



RESOLUTION NO. 3715

At the meeting of the Houston Housing Authority Board of Commissioners, **October 17, 2023**, the following resolution was moved by **Andrea Cooksey** and seconded by **Kirsty 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 Civix for comprehensive Data and GIS Consulting Services. This engagement will encompass a thorough effort by Civix and MPACT to perform data and spatial analysis of both existing and newly gathered HHA-related information, ultimately aiming to provide robust insights that will assist cross-functional teams and leadership in making informed strategic decisions. This contract is proposed at an amount, not to exceed 5 years and \$200,000, pursuant to a memorandum from Sarah Rashid, MTW and Policy Coordinator, and Cupid Alexander, Senior Vice President of Operations, dated October 4, 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"/>
K. Kirkendoll, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Cooksey	<input checked="" 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"/>

*** Absent**

(SEAL)



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David A. Northern, Sr.

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

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

Consideration and/or take action to authorize the President & CEO or designee to enter into a contract with Civix for comprehensive Data and GIS Consulting Services. This engagement will encompass a thorough effort by Civix and MPACT to perform data and spatial analysis of both existing and newly gathered HHA-related information, ultimately aiming to provide robust insights that will assist cross-functional teams and leadership in making informed strategic decisions.

2. Date of Board Meeting: October 17, 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 a contract with Civix for comprehensive Data and GIS Consulting Services. This engagement will encompass a thorough effort by Civix and MPACT to perform data and spatial analysis of both existing and newly gathered HHA-related information, ultimately aiming to provide robust insights that will assist cross-functional teams and leadership in making informed strategic decisions. This contract is proposed at an amount, not to exceed 5 years and \$200,000, pursuant to a memorandum from Sarah Rashid, MTW and Policy Coordinator, and Cupid Alexander, Senior Vice President of Operations, dated October 4, 2023 to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature Cupid Alexander Date: 10/12/2023

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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: 10/12/2023

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6. Approval of President & CEO Signature David A. Northern, Sr. Date: 10/12/2023

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Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: SARAH RASHID, MTW & POLICY COORDINATOR
CUPID ALEXANDER, SENIOR VICE PRESIDENT OF OPERATIONS
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO ENTER INTO A CONTRACT WITH CIVIX FOR COMPREHENSIVE DATA AND GIS CONSULTING SERVICES. THIS ENGAGEMENT WILL ENCOMPASS A THOROUGH EFFORT BY CIVIX AND MPACT TO PERFORM DATA AND SPATIAL ANALYSIS OF BOTH EXISTING AND NEWLY GATHERED HHA-RELATED INFORMATION, ULTIMATELY AIMING TO PROVIDE ROBUST INSIGHTS THAT WILL ASSIST CROSS-FUNCTIONAL TEAMS AND LEADERSHIP IN MAKING INFORMED STRATEGIC DECISIONS.
DATE: OCTOBER 4, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to execute a contract with Civix. This engagement will encompass a thorough effort by Civix and MPACT to perform data and spatial analysis of both existing and newly gathered HHA-related information, ultimately aiming to provide robust insights that will assist cross-functional teams and leadership in making informed strategic decisions.

BACKGROUND:

As HHA moves toward making more data-informed strategic decisions in 2024 and beyond, a clear need has emerged. We must engage industry experts to assist our cross-functional teams in enhancing decision-making processes, increasing efficiency, and developing innovative policies that best serve our HHA clients and strengthen our partnerships.

Currently, the Housing Authority lacks a reliable data infrastructure. While internal teams have made diligent efforts in the past to improve data quality, these attempts have not yielded the desired results. With the guidance of a Data and GIS consulting team, HHA anticipates a substantial improvement in the quality of our internal data processes. We also intend to cross-reference HHA data points with information available at the national, county, and city levels. This endeavor will enable us to create informative maps and dashboards, providing valuable insights into market factors, mobility patterns, neighborhood quality, and client access.

It's important to note that this contract entails an examination of our internal data by Civix, which includes a necessary "clean-up" of client information stored in our system of record for both current and waitlist data. This initiative will play a pivotal role in facilitating a smooth transition to the client management software planned for 2024.

Funding for this project will be sourced from the flexible funds provided to HHA through our Moving to Work Program. The Scope of Work and Cost Estimate have been meticulously developed through collaboration between MTW and Policy Coordinator, with invaluable support from the Senior Vice President of Operations.

ADVERTISEMENT:

On May 12, 2023, a legal notice advertising RFP 23-27 Data and GIS Consultant was posted in the Houston Chronicle and Forward Times Newspapers, and in the Houston Business Journal.

In addition to posting RFP 23-27 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.

Interested parties were also able to access RFP 23-27 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:

- Sarah Rashid – MTW & Policy Coordinator
- Mitchell Sykes – Technical Support Manager
- Corey Franklin – Special Assistant to the President & Chief Executive Officer
- Jennifer Jensen – Executive Communications & Social Media Coordinator

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

Evaluation/Selection Criteria	Maximum Score
Qualifications of firm and key staff	10
Related experience, samples and references	15
Demonstrable understanding of the project requirements and market locality	20
Plan and Methodology	25
Fees	25
M/WBE Participation	5
Total	100

Rank	Firm/Company	M/WBE	Sub-Contract with M/WBE	Evaluation Rating
1	GHD Digital	N/A	MBE	84
2	Civix	N/A	MBE	83
3	Dewberry	N/A	M/WBE	83
4	TRC Environmental Corporation	N/A	N/A	81
5	Aero Graphics	N/A	N/A	78
6	Hunt, Guillot & Associates, LLC	N/A	N/A	72
7	STAAR Global	N/A	N/A	69

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The Evaluation Committee determined that the top three (3) Firms should be on a “shortlist.”

The Evaluation Committee re-assessed/interviewed the top three (3) Firms, and Table 2 shows their final average revised scores.

Rank	Firm/Company	M/WBE	Sub-Contract with M/WBE	Evaluation Rating
1	Civix	N/A	MBE	91
2	Dewberry	N/A	M/WBE	89
3	GHD Digital	N/A	MBE	85

References for Civix have been checked and returned positive.

Agency goal is to have all contracts utilizing sub-contractors to spend at least 30% of the project funds with M/WBE businesses. Civix has stated that they will be sub-contracting at least 16.18% to an MBE business.

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

RECOMMENDATION

Accordingly, it is recommended that the Board consider 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 Civix for comprehensive Data and GIS Consulting Services. This engagement will encompass the thorough data to engage in Data and GIS consulting services and to perform data and spatial analysis of both existing and newly gathered HHA-related information, ultimately aiming to provide robust insights that will aid cross-functional teams in making informed strategic decisions. This contract is proposed at an amount, not to exceed 5 years and \$200,000, pursuant to a memorandum from Sarah Rashid, MTW and Policy Coordinator, and Cupid Alexander, Senior Vice President of Operations, dated October 4, 2023 to David A. Northern, Sr., President & CEO.