

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZATION TO RENEW INCOME AND  
EMPLOYMENT VERIFICATION CONTRACT**

**Item No. 5B**

WHEREAS, U.S. Department of Housing and Urban Development (HUD) requires all Public Housing & Housing Choice Voucher providers to obtain income and employment verifications for all Public Housing & Housing Choice Voucher eligible participants; and

WHEREAS, in July 2020, LMHA staff, in accordance with LMHA's procurement procedures, awarded a contract to TALX Corporation (d/b/a Equifax Workforce Solutions); and

WHEREAS, the original contract awarded in 2020, to TALX Corporation (d/b/a Equifax Workforce Solutions) included the option for four (4) additional one-year renewals; and

WHEREAS, LMHA staff is requesting approval of the third, one-year renewal option.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Executive Director and Contracting Officer is hereby authorized to execute the third one-year renewal option of the contract with TALX Corporation (d/b/a Equifax Workforce Solutions) in the amount of \$249,120.

## **RESOLUTION BACKGROUND STATEMENT**

### **AUTHORIZATION TO RENEW INCOME AND EMPLOYMENT VERIFICATION CONTRACT**

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#### **I. STATEMENT OF FACTS:**

HUD requires all Public Housing & Housing Choice Voucher providers to obtain income and employment verifications for all eligible participants.

LMHA opened the bid for proposal No.1522 on July 7, 2020 and proposals were received from TALX (d/b/a Equifax Workforce Solutions) and MRI Software, LLC. Proposals were evaluated based on the following criteria:

1. Experience/Qualifications
2. Fee
3. Capacity

LMHA's Management Staff determined that the proposal submitted by TALX (d/b/a Equifax Workforce Solutions), to be a responsive and responsible proposal and was awarded the contract.

LMHA & TALX (d/b/a Equifax Workforce Solutions) have had a service agreement for many years to provide income and employment verifications for all Public Housing & Housing Choice Voucher eligible participants. The current contract amount is \$298,770. The one-year renewal rate is \$249,120 (a decrease of \$49,650.00, due to reduced number of transactions for this option year). Staff would like to renew the contract using the third one-year renewal option.

#### **II. ALTERNATIVES:**

- A. Authorize the third one-year renewal of the contract for membership with TALX (d/b/a Equifax Workforce Solutions) for one year in the amount of \$249,120 with the option for one (1) additional one-year renewal.
- B. No other alternatives considered.

#### **III. RECOMMENDATION:**

Staff recommends Alternative "A".

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**IV. JUSTIFICATION:**

- TALX (d/b/a Equifax Workforce Solutions) is qualified to provide the required services.
- The contract with TALX (d/b/a Equifax Workforce Solutions) provides an employment verification service “The Work Number” that provides employment status and/or income.
- TALX (d/b/a Equifax Workforce Solutions) allows the agency to be efficient in obtaining income and employment verification and therefore results in the overall proficiency of operations.
- LMHA staff completed the Contract Renewal Evaluation Form. This vendor received an overall rating of Above Average. (Above Average/Average/Below Average).

**V. BUDGET APPROVAL:**

Funding for this contract will be from the Housing Choice Voucher Program.

\_\_\_\_\_  
Jeffrey Ralph, Director of Finance

\_\_\_\_\_  
Date

**VI. PROCUREMENT CERTIFICATION:**

The procurement of this contract is in compliance with the Louisville Metro Housing Authority procurement policies and procedures.

\_\_\_\_\_  
Steve Webb, Purchasing Agent

\_\_\_\_\_  
Date

Submitted by: Deborah Gilbert  
Director of Leased Housing  
September 19, 2023