

Resource Committee Meeting

May 21, 2024

9:00 am

I. DECLARATION OF A QUORUM

II. PUBLIC COMMENTS

III. APPROVAL OF MINUTES

- A. Approve Minutes of the Board of Trustees Resource Committee Meeting Held on Tuesday, April 16, 2024
(EXHIBIT R-1)

IV. CONSIDER AND RECOMMEND ACTION

- A. Approve FY'24 Year-to-Date Budget Report-April
(EXHIBIT R-2 Stanley Adams)
- B. May 2024 Interlocal Agreements
(EXHIBIT R-3 Belinda Stude)
- C. May 2024 Amendments Over 250K
(EXHIBIT R-4 Stanley Adams)

V. REVIEW AND COMMENT

- A. Vendor Outreach: Procurement of Goods & Services
(EXHIBIT R-5 Stanley Adams/Nina Cook)
- B. Pharmacy Financial Review
(EXHIBIT R-6 Stanley Adams/Angela Babin)

VI. EXECUTIVE SESSION-

• As authorized by §551.071 of the Texas Government Code, the Board of Trustees reserves the right to adjourn into Executive Session at anytime during the course of this meeting to seek legal advice from its attorney about any matters listed on the agenda.

VII. RECONVENE INTO OPEN SESSION

VIII. CONSIDER AND TAKE ACTION AS A RESULT OF THE EXECUTIVE SESSION

IX. INFORMATION ONLY

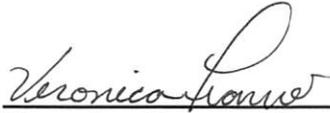
- A. May 2024 New Contracts 100K-250K
(EXHIBIT R-7)
- B. May 2024 Amendments 100K-250K
(EXHIBIT R-8)
- C. May 2024 New Contracts Under 100K
(EXHIBIT R-9)
- D. May 2024 Renewals Under 100K
(EXHIBIT R-10)

E. May 2024 Amendments Under 100K
(EXHIBIT R-11)

F. May 2024 Affiliation Agreements, Grants, MOU's and Revenues
Information Only
(EXHIBIT R-12)

G. FY 2024 Q2 Supplier Diversity Report
(EXHIBIT R-13)

X. **ADJOURN**



Veronica Franco, Board Liaison

Gerald Womack, Chairman

Resource Committee

THE HARRIS CENTER for Mental Health and IDD

Board of Trustees



EXHIBIT R-1

**BOARD OF TRUSTEES
THE HARRIS CENTER *for*
MENTAL HEALTH AND IDD
RESOURCE COMMITTEE MEETING
TUESDAY, APRIL 16, 2024
MINUTES**

Mr. Gerald Womack, Committee Chair, called the meeting to order at 9:30 a.m. in the Room 109, 9401 Southwest Freeway, noting a quorum of the Committee was present.

RECORD OF ATTENDANCE

Committee Members in Attendance: Dr. G. Santos, Mr. J. Lykes, Dr. M. Miller, Jr

Committee Member Absent:.

Other Board Member Present: Dr. R. Gearing, Dr. L. Moore, Mrs. B. Hellums, Dr. L. Fernandez, N. Hurtado-videoconference

1. CALL TO ORDER

Mr. Womack called the Resource Committee meeting to order at 9:30am.

2. DESIGNATION OF BOARD MEMBERS AS VOTING COMMITTEE MEMBERS

Mr. Womack designated Dr. Moore, Mrs. Hurtado, Mrs. Hellums and Dr. Fernandez as a voting member of the committee.

3. DECLARATION OF QUORUM

Mr. Womack declared a quorum was present.

4. PUBLIC COMMENTS

No public comment.

5. MINUTES

Approve Minutes of the Board of Trustees Resource Committee Meeting Held on Tuesday March 19, 2024.

MOTION: SANTOS SECOND: MOORE

With unanimous affirmative votes,

BE IT RESOLVED that the Minutes of the Board of Trustees Resource Committee Meeting Held on Tuesday, March 19, 2024, as presented under Exhibit R-1, are approved and recommended to the Full Board.

6. CONSIDER AND RECOMMEND ACTION

A. FY'24 Year-to-Date Budget Report-March

MOTION: SANTOS SECOND: GEARING

EXHIBIT R-2

The Harris Center for Mental Health and IDD

**Results of Financial Operations and Comparison to Original Budget
April 30, 2024**

Fiscal Year 2024

The Harris Center for Mental Health and IDD

Resource Committee

Board of Trustees

The Harris Center for Mental Health and IDD (The Center)

The Results of Financial Operations and Comparison to Original Budget submitted herewith were prepared by The Center's Accounting Department. Responsibility for the accuracy, completeness and fairness of presentation of the presented data rests with the Center, the Chief Financial Officer and the Accounting department.

We believe the statements, as presented, are materially accurate and are presented in a manner designed to fairly set forth the financial position and results of operations of The Center.

The Center's accounting records for its general fund are maintained on a modified accrual basis of accounting.

Under this method, revenues are recognized in the period when they become both measurable and available, and expenditures are recognized when the related fund liability is incurred, if measurable.

The Financial Report submitted herewith was prepared on a budgetary basis which is not in accordance with generally accepted accounting principles, and has not been audited by an independent auditor.



Stanley Adams

Chief Financial Officer - interim

The Harris Center for Mental Health and IDD
Results of Financial Operations and Comparison to Original Budget
April 30, 2024
Non-GAAP / Budgetary-Basis Reporting
Unaudited - Subject to Change

For the Month Ended			
	Original Budget	Actual	Variance
Revenues	\$ 28,619,834	\$ 29,592,307	\$ 972,473
Expenditures	28,536,501	29,218,344	(681,843)
Excess (Deficiency) of revenues over expenditures	\$ 83,333	\$ 373,963	\$ 290,630
Other Sources (Uses)			
Debt payment	\$ (83,333)	\$ -	\$ 83,333
Capital Outlay	-	(1,757,811)	(1,757,811)
Other Sources (Uses)	-	97,099	97,099
Change in Net Position	\$ -	\$ (1,286,749)	\$ (1,286,749)

Fiscal Year to Date			
	Original Budget	Actual	Variance
Revenues	\$ 228,958,674	\$ 225,606,545	\$ (3,352,129)
Expenditures	228,292,007	225,256,439	3,035,568
Excess (Deficiency) of revenues over expenditures	\$ 666,667	\$ 350,106	\$ (316,561)
Other Sources (Uses)			
Debt payment	\$ (666,667)	\$ -	\$ 666,667
Capital Outlay	-	(3,737,724)	(3,737,724)
Other Sources (Uses)	-	160,002	160,002
Change in Net Position	\$ -	\$ (3,227,616)	\$ (3,227,616)

The Harris Center for Mental Health and IDD
Results of Financial Operations and Comparison to Original Budget
April 30, 2024
Non-GAAP / Budgetary-Basis Reporting
Unaudited - Subject to Change

	For the Month Ended				Fiscal Year to Date				
	Original Budget	Actual	Variance \$	%	Original Budget	Actual	Variance \$	%	
Operating Revenue									
State General Revenue	\$ 10,145,271	\$ 9,902,193	(243,078)	-2%	\$ 81,162,170	\$ 81,156,576	(5,594)	0%	
Harris County and Local	5,420,027	4,402,860	(1,017,167)	-19%	43,360,219	40,477,172	(2,883,047)	-7%	A
Federal Contracts and Grants	4,034,513	3,209,656	(824,857)	-20%	32,276,103	28,780,667	(3,495,436)	-11%	B
State Contract and Grants	1,128,277	2,216,018	1,087,741	96%	9,026,219	7,883,029	(1,143,190)	-13%	C
Third Party Billing	2,766,501	3,488,673	722,172	26%	22,132,004	24,705,068	2,573,064	12%	D
Charity Care Pool	3,340,350	3,340,350	-	0%	26,722,802	26,722,804	2	0%	
Directed Payment Programs	726,250	1,646,385	920,135	127%	5,810,000	6,799,369	989,369	17%	E
PAP	833,578	995,119	161,541	19%	6,668,624	6,820,197	151,573	2%	
Interest Income	225,067	391,053	165,986	74%	1,800,533	2,261,663	461,130	26%	
Operating Revenue, total	\$ 28,619,834	\$ 29,592,307	972,473	3%	\$ 228,958,674	225,606,545	(3,352,129)	-1%	
Operating Expenditures									
Salaries and Fringe Benefits	\$ 19,926,500	\$ 20,079,353	(152,853)	-1%	\$ 159,412,007	\$ 159,916,921	(504,914)	0%	
Contracts and Consultants	2,089,012	1,734,085	354,927	17%	16,712,095	11,793,175	4,918,920	29%	F
Contracts and Consultants-HPC	2,322,735	2,422,368	(99,633)	-4%	18,581,877	18,568,918	12,959	0%	
Supplies and Drugs	1,531,755	2,761,622	(1,229,867)	-80%	12,254,039	17,687,388	(5,433,349)	-44%	G
Purchases, Repairs and Maintenance of:									
Equipment	597,697	304,401	293,296	49%	4,781,577	3,731,126	1,050,451	22%	
Building	538,158	311,038	227,120	42%	4,305,267	1,564,354	2,740,913	64%	
Vehicle	86,436	136,594	(50,158)	-58%	691,489	610,187	81,302	12%	
Telephone and Utilities	317,951	267,443	50,508	16%	2,543,604	2,209,010	334,594	13%	
Insurance, Legal and Audit	166,175	182,841	(16,666)	-10%	1,329,403	1,346,374	(16,971)	-1%	
Travel	194,299	238,603	(44,304)	-23%	1,554,388	1,286,108	268,280	17%	
Other Expenditures	765,783	779,996	(14,213)	-2%	6,126,261	6,542,878	(416,617)	-7%	
Operating Expenditures, total	\$ 28,536,501	\$ 29,218,344	681,843	-2%	\$ 228,292,007	\$ 225,256,439	3,035,568	1%	
Excess (Deficiency) of revenues over expenditures	\$ 83,333	\$ 373,963	290,630		\$ 666,667	\$ 350,106	(316,561)		
Other Sources (Uses)									
Debt payment	\$ (83,333)	\$ -	\$ 83,333		\$ (666,667)	\$ -	\$ 666,667		
Capital outlay	-	(1,757,811)	(1,757,811)		-	(3,737,724)	(3,737,724)		
Insurance proceeds	-	6,529	6,529		-	45,302	45,302		
Proceeds from Sale of Assets	-	90,570	90,570		-	114,700	114,700		
Change in Net Position	\$ -	\$ (1,286,749)	\$ (1,286,749)		\$ -	\$ (3,227,616)	\$ (3,227,616)		

The Harris Center for Mental Health and IDD
Notes to Statements Presented
Non-GAAP / Budgetary-Basis reporting
April 30, 2024

Results of Financial Operations and Comparison to Original Budget

A Harris County and Local Revenue

The unfavorable variance is driven by vacancies in our cost-reimbursable contracts with Harris County and some allowable expenses that have not been billed. Based on Supplemental billings our expectation is to still to be fully caught up in Revenue by the end of May.

B Federal Contract and grants

Federal Contracts and Grants Revenue has a net unfavorable budget variance due to several program's actual revenue differing from budgeted amounts as of April, including \$900K related to unbuilt NE clinic.

C State Contract and Grants

The primary driver of the net unfavorable variance in State Contract and Grants is related to timing of expenditures for building costs for 6168 apartments (\$1.8MM). \$1.2MM was booked in April to account for the billing for the 6168 apartments. The construction is funded by 3 sources, 2 of which are within Harris County and Local, but neither of those have been billed as of 4/30.

