

**HOUSING AUTHORITY OF NEW ORLEANS  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
February 23, 2023**

**RESOLUTION NO. 2023-01**

**WHEREAS**, the Housing Authority of New Orleans (HANO) issued a Request for Proposals (RFP) #23-914-01 on October 4, 2022 for the purpose of procuring a firm to provide Employment and Income Verification Services for HANO's HCVP, PBV, and Public Housing Programs, as well as the Human Resources Department; and

**WHEREAS**, the solicitation was advertised for a total of 14 days. It was issued to 13 potential vendors and was posted on HANO's website and made available to the public to download; and

**WHEREAS**, one proposal was received on October 18, 2022 from Carahsoft Technology Corp.; and

**WHEREAS**, in accordance with all the rules and regulations detailed in the RFP, the HANO Procurement Policy, and the Procurement Handbook for Public Housing Agencies ("HUD Procurement Handbook"), an Evaluation Committee was established by HANO and the Evaluation Committee reviewed the one proposal that was submitted in response to RFP #23-914-01; and

**WHEREAS**, the Evaluation Committee's final ranking of the proposal submitted in response to RFP #23-914-01 determined that Carahsoft Corp.'s proposal was ranked sufficiently high technically and it demonstrated a cost savings in comparison to the cost estimate; and

**WHEREAS**, HANO requests that the Board of Commissioners authorizes the Executive Director to award an initial one-year contract with three additional one-year option periods to Carahsoft Technology Corp., for the minimum commitment of Two Hundred Eighty-Six Thousand Nine Hundred Dollars (\$286,900.00) in Year 1, Three Hundred Fifteen Thousand Five Hundred Ninety Dollars (\$315,590.00) in Year 2, Three Hundred Forty Seven Thousand One Hundred Forty Nine Dollars (\$347,149.00) in Year 3, Three Hundred Eighty One Thousand Eight Hundred Sixty Four Dollars (\$381,864.00) in Year 4, plus an additional Sixty Eight Thousand Four Hundred Ninety Seven Dollars (\$68,487.00) in the event of any overages throughout all four years. The total contract award, if all option years are exercised, is One Million Four Hundred Thousand Dollars (\$1,400,000.00).

**THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of New Orleans hereby approves and authorizes HANO Executive Director, Evette Hester, to award a one-year contract with three additional one-year option periods to Carahsoft Technology Corp, in the not-to-exceed amount of One Million Four Hundred Thousand Dollars (\$1,400,000.00), inclusive of all option years, for Employment and Income Verification Services for HANO's HCVP, PBV, and Public Housing Programs, as well as the Human Resources Department, pursuant to Request for Proposals Number 23-914-01.

Board of Commissioners  
Regular Meeting  
Resolution No. 2023-01  
February 23, 2023

**Executed this 23<sup>rd</sup> day of February, 2023**

**APPROVAL:**

  
\_\_\_\_\_  
**CAROL GEORGE JOHNSON**  
**PRESIDENT, BOARD OF COMMISSIONERS**



February 23, 2023

**MEMORANDUM**

**To:** Board of Commissioners  
President Carol Johnson, Vice President Paul Richard, Commissioner Avery Foret, Commissioner Percy Manson, Commissioner Monika McKay, Commissioner Kim Piper, and Commissioner Jeffrey Vappie

**Through:** Evette Hester  
Executive Director

**From:** Nyssa LeBeau (NL)  
Director, Housing Choice Voucher Program

**Re:** Approval Requested to Award a Contract for RFP# 23-914-01 – Employment and Income Verification Services

---

The Housing Authority of New Orleans (HANO) issued a Request for Proposals on Tuesday, October 4, 2022, for the purpose of procuring a firm to provide Employment and Income Verification Services for HANO's HCVP, PBV, and Public Housing Programs, as well as the Human Resources Department, pursuant to Request for Proposals Number 23-914-01.

