

New York City Public Housing Preservation Trust

Board Meeting

January 17, 2024



Overview

01

Approval of the Minutes

02

Chair Remarks

03

President's Report

04

Resolutions

- **Procurement Policy**
- **Shared Services Agreement**





President's Report

Contracts Report

Scope	Vendor	Execution Date	Contract Length	Procurement method	Number of proposers	M/WBE?	Cost
Branding services, website design, and messaging	The Design and Branding Company, Inc. (DBC)	November 22, 2023	Until complete	Best value request for proposals	3	Yes	\$94,670

Procurement Policy Enhancement Strategy

Subject	Guides	Key lessons
Overall policy	School Construction Authority, NYCHA, Department of Design and Construction, MTA, EDC, Mayor’s Office of Contract Services, Mayor’s Office of Talent and Workforce Development	<ul style="list-style-type: none"> + Ensure policy preserves the flexibility of our statute + Use policy to guide values: importance of Section 3, M/WBE, and working with residents + Plan to adjust and improve policy as we learn through implementation
Procurement methods	SCA, NYCHA, MTA, DDC	<ul style="list-style-type: none"> + Break into intuitive categories, with the flexibility to procure for items that are harder under traditional categories (e.g. technology subscriptions)
Section 3 & MWBE	Small Business Services, Mayor’s Office of Talent and Workforce Development, Chicago Housing Authority, MOCS, SCA, NYCHA	<ul style="list-style-type: none"> + Big gap in Section 3/Community Hiring in NYC, but the new community hiring initiatives and legislation offer a chance to help NYCHA residents + Wide range of tools—de-bundling contracts, targets, direct procurement—to ensure these goals build capacity
Vendor responsibility	NYCHA, SCA, EDC	<ul style="list-style-type: none"> + Build a comprehensive check process in house that meets need for efficiency and through research
Board approvals	NYCHA, SCA, MTA, EDC	<ul style="list-style-type: none"> + Board should be reviewing areas of risk – not necessarily every contract + Consider excluding certain types of contract procurement types (e.g. lowest cost) from Board approval but to include sensitive contracts
Grievances	SCA, MTA, DDC	<ul style="list-style-type: none"> + Resolving contract disputes should be quick to encourage broad pool of vendors to respond + Long, drawn out processes are difficult for design-build contracts

Shared Services and Facilities Agreement

Overview

Purpose: Agreement with NYCHA for the Trust to utilize NYCHA resources, services, and facilities and for the Trust to reimburse NYCHA for one-time start-up costs

Term: Executed on December 29, 2023 subject to Board approval, with effective date of August 7, 2023

- + Term of agreement is 10 years

Termination: Trust is able to discontinue any service at any time with prior notification

Services and Facilities

Facilities:

- + Office space at 90 Church, 10th floor
- + Conference rooms (10th floor) and ceremonial room

Services:

- + Accounting and Treasury
- + Human Resources
- + IT Support

Operational:

- + IT software, licenses, and hardware
- + Supply management

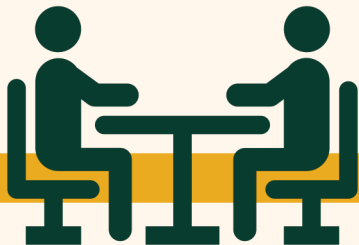
Nostrand Vote

Final Tally

- + On December 14, 2023, the following results for Nostrand Houses was certified by MK Elections, the election administrator:
 - + 51% of eligible voters voted (808 out of 1,591)
 - + **Trust:** 464 votes
 - + **Remain in Section 9:** 172 votes
 - + **PACT:** 163 votes



