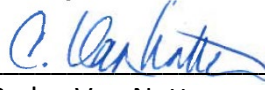


Report of the President &amp; CEO

July 10, 2025

**RESOLUTION AUTHORIZING A CONTRACT OF UP TO FIVE YEARS WITH NAN MCKAY AND ASSOCIATES, INC., TO MEET EXPANDED NEED TO CREATE WAITING LISTS FOR HACLA'S RENTAL ASSISTANCE DEMONSTRATION DEVELOPMENTS, PURSUANT TO RFP HA-2025-20, FOR A TOTAL CONTRACT AMOUNT NOT-TO-EXCEED \$600,000**

  
 Lourdes Castro Ramirez  
 President & Chief Executive Officer

  
 Carlos Van Natter  
 Director of Section 8

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**Purpose:** To provide as-needed consulting services to assist households on HACLA's public housing waiting list ("PH Waiting List") in applying to the site-based waiting lists for HACLA's Rental Assistance Demonstration ("RAD") developments, in accordance with the U.S. Department of Housing and Urban Development ("HUD") Code of Federal Regulations ("CFR") provisions, the requirements of PIH Notice 2019-23 (HA) (the "RAD Notice"), and HACLA's Section 8 Administrative Plan (the "Admin Plan").

**Issues:** In compliance with HUD regulations, particularly 24 CFR Parts 982 and 983, the RAD Notice, and the Admin Plan, HACLA must maintain site-based waiting lists for its RAD public housing redevelopment sites and its Restore-Rebuild (formerly Faircloth to RAD) developments (together, the "RAD Redevelopments"). Pursuant to the RAD Notice, households on the PH Waiting List must be informed of the opportunity to apply to the site-based waiting lists at the RAD Redevelopments (the "RAD Waiting Lists") and to be ordered on the RAD Waiting Lists in accordance with the original date and time of their application to the PH Waiting List.

In Spring 2025, HACLA successfully transitioned its Section 8 enterprise platform from the Emphasys Elite platform to the Yardi enterprise platform ("Yardi"). HACLA, with the assistance of consultants with Nims & Associates, Inc. (the "Yardi Consultant"), is currently in the process of establishing waiting lists in Yardi so that the RAD Waiting Lists can be administered using this platform. After the waiting lists are established in Yardi, NanMcKay and Associates, Inc. ("Nan McKay") will conduct the outreach to PH Waiting List households and related tasks required under the RAD Notice.

Nan McKay's core responsibilities will be as follows: (i) conducting a mailing to the approximately seventy-five thousand (75,000) households on the PH Waiting List providing information regarding the approximately eighteen (18) RAD Redevelopments and directions on how to access and enroll in the RAD Waiting Lists in Yardi, (ii) providing assistance, including at least ninety (90) days of live call center support, to PH Waiting List households who need additional guidance or are unable to access the RAD Waiting Lists through Yardi, including but not limited to persons with disabilities, seniors, and individuals with limited-English proficiency, (iii) coordinating with HACLA staff and HACLA's Yardi Consultant to develop procedures for: RAD Waiting List household unit availability notification, coordination with the RAD Redevelopments' property managers, and ongoing administration of the RAD Waiting Lists, and (iv) providing training to HACLA Section 8 Department staff in assisting applicants to the RAD Waiting Lists and managing of the RAD Waiting Lists.

**Procurement:** On March 27, 2025, Requests for Proposals No. HA-2025-20 (the "RFP") was issued for a service provider to assist households on the PH Waiting list in applying for the RAD Waiting Lists, and to assist HACLA staff in developing protocols and trainings for long-term administration and management of the RAD Waiting Lists. The RFP was advertised on the City's Los Angeles Regional Alliance Marketplace for Procurement ("RAMP") website until the submission deadline of April 28, 2025, for a total of thirty-two (32) days. In addition, an RFP notice was emailed to numerous organizations, Section 3 registry businesses and additional vendors from a list provided by the Section 8 Department. The RFP was viewed by 114 vendors with one proposal from Nan McKay received by the submission deadline. The proposal was independently reviewed and evaluated by an evaluation panel ("Panel") with subject matter expertise using the criteria stated in the RFP. The Panel determined that Nan McKay's proposal represents a best value to HACLA, is price reasonable, and should be recommended for contract award. It should be noted that Nan McKay has been providing consulting services to HACLA under several additional contracts, and HACLA has been very satisfied with Nan McKay's service and performance. Additional information regarding the procurement is included in Attachment No. 2 (Summary of Procurement and Outreach Activities).

**Vision Plan:** **PLACE Strategy No. 3, Improve and expand Section 8 program, policies, and efficiencies.**

**Funding:** The Chief Administrative Officer confirms the following:

*Source of Funds:* The costs for these services will be paid by Section 8 Housing Choice Voucher Administrative fees.

