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HOUSING  
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San Diego Housing Commission (SDHC)  
Agreement with Equifax Workforce Solutions LLC  
for Employment & Income Verification Services  
Presentation to the SDHC Board of Commissioners  
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# SDHC – Agreement with Equifax Workforce Solutions

## Introduction

- The U.S. Department of Housing and Urban Development (HUD) requires all public housing authorities to verify and determine income and employment status of participating Housing Choice Voucher (HCV) program families at new admission and recertification.
- The information is used to establish an HCV family's program eligibility and level of rental assistance.
- The information helps maintain program integrity.



# SDHC – Agreement with Equifax Workforce Solutions

## Introduction (Continued)

- SDHC has been utilizing The Work Number, a product of Equifax, as one of its primary income and employment verification sources since 2005.
  - Largest proprietary service of automated, up-to-date employment and income data.
  - Provides access to millions of employment records from thousands of employers nationwide.
    - Access to the payroll records of about 60 percent of the nation’s employers.
- SDHC conducted 7,460 income verifications in Calendar Year 2024 utilizing The Work Number.



## SDHC – Agreement with Equifax Workforce Solutions Previous Solicitations

- Alternative providers stated they have to depend on clients self-disclosing whether they are employed.
- Client would need to provide their employer's contact information for the alternate vendor to reach out to their employer to obtain the necessary information.
- Alternative vendors would take three business days to complete verifications and would rely on the employers to provide the information in a timely matter.
- There are no viable alternative providers offering automated, instant access to payroll records available to The Work Number.





# SDHC – Agreement with Equifax Workforce Solutions

## Current Agreement

- The previous agreement with Equifax ended January 31, 2023.
  - SDHC exercised contract extensions pursuant to the agreement to continue to utilize services, pending a new contract.
- December 2022: SDHC issued a Request for Proposals (RFP) to solicit proposals from qualified vendors, in accordance with SDHC’s Statement of Procurement Policy.
- SDHC received two proposals.
  - Responsiveness review was conducted on both proposals.
  - Evaluation committee evaluated, scored and ranked the proposals.
  - Equifax was the higher ranked proposal.
- SDHC entered into an agreement with Equifax on May 1, 2023, for a one-year term with four one-year renewal options.
  - The maximum amount for the first year (\$235,900) was within the authority delegated to the President and Chief Executive Officer.
- Approval of the staff recommendations will enable SDHC to exercise the first one-year option to renew the agreement in the amount of \$263,488.



# SDHC – Agreement with Equifax Workforce Solutions Staff Recommendations

## **That the SDHC Board of Commissioners take the following actions:**

- 1) Authorize the execution of the first option to renew the contract between SDHC and Equifax Workforce Solutions LLC (Equifax) for Employment and Income Verification Services for the Section 8 Housing Choice Voucher program for a one-year term from May 1, 2024, through April 30, 2025, in an amount not to exceed \$263,488.
- 2) Authorize the President and Chief Executive Officer, or designee, to substitute the funding sources with other available funding sources so long as the total program/project budget amount after substitution does not exceed the approved total budget, and to increase compensation by not more than 20 percent of the total agreement amount, if necessary, should the operational need arise without further action by the SDHC Board.
- 3) Authorize the President and Chief Executive Officer, or designee, to execute all documents and instruments necessary and/or appropriate to implement these approvals, in a form approved by General Counsel, and to take such actions as are necessary and/or appropriate to implement these approvals, provided that a copy of the documents, signed as to form by General Counsel, is submitted to each Housing Commissioner.





# SDHC – Agreement with Equifax Workforce Solutions

## Questions & Comments