Upcoming Resident Partnerships



Nostrand Kick-off Meeting
Meet the Trust and information from NYCHA
late January

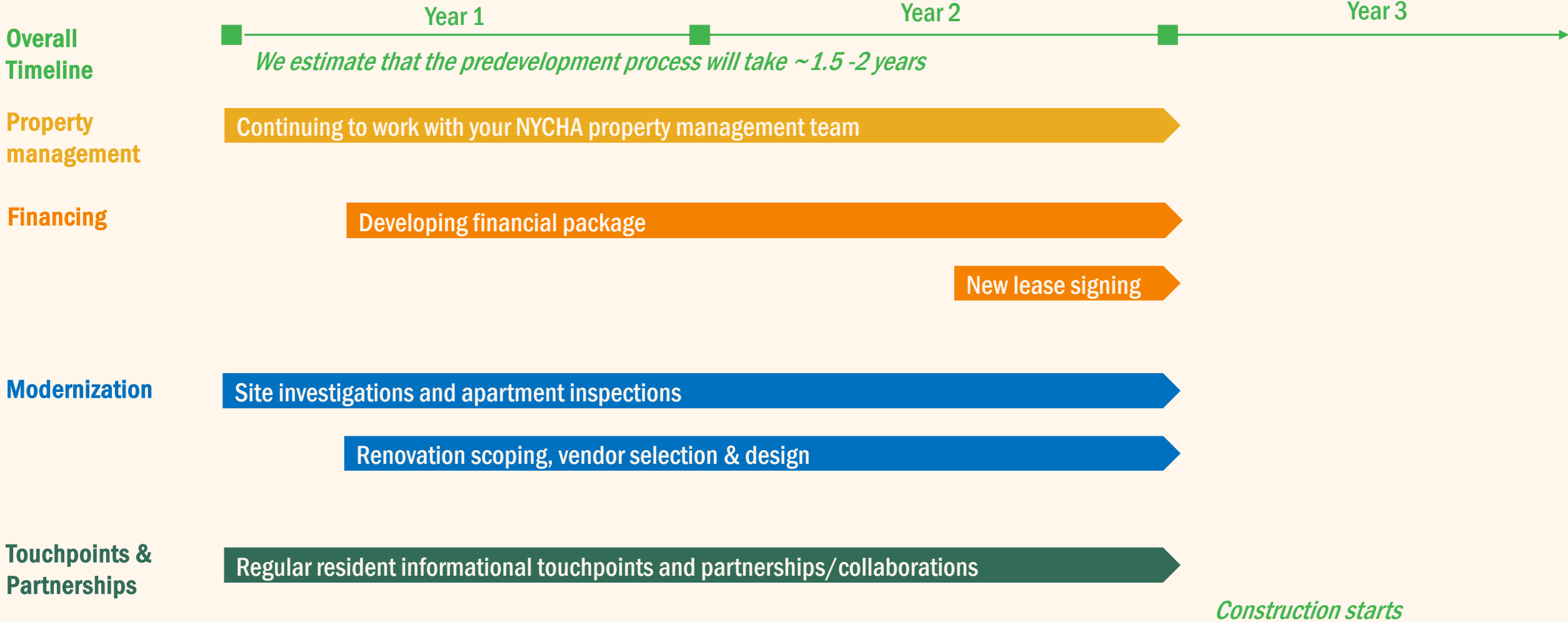


Community Partnership Planning
Develop plan on how and when to partner
with residents throughout the process



Quarterly Resident Meetings
Provide residents with regular
updates

Project Timeline





Resolutions – Procurement Policy

Procurement Policy Amendment

Board Contract Approval

- + Board will approve contracts when:
 - + GC recommends
 - + High value (\$1M+ or 10%+ of our non-capital annual budget) or capital projects awarded on a basis other than lowest cost
 - + High value (\$10M+ or 10%+ of capital plan) alternative delivery contracts
- + Board provides meaningful oversight & governance of our most important/riskiest contracts

Dispute Resolution

- + Ensuring that:
 - + the Trust is protected
 - + contract disputes can be resolved expeditiously and efficiently
 - + vendors and the Trust can rely on a fair process and find recourse through arbitration and the courts

Revisions for Clarity

- + Page size and legibility
- + More direct language
- + Clarified single source/sole source/only one bid received paragraphs



Resolutions – Shared Services Agreement

Shared Services and Shared Facilities Agreement

Service	Description
Accounting and Treasury	<ul style="list-style-type: none">+ Maintaining accurate accounts and records+ Processing payroll, vendor payments+ Managing bank account+ Preparing financial statements+ Tax filings and returns
Human Resources	<ul style="list-style-type: none">+ Onboarding process for new staff (NYCAPS, FISA/OPA, DCAS, etc.)+ Ongoing administration for employee benefits
IT Support	<ul style="list-style-type: none">+ new user IT set-up (network ID, licenses, installation of software and hardware)+ Ongoing IT support (service desk, etc.)
Facilities	<ul style="list-style-type: none">+ Use of 90 Church office space and conference rooms
Supply management	<ul style="list-style-type: none">+ Source, procure, and provide materials, supplies, and equipment
IT software, licenses, and hardware	<ul style="list-style-type: none">+ Software and Licenses (Microsoft 365, Adobe, etc.)+ Hardware (desktop, laptop, phone, etc.)



New York City
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