D Third party billing

Third party billing exceeds anticipated budget, in total, due to revenue generated in our pharmacies. (See payer mix in the Pharmacy Presentation). However, we are seeing patient revenue fall under budget due to low patient volume.

E Directed Payment Programs

DPP revenue exceeds budget for the year due to accounting for prior year reconciling items published by the state.

F Contracts and consultants

The primary drivers of the positive contracts and consultants variance are savings in contract labor costs and timing of payments as programs get established.

G Supplies and Drugs

The primary driver of the net unfavorable variance in supplies is the increase in retail drug pharmacy purchases, which is offset by revenue earned on the billing program. On a YTD basis the Pharmacy billing program revenue exceeds budget by \$5,859,480 and the billing program expense exceeds budget by (\$5,781,240).

The Harris Center for Mental Health and IDD
Balance Sheet
April 30, 2024
Non-GAAP / Budgetary-Basis Reporting
Unaudited - Subject to Change

	March - 2024	April - 2024	Change
ASSETS			
Current Assets			
Cash and Cash Equivalents			
Cash and Petty Cash	12,384,338	26,830,571	14,446,233
Cash Equivalents	60,636,301	74,866,008	14,229,707
Cash and Cash Equivalents, total	73,020,639	101,696,579	28,675,940 AA
Inventory and Prepaid	7,508,049	9,285,559	1,777,510
Accounts Receivable:			-
Other A/R	56,397,203	28,369,346	(28,027,857) BB
Patient, net of allowance	3,912,974	1,795,027	(2,117,947)
Current Assets, total	140,838,865	141,146,511	307,646
Capital Assets			
Land	13,004,859	13,004,859	-
Building and Building Improvements	52,615,143	52,615,143	-
Furniture, Equipment and Vehicles	11,062,791	11,062,791	-
Construction in Progress	5,764,164	5,764,164	-
Capital Assets, total	82,446,957	82,446,957	-
Total Assets	223,285,822	223,593,468	307,646
LIABILITIES AND NET POSITION			
Unearned Revenues	40,681,614	43,898,805	3,217,191 CC
Accounts Payable and Accrued Liabilities	23,434,009	21,811,077	(1,622,932) DD
Long term Liabilities	821,412	821,546	134
Liabilities, total	64,937,035	66,531,428	1,594,393
NET POSITION			
Inventory and Capital Assets	81,940,661	82,647,333	706,672
Assigned	66,514,014	66,514,014	-
Unassigned	11,834,981	11,128,309	(706,672)
Change in net position	(1,940,869)	(3,227,616)	(1,286,747)
Net Position, Total	158,348,787	157,062,040	(1,286,747)
Total Liabilities and Net Position	223,285,822	223,593,468	307,646

The Harris Center for Mental Health and IDD
Notes to Statements Presented
Non-GAAP / Budgetary-Basis reporting
April 30, 2024

Balance Sheet

AA Cash and Investments

The increase in cash and cash equivalents is primarily driven by the cash collection on outstanding contract invoices and the collection of CCP allocation.

BB Accounts receivable, other

The decrease in Accounts Receivable is due to the continued effort to collect on outstanding contract invoices and the collection of CCP allocation.

CC Unearned Revenues

Unearned income has increased slightly due to cash received for CCP.

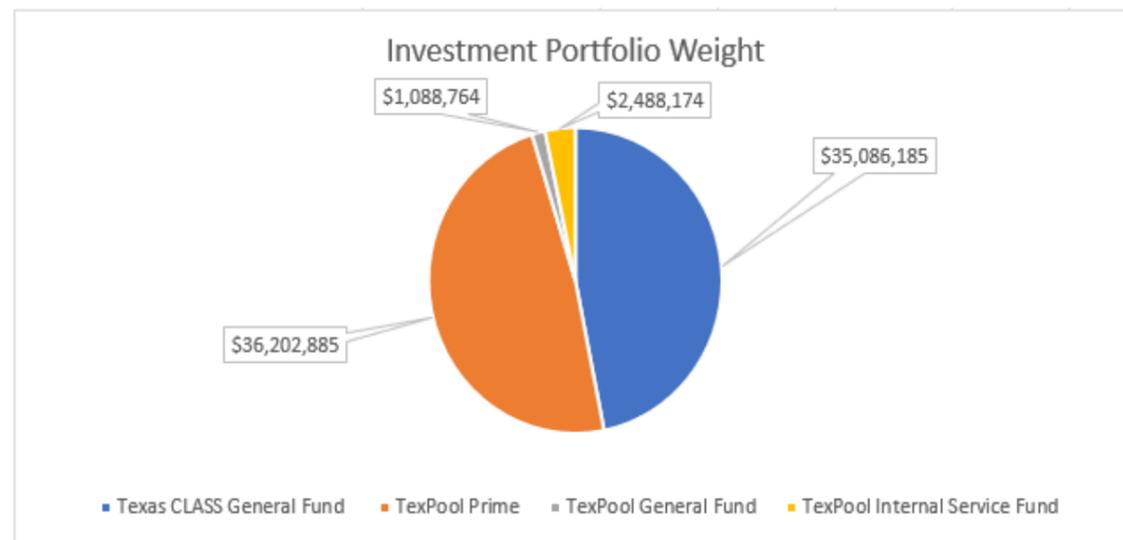
DD Accounts Payable and Accrued Liabilities

Accounts Payable and Accrued Liabilities has decreased due to timing of payment of liabilities, including payment to HCPC for inpatient competency restoration beds.

**The Harris Center for Mental Health and IDD
Investment Portfolio
April 30, 2024**

Local Government Investment Pools (LGIPs)

	Beginning Balance	Transfer In	Transfer Out	Interest Income	Ending Value	Portfolio %	Monthly Yield
Texas CLASS							
Texas CLASS General Fund	\$ 48,136,917	\$ -	\$ (13,207,601)	\$ 156,869	\$ 35,086,185	46.87%	5.43%
TexPool							
TexPool Prime	8,938,002	36,150,000	(9,000,000)	114,884	36,202,885	48.36%	5.48%
TexPool General Fund	1,084,029	-	-	4,735	1,088,764	1.45%	5.31%
TexPool Internal Service Fund	2,477,353	-	-	10,821	2,488,174	3.32%	5.31%
<i>TexPool Sub-Total</i>	<i>12,499,384</i>	<i>36,150,000</i>	<i>(9,000,000)</i>	<i>130,439</i>	<i>39,779,823</i>	<i>53.13%</i>	<i>5.46%</i>
Total Investments	\$ 60,636,301	\$ 36,150,000	\$ (22,207,601)	\$ 287,309	\$ 74,866,008	100.00%	5.45%
Additional Interest-Checking Accounts				103,745			
Total Interest Earned				\$ 391,053			



3 Month Weighted Average Maturity (Days)	1.00
3 Month Weighted Average Yield	5.44%
3 Month Rolling Weighted Average Daily Treasury Bill Rate (4 weeks)	5.29%
Interest Rate - Chase Hybrid Checking	3.70%
ECR - Chase	3.80%

This Investment Portfolio Report of The Harris Center for Mental Health and IDD as of April 30, 2024, is in compliance with the Public Funds Investment Act (PFIA), Chapter 2256 of the Texas Government Code and the Investment Strategy approved by the Board of Trustees.

Approved:

Michael T. Hooper Jr

Michael Hooper, Controller (Interim)

The Harris Center for Mental Health and IDD
Monthly Report of Financial Transactions Related to Payments of Liabilities for Employee Benefits
April 30, 2024

Vendor	Description	Monthly Not-To-Exceed*	Apr-24	Fiscal Year to Date Total
Lincoln Financial Group	Retirement Funds (401a, 403b, 457)	\$3,500,000	\$2,880,560	\$16,923,356
Blue Cross Blue Shield of TX	Health and Dental Insurance	\$3,200,000	\$2,527,589	\$19,834,582
UNUM	Life Insurance	\$300,000	\$209,216	\$1,658,515

** As established by the Board Resolution: Harris Center Board of Trustees Signature Authorization and Delegation Authority for Certain Items effective May 23, 2023.*

Notes: LFG Includes 03B, 04A & 04B payments

EXHIBIT R-3

MAY 2024
INTERLOCAL AGREEMENTS



Executive Contract Summary

Contract Section



Contractor*

Harris County Department of Economic Equality and Opportunity

Contract ID #*

2024-0871

Presented To*

- Resource Committee
- Full Board

Date Presented*

5/21/2024

Parties* (?)

Harris County Department of Economic Equality and Opportunity and The Harris Center For Mental Health and IDD

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- Grant Proposal
- Revenue
- SOW-Change Order-Amendment#
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input checked="" type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

5/22/2024

Contract Term End Date* (?)

8/31/2024

If contract is off-cycle, specify the contract term (?)

5/22/2024 to 12/21/2024

Fiscal Year* (?)

2024

Funding Source*

Federal Grant

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other **Interlocal Agreement**

Justification/Purpose of Contract/Description of Services Being Provided* (?)

The purpose of this grant is to provide benefits to qualifying families to promote community inclusion and prevent institutionalization (INSPIRE Program). Participating families are eligible for a maximum \$6,000 in benefits (\$5,000 for assistive technology and disability support services and \$1,000 for respite care). Benefits may not exceed \$6,000 in value and may include the following:

- Purchase or lease of assistive technology, learning materials, or special equipment to improve or facilitate the care, treatment, therapy, or access of the child;
- Therapeutic interventions, including but not limited to applied behavior analysis, sensory integration, art, music, aquatic, speech, occupational, and physical therapy;
- Respite support for a family;
- Transportation services as directly related to the disability.

Contract Owner*

Dr. Evanthe Collins

Previous History of Contracting with Vendor/Contractor*

- Yes No Unknown

Please add previous contract dates and what services were provided*

The Harris Center has various contractual agreements with Harris County (i.e., ARPA funding) for revenue, affiliations, and professional agreements.

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

- Yes No Unknown

Community Partnership* (?)

- Yes No Unknown

Specify Name*

Harris County Department of Economic Equality and Opportunity (INSPIRE)

Supporting Documentation Upload (?)

24GEN0722_The Harris Center_INSPIRE ARPA ILA_v3.docx	407KB
Exhibit C - Coronavirus Local Fiscal Recovery Fund Award Terms and Conditions.pdf	125.53KB
Exhibit D - Required Federal Clauses (003).pdf	12.95MB

Vendor/Contractor Contact Person ▲

Name*

Don Titcombe, Department of Economic Equality and Opportunity

Address*

Street Address

1001 Preston Street, Suite 670

Address Line 2

City

Houston

Postal / Zip Code

77027

State / Province / Region

Texas

Country

United States

Phone Number*

713-755-5000

Email*

don.titcombe@harriscountytexas.gov

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
3531	\$ 0.00	N/A

Budget Manager

Adams-Austin, Mamie

Secondary Budget Manager

Kerlegon, Charles

Provide Rate and Rate Descriptions if applicable* (?)

See attachments.

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name

Childs, Margo

Submission Date

4/8/2024

Budget Manager Approval(s)

Approved by

Mamie Adams-Austin

Approval Date

4/8/2024

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval



Annual Renewal Evaluation

Current Fiscal Year Contract Information



Current Fiscal Year

2024

Contract ID#*

2022-0386

Contractor Name*

Harris County Veterans Services Department

Service Provided* (?)

Care Coordination Agreement for collaborative treatment and care coordination activities.

Renewal Term Start Date*

4/25/2024

Renewal Term End Date*

4/24/2025

Term for Off-Cycle Only (For Reference Only)

Agenda Item Submitted For: (?)