The solicitation package was prepared and distributed by the Procurement and Contracts Department. The RFP was advertised for a total of 14 days. The solicitation was issued to thirteen (13) potential firms. Additionally, the solicitation, in its entirety, was posted on the HANO website and made available to the public for download. One (1) proposal was received on Tuesday, October 18, 2022, from Carahsoft Technology Corp.

In accordance with the evaluation process outlined in the RFP, an evaluation committee was established to review and score the proposals. The Procurement and Contracts Department distributed the proposals and provided instruction on the method for evaluation. Upon completing an independent review of each proposal, HANO's evaluation committee convened on Tuesday, November 1, 2022, for a Stage I evaluation, followed by a Stage II Evaluation after Carahsoft Technology Corp. provided clarification and a Best and Final Offer. Using the enhanced consensus scoring method, the consensus score is:

Firm Name	Total Points (115)
Carahsoft Technology Corp.	81

The evaluation committee determined that Carahsoft submitted a proposal that was ranked, sufficiently high technically and it demonstrated a cost savings in comparison to the cost estimate.

The Procurement Manager has certified that this procurement was conducted in accordance with all applicable Federal and State regulations and laws, and in accordance with HANO's procurement policy. The procurement memo is in your packet.

HANO requests that the Board of Commissioners authorizes the Executive Director to award a one-year contract with three optional one-year extensions to Carahsoft Technology Corp, for the minimum commitment of Two Hundred Eighty-Six Thousand Nine Hundred Dollars (\$286,900.00) in Year 1, Three Hundred Fifteen Thousand Five Hundred Ninety Dollars (\$315,590.00) in Year 2, Three Hundred Forty Seven Thousand One Hundred Forty Nine Dollars (\$347,149.00) in Year 3, Three Hundred Eighty One Thousand Eight Hundred Sixty Four Dollars (\$381,864.00) in Year 4, plus an additional Sixty Eight Thousand Four Hundred Ninety Seven Dollars (\$68,487.00) in the event of any overages throughout all four years. The total contract award, if all option years are exercised, is One Million Four Hundred Thousand Dollars (\$1,400,000.00) for Employment and Income Verification Services for HANO's HCVP, PBV, and Public Housing Programs, as well as the Human Resources Department, pursuant to Request for Proposals Number 23-914-01.



**PROCUREMENT CERTIFICATION**

**Date:** January 5, 2023

**From:** *BL* Bejide Legania, Procurement Manager

**Re:** Request for Proposals #23-914-01: Employment and Income Verification Services

The Housing Authority of New Orleans (HANO) issued a Request for Proposals on Tuesday, October 4, 2022 for the purpose of procuring a firm to provide Employment and Income Verification Services for HANO's HCVP, PBV, and Public Housing Programs, as well as the Human Resources Department, pursuant to Request for Proposals Number 23-914-01.

The solicitation package was prepared and distributed by the Procurement and Contracts Department. The RFP was advertised for a total of 14 days. The solicitation was issued to thirteen (13) potential firms. Additionally, the solicitation, in its entirety, was posted on the HANO website and made available to the public for download. One (1) proposal was received on Tuesday, October 18, 2022 from Carahsoft Technology Corp.

In accordance with the evaluation process outlined in the RFP, an evaluation committee was established to review and score the proposals. The Procurement and Contracts Department distributed the proposals and provided instruction on the method for evaluation. Upon completing an independent review of each proposal, HANO's evaluation committee convened on Tuesday, November 1, 2022 for a Stage I evaluation, followed by a Stage II Evaluation after Carahsoft Technology Corp. provided clarification and a Best and Final Offer. Using the enhanced consensus scoring method, the consensus score is:

Firm Name	Total Possible Points (115)
Carahsoft Technology Corp.	81

A due diligence review was conducted on Carahsoft, whereby the System for Award Management (SAM), and the Louisiana Secretary of State's websites were checked to ensure that the firms are not debarred from participation in federally funded contracts. Further, HUD's Limited Denial of Participation website was also reviewed. Results from the due diligence review indicated that the firm is responsible and registered to do business in the State of Louisiana.

