

**HOUSING AUTHORITY OF NEW ORLEANS
BOARD OF COMMISSIONERS
REGULAR MEETING
JANUARY 28, 2020**

RESOLUTION NO. 2020-01

WHEREAS, the Housing Authority of New Orleans' (HANO) current Procurement Policy was revised and approved by HANO's Board of Commissioners in May of 2019; and

WHEREAS, HANO has recently reviewed its Procurement Policy as ongoing effort to ensure applicable Federal, State and local guidelines are captured in the policy; and

WHEREAS, HANO has determined that several revisions to its Procurement Policy are required in order to strengthen the oversight of expenditure of Federal Funds and improve workplace efficiency when purchasing goods and services in accordance with the agency's needs; and

WHEREAS, the Procurement and Contracts Department incorporated the several revisions into HANO's Procurement Policy and circulated the revisions for internal review and approval;

WHEREAS, it is requested that Board of Commissioners approve the changes and revisions to the HANO Procurement Policy that were provided to the HANO Board of Commissioners on January 28, 2020.

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of New Orleans hereby approves the changes and revisions to the HANO Procurement Policy that were provided to the HANO Board of Commissioners on January 28, 2020.

Executed this 28th day of January, 2020

APPROVAL:



PRESIDENT, BOARD OF COMMISSIONERS
DEBRA JOSEPH



January 28, 2020

MEMORANDUM

**To: Board of Commissioners
Commissioner Toni Hackett Antrum, Commissioner Isabel Barrios,
Commissioner Sharon Jasper, Commissioner Carol Johnson,
Commissioner Debra Joseph, Commissioner Monika McKay,
Commissioner Hyma Moore, Commissioner Kim Piper and
Commissioner Bill Rouselle**

**Through Evette Hester
Executive Director**

**From: Audrey Plessy
Manager, Procurement and Contracts Department**

Re: Adopt HANO Procurement Policy

The Housing Authority of New Orleans (HANO) is requesting the Board of Commissioners to approve revisions to its current Procurement Policy. The current Procurement Policy was last revised and approved by HANO's Board of Commissioners in May of 2019.

HANO recently reviewed its Procurement Policy as part of an ongoing effort to ensure applicable Federal, State and local guidelines are captured in the policy. This effort is undertaken to strengthen the oversight of expenditure of Federal Funds and improve workplace efficiency. HANO is requesting approval of its Board of Commissioners to revise certain components of its Procurement Policy in order to continue purchasing goods and services in accordance with the agency's needs.

The changes and revisions to HANO's Procurement Policy for which approval is being requested are as follows:

- 1) Insert the following:
 - Glossary (page 5)
- 2) Modified the following terms throughout the policy:
 - "Contracting Officer" – to - "Executive Director/CEO"
 - "Director of Procurement" – to - "Procurement Officer"

3) Section 1 – Introduction

Original language:

“The policies included in this document are applicable to all HANO contractors, excluding Housing Choice Voucher Payments to contractors doing business with HANO, as well as HANO employees”.

Section 1 – Introduction (page 8)

Modified to read:

“All HANO employees must report all evidence of fraudulent or unethical behavior to one of the following sources as listed in order below”.

4) Section 1.1 - Purpose (page 8)

Insert the following:

“The term Procurement, as used in this Policy, includes the procuring, purchasing, leasing, or renting of the following:

- a. Goods, supplies, equipment, and materials
- b. Construction and maintenance; consultant services
- c. Architectural and Engineering (A/E) Services
- d. Social Services
- e. Other Services”

5) Section 3 – Ethics in Public Contracting, 2. Reporting Unethical Behavior & Actions

Original language:

“All HANO employees must report all evidence of fraudulent or unethical behavior to one of the following sources:

- a. Direct Supervisor
- b. Executive Director/CEO
- c. General Counsel
- d. Inspector General, (if applicable)
- e. Federal Bureau of Investigations (FBI)”

Section 3 – Ethics in Public Contracting, 2. Reporting Unethical Behavior & Actions (page 20)

Modified to read:

“All HANO employees must report all evidence of fraudulent or unethical behavior to one of the following sources:

- a) Direct Supervisor
- b) Executive Director/CEO
- c) General Counsel
- d) Board Commissioners
- e) Inspector General, (if applicable)
- f) Federal Bureau of Investigations (FBI), (if applicable)”

6) Section 3.2 - Conflicts of Interest

Original language:

“HANO employees, officers, or agents shall not participate in the selection, award, or administration of a contract if a real or apparent conflict of interest exists. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of HANO entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts”.

“However, HANO may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. These standards of conduct provide for disciplinary actions for violations by HANO officers, employees, or agents”.

Section 3.2 - Conflicts of Interest (page 21)

Modified to read:

“HANO employees, officers, or agents shall not participate in the selection, award, or administration of a contract if a real or apparent conflict of interest exists. This type of conflict would arise if one of the person(s) listed below has an interest, financially, or any other type of interest in a firm that is competing for the award. HANO’s Procurement Policy complies with the Louisiana Code of Ethics, Louisiana Law on Conflicts of Interest, and all HUD regulations on Ethics and Conflicts of Interest.

7) Section - 5.5 Non-Standard Procurement

Original language:

The petty cash section of the table to increase the upper limit of petty cash from \$0 to \$75:

Modified to read:

The petty cash section of the table to increase the upper limit of petty cash from \$0 to \$100.

8) Section 9 – Types of Contracts

Original language:

“A written contract must be executed for goods and services exceeding \$30,000, and for all construction services contracts that exceed \$2,000”.

Modified Language:

“A written contract must be executed for goods and services exceeding \$10,000, and for all construction services contracts that exceed \$2,000”.

9) Insert the following:

Section 11 – Disposal of Surplus Property, (page 42)

11.1 - GENERAL

HANO Property that is no longer needed, and may be disposed of in accordance with applicable Federal, state, and local laws and regulations. Surplus property shall be sold via public auction, an internet sale (e.g. eBay Usell, etc.) or transferred to certain certified non-profit agencies.

The Housing Authority of New Orleans (HANO) Procurement and Contracts Department hereby requests the Board of Commissioners approval of HANO's revised Procurement Policy that is dated September, 2015 and that was last revised in May, 2019, to implement the above described changes and revisions in order to efficiency and productivity of HANO's procurement process.