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- Grant Proposal
- Revenue
- SOW-Change Order-Amendment#
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|---|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input checked="" type="checkbox"/> Other Care Coordination Agreement |

Contract Description / Type

- | | |
|--|---|
| <input type="checkbox"/> Personal/Professional Services | <input type="checkbox"/> Consultant |
| <input type="checkbox"/> Consumer Driven Contract | <input type="checkbox"/> New Contract/Agreement |
| <input type="checkbox"/> Memorandum of Understanding | <input type="checkbox"/> Amendment to Existing Contract |
| <input type="checkbox"/> Affiliation or Preceptor | <input type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> BAA/DUA | <input type="checkbox"/> IT/Software License Agreement |
| <input type="checkbox"/> Pooled Contract | <input type="checkbox"/> Lease |
| <input checked="" type="checkbox"/> Renewal of Existing Contract | <input type="checkbox"/> Other |

Vendor/Contractor a Historically Underutilized Business (HUB) (?)

- Yes
- No
- Unknown

Contract NTE* (?)

\$ 0.00

Rate(s)/Rate(s) Description

0

Unit(s) Served*

N/A

G/L Code(s)*

N/A

Current Fiscal Year Purchase Order Number*

N/A

Contract Requestor*

Patricia Singh

Contract Owner*

Kim Kornmayer

File Upload (?)

Evaluation of Current Fiscal Year Performance

Have there been any significant performance deficiencies within the current fiscal year?*

Yes No

Were Services delivered as specified in the contract?*

Yes No

Did Contractor perform duties in a manner consistent with standards of the profession?*

Yes No

Did Contractor adhere to the contracted schedule?* (?)

Yes No

Were reports, billing and/or invoices submitted in a timely manner?* (?)

Yes No

Did Contractor provide adequate or proper supporting documentation of time spent rendering services for the Agency?* (?)

Yes No

Did Contractor render services consistent with Agency policy and procedures?* (?)

Yes No

Maintained legally required standards for certification, licensure, and/or training?* (?)

Yes No

Renewal Determination

Is the contract being renewed for next fiscal year with this Contractor?* (?)

Yes No

Renewal Information for Next Fiscal Year

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
9208	\$ 0.00	0
Budget Manager* Oshman, Jodel		Secondary Budget Manager* Ramirez, Priscilla

Provide Rate and Rate Descriptions if applicable* (?)
na

Project WBS (Work Breakdown Structure)* (?)
na

Fiscal Year* (?)	Amount* (?)
2025	\$ 0.00

Next Fiscal Year Not to Exceed Amount for Master Pooled Contracts

Contract Funding Source*
General Revenue (GR)

Contract Content Changes

Are there any required changes to the contract language? * (?)
 Yes No

Will the scope of the Services change? *
 Yes No

Is the payment deadline different than net (45)? *
 Yes No

Are there any changes in the Performance Targets? *
 Yes No

Are there any changes to the Submission deadlines for notes or supporting documentation? *
 Yes No

File Upload (?)

Contract Owner

Contract Owner* (?)
Please Select Contract Owner
Kim Kornmayer

Budget Manager Approval(s)

Approved by

Jodel Oshman

Contract Owner Approval



Approved by

KIM KORNMEYER

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Belinda Stude

Approval Date*

4/23/2024

EXHIBIT R-4

MAY 2024
AMENDMENTS OVER 250k



Executive Contract Summary

Contract Section



Contractor*

Vaco LLC d/b/a Pivot Point Consulting

Contract ID #*

7356

Presented To*

- Resource Committee
- Full Board

Date Presented*

5/21/2024

Parties* (?)

Pivot Point and The Harris Center

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- Grant Proposal
- Revenue
- SOW-Change Order-Amendment#
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|---|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input checked="" type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

9/1/2023

Contract Term End Date* (?)

8/31/2024

If contract is off-cycle, specify the contract term (?)

Current Contract Amount*

\$ 296,000.00

Increase Not to Exceed*

\$ 150,000.00

Revised Total Not to Exceed (NTE)*

\$ 446,000.00

Fiscal Year* (?)	Amount* (?)
2024	\$ 446,000.00

Funding Source*

State Grant

Contract Description / Type* (?)

- | | |
|---|--|
| <input type="checkbox"/> Personal/Professional Services | <input type="checkbox"/> Consultant |
| <input type="checkbox"/> Consumer Driven Contract | <input type="checkbox"/> New Contract/Agreement |
| <input type="checkbox"/> Memorandum of Understanding | <input checked="" type="checkbox"/> Amendment to Existing Contract |
| <input type="checkbox"/> Affiliation or Preceptor | <input type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> BAA/DUA | <input type="checkbox"/> IT/Software License Agreement |
| <input type="checkbox"/> Pooled Contract | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Renewal of Existing Contract | <input type="checkbox"/> Other |

Justification/Purpose of Contract/Description of Services Being Provided* (?)

The funds will be used for Epic form building and Telehealth on demand.

Contract Owner*

Mustafa Cochinwala

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

FY2021 - FY2024

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Please provide an explanation*

N/A

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person ⬆

Name*

Paul Meyer

Address*

Street Address

5501 Virginia Way

Address Line 2

City

Brentwood

Postal / Zip Code

37027-7680

State / Province / Region

TN

Country

US

Phone Number*

2817052368

Email*

pmeyer@pivotpointconsulting.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
7001	\$ 150,000.00	542000
Budget Manager	Secondary Budget Manager	
Ilejay, Kevin	Campbell, Ricardo	

Provide Rate and Rate Descriptions if applicable* (?)

Up to \$160/hour

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name

Hurst, Richard

Submission Date

3/27/2024

Budget Manager Approval(s)

Approved by

Kevin Ilejay

Approval Date

3/27/2024

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Mustafa Cechinwala

Approval Date

3/27/2024

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Belinda Stude

Approval Date*

4/8/2024

EXHIBIT R-5

Vendor Outreach: Procurement of Goods & Services

Presented by: Stanley Adams, CFO
Nina Cook, Director of Purchasing, MBA, CTCM, CTCD
May 21, 2024



Vendor Outreach

- The Harris Center for Mental Health and IDD supports the principles of equal Opportunity.
- Communication between public procurement professionals and vendors is encouraged.
- The Harris Center encourages all vendors within the community and surrounding areas to participate in open projects for supplies, materials, equipment and services.
- The Harris Center Purchasing Team make every effort to ensure we maintain a fair opportunity for vendor competition to avoid any appearance of favoritism.
- Agency employees must be mindful that one-on-one communication with vendors occurring prior to contract award are subject to enhanced scrutiny due to the importance of maintaining a “ level playing field” among all eligible vendors during competitive procurements.

Advertisement Requirements

Request for Goods or Services expected to exceed \$250,000 dollar limit must be advertised compliant with the formal solicitations process.

1. The Director of Purchasing and/ or designee, requires that purchases with an estimated cost greater than the agency established board approved dollar limit for formal solicitations be advertised in a local newspaper of general circulation, agency website and other local media including the State of Texas (ESBD), Electronic State Business Daily.
2. The end-user provides specifications to the Purchasing Department. The Purchasing Department prepares Specifications in proper form and advertises the request to be solicited in available resources.
3. Specifications will be made available to potential participants through a competitive procurement process. Participants are required to adhere to instructions provided in the solicitation document.

Current Advertising | Outreach Resources

Newspapers | Journal

- Houston Chronicle
- Informacion Publishing
- Houston Defender
- Houston Business Journal
- Forward Times (recently incorporated in our list of resources)

State of Texas

- Electronic State Business Daily (ESBD)
- State of Texas Certified Master Bidders Listing (CMBL)

External Resources

- Women's Business Enterprise Alliance (WBEA)
- Houston Minority Supplier Development Council (HMSDC)
- Construction Plan Room (ex: VirtualBX, ConstructConnect, Construct-A-Lead)
- Attend Networking Events (ex: Greater Houston Business Procurement Forum (GHBPF), Choice Partners, ISM, Southeast Texas Association of Public Procurement (NIGP Chapter))

Continuation: Current Advertising | Outreach Resources

Internal Resources

- Subject Matter Experts: End-users, Contract Owners, Stakeholders
- The Harris Center's Website

Internet

- Open Market

Bonfire: Electronic Procurement eSourcing Application

- Automated Platform that performs sourcing activities for various requests Purchasing receives from our end-users (formal and informal).
- Solicitations are posted on the organization's website. To review open solicitations, follow the path provided.
 - Path: Click on About → Business Opportunities → Current Solicitations → Bonfire or Special Solicitations
- The Purchasing team utilize the National Institute for Governmental Procurement (NIGP) Commodity Codes for Goods and Services.

Continuation: Current Advertising | Outreach Resources

The NIGP Commodity | Service Code:

- A numbering system developed by NIGP to identify goods and services purchased by public purchasing entities.
 - This system helps suppliers identify the goods and services to bid on.
 - Allows various jurisdictions to share purchasing information.
- The structure is broken down into the following:
 - Commodity Classification – Classification that identifies commodities according to type, class, size composition, or manufacturer.
 - Commodity Code – A standard classification to categorize a marketable item produced to fulfill a need or want; references both goods and or services.
 - Commodity Group – A grouping of related items, all of which can be further broken down in additional commodity classes with the commodity group.

Outreach Resource Opportunity

- Chambers of Commerce
 - Membership Fee is required on an annual or monthly basis.
 - Posting Fee required per solicitation.
 - Method of Advertising: (ex: Email Blast to Membership, Social Media, Chambers Website).
 - Increase Advertisement Budget.

Thank you.

EXHIBIT R-6

Pharmacy Performance

Presented By: Stan Adams, MBA, Interim Chief Financial Officer, Holly Cumbie, Pharm D, PIC/ PAP Coordinator, Angie Babin, BSPHarm, MBA,
Senior Director of Pharmacy Programs

Internal Pharmacy Reports used for Operational Tracking Purposes Only

Agenda

The Harris Center Pharmacy Team

Pharmacy Financial Performance – YTD FY April 2024

Third Party Prescription Payor Mix CY2024

Uninsured Dispensed Medication Cost History

Patient Assistance Program (PAP) Process

Annual PAP Volume History (Dispensed vs Received)

