

# **ABAG Finance Authority for Nonprofit Corporations**

## **Executive Committee**

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**April 2, 2020**

**Agenda Item 9.a.**

### **Consulting Contracts**

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<b>Subject:</b>	Authorization to modify and extend an existing contract with Housing Compliance Services, LLC on a sole source basis to provide housing program compliance monitoring services in an annual amount not to exceed \$100,000 for a five year period renewable annually based on budget, pricing and continued effective service levels
<b>Background:</b>	<p>Staff requests ABAG Finance Authority for Nonprofit Corporations (ABAG FAN) Executive Committee approval to extend the existing contract on a sole source basis with Housing Compliance Services, LLC (CS) to continue using its customized proprietary housing compliance software. The annual budget amount is \$60,000 through June 30, 2021. Staff requests a five year contract renewable annually based on pricing, availability of budget and satisfactory service needs.</p> <p>ABAG FAN currently has a portfolio of 61 affordable rental housing transactions, each of which require substantial monitoring to ensure compliance with state and federal laws, including IRS tax regulations, bond covenant requirements, as well as monitoring income and rental unit thresholds.</p> <p>Due to the highly specialized nature of these services, staff has been unable to locate another firm that offers the full range of similar services. Staff has worked with CS to build out the database which captures pertinent information for administering the rental unit portfolio, including historical compliance information. Prior to utilizing CS staff was not able to obtain any historical data.</p>
<b>Issues:</b>	None

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**Recommended Action:** The ABAG FAN Executive Committee is requested to authorize the Executive Director of the Metropolitan Transportation Commission, or her designee, to negotiate and enter into an extended existing contract on a sole source basis with Housing Compliance Services, LLC to provide housing program compliance monitoring services in an annual amount not to exceed \$100,000, and to authorize a five year contract extension renewable annually based on budget, pricing and continued satisfactory service.

**Attachments:** Summary Approval

**Reviewed:**



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Therese W. McMillan