



Office of the City Manager

CONSENT CALENDAR
April 28, 2020

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Lisa Warhuus, Director, Health, Housing, and Community Services

Subject: Contract: City Data Services for Streamlined Community Agency Contract Administration and Monitoring

RECOMMENDATION

Adopt a Resolution:

1. Authorizing the City Manager to enter into a contract with City Data Services (CDS) to continue to provide its online data management system to the Department of Health, Housing, and Community Services for the period July 1, 2020 through June 30, 2021 for \$32,160, and
2. Authorizing the City Manager to extend the contract for an additional three years (FY22, FY23 & FY24), and execute any amendments with CDS for ongoing maintenance of the community agency online applications and reporting systems for an annual service fee of \$32,160 for a total contract not to exceed amount of \$128,640.

FISCAL IMPACTS OF RECOMMENDATION

The breakdown of costs and budget codes is shown below:

Program Area	Annual Cost	GL Codes
Community Agency Maintenance Fee	\$13,260	E (128-51-504-530-0000-000-444-613130-) - 60% E (011-51-504-530-0000-000-444-613130-) - 40%
Housing Trust Fund (HTF) Maintenance Fee	\$6,300	E (128-51-504-533-2032-000-444-613130-)
HTF Monitoring and Inspection Maintenance Fee	\$2,400	E (128-51-504-533-2032-000-444-613130-)
Mental Health Contracts Maintenance Fee	\$5,100	E (315-51-503-526-2017-000-451-636110-)
Healthy Berkeley Maintenance Fee	\$5,100	E (011-51-506-559-2073-000-451-613130-)
Annual Total	\$32,160	
Contract NTE (FY21, FY22, FY23, FY24)	\$128,640	

CURRENT SITUATION AND ITS EFFECTS

On June 11, 2010 Council approved entering into a sole-source contract (No. 9111) with CDS to provide an online application and reporting system for administering community agency contracts. The contract with CDS was amended several times to extend the contract period, including adding annual service fees and the addition of several programs (Mental Health, Public Health, and Housing Trust Fund (HTF) Monitoring and Inspection modules). The current amended contract (now No. 093665-1) is set to expire at the end of FY20.

HHCS has been using the system since June 2010 and staff is satisfied with the system's performance and recommends continued utilization the system for its contracts and monitoring within the HHCS Department. Over ten City staff use CDS on a regular, if not daily, basis.

Continuing to contract with CDS is a Strategic Plan Priority Project, advancing our goal to be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community.

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 CDS as the most flexible and cost-efficient system. On June 11, 2010 Council approved a sole-source contract (No. 9111) with CDS that has since been amended several times to extend the contract period; including adding annual service fees and the addition of several programs (Mental Health, Public Health, and HTF Monitoring and Inspection modules). The current amended contract now numbered 093665-1 is set to expire at the end of FY20.

The CDS system enables applicants of City funds to submit applications online. It also allows reviewers of applications to view and evaluate them through a web-based portal. Currently, more than 50 community agencies with over 100 programs have contracts administered by the HHCS Department. Agencies have successfully applied for funding using the CDS system for several rounds of funding. They also regularly submit financial and program reports via CDS. CDS also contains a monitoring and inspection component where staff can track contract performance and inspection communications and results. Additionally, CDS can upload information into the federal Department of Housing and Urban Development reporting database which the City is required to use to report on Community Development Block Grant funding. This functionality makes work more efficient and reduces costs.

HHCS also uses CDS to track and monitor HTF and Below Market Rate (BMR) properties. All HTF and BMR property owners submit annual compliance reports through CDS and monitoring staff use CDS to coordinate and document on-site monitoring activities.

ENVIRONMENTAL SUSTAINABILITY

The CDS system supports the City's efforts to reduce the use of paper.

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 and monitoring efforts. 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

HHCS 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, there would likely be undue hardship to City staff and community partners during a system transition. Furthermore, procuring a new system would likely result in higher costs for the same or equivalent type of service.

CONTACT PERSON

Rhianna Babka, Community Services Specialist III, HHCS, 510-981-5410

Attachments:

1: Resolution

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

CONTRACT: CITY DATA SERVICES FOR STREAMLINED COMMUNITY AGENCY
CONTRACT ADMINISTRATION AND MONITORING

WHEREAS, City Data Services (CDS) provides an online contract reporting and monitoring system of the same name; and

WHEREAS, on June 11, 2010 Council approved that the City enter into a sole-source contract with CDS (No. 9111) to provide maintenance on an online application and reporting system for administering community agency contracts and monitoring the City's regulated housing portfolios, and this contract (amended No. 093665-1) is set to expire on June 20, 2020; and

WHEREAS, 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 and monitoring efforts; and

WHEREAS, three Divisions in HHCS use CDS for contract reporting and monitoring of more than 50 different agencies with over 100 discrete programs, as well as the Housing Trust Fund Monitoring; and

WHEREAS, staff is satisfied with the system's performance and recommends continued utilization of the system for contracts in the HHCS Department; and

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

Program Area	Annual Cost	GL Codes
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Annual Total	\$32,160	
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And;

WHEREAS, if HHCS were to contract with another vendor for this service, there would likely be transition costs and services impacts to City and community agency staff in system transition as well as increased costs to the City.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a contract with City Data Services to continue to provide maintenance activities to support community agency contracts, Housing Trust Fund and Single Family Rehabilitation projects, Housing Trust Fund Monitoring and Inspection tracking, Mental Health Services Act and Healthy Berkeley contracts bringing the total contract amount to \$32,160 from July 1, 2020 through June 30, 2021 and authorizing the City Manager to execute an option to extend for an additional three years (FY22, FY23 & FY24), 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 \$32,160 for a total contract not to exceed amount of \$128,640. A signed copy of said documents, agreements and any amendments will be kept on file in the Office of the City Clerk.