The Harris Center Pharmacy Team

4 Clinic Pharmacies at the Main Clinics (SE,NW-1985, SW 1986, NE-2014 with Prescription Billing Added-2022)

1 Inpatient Pharmacy at Crisis Services in the Medical Center (NPC-1999)

3 Physician Led Collaborative Drug Therapy Management Pharmacy Teams (2022)

Over 45 Pharmacy Team Members

Pharmacy – Financial Performance – YTD FY April 2024

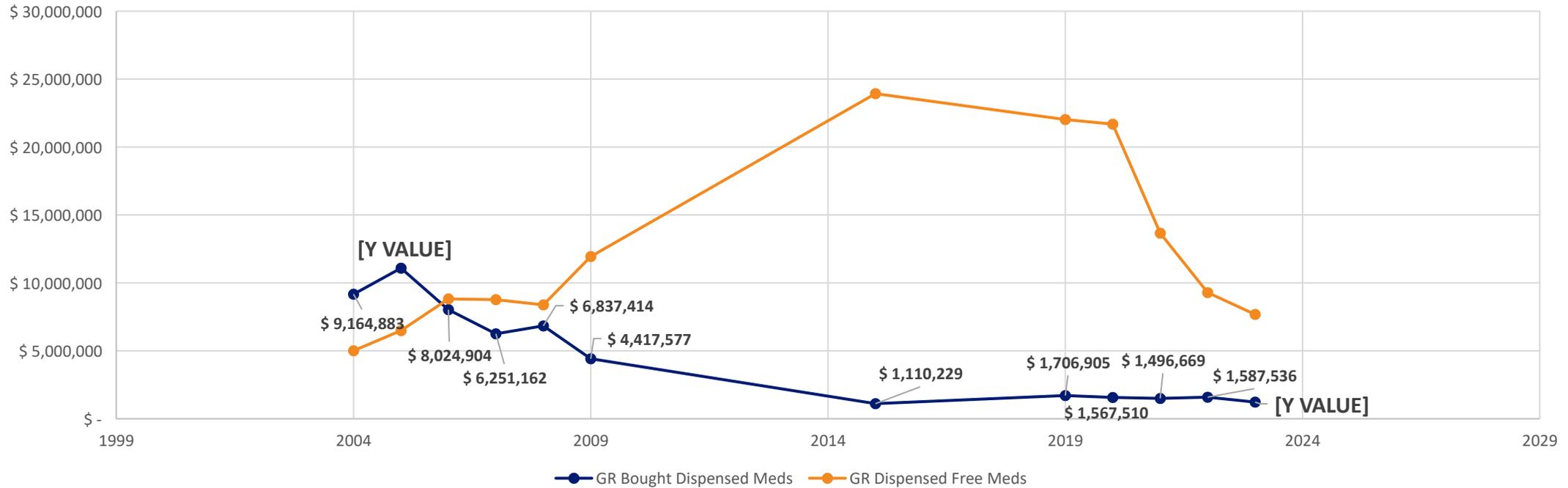
	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	Total YTD April
Revenue									
Revenue	766,692	1,103,869	979,426	1,076,426	1,055,391	1,083,005	1,065,021	1,199,949	8,329,778
Revenue Total	766,692	1,103,869	979,426	1,076,426	1,055,391	1,083,005	1,065,021	1,199,949	8,329,778
Expense									
Salaries	267,574	286,965	408,747	174,436	316,516	280,318	278,034	280,128	2,292,717
Fringe	81,494	61,706	62,663	96,359	88,849	71,876	79,463	82,612	625,021
Travel	-	1,331	1,390	1,191	1,100	2,770	1,543	1,681	11,006
Staff Development	-	-	-	-	-	-	1,000	-	1,000
Contracted Pharmacy	-	-	-	-	4,670	1,317	-	-	5,986
Contracts and Consultant	8,730	65	75	70	7,565	7,580	16,983	70	41,137
Food-Other	-	-	559	1,033	757	-	-	-	2,349
Supplies	-	1,407	849	-	1,640	3,508	1,438	1,724	10,567
Drugs	733,942	951,157	951,157	996,461	1,067,654	1,056,411	1,063,562	1,193,184	8,013,528
Pharmacy Supplies	-	1,890	480	193	3,856	-	3,840	159	10,418
Pharmacy use fee	(323,883)	(323,883)	-	(647,765)	(323,883)	(323,883)	(323,883)	(323,883)	(2,591,060)
Equipment(Purch, Rent, Maint	14,970	58,432	2,000	31,954	47,541	31,255	29,175	20,255	235,581
Building(Purch, Rent, Maint	4,675	4,675	92	9,349	4,675	4,770	4,770	4,675	37,679
Telephone and Utilities	721	1,219	-	2,424	1,218	1,218	1,218	1,218	9,236
Other	1,218	2,474	1,344	1,480	1,481	1,270	3,109	(7,176)	5,201
Expense Total	789,441	1,047,437	1,429,357	667,185	1,223,638	1,138,410	1,160,252	1,254,648	8,710,368
Net Income	\$ (22,749)	\$ 56,431	\$ (449,931)	\$ 409,242	\$ (168,247)	\$ (55,405)	\$ (95,231)	\$ (54,699)	\$ (380,589)

Third Party Prescription Payor Mix CY2024

Payor	Percentage
Affordable Care Act (ACA)	36%
Managed Medicaid	35%
Medicare Part D	20%
Commercial	9%

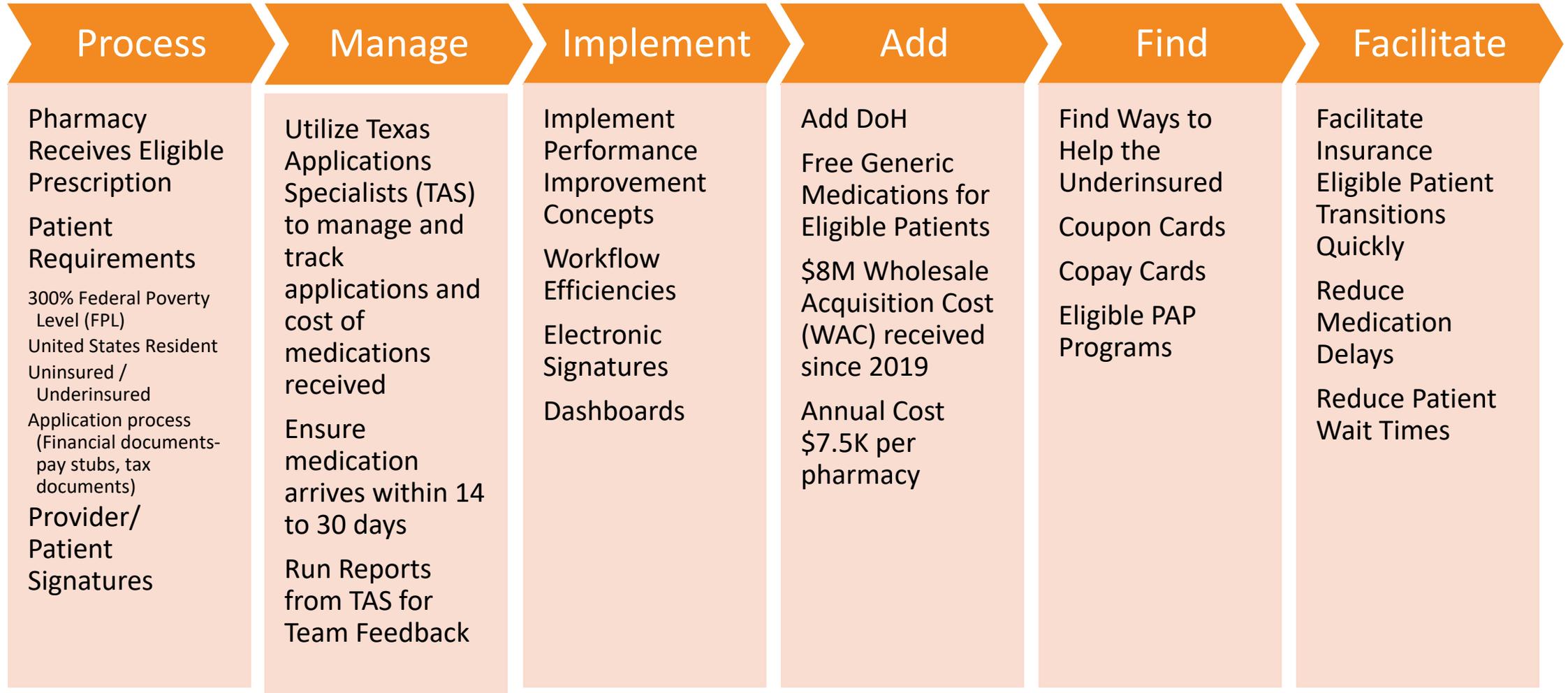
Uninsured Dispensed Medication Actual Acquisition Cost (AAC) History

Medication Cost History FY 2004-Current

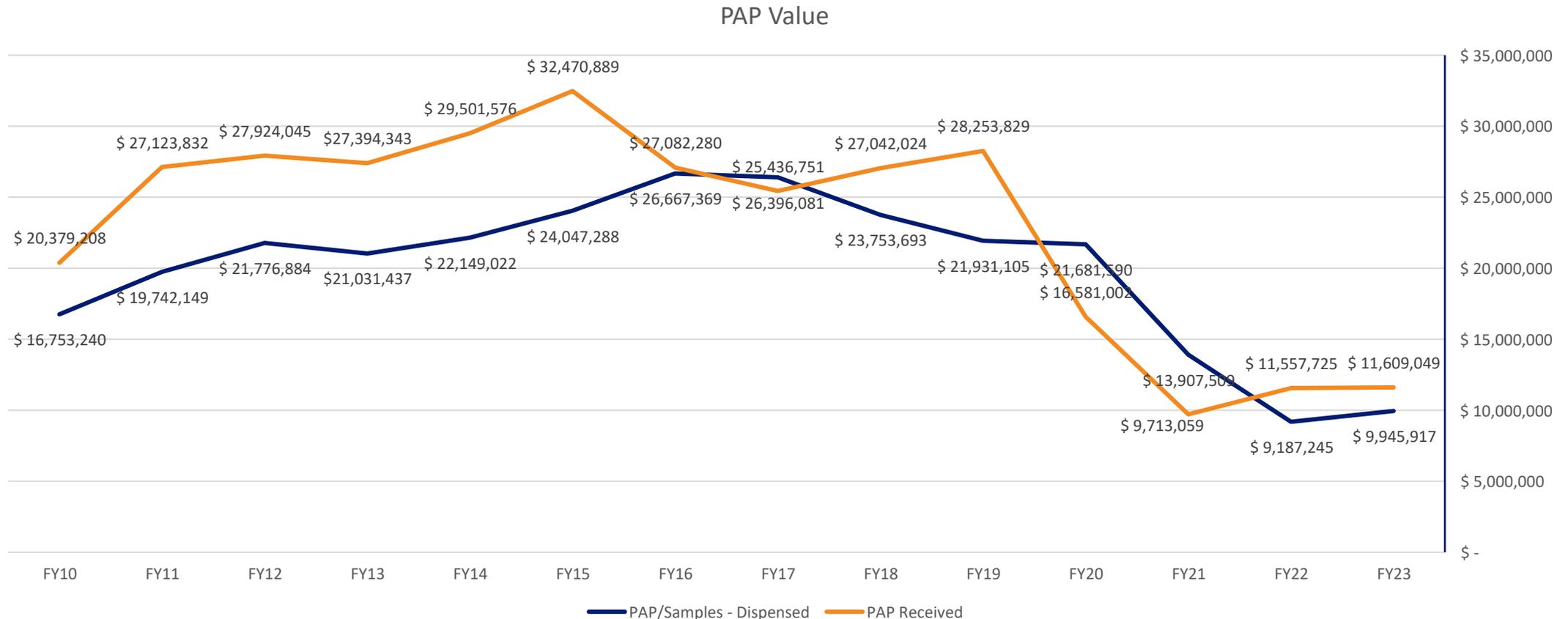


- Over \$11MM in purchased medications in FY 2005 prompted a change, down to \$1.2MM in FY 2023
- Pharmacy took over Patient Assistance Program Process and drastically shifted cost vs free
- Free medication consisted of PAP only until 2019 when Dispensary of Hope (DoH) was added with less dollar value

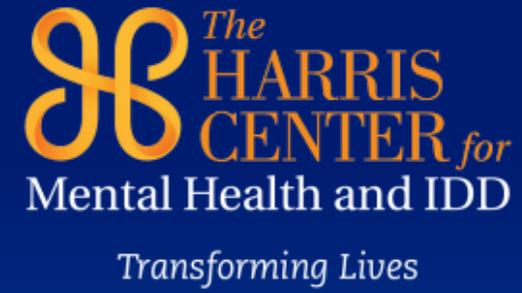
PAP Process



Annual PAP Dollars Received & Dispensed AAC



- Decreasing due to the brand programs ending
- Volume of free medication is high but DoH generic medications cost much less so the \$ amount is lower
- Currently averaging (in FY24) \$1.1MM per month received and \$853K per month dispensed. (Includes both DoH and PAP).



Thank You

EXHIBIT R-7

MAY 2024
NEW CONTRACTS
100k – 250k



Executive Contract Summary

Contract Section



Contractor*

Innovation Network Technologies Corporation

Contract ID #*

2024-0870

Presented To*

- Resource Committee
- Full Board

Date Presented*

5/21/2024

Parties* (?)

