

RESOLUTION 14-21
TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT FOR
UTILITY BILLING ADMINISTRATIVE SERVICES

WHEREAS, the District of Columbia Housing Authority (DCHA) has a need to obtain a qualified firm to perform utility billing administrative services authority-wide; and

WHEREAS, DCHA issued Solicitation No. 0002-2014 for Utility Billing Administration Services on February 7, 2014; and

WHEREAS, the subject solicitation was only issued to firms that are listed on the General Services Administration (GSA) Schedule. DCHA distributed the solicitation directly to eight (8) firms that are registered on the GSA Schedule and that perform the type of services required; and

WHEREAS, on February 25, 2014, DCHA received one (1) proposal in response to the solicitation; and

WHEREAS, the solicitation stated that the award will be made to the Respondent whose proposal is determined to be the most technically responsible and responsive to the requirements and in the best interest of DCHA; and

WHEREAS, Thinkbox Group, LLC, committed to provide pro bono services to Section 3 residents and program participants; and

WHEREAS, based on the evaluation criteria, it was determined that ThinkBox Group, LLC was the most technically responsible and responsive to provide the services required; and

WHEREAS, DCHA performed a review of the System Award Management, as published by the GSA on March 25, 2014 and ThinkBox Group, LLC does not appear on the Federal Excluded Parties List of debarred or suspended entities.

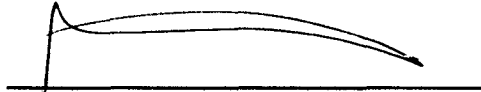
NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the District of Columbia Housing Authority hereby approves a fixed price contract for a five (5) year term, in the amount of \$955,644 to ThinkBox Group, LLC subject to the availability of funds.

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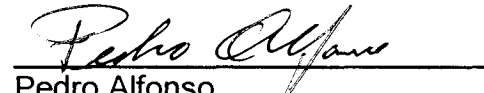
ADOPTED by the DCHA Board of Commissioners and signed in authentication
of its passage the 11th day of June 2014.

ATTEST:



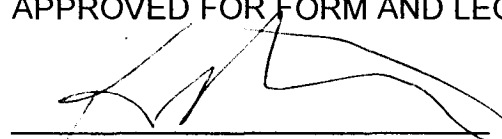
Adrienne Todman
Executive Director/Secretary

APPROVED:



Pedro Alfonso
Chairman

APPROVED FOR FORM AND LEGAL SUFFICIENCY:



Kenneth S. Slaughter
Interim General Counsel

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