



RESOLUTION NO. 3718

At the meeting of the Houston Housing Authority Board of Commissioners, **November 14, 2023**, the following resolution was moved by **Kristy Kirkendoll** and seconded by **Stephanie Ballard**:

Resolution: The Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to execute a contract with Cardiac Solutions to provide Automated External Defibrillator (AED) and Automatic Chest Compressions (ACC) devices with ancillary program management services attached according to the memorandum from Na'Shon Edwards, Sr., Policy Advisor to the President & CEO, dated October 30, 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 checked="" 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"/>

(SEAL)



DocuSigned by:
David A. Northern, Sr.
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David A. Northern, Sr., Secretary
HHA Board of Commissioners



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM**1. Brief Description of Proposed Item**

Consider and/or take action to authorize the President & CEO or designee to execute a contract with Cardiac Solutions to provide automated external defibrillator (AED) and automatic chest compressions (ACC) devices with ancillary program management services and staff training across all HHA Public Housing Properties for the amount of \$1,644,019.19 with services not to exceed (5) years.


2. Date of Board Meeting: November 14, 2023**3. Proposed Board Resolution:**

Resolution: The Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to execute a contract with Cardiac Solutions to provide automated external defibrillator (AED) and automatic chest compressions (ACC) devices with ancillary program management services attached according to the memorandum from Na'Shon Edwards, Sr., Policy Advisor to the President & CEO, dated October 30, 2023, to David A. Northern, Sr., President & CEO.

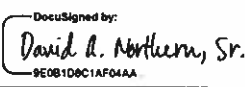
4. Department Head Approval Signature  Na'Shon Edwards, Sr. Date: 11/8/2023

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature  Mike Rogers Date: 11/8/2023

6. Approval of President & CEO

Signature  David A. Northern, Sr. Date: 11/8/2023



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MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: NA'SHON EDWARDS, SR., POLICY ADVISOR
SUBJECT: CONSIDER AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH CARDIAC SOLUTIONS TO PROVIDE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) AND AUTOMATIC CHEST COMPRESSIONS (ACC) DEVICES WITH ANCILLARY PROGRAM MANAGEMENT SERVICES AND STAFF TRAINING ACROSS ALL HHA PUBLIC HOUSING PROPERTIES FOR THE AMOUNT OF \$1,644,019.19 WITH SERVICES NOT TO EXCEED (5) YEARS
DATE: OCTOBER 30, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners approve and authorize the President & CEO or designee to execute a contract with Cardiac Solutions to provide automated external defibrillator (AED) and automatic chest compressions (ACC) devices with ancillary program management services, and staff training for the amount of \$1,644,019.19 with services not to exceed (5) years.

BACKGROUND:

The Houston Housing Authority (HHA) has had two significant incidences that required medical emergency services since March 2023. The common denominator during both incidences was that (1) the HHA staff did not have the necessary devices to provide immediate medical assistance, and (2) the HHA staff did not have the necessary training to provide medical assistance to the persons experiencing the medical emergency. After a survey of HHA Public Housing Properties, it was determined that there are a total of (0) medical devices that could be identified that could be used to save a client or staff on any of the Public Housing Properties. A solicitation was published on September 21, 2023, with a deadline of October 3, 2023. There were a total of (5) responses, and after review, Cardiac Solutions was selected.

ADVERTISEMENT:

On September 13, 2023, a legal notice advertising RFP 23-46 AED and ACC Device Supply and Management was posted in the Houston Chronicle and Forward Times Newspapers, and in the Houston Business Journal.

In addition to posting RFP 23-46 on its website, HHA's Procurement Department sent e-mails advertising this solicitation to potential Firms on HHA's Bidder's List; and sent to bidders identified by the requesting department. The solicitation was also posted on www.beaconbid.com.

Interested parties were also able to access RFP 23-46 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:

The following HHA staff evaluated the seven (7) responsive proposals received:

- Na'Shon Edwards, Sr. – Policy Advisor to the President and CEO
- David Cukierman – Executive Analyst
- Joanne Gladney – HCVP Family Self-Sufficiency/Homeownership Supervisor

The proposal was reviewed individually and evaluated according to the following six (6) criteria:

Evaluation/Selection Criteria	Maximum Score
Company Profile, Experience and Skill	10
List of Clients/Projects over the past 2 years where similar services were provided	15
List of Qualifications of Personnel	20
Work Plan	15
Training Services	15
Fee Schedule	15
M/WBE Participation	10
Total	100

Rank	Firm/Company	M/WBE	Sub-Contract with M/WBE	Evaluation Rating
1	Cardiac Solutions	WBE	N/A	84
2	ThinkSafe	WBE	TBD	77
3	Uncharted Territory	MBE	N/A	74
4	Partnering for Progress	N/A	N/A	63
5	SK3 LLC	N/A	N/A	63

References for Cardiac Solutions have been checked and returned positive.

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. Cardiac Solutions intends to self-perform the project and all requirements.

There are no conflicts of interest, and Cardiac Solutions is not on the HUD Debarment List.

RECOMMENDATION

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

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