InNet and The Harris Center

Agenda Item Submitted For: * (?)

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- Grant Proposal
- Revenue
- SOW-Change Order-Amendment#
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input checked="" type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other <input type="text"/> |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

4/1/2024

Contract Term End Date* (?)

3/31/2025

If contract is off-cycle, specify the contract term (?)

Fiscal Year* (?)

2024

Amount* (?)

\$ 117,001.17

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Halcyon Software is an endpoint security tool that monitors and looks for data anomalies and/or malicious data encryption. When malicious activity is detected, it intercepts and captures key data during a ransomware attack for a quicker recovery time.

Contract Owner*

Mustafa Cochinwala

Previous History of Contracting with Vendor/Contractor*

- Yes
- No
- Unknown

Please add previous contract dates and what services were provided*

FY21, FY22, FY23, FY24
Software Reseller

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

- Yes
- No
- Unknown

Community Partnership* (?)

- Yes
- No
- Unknown

Supporting Documentation Upload (?)

Free IT 1169 Harris Ctr - Halcyon 1yr - 20240222.pdf	25.92KB
Halcyon Direct Quote - Harris 2.21.24.pdf	87.01KB
InNet 022224 HCMH Halcyon Quote #5866.pdf	958.33KB

Vendor/Contractor Contact Person ▲

Name*

Gene Loye

Address*

Street Address

5729 Lebanon Road

Address Line 2

City

Frisco

State / Province / Region

TX

Postal / Zip Code

75034

Country

US

Phone Number*

888-804-6638

Email*

gloye@innetworktech.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1185	\$ 117,001.17	574000
Budget Manager Campbell, Ricardo		Secondary Budget Manager Brown, Erica

Provide Rate and Rate Descriptions if applicable* (?)

\$30.0003 per endpoint

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name

Hurst, Richard

Submission Date

3/22/2024

Budget Manager Approval(s)

Approved by

Ricardo Campbell

Approval Date

3/25/2024

Procurement Approval

File Upload (?)

Approved by

Sharon Brauner

Approval Date

3/27/2024

Contract Owner Approval

Approved by

Mustafa Cochinnwala

Approval Date

3/27/2024

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Belinda Stude

Approval Date*

4/8/2024



Executive Contract Summary

Contract Section

**Contractor***

Randstad Professionals US, LLC d/b/a Tatum

Contract ID #*

2024-0863

Presented To*

- Resource Committee
- Full Board

Date Presented*

5/21/2024

Parties* (?)

The Harris Center for Mental Health and IDD and Tatum

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- Grant Proposal
- Revenue
- SOW-Change Order-Amendment#
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|---|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input checked="" type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other <input type="text"/> |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

2/26/2024

Contract Term End Date* (?)

2/25/2025

If contract is off-cycle, specify the contract term (?)

Fiscal Year* (?)

2024

Amount* (?)

\$ 249,000.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

The purpose of this contract is to engage an Executive Financial Consultant to support our financial department during a period of significant budgetary challenges. This decision arises from an urgent need to reassess and optimize our financial strategies and safeguard the financial stability of our organization.

Contract Owner*

Ninfa Escobar

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

ID 2024-0863 - Randstad Tatum - Tatum Services Agreement - Fully Executed.pdf 1.43MB

Vendor/Contractor Contact Person

Name*

Mehak Hashim

Address*

Street Address

3625 Cumberland Boulevard Southeast suite 600

Address Line 2

City

Atlanta

Postal / Zip Code

30339-3361

State / Province / Region

GA

Country

US

Phone Number*

770-937-7000

Email*

mehak.hashim@randstadusa.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1122	\$ 249,000.00	542000

Budget Manager	Secondary Budget Manager
Campbell, Ricardo	Brown, Erica

Provide Rate and Rate Descriptions if applicable* (?)
NA

Project WBS (Work Breakdown Structure)* (?)
NA

Requester Name	Submission Date
Escobar, Ninfa	4/3/2024

Budget Manager Approval(s) 

Approved by	Approval Date
	4/3/2024

Procurement Approval 

File Upload (?)

Approved by	Approval Date
	

Contract Owner Approval 

Approved by	Approval Date
	4/3/2024

Contracts Approval

- Approve***
- Yes
 - No, reject entire submission
 - Return for correction

Approved by*	Approval Date*
	4/8/2024

EXHIBIT R-8

MAY 2024
AMENDMENTS 100k - 250k



Executive Contract Summary

Contract Section

Contractor*

Svanaco, Inc. d/b/a Americaneagle.com

Contract ID #*

2022-0045

Presented To*

- Resource Committee
- Full Board

Date Presented*

7/19/2022

Parties* (?)

Americaneagle.com and The Harris Center for Mental Health and IDD

Agenda Item Submitted For: * (?)

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- Grant Proposal
- Revenue
- SOW-Change Order-Amendment#
- Other

Procurement Method(s) *

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input checked="" type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information *

- New Contract
- Amendment

Contract Term Start Date* (?)

12/1/2023

Contract Term End Date* (?)

11/30/2024

If contract is off-cycle, specify the contract term (?)

December 1 - November 30

Current Contract Amount *

\$ 32,825.00

Increase Not to Exceed *

\$ 100,000.00

Revised Total Not to Exceed (NTE) *

\$ 132,825.00

Fiscal Year* (?)

2024

Amount* (?)

\$ 132,825.00

Funding Source*

Federal Grant

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Website and brand design firm being contracted to work with digital impact team on the Healthy Minds Healthy Communities Initiative for the duration of the ARPA grant. Total budgeted amount NTE \$565,650.00 over the life of the contract, which spans across 3 fiscal years from execution (FY2023) through FY2025. Services are to be provided as outlined in the RFP.

Contract Owner*

Jennifer Battle

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person

Name*

Joanna Morrissey

Address*

Street Address

2600 South River Road

Address Line 2

City

Des Plaines

State / Province / Region

IL

Postal / Zip Code

60018-3203

Country

US

Phone Number*

847-699-0300

Email *

joanna.morrissey@americaneagle.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
7008	\$ 132,825.00	542000
Budget Manager	Secondary Budget Manager	
Ilejay, Kevin	Campbell, Ricardo	

Provide Rate and Rate Descriptions if applicable * (?)

N/A - Provided in proposal submitted by vendor

Project WBS (Work Breakdown Structure) * (?)

NA

Requester Name

Wong, Millie

Submission Date

4/11/2024

Budget Manager Approval(s)

Approved by

Kevin Ilejay

Approval Date

4/11/2024

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

[Signature]

Approval Date

4/12/2024

Contracts Approval

Approve *

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Belinda Stude

Approval Date*

4/16/2024



Executive Contract Summary

Contract Section



Contractor*

Datix (USA) Inc. d/b/a RL Datix

Contract ID #*

7824

Presented To*

- Resource Committee
- Full Board

Date Presented*

5/21/2024

Parties* (?)

The Harris Center and Datix / RL Datix

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- Grant Proposal
- Revenue
- SOW-Change Order-Amendment#
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|---|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input checked="" type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other <input type="text"/> |

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

12/1/2023

Contract Term End Date* (?)

11/30/2024

If contract is off-cycle, specify the contract term (?)

Current Contract Amount*

\$ 15,238.00

Increase Not to Exceed*

\$ 125,963.27

Revised Total Not to Exceed (NTE)*

\$ 141,201.27

Fiscal Year* (?)

Amount* (?)

2024

\$ 141,201.27

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

RL Datix Incident Reporting and Hosting System

The reason for the increase for FY24 is due to inaccurate invoice for FY23. Since it didn't get resolved until FY24, we are now paying both FY23 and FY24 this year.

Contract Owner*

Mustafa Cochinwala

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

FY22 and FY23

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Please provide an explanation*

N/A

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

RLDatix FY23 Safety Incident Reports.pdf	116.93KB
RLDatix FY24 Safety Incident Reports.pdf	128.26KB

Vendor/Contractor Contact Person



Name*

Adam Scott

Address *

Street Address

311 South Wacker

Address Line 2

City

Chicago

Postal / Zip Code

60606-6627

State / Province / Region

IL

Country

US

Phone Number *

8887377444

Email *

ascott@rldatix.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
1130	\$ 125,963.27	574000
Budget Manager	Secondary Budget Manager	
Campbell, Ricardo	Brown, Erica	

Provide Rate and Rate Descriptions if applicable * (?)

See Attached

Project WBS (Work Breakdown Structure) * (?)

N/A

Requester Name

Hurst, Richard

Submission Date

4/3/2024

Budget Manager Approval(s)

Approved by

Ricardo Campbell

Approval Date

4/3/2024

Procurement Approval

File Upload (?)

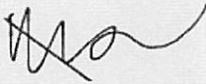
Approved by

Sign

Approval Date

Contract Owner Approval

Approved by



Approval Date

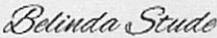
4/3/2024

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*



Approval Date*

4/15/2024



Executive Contract Summary

Contract Section



Contractor*

Web-Head Technologies, Inc. d/b/a Webhead

Contract ID #*

2022-0360

Presented To*

- Resource Committee
- Full Board

Date Presented*

5/21/2024

Parties* (?)

Webhead Technologies and The Harris Center for Mental Health and IDD

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- Grant Proposal
- Revenue
- SOW-Change Order-Amendment#
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input checked="" type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

9/1/2023

Contract Term End Date* (?)

8/31/2024

If contract is off-cycle, specify the contract term (?)

Current Contract Amount*

\$ 180,000.00

Increase Not to Exceed*

\$ 15,595.20

Revised Total Not to Exceed (NTE)*

\$ 195,595.20

Fiscal Year* (?)
2024

Amount* (?)
\$ 15,595.20

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

The intent of the ECS is to increase the NTE to add the SOW for Digital Kit for website enhancements.

Contract Owner*

Mustafa Cochinwala

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

2022 - Present

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Please provide the HUB status*

MWBE - Minority or Women owned business enterprise.

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

2024_03_28_HarrisCenter_DigitalKit_YouthCenter_Estimate.pdf 107.62KB

Vendor/Contractor Contact Person

Name*

Melissa Adams

Address*

Street Address

1710 N Main Ave

Address Line 2

City

San Antonio

Postal / Zip Code

78212-3938

State / Province / Region

TX

Country

US

Phone Number*

(210) 354-1661

Email*

melissaadame@webheadtech.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
4780	\$ 15,595.20	553003
Budget Manager	Secondary Budget Manager	
Smith, Janai	Hooper Jr., Michael	

Provide Rate and Rate Descriptions if applicable* (?)

A flat rate of \$15,595.20 to cover all time and materials for the SOW.

