

June 9, 2010

ITEM NO. A7

**RECOMMENDATION TO AMEND CONTRACT NUMBER 8054 WITH
GLOBETROTTERS INTERNATIONAL INC., TO UPDATE THE CHICAGO
HOUSING AUTHORITY HOUSING CHOICE VOUCHER PROGRAM TENANT &
PROJECT BASED WAITLIST**

To the Honorable Board of Commissioners:

RECOMMENDATION

It is recommended that the Board of Commissioners ("Board") authorizes the Chief Executive Officer or his designee to amend Contract Number 8054 with Globetrotters International, Inc. (GII) extending the term of performance from July 1, 2010 through December 31, 2010, and increasing the Contract's compensation in an amount not-to-exceed \$155,464.00, in order to update the Chicago Housing Authority (CHA) Housing Choice Voucher Program (HCVP) tenant and project based waitlist. The contract's new aggregate not-to-exceed funding amount will be \$900,234.00.

FUNDING
General Fund

Vendor:	Globetrotters International, Inc.
Address:	300 South Wacker Drive, Suite 200 Chicago, Illinois 60606
Contract Type:	Professional Services
Base Contract Term:	July 1, 2008 through June 30, 2009
1st Extension:	July 1, 2009 through June 30, 2010
2nd Extension:	July 1, 2010 through December 31, 2010
Original Contract Amount:	\$744,770
2nd Extension Amount:	<u>\$155,464 NTE</u>
Aggregate Contract Amount:	\$900,234 NTE

M/W/DBE Participation:

Direct 100 % MBE ___ % WBE ___ % DBE
Indirect ___ % MBE ___ % WBE ___ % DBE
Waiver _____

Section 3: Pending

3 (ON INITIAL) ___ (#) Hiring _____ (\$) Subcontracting ___ (\$) Other Economic Opportunities

EXPLANATION

The Division of Resident Services awarded Contract 8054 to Globetrotters International Inc. (GII) for the initial term of July 1, 2008 through June 30, 2009 to perform services required to update the status and eligibility of former and existing CHA residents who have a right under the CHA's 10/1/99 Relocation Rights Contract. The original not-to-exceed contract amount was \$744,770.00. The original contract was extended for time only for a one year period from July 1, 2009 through June 30, 2010 to continue these services.

The CHA HCVP desires to amend the contract for time and money to extend the term for up to an additional six months, in an amount not-to-exceed \$155,464 to perform similar services for the Housing Choice Voucher wait list. The contract's new aggregate not-to-exceed amount will be \$900,234.00.

The CHA HCVP has requested administrative relief from the Department of Housing and Urban Development (HUD) through its status under the Moving-To-Work Plan to make changes to the HCV Administrative Plan. Changes proposed to the HCV Administrative Plan relevant to this request include:

1. Create geographic preferences for Project Based Voucher Wait List Admissions
2. Create an admissions preference for working families

These changes require that the Housing Choice Voucher program update the wait list data to advise applicants of such changes and to request that they provide updated information to assist in making a selection from the wait list.

PROCUREMENT HISTORY

Pursuant RFP No. 01578, CHA made a contract award to Globetrotters International Inc., which include a one (1) year contract term and compensation of \$744,770. Globetrotters has provided CHA's Resident Services Department with the professional services and outreach to the Relocation Rights Residents (a/k/a 10.1.99 Residents) through: the issuance of individual and public notices; updates to household information; management of responses to the notices; providing notification of options; and documenting notice responses, history and supporting activities.

SCOPE OF SERVICES

The HCV Program will require similar services, including the following:

1. Notification to all HCV Program applicants of the recent changes to the CHA Administrative Plan
2. Detail the options for geographic preferences
3. Track responses and non-deliverable notifications
4. Collect responses and enter information into a secured database
5. Provide support for requests for Reason Accommodation requiring alternate forms of communication
6. Document project activities

Globetrotters has presented a detailed proposal and cost to the CHA for these services. The proposal details seven areas of activity/deliverables as follows:

1. Development of wait list notice and response form
2. Issuance of wait list notices
3. Management of Notice Responses (including scans, hardcopies)
4. Provide bi-weekly reports of response outcomes
5. Develop Database to monitor activities
6. Develop electronic filing system
7. Provide final report of project outcomes and resident status

These activities and deliverables are set forth at equivalent service rates as the current contract, with a variance of the required number of hours versus the volume and scope of the original waitlist update efforts, based on the specific target audience of the Housing Choice Voucher Program.

Based on the foregoing, it is in the best interest of the Chicago Housing Authority to amend the contract with Globetrotters International for an additional term for the period from July 1, 2010 through December 31, 2010, and to increase the contract's compensation in an amount not-to-exceed \$155,464, for the purposes of updating the CHA HCV tenant and project based waitlist.

RESOLUTION NO. 2010-CHA-79

WHEREAS, the Board of Commissioners of the Chicago Housing Authority has reviewed the Board Letter dated June 9, 2010, entitled, "RECOMMENDATION TO AMEND CONTRACT NUMBER 8054 WITH GLOBETROTTERS INTERNATIONAL INC., TO UPDATE THE CHICAGO HOUSING AUTHORITY HOUSING CHOICE VOUCHER PROGRAM TENANT & PROJECT BASED WAITLIST".

THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY

THAT, The Board of Commissioners authorizes the Chief Executive Officer, or his designee, to amend the Contract Number 8054 with Globetrotters International, Inc. to provide professional services to update the HCV Program Tenant and Project Based Waitlist, and to increase compensation under the Contract by an amount not to exceed \$155,464.00. The contract's new aggregate not-to-exceed funding amount will be \$900,234.00.

