



RESOLUTION NO. 24-09

RESOLUTION APPROVING THE SEVENTH EXTENSION OF THE MAILING SERVICES AGREEMENT BETWEEN HARRIS COUNTY HOUSING AUTHORITY AND QUESTMARK INFORMATION MANAGEMENT, INC. EXTENDING THE TERM OF THE AGREEMENT THROUGH MARCH 31, 2025

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 Agreement); 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 Agreement gave Harris County and subsequently the ILA provided HCHA the right to extend its Agreement with QuestMark, for the same length of time of any subsequent renewal or extension of the County Agreement. Since the end of the initial Term contained in the County Agreement HCHA has exercised all of its' extension rights. Both the County and HCHA Agreements 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 Agreement 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 extended the County Agreement through May 31, 2023, or until a new contract was signed; and

WHEREAS, to avoid the loss of essential services, HCHA's 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’s staff inquired of Questmark Information Management, Inc. about the status of the County mailing services agreement and was informed that Harris County did not yet have a new contract for mailing services in place; and

WHEREAS, on March 12, 2024, HCHA’s staff last inquired of Questmark Information Management, Inc. about the status of the County mailing service agreement and was informed that Harris County did not yet have a new contract for mailing services in place but anticipated that a new bid process would be completed this year; 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, the multiple extensions of the Agreement (Extensions 1-6) have resulted in expenditures beyond the discretion given HCHA’s Executive Director under HCHA’s Procurement Policy, and because the estimated cost of mailing services (including reimbursement of postage) for this seventh extension period will further increase the overall expenditures for this Agreement, it is necessary per HCHA’s Procurement Policy to request approval from HCHA’s Board of Commissioners for the funding of the seventh 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 seventh extension of the Mailing Services Agreement (*Draft Seventh 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 Seventh Extension*; and
2. The authority to take such other actions necessary or convenient to implement this resolution.

PASSED, by the Board of Commissioners this 20th day of March 2024.

Chairman: 

Gerald Womack

Secretary: 

Melissa Quijano

Attachment: *Draft Seventh Extension*