



June 19, 2018

Item No. 5

RECOMMENDATION TO EXTEND THE CONTRACT WITH PUGH, JONES AND JOHNSON, P.C. FOR ETHICS OFFICER AND EEO OFFICER SERVICES

Presenter: James Bebley, Chief Legal Officer

Recommendation

The Chief Executive Officer recommends that the Board of Commissioners of the Chicago Housing Authority approve the extension for Contract No. 11770 with Pugh, Jones and Johnson, P.C. ("Pugh, Jones") for services as the CHA Ethics Officer and Equal Employment Opportunity (EEO) Officer. The contract extension will be for a one (1) year period, effective from July 1, 2018 through June 30, 2019. Services performed under the extension to Contract No. 11770 shall be subject to the annual appropriated budget for the Office of the Chief Legal Officer applicable to all aggregated Legal Services Agreements.

Contract Summary:

The requested action in this item complies in all material respects with all applicable Chicago Housing Authority Board policies and all applicable federal (HUD) procurement laws. Staff have completed all necessary due diligence to support the submission of this initiative.

Funding

CHA Office of Chief Legal Officer

Compliance

MBE **100%** WBE N/A DBE N/A
SECTION 3: FUND CONTRIBUTION

Background

The CHA's Ethics Policy establishes the position of Ethics Officer to be appointed by the CHA's Board of Commissioners, with preference given to an independent contractor outside of the CHA. Pursuant to the CHA's Ethics Policy, the CHA Ethics Officer is responsible for monitoring and performing services in the administration and enforcement of the Ethics Policy.

The CHA's Equal Employment Opportunity (EEO) Officer's role and duties are described and identified in the CHA Employee Handbook and the EEO Policy, and include the responsibilities to assist with the resolution of employment matters, including but not limited to, those involving discrimination, harassment and accommodations made for employees with disabilities. The EEO Officer addresses all equal employment opportunity concerns of CHA employees that may pertain to hiring, promotions, transfers, the work environment or any other term or condition of employment in connection with CHA's policies.

Pursuant to an RFP solicitation in 2016, CHA made a contract award and entered into a professional services agreement with Pugh, Jones & Johnson, P.C. on a firm-fixed rate basis, and in an amount not-to-exceed \$90,500 for the one-year base term, effective from July 1, 2016 through June 30, 2017, to perform and provide professional services as the CHA's Ethics Officer and EEO Officer, with a one-year extension option reserved to the CHA. The CHA previously exercised the one-year option, extending the term of the agreement through June 30, 2018. This proposed extension adds one additional year of services, during which staff will finalize an evaluation of the related services and recommend a permanent process for providing such services. Subsequent services performed under this amendment to Contract No. 11770 shall be subject to the annual appropriated budget for the Office of the Chief Legal Officer applicable to all aggregated Legal Services Agreements.

Conclusion

The vendor's performance under Contract No. 11770 has been satisfactory during the term of the agreement, and the CHA now seeks the authorization of the Board of Commissioners to extend the agreement for a one-year term upon the same prevailing terms and conditions.

Respectfully Submitted:

James Bebley
Chief Legal Officer

RESOLUTION NO. 2018-CHA-

WHEREAS, The Board of Commissioners of the Chicago Housing Authority has reviewed the Board Letter dated June 19, 2018 entitled “Recommendation to Extend the Contract with Pugh, Jones and Johnson, P.C. for Ethics Officer and EEO Officer Services.”

THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CHICAGO HOUSING AUTHORITY:

THAT, the Board of Commissioners authorizes the Chief Executive Officer or his designee to enter into an amendment to Contract No. 11770 with Pugh, Jones and Johnson, P.C. extending the contract from July 1, 2018 through June 30, 2019, to continue the vendor’s performance of Ethics Officer and Equal Employment Opportunity Officer services to the CHA. Services performed under the amendment to Contract No. 11770 shall be subject to the annual appropriated budget for the Office of the Chief Legal Officer applicable to all aggregated Legal Services Agreements.

This award is subject to the Contractor’s compliance with the CHA’s applicable MBE/WBE/DBE/ Section 3 hiring and insurance requirements.

Eugene E. Jones, Jr.
Chief Executive Officer
Chicago Housing Authority