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name

Jones, Anthony

Submission Date

4/9/2024

Budget Manager Approval(s)

Approved by

Janai Lynette Smith

Approval Date

4/9/2024

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

[Signature]

Approval Date

4/9/2024

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by *

Belinda Stude

Approval Date *

4/11/2024

EXHIBIT R-9

MAY 2024
NEW CONTRACTS
UNDER 100k

THE HARRIS CENTER FOR MENTAL HEALTH AND IDD

SNAPSHOT SUMMARY
NEW CONTRACTS
LESS THAN \$100,000

MAY 2024
FISCAL YEAR 2024

	CONTRACTOR	PRODUCT/SERVICE DESCRIPTION	NTE AMOUNT	CONTRACT PERIOD	FUNDING	BID/TAG-ON	COMMENTS
ACCESS							
1	Strategic Contact, Inc.	Consulting Services	\$56,900.00	4/22/2024 - 8/31/2024	State Grant	Request for Quote	New Consultant Agreement to evaluate the Crisis Line processes and technology needs to make sure they are following best practices and are working most efficiently and effectively since the implementation of 988.
ADMINISTRATION							
2	Aftermath Structural Repair, LLC	Foundation Repair Services	\$71,328.00	4/22/2024 - 8/31/2024	General Revenue (GR)	Request for Quote	New Agreement for foundation repairs at the 9401 Southwest Freeway location. NTE: \$59,440.00 plus \$11,888.00 in contingency. Total NTE: \$71,328.00.
CPEP/CRISIS SERVICES							
3	Volunteers of America Texas, Inc.	Property Management Agent Services	\$30,103.00	9/1/2024 - 8/31/2029	State	Request for Proposal	A Request for Proposal opened on March 6th, 2024, for a 6168 Supportive Apartments-Property Management Agent. Ninety-one vendors contacted and the RFP notice/specifications was posted in five (5) local newspapers. Other posting sites were the Harris Center's website, State of Texas Electronic State Business Daily website, Women's Business Enterprise (WBEA) and Houston Minority Supplier Development Council (HMSDC). Three (3) responses were received and deemed responsive. Based on the project team's evaluation, it is recommended Volunteers of America Texas, Inc. be selected based on best value to the Agency. The initial term is 12 months with an automatic renewal for two (2) additional (12) month terms. Total Property Management Fee: \$6,500.00 and Administrative Management Fee: \$159,154.00. Total NTE for Five-year term: \$165,654.00.
FORENSICS							
INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES							
MENTAL HEALTH							
MENTAL HEALTH SERVICES-ECI							
LEASES							



**Award Recommendation
REQUEST FOR QUOTE
Informal Procurement Process -Project #FY24-0291
Crisis Line Consultant**

Quotes were provided from Janice Cote, Crisis Line Director for a **Crisis Line Consultant**.

With the doubling in size since implementation of 988, the Crisis Line would like to evaluate the Crisis Line processes and technology needs to make sure they are following best practices and are working most efficiently and effectively. They are looking for a consultant who can assist with looking at Crisis Line/call center functions and come up with a proposed plan on how the crisis line can run more efficiently and effectively and best serve their callers. They also are looking for a consultant who can help look at their technologies and make recommendations for future needs.

- ICMI – Informa Tech Holdings LLC -\$72,000
- Strategic Contact, Inc. -\$56,900
- TBD Solutions -\$77,490

The Crisis Line Department recommendation is to move forward with the vendor that met all the team’s requirements.

Strategic Contact, Inc.

The initial contract period is anticipated to begin upon award of contract for one (1) base year at the sole discretion of The Harris Center. The contract shall commence with a tentative commencement date, and shall remain in effect unless terminated, canceled, or extended.

The budget requested is \$56,900.00. The Funding Source is 7001-542000.

DocuSigned by:
Sharon Brauner 3/2024
258C3C5A6EF9418...

Sharon Brauner, C.P.M., A.P.P.
Purchasing Manager

DocuSigned by:
Stanley Adams 3/2024
E758EDD6BCF04D3...

Stanley Adams, MBA
Interim Chief Financial Officer



Executive Contract Summary

Contract Section



Contractor*

Strategic Contact, Inc.

Contract ID #*

2024-0872

Presented To*

- Resource Committee
- Full Board

Date Presented*

5/21/2024

Parties* (?)

Crisis Line and Strategic Contact

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- Grant Proposal
- Revenue
- SOW-Change Order-Amendment#
- Other

Procurement Method(s)*

Check all that Apply

- Competitive Bid
- Request for Proposal
- Request for Application
- Request for Quote
- Interlocal
- Not Applicable (If there are no funds required)
- Competitive Proposal
- Sole Source
- Request for Qualification
- Tag-On
- Consumer Driven
- Other

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

4/22/2024

Contract Term End Date* (?)

8/31/2024

If contract is off-cycle, specify the contract term (?)

Fiscal Year* (?)

2024

Amount* (?)

\$ 56,900.00

Funding Source*

State Grant

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

With the doubling in size since implementation of 988, the Crisis Line would like to evaluate the Crisis Line processes and technology needs to make sure they are following best practices and are working most efficiently and effectively. They are looking for a consultant who can assist with looking at Crisis Line/call center functions and come up with a proposed plan on how the crisis line can run more efficiently and effectively and best serve their callers. They also are looking for a consultant who can help look at their technologies and make recommendations for future needs.

Contract Owner*

Jennifer Battle

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Please provide an explanation*

It is a woman owned business, however they do not have the certification as a HUB.

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person

Name*

Strategic Contact

Address*

Street Address

9510 SW 151st Avenue

Address Line 2

City

Beaverton

Postal / Zip Code

97007

State / Province / Region

Oregon

Country

USA

Phone Number*

503-579-8560

Email*

Lori@strategiccontact.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
7001	\$ 56,900.00	542000
Budget Manager Ilejay, Kevin		Secondary Budget Manager Campbell, Ricardo

Provide Rate and Rate Descriptions if applicable* (?)

n/a

Project WBS (Work Breakdown Structure)* (?)

n/a

Requester Name

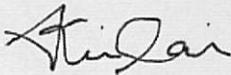
Cote, Janice

Submission Date

4/8/2024

Budget Manager Approval(s)

Approved by



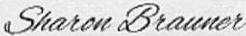
Approval Date

4/8/2024

Procurement Approval

File Upload (?)

Approved by



Approval Date

4/8/2024

Contract Owner Approval

Approved by



Approval Date

4/9/2024

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Belinda Stude

Approval Date*

4/9/2024



**Award Recommendation
REQUEST FOR QUOTE
Informal Procurement Process -Project #FY24-0289
9401 Southwest Freeway Foundation Repair**

Quotes were provided from Facility Services for the 9401 Southwest Freeway Foundation Repair.

Interior/Exterior Foundation repairs are required on the first floor from the loading dock to elevator lobby due to the foundation dropping. Multiple vendors were contacted, Atlas could not provide the services needed, Du-West became non-responsive as did Structural Concrete Systems. Based on responses received the request is to proceed with Aftermath Structural Repair as the selected vendor on an emergency basis now as the issue continues to spread.

The initial contract period is anticipated to begin upon award of contract for one (1) base year at the sole discretion of The Harris Center. The contract shall commence with a tentative commencement date, and shall remain in effect unless terminated, canceled, or extended.

The budget requested is \$59,440.00, with a 20% Contingency amount of \$11,888.00, for a total NTE (Not to Exceed), amount of \$71,328.00. The Funding Source is 1126-900040.

DocuSigned by:
Sharon Brauner 3/5/2024
258C3C5A6EF8418
Sharon Brauner, C.P.M., A.P.P.
Purchasing Manager

DocuSigned by:
Nina Cook 3/6/2024
5183F40913774C8...
Nina Cook, MBA, CTCM, CTCD
Director of Purchasing

DocuSigned by:
Vanessa McKeown 3/6/2024
040580EEF5CB4CA...
Vanessa McKeown, CPA
Chief Financial Officer



Executive Contract Summary

Contract Section



Contractor*

Aftermath Structural Repair

Contract ID #*

2024-0869

Presented To*

- Resource Committee
- Full Board

Date Presented*

5/21/2024

Parties* (?)

Aftermath Structural Repair and The Harris Center

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- Grant Proposal
- Revenue
- SOW-Change Order-Amendment#
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input checked="" type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

4/22/2024

Contract Term End Date* (?)

8/31/2024

If contract is off-cycle, specify the contract term (?)

Fiscal Year* (?)

2024

Amount* (?)

\$ 71,328.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Captial Project FM24.1126.02 for foundation repairs at 9401 SW Freeway per proposal/plans. \$59,440.00 plus \$11,888.00 in contingency for an NTE of \$71,328.00. Proposal/quotes were submitted thru Performance Logic/sent to Contracts so all quotes have already been submitted.

Contract Owner*

Todd McCorquodale

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Please provide the HUB status*

HUB - State.

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person

Name*

Aftermath Structural Repair / Travis Bennett

Address*

Street Address

26911 Sea Turtle Lane

Address Line 2

City

Magnolia

Postal / Zip Code

77355-3255

State / Province / Region

TX

Country

US

Phone Number*

2812565832

Email*

travis@aftermathrepair.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1126	\$ 71,328.00	900040

Budget Manager	Secondary Budget Manager
Campbell, Ricardo	Campbell, Ricardo

Provide Rate and Rate Descriptions if applicable* (?)
see proposals already sent via email/Performance Logic

Project WBS (Work Breakdown Structure)* (?)
FM24.1126.02 SW Foundation Repair

Requester Name	Submission Date
Harper, Sarah	3/26/2024

Budget Manager Approval(s)

Approved by

Ricardo Campbell

Approval Date
3/26/2024

Procurement Approval

File Upload (?)

Approved by

Sharon Brauner

Approval Date
3/27/2024

Contract Owner Approval

Approved by

Todd McCorquodale

Approval Date
3/28/2024

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Belinda Stude

Approval Date*
4/8/2024



**Award Recommendation
6168 Supportive Living Apartments-Property Management Agent Services RFP
Project# FY24-280**

The Request for Proposal opened for 6168 Supportive Living Apartment-Property Management Agent Services on Wednesday, March 6, 2024, at 10:00 A.M.

The Project Team consisted of the following members: Sharon Brauner, Purchasing Manager, James Blunt, Buyer II, Nina Cook, Director of Purchasing, Todd McCorquodale, Director Facilities Services, Kendra Thomas, General Counsel, Vanessa McKeown, Chief Financial Officer, Carrie Rys, Chief Administrative Officer, Keena Pace, Chief Operating Officer, Evelyn Locklin, Director, Emergency Services and Residential Programs, Maria Richardson, Director of Project Management Office.

Ninety-One (91) vendors were identified in this area of interest from our procurement software and were notified of this opportunity. Twenty-One (21) vendors found from research and from the past vendor list were also contacted. The RFP notice/specifications were posted in five (5) local newspapers, Chronicle, Informacion Publishing, Forward Times, Houston Defender, and Houston Business Journal. Other posting sites were the Harris Center’s website, the State of Texas Electronic State Business Daily website, Women’s Business Enterprise Alliance (WBEA), Houston Minority Supplier Development Council (HMSDC).

Three (3) responses were received and deemed responsive and evaluated by the project team. The team members rated each response using a qualitative approach. Based on the project team’s evaluation of the responses received, it is recommended **Volunteers of America Texas Inc. (VOA Texas)**, be selected based on best value to the Agency.

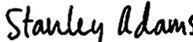
The intent of the Request for Proposal is to award a manager’s duties and responsibilities Agreement for a term of twelve (12) months from the Effective Date (“Initial Term”) The Agreement will automatically renew for two additional twelve (12) month terms (each a “Renewal Term”) thereafter until terminated.

The total NTE (Not to Exceed) for the 5 Year term is \$165,654.00:

Property Management Fee: \$6,500.00
Funding source: 9268

Administrative Management Fee: \$159,154.00
Funding source: 9268

Submitted By:
DocuSigned by:
 4/24/2024
250E3C5A8EF9418...
 Sharon Brauner, A.P.P., C.P.M.
 Purchasing Manager

Recommended By:
DocuSigned by:
 4/24/2024
5183F40B13774C8
 Nina Cook, MBA, CTCM, CTCD
 Director of Purchasing
DocuSigned by:
 4/24/2024
E788ED88CF04D3
 Stanley Adams, MBA
 Interim Chief Financial Officer



Executive Contract Summary

Contract Section ▲

Contractor*

Volunteers of America Texas, Inc.

Contract ID #*

2024-0883

Presented To*

- Resource Committee
- Full Board

Date Presented*

5/21/2024

Parties* (?)

Volunteers of America Texas, Inc and The Harris Center for Mental Health and IDD

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- Grant Proposal
- Revenue
- SOW-Change Order-Amendment#
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|---|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input checked="" type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

9/1/2024

Contract Term End Date* (?)

