/10/2023

**6. Approval of President & CEO** Signature DocuSigned by:  
David A. Northern, Sr.  
9E0B1D8C1AF04AA... Date: 8/10/2023



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## **MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** PATRICIA GUERRA, DIRECTOR OF HUMAN RESOURCES, TRAINING AND DEVELOPMENT  
**SUBJECT:** CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH ADP FOR HRIS/PAYROLL SYSTEM SERVICES  
**DATE:** AUGUST 10, 2023

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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 the contract with ADP for HRIS/Payroll system services for a period not to exceed five (5) years, and in an amount not to exceed \$100,000 annually.

### **BACKGROUND:**

The current Houston Housing Authority HRIS/Payroll system services contract is not fulfilling all the needs of the Agency. It became necessary for HHA to seek a new HRIS/Payroll system solution in order for HHA to provide a more effective, innovative, dynamic, and easy-to-use solution for all HHA end-users.

By implementing an improved HRIS/Payroll system, HHA will become more efficient in the areas of recruiting, employee onboarding, reporting/analytics, metrics, performance management, time and attendance, payroll processing, compliance, and benefits administration.,

### **ADVERTISEMENT:**

In May 2023, the Houston Housing Authority's Procurement Department issued a legal notice advertising Request for Proposal 23-28 HRIS & Payroll System ("RFP 23-28") in the Houston Chronicle and Forward Times Newspapers, and the Houston Business Journal.

In addition to posting "RFP 23-28" on its website, HHA's Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder's List. The Bidder's list was created using both HHA's and the City of Houston vendors' registration data. Additional notifications were sent to companies identified by the HR department and based on searches performed online by the procurement team. The Procurement team additionally posted the solicitation on [www.beaconbid.com](http://www.beaconbid.com) and notified all relevant vendors that had registered with the website.

Interested parties were also able to access RFP 23-28 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"); Beaconbid.com; and to the Houston Office of the United States Small Business Administration ("SBA").

### **EVALUATION PROCESS:**

On July 11, 2023, HHA's Procurement Department opened three (3) sealed proposals, which were evaluated, independently, by the following HHA staff:

- Khadija Darr (Sr. Vice President of Administration)
- Patricia Guerra (Director of Human Resources, Training, and Development)
- Mike Rogers (Vice President of Fiscal & Business Operations)
- Roy Spivey (Director of Information Technology)
- Cupid Alexander (Sr. Vice President of Operations)

All responses to "RFP 23-28" received by the specified due date were scored based on the following published scoring criteria:

Evaluation Criteria	Description	Maximum Points
<b>Criteria 1:</b>	Experience and Qualification: Contractual and technical experience in performing work of similar size and scope. Qualifications of staff and adequacy of labor commitment to meet or exceed project timelines.	<b>30</b>
<b>Criteria 2:</b>	References: Assessment of vendor previous projects.	<b>5</b>
<b>Criteria 3:</b>	Project Approach/Methodology: Proposal demonstrates understanding of HHA needs and requirements. Project approach and methodology meets or exceeds project timelines and implementation/performance expectations.	<b>25</b>
<b>Criteria 4:</b>	Costs	<b>40</b>
	<b>TOTAL POINTS</b>	<b>100</b>

Based on the committee scores the three companies were ranked as follows:

Rank	Firm/Company	M/WBE	Sub-Contract with M/WBE	Evaluation Rating
<b>1</b>	<b>ADP</b>	<b>N/A</b>	<b>N/A</b>	<b>91</b>
<b>2</b>	<b>PDS</b>	<b>WBE</b>	<b>N/A</b>	<b>81</b>
<b>3</b>	<b>Compunnel</b>	<b>MBE</b>	<b>Yes</b>	<b>63</b>

The agency's goal is to have all contracts utilizing sub-contractors to spend at least 30% of the project funds with M/WBE businesses. ADP intends to self-perform all work related to these services and will not utilize sub-contractors.

There are no known conflicts of interest, and the recommended Firm is 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 the contract with ADP, for HRIS and Payroll System services for a period not to exceed five (5) years, in an amount not to exceed \$100,000 annually pursuant to the memorandum from Patricia Guerra, Director of Human Resources, Training, and Development, dated August 07, 2023, to David A. Northern, Sr., President & CEO.