



Berkeley Housing Authority

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Office of the Executive Director

Item 7E
NEW BUSINESS
February 20, 2025

To: Honorable Chairperson and
Members of the Housing Authority Board

From: James Williams, Executive Director

SUBJECT: Strategic Planning Development Services Contract with
The Organizational Leadership Edge (TOLE).

RECOMMENDATION

Approve a resolution authorizing the Executive Director to execute a two-year contract with The Organizational Leadership Edge (TOLE) as the Strategic Planning Development Services provider for Berkeley Housing Authority (BHA) with contract authority of \$25,650.00 for two years for a not to exceed cost of \$25,650.00.

BACKGROUND

In order to assist Berkeley Housing Authority (BHA) Board and staff with determining the future direction of agency, the Berkeley Housing Authority seeks an experienced consultant to provide leadership and guidance with affordable housing strategies. The Strategic Planning Consultant will work with BHA Executive Director (ED) and assigned designees to gather input from a variety of stakeholders to help re-define a strategy and possible options.

An ad was posted and disseminated by NAHRO and Hills Legals-Bay Area News Group. Staff evaluated proposals from eight Proposers. A review panel, was assembled to evaluate the proposals according to guidelines established in the RFP.

After a thorough review and evaluation of the proposals, it was the recommendation by the selection committee to award the contract to TOLE.

CONTACT PERSON

James Williams, Executive Director, 981-5485

Attachments:

1. Resolution

BERKELEY HOUSING AUTHORITY
Resolution 25-04

AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A ONE YEAR CONTRACT WITH A ONE YEAR OPTION WITH THE ORGANIZATIONAL LEADERSHIP EDGE (TOLE) AS THE STRATEGIC PLANNING DEVELOPMENT CONSULTANT SERVICE PROVIDER FOR BERKELEY HOUSING AUTHORITY IN THE AMOUNT OF \$25,650.00.

WHEREAS, BHA is seeking a Strategic Planning Development Consultant Service Provider for several general goals and needs related to the strategic planning for the Agency. BHA envisions the key components to the strategic planning effort will be the facilitation of the processes to support re-defining BHA's vision, mission and business strategy development; and

WHEREAS, on December 23rd 2024, the Berkeley Housing Authority Executive Director issued a Request for Proposal for Strategic Planning Development Consultant Services for Berkeley Housing Authority (BHA); and

WHEREAS, eight reputable Strategic Planning Development firms responded to our RFP by the designated timeline; and

WHEREAS, the Berkeley Housing Authority convened a panel of the PHA selection committee, to review and rate the proposals according to defined criteria and conduct an interview of the key staff of the top firms; and

WHEREAS, The Organizational Leadership Edge (TOLE), scored the highest of the responsive bidders; and

NOW, THEREFORE BE IT RESOLVED that the Executive Director is authorized to execute a one-year contract with a one-year option with The Organizational Leadership Edge (TOLE). to provide the Berkeley Housing Authority with Strategic Planning Development Services, with contract authority of \$25,650.00 for two years for a not to exceed cost of \$25,650.00.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on February 20, 2025 by the following vote:

Ayes:

Noes:

Absent:

Attest: _____
James Williams, Secretary