



Office of the City Manager

CONSENT CALENDAR
July 25, 2017

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Paul Buddenhagen, Director, Health, Housing & Community Services Department

Subject: Amend Contract No. 9111C with City Data Services for Maintenance of the Community Agency Online Application and Reporting System

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to amend Contract No. 9111C with City Data Services (CDS) to provide its online data management system to the Health, Housing and Community Services Department through June 30, 2018 to add \$28,560 bringing the total contract amount to \$134,210 and authorizing the City Manager to extend the contract for an additional three years, and execute any amendments with CDS for ongoing maintenance of the community agency online applications and reporting systems for an annual service fee of \$28,560.

FISCAL IMPACTS OF RECOMMENDATION

The breakdown of costs and budget codes is shown below:

Program Area	Annual Cost	Budget Codes
Community Agency Maintenance Fees	\$13,260	Budget code 370-7901-463-3047 – 60% Budget code 010-7901-463-3047 – 40%
Housing Trust Fund Maintenance Fees	\$5,100	Budget code 370-8002-463-3047
Mental Health Contracts Maintenance Fees	\$5,100	Budget code 063-4406-440-3038 - 50% Budget code 063-4412-440-3038 - 50%
SSB Maintenance Fee	\$5,100	Budget code 010-4501-440-3038
Total	\$28,560	

An amended contract no. has been entered into the Citywide contract database and assigned CMS No. GEUMQ

CURRENT SITUATION AND ITS EFFECTS

On June 11, 2010 the City entered into Contract Number 9111 totaling \$24,360 with City Data Services to continue maintenance on an online application and reporting system for administering community agency contracts. On July 1, 2014 the City exercised its option to extend the CDS contract for an additional two years through June 30, 2016, bringing the total contract amount to \$48,720 (Contract Number 9111A). On December 16, 2014, the City amended its contract with CDS to add Housing Trust Fund and Mental Health contract modules increasing the total contract amount to \$71,150. In June, 2017, the City amended its contract with CDS to add a Sugar-Sweetened Beverage contract module increasing the amount to \$105,650.

HHCS has been using the system since June 2010. The current contract with CDS will expire on June 30, 2017. HHCS staff is satisfied with the system's performance and recommends continuing to utilize the system for its contracts in the HHCS Department.

BACKGROUND

In 2008, City staff began researching various data systems to explore the availability and affordability of an online application and reporting system for community agency contracts. The main goals were to manage the impacts of staffing reductions and create efficiencies by developing an online system that would comply with City, state and federal reporting requirements, simplify the reporting process for non-profit contractors, and simplify the application review process for Commissions. In 2010 City staff identified City Data Services as the most flexible and cost-efficient system, and in June 11, 2010, entered into a contract with CDS.

The CDS system enables applicants for City funds to submit applications online. It also allows reviewers of these applications to view and evaluate applications through a web-based portal. Currently, more than 55 community agencies with over 100 programs have contracts administered by the HHCS Department. All of these agencies successfully applied for funding using the CDS system. They also regularly submit financial and program reports via CDS. CDS also contains a monitoring component where staff can track reviews of contract performance. CDS can also upload information into the federal Department of Housing and Urban Development reporting database which the City is required to use to report on CDBG and Emergency Solutions Grant funding. This functionality makes work more efficient and reduces costs.

The City extended the initial contract with CDS for an additional year in June of 2011. Council approved a new contract (No. 9111) with CDS for a two-year period (June 2012 – June 2014), with the option to extend the contract for an additional two years (June 2014 – June 2016). In June 2016, Council approved the continued use of CDS through June 30, 2017. A sole-source contract for the additional period was approved.

ENVIRONMENTAL SUSTAINABILITY

The CDS system supports the City's efforts to reduce the use of paper. Using this online monitoring and reporting system has greatly reduced paper usage.

RATIONALE FOR RECOMMENDATION

The CDS system has been developed and modified to adequately meet the needs of the HHCS department monitoring and reporting requirements for community agency contracts. CDS has saved the city and community agencies money by reducing the cost of reproducing multiple applications for funding. It has also created efficiencies for both community agencies and City staff by streamlining the reporting, application and monitoring processes.

ALTERNATIVE ACTIONS CONSIDERED

The HHCS Department continues to need an automated system to administer community agency contracts and track housing projects. If HHCS were to contract with another vendor for this service, it would cost at least twice as much.

CONTACT PERSON

Jennifer Vasquez, Community Services Specialist III, HHCS, 981-5431

Attachment:

1: Resolution

RESOLUTION NO. ##,###-N.S.

AMEND CONTRACT NO. 9111C WITH CITY DATA SERVICES (CDS) FOR MAINTENANCE OF THE COMMUNITY AGENCY ONLINE APPLICATION AND REPORTING SYSTEM

WHEREAS, the City of Berkeley has had a contract with City Data Services to provide its online data management systems since June, 2010; and

WHEREAS, the City of Berkeley expanded its contract with City Data Services to include multiple modules to track its community agency contracts, Housing Trust Fund and Single Family Rehabilitation projects as well as its Sugar Sweetened Beverage Program (SSB) projects and projects funded with Mental Health Services Act funds; and

WHEREAS, the City of Berkeley extended its contract to provide the above modules with City Data Services through June 30, 2017; and

WHEREAS, funding for these additional costs is available from the following budget codes:

Program Area	Annual Cost	Budget Codes
Community Agency Maintenance Fees	\$13,260	Budget code 370-7901-463-3047 – 60% Budget code 010-7901-463-3047 – 40%
Housing Trust Fund Maintenance Fees	\$5,100	Budget code 370-8002-463-3047
Mental Health Contracts Maintenance Fees	\$5,100	Budget code 063-4406-440-3038 - 50% Budget code 063-4412-440-3038 - 50%
SSB Maintenance Fee	\$5,100	Budget code 010-4501-440-3038
Total	\$28,560	

An amended contract has been entered into the Citywide contract database and assigned CMS No. GEUMQ.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to amend Contract No. 9111C with City Data Services to continue to provide maintenance activities to support community agency contracts, Housing Trust Fund and Single Family Rehabilitation projects, and Mental Health Services Act and Sugar Sweetened Beverage contracts bringing the total contract amount to \$134,210 through June 30, 2018 and authorizing the City Manager to execute an option to extend for an additional three years, and execute any amendments with City Data Services (CDS) for ongoing maintenance of the community agency online application and

reporting system for an annual service fee of \$28,560. A signed copy of said documents, agreements and any amendments will be kept on file in the Office of the City Clerk.