*Budget and Program Impact:* These expenditures are included in HACLA's 2025 Operating Budget and will be budgeted in subsequent years as required.

**Environmental Review:** Approval of the proposed contract award is exempt from NEPA and CEQA.

**Section 3:** HACL A is imposing Section 3 requirements on this contract pursuant to its Section 3 Policy and Compliance Plan. Nan McKay will work with HACL A to identify Section 3 Workers and will focus its hiring efforts on Section 3 eligible individuals. Nan McKay will also provide training and apprenticeship opportunities for Section 3 Workers.

**Attachments:**

1. Resolution
2. Summary of Procurement and Outreach Activities

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION AUTHORIZING A CONTRACT OF UP TO FIVE YEARS WITH NAN MCKAY AND ASSOCIATES, INC., TO MEET EXPANDED NEED TO CREATE WAITING LISTS FOR HACLA'S RENTAL ASSISTANCE DEMONSTRATION DEVELOPMENTS, PURSUANT TO RFP HA-2025-20, FOR A TOTAL CONTRACT AMOUNT NOT-TO-EXCEED \$600,000**

**WHEREAS**, to comply with the U.S. Department of Housing and Urban Development ("HUD") requirements regarding the administration of site-based waiting lists at its Rental Assistance Demonstration ("RAD") development projects ("RAD Redevelopments"), the Housing Authority of the City of Los Angeles ("HACLA") must provide households on its public housing waiting list ("PH Waiting List") the opportunity to apply for site-based waiting lists at the RAD Redevelopments ("RAD Waiting Lists");

**WHEREAS**, HACLA must conduct outreach to the PH Waiting List households and provide assistance as needed to any such households requiring assistance in accessing the RAD Waiting Lists;

**WHEREAS**, HACLA staff also must develop procedures and trainings to ensure effective long-term administration and maintenance of the RAD Waiting Lists;

**WHEREAS**, in an effort to solicit proposals for services that include outreach to the PH Waiting List households, assistance via live call center support to such households in accessing the RAD Waiting Lists, and assistance to HACLA staff in developing procedures and trainings for the administration and maintenance of the RAD Waiting Lists (collectively, the "Services"), HACLA issued Request for Proposal No. HA-2025-20 (the "RFP") on March 27, 2025;

**WHEREAS**, a total of one (1) proposal was received by the submission deadline of April 28, 2025, and thereafter independently reviewed and evaluated by a three member panel with subject matter expertise ("Panel") based on the criteria set forth in the RFP; and

**WHEREAS**, as detailed in the Report of the President and CEO that accompanies this resolution, the Panel determined that Nan McKay and Associates, Inc.'s proposal represents a best value to HACLA, is price reasonable, and is recommended for award.

**NOW, THEREFORE, BE IT RESOLVED** that having agreed with the Panel's findings, the Board of Commissioners hereby authorizes the President and CEO, or designee, to execute a one-year contract, with four one-year options to renew, in an amount not-to-exceed \$600,000, with Nan McKay and Associates, Inc., for performance of the Services.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately.

APPROVED AS TO FORM

HOUSING AUTHORITY OF THE  
CITY OF LOS ANGELES

By: \_\_\_\_\_  
James Johnson, General Counsel

By: \_\_\_\_\_  
Cielo Castro, Chairperson

DATE ADOPTED: \_\_\_\_\_

## Attachment No. 2

### SUMMARY OF PROCUREMENT AND OUTREACH ACTIVITIES RFP NO. HA-2025-20 REDEVELOPMENT SITE-BASED WAIT LIST CONSULTANT

A. Funding Source: ☒ Federal ☐ Non-Federal ☐ Mixed Funding

B. **Advertisement; Minority/Women Outreach**

The General Services Department ("GS") advertised Request for Proposal No. HA-2025-20 ("RFP") for A Redevelopment Site-Based Wait List Consultant on the Regional Alliance Marketplace for Procurement ("RAMPLA"), a free service provided by the City of Los Angeles and the Los Angeles Business Council at: [www.rampla.org](http://www.rampla.org), starting on March 27, 2025, until the submission deadline of April 28, 2025, for a total of thirty-two (32) days. The RFP was viewed by 114 vendors. In addition, an RFP notice was emailed to Section 3 registry businesses and additional vendors from a list provided by the Section 8 Department.

In support of the Housing Authority of the City of Los Angeles' ("HACLA")'s policy to contract with Minority-Owned Business Enterprises ("MBEs"), Women-Owned Business Enterprises ("WBEs") and Labor Surplus Area ("LSA") businesses, to the extent possible, on March 27, 2025, notice of this RFP was also provided to a List of Recognized Minority and Women-owned Business Organizations, and to the local office of the U.S. Small Business Administration ("SBA"). Please see the list below.

