



City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Staff Report
May 4, 2021

TOPIC: Agreement with Nan McKay and Associates, LLC

AGENDA TITLE:

Approve an Agreement with Nan McKay and Associates, LLC for Housing Authority Case Management Services

RECOMMENDED ACTION

Authorize the Executive Director of the Housing Authority to execute an agreement with Nan McKay and Associates, Inc. to provide case management services for the Housing Authority beginning May 4, 2021 and expiring April 30, 2024, in an amount not to exceed \$300,000 over a three-year period, subject to non-substantive changes approved by the Executive Director and Authority General Counsel.

DISCUSSION

On February 22, 2021, the Housing Authority issued a Request for Proposals (RFP # 21-026) for case management services for the Housing Authority from professional and certified providers (Exhibit 1). Responses to the RFP were accepted until March 8, 2021. The RFP was e-mailed to six different providers and publicized through PlanetBids to any firm that expressed an interest.

The Housing Authority received one (1) proposal prior to the deadline. Many providers are working with other housing authorities and decided not to respond to the RFP. The firm that submitted a proposal is Nan McKay and Associates, Inc. Staff formed a Review Panel consisting of three (3) employees from the Housing Authority to review the proposal and used the Scoring and Selection Criteria from the RFP to make a decision whether or not to recommend the proposal to the Housing Authority Board for approval. Following this RFP process, the Review Panel is recommending the Housing Authority to execute an agreement with Nan McKay and Associates, Inc. to provide case management services for the Housing Authority beginning May 4, 2021 and expiring April 30, 2024 (Exhibit 2). The total cost of the agreement over a three-year period is not to exceed \$300,000.

Staff is recommending approval of an agreement with Nan McKay and Associates for various reasons. For four decades, Nan McKay has been one of the top training partners for housing authorities throughout the United States. Staff from the U.S. Department of Housing and Urban Development (HUD) rely upon Nan McKay for various certifications

and trainings. The company has real-life professional experience in the field and understands operational best practices and the complexities of HUD’s federal regulations.

Nan McKay and Associates, Inc. provides consultant services for various housing authorities across the country, including large agencies like the San Francisco Housing Authority and Chicago Housing Authority, especially when staffing shortages exist. Nan McKay and Associates, Inc. has also been providing temporary case management services for the Housing Authority since November 2020. The Housing Authority has had two staff members leave in the last calendar year, including one retirement, and needs assistance from an outside consultant to continue its operations. Due to staff retirements and staff being out of the office on extended leave, the Housing Authority needs an agreement in place to call upon when services are needed to maintain its operations. Nan McKay and Associates, Inc. is a trusted consultant with decades of experience assisting housing authorities across the country to administer the Housing Choice Voucher Program and Low-Income Public Housing Program. This agreement will build upon the temporary case management services that have been provided since November and ensure that Housing Authority operations continue uninterrupted on behalf of the community.

FISCAL IMPACT

Funding for the Nan McKay and Associates agreement is available in the FY 2020-2021 Housing Authority Other Contractual Services account (no. 14018760-62300) and will be budgeted in future fiscal years for expenditure as shown in the table below:

| Fiscal Year | Accounting Unit - Account# | Accounting Unit, Account Description | Amount |
|--------------------------|---------------------------------------|---|-------------------|
| FY 20-21 (May-June) | 14018760-62300 | Housing Authority-Vouchers ADM, Contract Services-Professional | \$ 16,700 |
| FY 21-22 (July-June) | 14018760-62300 | Housing Authority-Vouchers ADM, Contract Services-Professional | \$ 100,000 |
| FY 22-23 (July-June) | 14018760-62300 | Housing Authority-Vouchers ADM, Contract Services-Professional | \$ 100,000 |
| FY 23-24 (July-April) | 14018760-62300 | Housing Authority-Vouchers ADM, Contract Services-Professional | \$ 83,300 |
| | | Total Contract Amount | \$ 300,000 |

The above spending plan is only an estimate and is subject to change.

EXHIBIT(S)

1. RFP for Case Management Services for the Housing Authority
2. Agreement with Nan McKay and Associates, Inc.

Submitted By: Judson Brown, Housing Division Manager