8/31/2029

If contract is off-cycle, specify the contract term (?)

Fiscal Year* (?)	Amount* (?)
2025	\$ 30,103.00
Fiscal Year* (?)	Amount* (?)
2026	\$ 31,543.00

Fiscal Year* (?)	Amount* (?)
2027	\$ 33,055.00
Fiscal Year* (?)	Amount* (?)
2028	\$ 34,463.00
Fiscal Year* (?)	Amount* (?)
2029	\$ 36,310.00

Funding Source*

State

Contract Description / Type* (?)

- | | |
|---|--|
| <input type="checkbox"/> Personal/Professional Services | <input type="checkbox"/> Consultant |
| <input type="checkbox"/> Consumer Driven Contract | <input checked="" type="checkbox"/> New Contract/Agreement |
| <input type="checkbox"/> Memorandum of Understanding | <input type="checkbox"/> Amendment to Existing Contract |
| <input type="checkbox"/> Affiliation or Preceptor | <input type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> BAA/DUA | <input type="checkbox"/> IT/Software License Agreement |
| <input type="checkbox"/> Pooled Contract | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Renewal of Existing Contract | <input type="checkbox"/> Other |

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Property Management Agent Services for a new apartment complex development to be located at 6168 South Loop E. Houston, TX 77087. This apartment community will utilize Housing First, an evidence-based model that offers Permanent Supportive Housing (PSD) to individuals experiencing homelessness, who also live with mental illness, SUD, and/or other chronic health conditions. This integrated care model addresses both social determinants of health and behavioral/emotional wellness. The apartment community will include a continuum of support to meet acute and long-term needs in a safe and compassionate environment with multi-functional space to foster connectedness amongst residents.

Contract Owner*

Kim Kornmayer

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person 

Name*

Jana Russell

Address *

Street Address

not available

Address Line 2

City

Houston

Postal / Zip Code

77074

State / Province / Region

TX

Country

United States

Phone Number *

9729788381

Email *

jrussell@voatx.org

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
9268	\$ 165,654.00	542000
Budget Manager	Secondary Budget Manager	
Ramirez, Priscilla	Puentes, Giovanni	

Provide Rate and Rate Descriptions if applicable * (?)

na

Project WBS (Work Breakdown Structure) * (?)

na

Requester Name

Singh, Patricia

Submission Date

4/25/2024

Budget Manager Approval(s)

Approved by

Giovanni Puentes

Approval Date

4/26/2024

Procurement Approval

File Upload (?)

Approved by

Sharon Brauner

Approval Date

4/30/2024

Contract Owner Approval

Approved by

Kim Kornmayer

Approval Date

4/30/2024

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Belinda Stude

Approval Date*

4/30/2024

EXHIBIT R-10

MAY 2024

RENEWALS UNDER 100k



Annual Renewal Evaluation

Current Fiscal Year Contract Information

Current Fiscal Year

2024

Contract ID#*

2022-0385

Contractor Name*

Lease Accelerator, Inc. d/b/a EZLease, LLC

Service Provided* (?)

Lease Accounting Software needed to aid in compliance with GASB 87 and GASB 96 pertaining to capitalization of right to use assets.

Renewal Term Start Date*

4/29/2022

Renewal Term End Date*

4/28/2025

Term for Off-Cycle Only (For Reference Only)

Agenda Item Submitted For: (?)

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- Grant Proposal
- Revenue
- SOW-Change Order-Amendment#
- Other

Procurement Method(s)*

Check all that Apply

- Competitive Bid
- Request for Proposal
- Request for Application
- Request for Quote
- Interlocal
- Not Applicable (If there are no funds required)
- Competitive Proposal
- Sole Source
- Request for Qualification
- Tag-On
- Consumer Driven
- Other

Contract Description / Type

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Vendor/Contractor a Historically Underutilized Business (HUB) (?)

- Yes
- No
- Unknown

Contract NTE* (?)

\$ 7,055.00

Rate(s)/Rate(s) Description

Unit(s) Served*

1122

G/L Code(s)*

551002

Current Fiscal Year Purchase Order Number*

FY23 PO CT142830

Contract Requestor*

Hayden Hernandez

Contract Owner*

Hayden Hernandez

File Upload (?)

Evaluation of Current Fiscal Year Performance

Have there been any significant performance deficiencies within the current fiscal year?*

Yes No

Were Services delivered as specified in the contract?*

Yes No

Did Contractor perform duties in a manner consistent with standards of the profession?*

Yes No

Did Contractor adhere to the contracted schedule?* (?)

Yes No

Were reports, billing and/or invoices submitted in a timely manner?* (?)

Yes No

Did Contractor provide adequate or proper supporting documentation of time spent rendering services for the Agency?* (?)

Yes No

Did Contractor render services consistent with Agency policy and procedures?* (?)

Yes No

Maintained legally required standards for certification, licensure, and/or training?* (?)

Yes No

Renewal Determination

Is the contract being renewed for next fiscal year with this Contractor?* (?)

Yes No

Renewal Information for Next Fiscal Year

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1122	\$ 7,055.00	551002
Budget Manager* Campbell, Ricardo		Secondary Budget Manager* Campbell, Ricardo

Provide Rate and Rate Descriptions if applicable* (?)

N/A

Project WBS (Work Breakdown Structure)* (?)

N/A

Fiscal Year* (?)	Amount* (?)
2025	\$ 7,055.00

Next Fiscal Year Not to Exceed Amount for Master Pooled Contracts

7055

Contract Funding Source*

General Revenue (GR)

Contract Content Changes

Are there any required changes to the contract language?* (?)

Yes No

Will the scope of the Services change?*

Yes No

Is the payment deadline different than net (45)?*

Yes No

Are there any changes in the Performance Targets?*

Yes No

Are there any changes to the Submission deadlines for notes or supporting documentation?*

Yes No

File Upload (?)

Contract Owner

Contract Owner* (?)

Please Select Contract Owner

Hayden Hernandez

Budget Manager Approval(s)

Approved by

Ricardo Campbell

Contract Owner Approval



Approved by

Hayden Hernandez

Contracts Approval

Approve *

- Yes
- No, reject entire submission
- Return for correction

Approved by *

Belinda Stude

Approval Date *

4/30/2024



Annual Renewal Evaluation

Current Fiscal Year Contract Information



Current Fiscal Year

2024

Contract ID#*

2023-0637

Contractor Name*

Quantum Market Research, Inc.

Service Provided* (?)

Software agreement and subscription services for annual engagement survey implementation and administration for all employees.

Renewal Term Start Date*

3/7/2024

Renewal Term End Date*

3/6/2025

Term for Off-Cycle Only (For Reference Only)

Agenda Item Submitted For: (?)

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- Grant Proposal
- Revenue
- SOW-Change Order-Amendment#
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input checked="" type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other <input type="text"/> |

Contract Description / Type

- | | |
|--|---|
| <input type="checkbox"/> Personal/Professional Services | <input type="checkbox"/> Consultant |
| <input type="checkbox"/> Consumer Driven Contract | <input type="checkbox"/> New Contract/Agreement |
| <input type="checkbox"/> Memorandum of Understanding | <input type="checkbox"/> Amendment to Existing Contract |
| <input type="checkbox"/> Affiliation or Preceptor | <input type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> BAA/DUA | <input type="checkbox"/> IT/Software License Agreement |
| <input type="checkbox"/> Pooled Contract | <input type="checkbox"/> Lease |
| <input checked="" type="checkbox"/> Renewal of Existing Contract | <input type="checkbox"/> Other <input type="text"/> |

Vendor/Contractor a Historically Underutilized Business (HUB) (?)

- Yes
- No
- Unknown

Contract NTE* (?)

\$ 50,000.00

Rate(s)/Rate(s) Description

Unit(s) Served*

1108

G/L Code(s)*

549009

Current Fiscal Year Purchase Order Number*

FY23 PO CT142782

Contract Requestor*

Ninfa Escobar

Contract Owner*

Ninfa Escobar

File Upload (?)

Evaluation of Current Fiscal Year Performance

Have there been any significant performance deficiencies within the current fiscal year? *

Yes No

Were Services delivered as specified in the contract? *

Yes No

Did Contractor perform duties in a manner consistent with standards of the profession? *

Yes No

Did Contractor adhere to the contracted schedule? * (?)

Yes No

Were reports, billing and/or invoices submitted in a timely manner? * (?)

Yes No

Did Contractor provide adequate or proper supporting documentation of time spent rendering services for the Agency? * (?)

Yes No

Did Contractor render services consistent with Agency policy and procedures? * (?)

Yes No

Maintained legally required standards for certification, licensure, and/or training? * (?)

Yes No

Renewal Determination

Is the contract being renewed for next fiscal year with this Contractor? * (?)

Yes No

Renewal Information for Next Fiscal Year

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1108	\$ 50,000.00	549009
Budget Manager* Campbell, Ricardo		Secondary Budget Manager* Campbell, Ricardo

Provide Rate and Rate Descriptions if applicable* (?)
NA

Project WBS (Work Breakdown Structure)* (?)
NA

Fiscal Year* (?)	Amount* (?)
2025	\$ 50,000.00

Next Fiscal Year Not to Exceed Amount for Master Pooled Contracts

Contract Funding Source*
General Revenue (GR)

Contract Content Changes

Are there any required changes to the contract language? * (?)
 Yes No

Will the scope of the Services change? *
 Yes No

Is the payment deadline different than net (45)? *
 Yes No

Are there any changes in the Performance Targets? *
 Yes No

Are there any changes to the Submission deadlines for notes or supporting documentation? *
 Yes No

File Upload (?)

Contract Owner

Contract Owner* (?)
Please Select Contract Owner
Ninfa Escobar

Budget Manager Approval(s)

Approved by

Ricardo Campbell

Contract Owner Approval



Approved by

Ninfa Escobar

Contracts Approval

Approve *

- Yes
- No, reject entire submission
- Return for correction

Approved by *

Belinda Stude

Approval Date *

4/9/2024

EXHIBIT R-11

MAY 2024
AMENDMENTS UNDER 100k



Executive Contract Summary

Contract Section



Contractor*

R.J. Braniff Corporation d/b/a Automated Business Systems

Contract ID #*

7539

Presented To*

- Resource Committee
- Full Board

Date Presented*

5/21/2024

Parties* (?)

Automated Business Systems and The Harris Center

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- Grant Proposal
- Revenue
- SOW-Change Order-Amendment#
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input checked="" type="checkbox"/> Other |

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

9/1/2023

Contract Term End Date* (?)

8/31/2024

If contract is off-cycle, specify the contract term (?)

Current Contract Amount*

\$ 1,075.00

Increase Not to Exceed*

\$ 499.00

Revised Total Not to Exceed (NTE)*

\$ 1,574.00

Fiscal Year* (?)
2024

Amount* (?)
\$ 1,574.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Additional maintenance was required on contracted equipment. It was in excess of the current contract.

Contract Owner*

Nicole Lievsay

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

Equipment Maintenance
9/1/2022 - 9/1/2023

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Automated Business Systems April 2024 Signed Invoice.pdf 34.29KB

Vendor/Contractor Contact Person

Name*

Automated Business Systems

Address*

Street Address
5300 Hollister Street
Address Line 2

City

Houston

Postal / Zip Code

77040-6172

State / Province / Region

TX

Country

US

Phone Number*

7136821919

Email*

beverly@absservices.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1107	\$ 1,574.00	553001
Budget Manager	Secondary Budget Manager	
Campbell, Ricardo	Campbell, Ricardo	

Provide Rate and Rate Descriptions if applicable* (?)

NA - See attached invoice

Project WBS (Work Breakdown Structure)* (?)