I hereby certify that this procurement was conducted in accordance with all applicable Federal and State regulations and laws, and in accordance with HANO's procurement policy. I further certify that Carahsoft Technology Corp. submitted an acceptable proposal that was advantageous to HANO, technically and financially. As such, it is recommended that approval be given to award a one-year contract with three optional one-year extensions to Carahsoft Technology Corp, in the not-to-exceed amount of One Million Four Hundred Thousand Dollars (\$1,400,000.00), inclusive of all option years, for Employment and Income Verification Services for HANO's HCVP, PBV, and Public Housing Programs, as well as the Human Resources Department, pursuant to Request for Proposals Number 23-914-01.

**Pricing Proposal**

**New Orleans Housing Authority**

**Proposal Date:** 11/29/2022

*Proposal valid through:* 1/28/2023

**Contract Term:** As noted below

**PRODUCT: THE WORK NUMBER EXPRESS SOCIAL SERVICE**

**USE-CASE: VERIFICATION OF EMPLOYMENT AND INCOME for benefits eligibility**

**ANNUAL COMMITMENT**

**Year 1**

Monthly Fixed Fee	Annual Hits Included	Minimum Annual Payment Commitment	Overage Fee (Per Hit)
\$23,908.33	15,100	\$286,900	\$19.50

**Year 2 Option**

Monthly Fixed Fee	Annual Hits Included	Minimum Annual Payment Commitment	Overage Fee (Per Hit)
\$26,299.17	15,100	\$315,590	\$21.40

**Year 3 Option**

Monthly Fixed Fee	Annual Hits Included	Minimum Annual Payment Commitment	Overage Fee (Per Hit)
\$28,929.08	15,100	\$347,149	\$23.49

**Year 4 Option**

Monthly Fixed Fee	Annual Hits Included	Minimum Annual Payment Commitment	Overage Fee (Per Hit)
\$31,821.99	15,100	\$381,864	\$25.79

**OTHER CHARGES**

<b>Account Service Fee (Monthly Charge)</b>	Waived
---	--------

**Pricing Terms & Conditions:**

The above pricing reflects the rate for each successful hit and is based on one use/decision per hit. A hit is defined by a database search which successfully returns data. Each employer returned in a Verification Report constitutes a separate "Transaction". For example, two (2) employers returned in a Verification Report will count as two (2) separate Transactions.

The Annual Price for the products listed above will be payable in equal monthly fee installments. Agency agrees and acknowledges that the monthly fixed fee will be due and payable even when no transactions are processed during the period. Each hit performed above the Included Annual Hits, will be charged at the overage fee noted above and shall be billed beginning in the month in which the Included Annual Hits are exceeded.

EVS may modify this Service Description or Fee on thirty (30) days notice to Client. Client may terminate the Service within thirty (30) days after notice of a modification to the service description on written notice to EVS. Absence of such termination shall constitute Client's agreement to the modification.

Notwithstanding anything herein or the Agreement to the contrary, in the event Client terminates Schedule A prior to the end of the then current term, Client shall pay one hundred percent (100%) of the remaining Minimum Annual Payment Commitment due under the then current year obligation, including any overages that have been incurred, but not paid. Should the Client cancel prior to the end of the month, that month (and any overages incurred in that month) shall be considered part of the remaining Minimum Annual Payment Commitment.

THIS PRICING PROPOSAL IS INTENDED SOLELY TO FACILITATE DISCUSSIONS AMONG THE PARTIES. THIS PRICING PROPOSAL IS NOT INTENDED TO CREATE, NOR WILL IT BE DEEMED TO CREATE, A LEGALLY BINDING OR ENFORCEABLE OFFER, AGREEMENT, OR THE LIKE OF ANY TYPE OR NATURE. THE PARTIES WILL KEEP CONFIDENTIAL THE EXISTENCE OF THIS PRICING PROPOSAL AND THE TERMS AND CONDITIONS HEREOF. THIS PRICING PROPOSAL IS NOT INTENDED TO BE EXHAUSTIVE AND ADDITIONAL TERMS AND CONDITIONS MAY APPLY.