



RESOLUTION NO. 23-44

**RESOLUTION APPROVING EXTENSION OF MAILING SERVICES AGREEMENT
BETWEEN HARRIS COUNTY HOUSING AUTHORITY AND QUESTMARK
INFORMATION MANAGEMENT, INC. TO MARCH 31, 2024**

WHEREAS, Questmark Information Management, Inc. (Questmark) now provides mailing services to Harris County under Harris County's Bid for: Assorted Mailing Services for the Pick-up, Processing, and Delivery of Mail for Harris County, under Job No. 180022 (County Contract); and

WHEREAS, Harris County and Harris County Housing Authority (HCHA) entered into an Interlocal Agreement (ILA) under which HCHA may utilize the contracts procured by Harris County, thereby allowing HCHA to obtain the benefit of the procurement processes utilized by Harris County, a much larger governmental body better situated to obtain favorable contract terms; and

WHEREAS, mailing services of the kind provided by Questmark to Harris County are essential to HCHA's operations and, accordingly, HCHA utilized its rights under the ILA to enter into a Mailing Services Agreement with Questmark (Agreement), which Agreement was approved by HCHA's Board of Commissioners on September 19, 2018, under Resolution No. 18-41; and

WHEREAS, the County Contract gave Harris County and subsequently the ILA provided HCHA the right to extend the two contracts and over the years all extension rights were exercised so that both the County Contract and the Agreement were to expire February 28, 2023; and

WHEREAS, in mid-February 2023, HCHA's staff inquired of Harris County about the upcoming expiration of the County Contract and Harris County's Purchasing Department informed HCHA that a new contract was not yet in place due to staffing issues in the Purchasing Department, and to allow time for a new procurement, Harris County intended to extend the County Contract through May 31, 2023, or until a new contract was signed; and

WHEREAS, to avoid the loss of essential services, HCHA's Acting Executive Director utilized the discretion given her under HCHA's Procurement Policy to follow Harris County's lead and extended the Agreement for another four months, through June 30, 2023, to allow HCHA what it reasonably believed was adequate time under the ILA to put in place another contract for mailing services with the vendor procured by Harris County; and

WHEREAS, on June 7, 2023, HCHA's staff inquired again of Harris County about the status of the procurement for mailing services and was informed that Harris County did not yet have a new contract for mailing services in place; and

WHEREAS, on October 5, 2023, HCHA staff inquired of Questmark Information Management, Inc. about the status of the mailing services and was informed that Harris County did not yet have a new contract for mailing services in place; and

WHEREAS, to avoid the loss of essential services, HCHA must again extend the Agreement for a period long enough to ensure that Harris County has awarded a new mailing services contract and HCHA, under the ILA, has sufficient time to enter into a contract with the vendor selected by Harris County; and

WHEREAS, although the extension of the Agreement through June 30, 2023, did not result in an expenditure beyond the discretion given HCHA's Acting Executive Director under HCHA's Procurement Policy, the estimated cost of mailing services (including reimbursement of postage) during this additional (sixth) extension when added to the estimated cost of mailing services during the prior (fifth) extension may exceed the \$25,000 authority in HCHA's Procurement Policy, so that it is appropriate to request approval from HCHA's Board of Commissioners for the sixth extension of the Agreement; and

WHEREAS, the terms under which the Agreement will be extended are expected to be substantially the same as set forth in the draft Sixth Extension of Mailing Services Agreement (Draft Sixth Extension) attached to this resolution.

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners authorizes its Executive Director to negotiate and execute an extension of the Mailing Services Agreement with Questmark Information Management, Inc., which authority includes:

1. The authority to execute an extension agreement containing terms and conditions substantially the same as those set forth in the Draft Sixth Extension; and
2. The authority to extend the Agreement with Questmark without necessity of seeking continual Board approval, as long as, the current contract between the County and Questmark is extended, or a new vendor is awarded a contract, or in the event the extension necessitates approval of funding beyond what the Executive Director is currently approved to expend per the procurement policy, whichever occurs first.
3. The authority to take such other actions necessary or convenient to implement this resolution.

PASSED by the Board of Commissioners this 18th day of October 2023.

Chair: _____

Gerald Womack

Secretary: _____

Melissa Quijano

Attachment: Draft Sixth Extension