C. **Pre-Proposal Conference**

A Pre-Proposal Conference was not held for this RFP.

D. **Addenda**

Addendum No. 1 was issued on April 10, 2025, which answered questions received by the written questions submittal deadline of April 8, 2025.

E. **Receipt of Proposals**

The following one (1) proposal was received by the proposal submission deadline of April 28, 2025:

| PROPOSER                                   |
|--------------------------------------------|
| Nan McKay & Associates, Inc. ("Nan McKay") |

**F. Panel Review**

The evaluation panel ("Panel") was comprised of three (3) HACLA staff with subject matter expertise. The Panel met on May 20, 2025, and determined that an interview with Nan McKay was not necessary. The Panel concluded with the following consensus scoring of the proposer shown below:

| BAFO      | PANEL AVERAGE SCORES |
|-----------|----------------------|
| Nan McKay | 80.66                |

The Panel recommended Nan McKay be given an opportunity to submit a Best and Final Offer ("BAFO").

**G. Best and Final Offers**

On May 22, 2025, HACLA sent a BAFO request to Nan McKay to provide them with a final opportunity to propose their best and final pricing and to elaborate on their workplan, methodology and technical approach. Nan McKay submitted BAFO response by the May 28, 2025, deadline. The Panel reviewed the BAFO responses and did not adjust their initial scores.

**H. Workforce Profile**

Nan McKay submitted a Workforce Profile that reveal the following composition:

| COMPANY   | EMPLOYEES                                                    |
|-----------|--------------------------------------------------------------|
| Nan McKay | <b>Total: 669</b><br>484 minorities = 76%<br>468 women = 73% |

**I. Recommendation for Awards**

The Panel unanimously determined that Nan McKay's proposal represents a best value to HACLA, is price reasonable, and should be recommended for contract award for a one (1)

year contract term with four (4) one-year options to extend, for a total contract amount not-to-exceed \$600,000. Nan McKay was notified, via email, of the contract award recommendation.

### MBE/WBE ORGANIZATIONS MAILING LIST

|    |                                                                            |
|----|----------------------------------------------------------------------------|
| 1  | American Indian Chamber of Commerce                                        |
| 2  | Asian American Architects and Engineers Association                        |
| 3  | Asian Business Association of Los Angeles                                  |
| 4  | Asian Business League of Southern California                               |
| 5  | Asian Pacific Islander Small Business Program                              |
| 6  | Black Business Association                                                 |
| 7  | Build Plus Community Marketplace                                           |
| 8  | California Hispanic Chamber of Commerce                                    |
| 9  | City of LA Bonding Program: Merriwether & Williams Insurance Services, Inc |
| 10 | Greater L.A. African American Chamber of Commerce (GLAAACC)                |
| 11 | Greater San Fernando Valley Chamber of Commerce                            |
| 12 | Korean American Chamber of Commerce                                        |
| 13 | LA Metropolitan Hispanic Chamber of Commerce                               |
| 14 | Latin Business Association (LBA)                                           |
| 15 | Los Angeles Area Chamber of Commerce                                       |
| 16 | Los Angeles Latino Chamber of Commerce                                     |
| 17 | Los Angeles Minority Business Enterprise Center USC (MBDA)                 |
| 18 | National Association of Minority Contractors                               |
| 19 | National Association of Women Business Owners Los Angeles                  |
| 20 | National Black Contractors Association                                     |
| 21 | National Latina Business Women Association (NLBWA-LA)                      |
| 22 | Pacific Asian Consortium in Employment (PACE) Business Center              |
| 23 | Pacific Coast Regional Small Business Development Corp (SBDC)              |
| 24 | Regional Black Chamber of Commerce of San Fernando Valley                  |
| 25 | Regional Hispanic Chamber of Commerce                                      |
| 26 | Small Business Administration                                              |
| 27 | Small Business Majority                                                    |
| 28 | South Los Angeles Transit Empowerment Zone (SLATE-Z)                       |
| 29 | Southern California Black Chamber of Commerce                              |
| 30 | Southern California Minority Supplier Development Council                  |
| 31 | The New Ninth Business Resource Center                                     |
| 32 | US Black Chambers, Inc.                                                    |
| 33 | US Veteran Business Alliance                                               |
| 34 | The Valley Economic Alliance                                               |
| 35 | Vermont Slauson Economic Development Corporation                           |
| 36 | Vernon Networking Committee                                                |
| 37 | Watts Community Development Corporation                                    |
| 38 | Young Black Contractors Association                                        |