None

Requester Name

Lievsay, Nicole

Submission Date

4/30/2024

Budget Manager Approval(s)

Approved by

Ricardo Campbell

Approval Date

4/30/2024

Contract Owner Approval

Approved by

NICOLE LIEVSAY

Approval Date

4/30/2024

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Belinda Stude

Approval Date*

4/30/2024



Executive Contract Summary

Contract Section

Contractor*

Rainbow Health LLC

Contract ID #*

2022-0553

Presented To*

- Resource Committee
 Full Board

Date Presented*

5/21/2024

Parties* (?)

The Harris Center for Mental Health and IDD and Rainbow Health LLC

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$250,000.00)
 Board Approval (Total NTE Amount is \$250,000.00 or more)
 Grant Proposal
 Revenue
 SOW-Change Order-Amendment#
 Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|--|
| <input checked="" type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

9/1/2023

Contract Term End Date* (?)

8/31/2024

If contract is off-cycle, specify the contract term (?)

Current Contract Amount*

\$ 48,000.00

Increase Not to Exceed*

\$ 25,000.00

Revised Total Not to Exceed (NTE)*

\$ 73,000.00

Fiscal Year* (?)
2024

Amount* (?)
\$ 25,000.00

Funding Source*

State Grant

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

The intent of the ECS is to increase the ECS to add additional modules of the application which will allow the MCOT operations team more functionality of the application.

CONTRACT NO. HHS000790600002

Contract Owner*

Mustafa Cochinwala

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person



Name*

Shail Sinhasane

Address*

Street Address

77 Sugar Creek Center Blvd

Address Line 2

Suite 600

City

Sugar Land

State / Province / Region

TX

Postal / Zip Code

77478-3580

Country

US

Phone Number*

832-420-1153

Email*

shail@rainbow.health

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
7001	\$ 25,000.00	553002
Budget Manager	Secondary Budget Manager	
Ilejay, Kevin	Campbell, Ricardo	

Provide Rate and Rate Descriptions if applicable* (?)

Flat rate of \$25,000.00 for all new modules and functionality.

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name

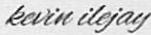
Jones, Anthony

Submission Date

4/9/2024

Budget Manager Approval(s)

Approved by



Approval Date

4/9/2024

Procurement Approval

File Upload (?)

Approved by

Approval Date

Contract Owner Approval

Approved by



Approval Date

4/9/2024

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by *

Belinda Stude

Approval Date *

4/10/2024

EXHIBIT R-12

MAY 2024

**AFFILIATION AGREEMENTS,
GRANTS, MOU'S AND
REVENUES**

INFORMATION ONLY



Executive Contract Summary

Contract Section



Select Header For This Contract*

MOU

Contractor*

Bralle Home, LLC

Contract ID #*

2024-0875

Presented To*

- Resource Committee
- Full Board

Date Presented*

5/21/2024

Parties* (?)

Bralle & AKA Home and The Harris Center for Mental Health and IDD

Agenda Item Submitted For: * (?)

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- Grant Proposal
- Revenue
- SOW-Change Order-Amendment#
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|---|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input checked="" type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

4/22/2024

Contract Term End Date* (?)

8/31/2025

If contract is off-cycle, specify the contract term (?)

Fiscal Year* (?)

2024

Amount* (?)

\$ 0.00

Fiscal Year* (?)

Amount* (?)

2025

\$ 0.00

Funding Source*

Private Pay Source

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract

- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Contract Owner*

Kim Kornmayer

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person



Name*

Alyse Ferguson

Address*

Street Address

4001 Avenue N

Address Line 2

City

Rosenberg

Postal / Zip Code

77471-4801

State / Province / Region

TX

Country

US

Phone Number*

214-566-3722

Email*

aferguson@akahomemgmt.com

Budget Section



Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
9208	\$ 0.00	0

Budget Manager	Secondary Budget Manager
Oshman, Jodel	Ramirez, Priscilla

Provide Rate and Rate Descriptions if applicable* (?)
na

Project WBS (Work Breakdown Structure)* (?)
na

Requester Name	Submission Date
Singh, Patricia	4/2/2024

Budget Manager Approval(s) ^

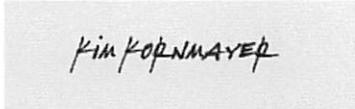
Approved by	Approval Date
	4/2/2024

Procurement Approval ^

File Upload (?)

Approved by	Approval Date
	

Contract Owner Approval ^

Approved by	Approval Date
	4/3/2024

Contracts Approval ^

Approved by	Approval Date
	4/16/2024

Final Board Report Comments ^

Justification / Purpose of Contract / Description of Services Being Provided (?)
The care coordination agreement serves to confirm that mutual understanding of The Harris Center for Mental Health and IDD and the following referral partner: Bralle & AKA Home

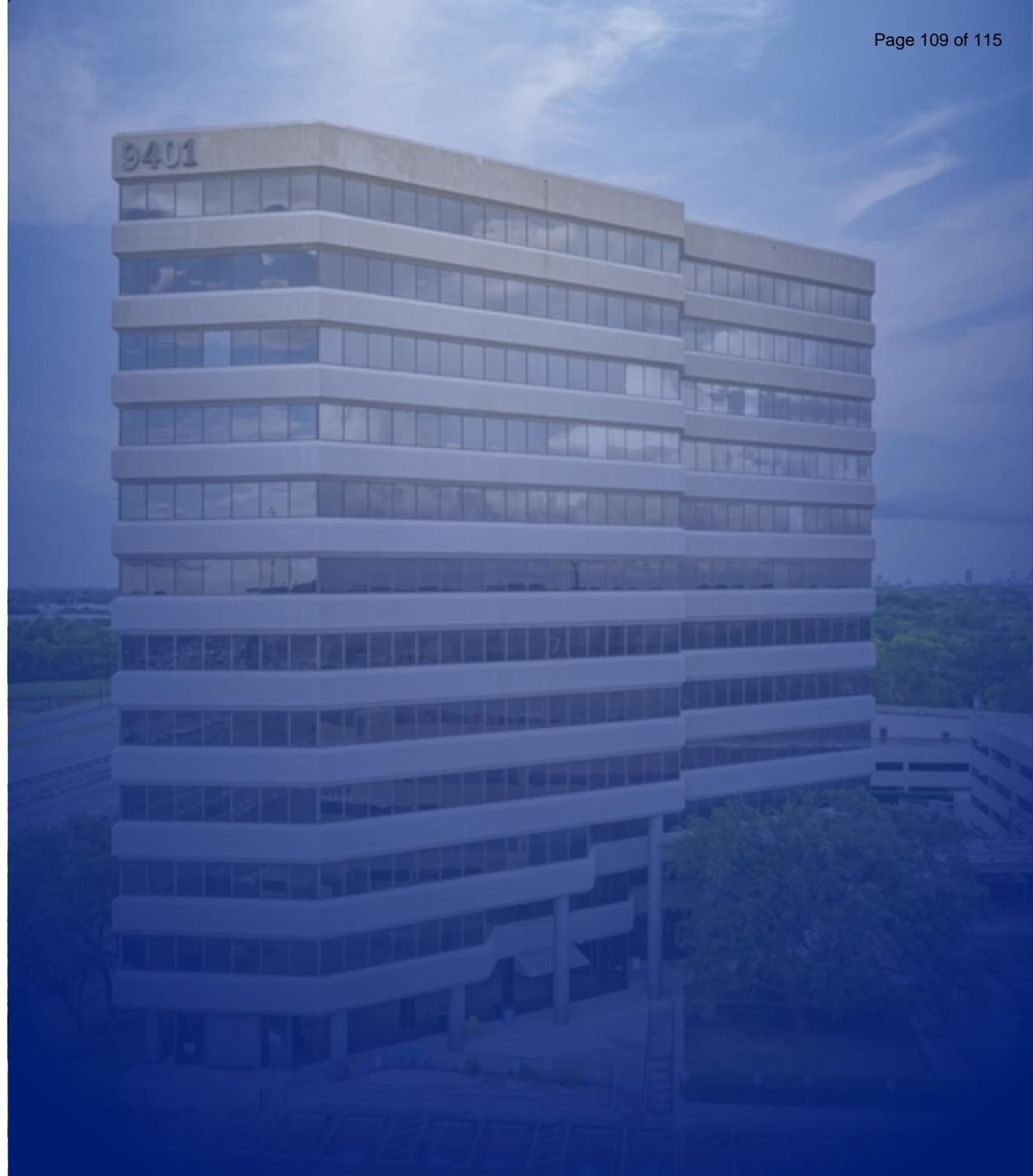
Product/Service Description
New MOU

EXHIBIT R-13

Supplier Diversity Report

Q2 FY2024

Presented by: Stanley Adam, MBA
May 21, 2024



Overview

- RFP Advertisement – Examples
- Q2 FY2024 HUB Spent Report

Q2 FY2024 HUB Report (1 of 2)

Vendor Name	FY2024 Q2 Spend (\$)	Description	Local Vendor		HUB
			Greater Houston	State of Texas	
Ultra Medical Cleaning	504,598	Janitorial services	x	x	x
Rey De La Reza Architects	264,886	Architecture services	x	x	x
Webhead	117,394	Technology Company	x	x	x
MSTRATEGIC	113,723	Design and Construction	x	x	x
Metropolitan Landscape*	101,320	Landscape	x	x	x
Rekruters	98,243	IT staffing	x	x	x
Right Now Pest	85,625	Pest Control and Exterminator	x	x	x
Universe Technical Translation	64,384	Translation and interpretation services	x	x	x
Physician Resources, INC	60,503	Temporary Staffing and Direct Hire Placement	x	x	x
SHI Government Solutions, INC	49,982	Computer Software &, Hardware	x	x	x
The Warring Group	45,600	PR/Media Relations	x	x	x
Landtech	37,220	Surveying	x	x	x
LAB USA	33,120	Technology Company	x	x	x
Ascend HR	23,200	Recruitment	x	x	x
A-Rocket Moving & Storage	18,258	Moving services	x	x	x
THR3EDESIGN	16,780	Architecture services	x	x	x
Modern Psychological & Allied	16,350	Psychological services	x	x	x
The Burnett Companies Consolidated	15,692	Specialist Staffing	x	x	x
ATIME4MARKET	7,500	Marketing Consultant	x	x	x
Crystal Communications Ltd	4,820	Data, IP, and video communications systems integration	x	x	x
MasterWord Services INC	4,437	Translation and interpretation services	x	x	x
Viking Fence*	2,344	Fence	x	x	x
Nightingale Interpreting	2,190	Translation and interpretation services	x	x	x
Next Level Urgent Care	2,085	Urgent care/workers' comp	x	x	x
DAAS Inc	1,985	Flooring Contractors	x	x	x
Broaddus Planning, LLC	555	Consulting and Planning Services		x	x
Houston Defender	197	African-American Newspaper	x	x	x
Total HUB Spend \$		1,692,990			

* Did not renew HUB certification during FY2023

Vast majority of the Agency's Historically Underutilized Business vendors are located in the Greater Houston area

Q2 FY2024 HUB Report (2 of 2)

- Q2 FY2024 HUB spend = **\$1,692,990**
- Q2 FY2024 discretionary spend = **\$10,045,844**
- HUB spend % = **17%**
- Exclusion categories from discretionary spend
 - *Intergovernmental contracts*
 - *Key service contracts with non-profits (Easterseals)*
 - *University systems (BCM for residency program)*
 - *Enterprise software (EHR, ERP)*
 - *Leases*
 - *Supported housing*
 - *Pharmaceuticals*
 - *Utilities*
 - *Physician services*
 - *Trade organizations (National Council, Texas Council)*
 - *Employee reimbursements*
 - *Employee benefits*
 - *Consumer-chosen individuals for respite services*

Thank you.