


Rent Stabilization Board

DATE: May 7, 2018

TO: Honorable Members of the Rent Stabilization Board

FROM:  Jay Kelekian, Executive Director

SUBJECT: Recommendation to adopt Resolution 18-03, authorizing the Executive Director to modify the contract with TransSIGHT, LLC, to provide technical advice, guidance and project oversight related to changes to the Board's Rent Tracking System (RTS) Database and Online Registration by extending the term through June 30, 2019 and increasing the contract by an amount not to exceed an additional \$50,000

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**RECOMMENDATION:**

Authorizing the Executive Director to modify the contract with TransSIGHT, LLC, to extend the term through June 30, 2019 and adding an additional amount not to exceed \$50,000 to provide ongoing technical advice, guidance and project oversight related to changes and enhancements to the Board's Rent Tracking System (RTS) Database and Online Registration including, but not limited to, database upgrades, servicing and system maintenance, development of API integration enabling online registration in the short-term and providing longer-term RTS technical project oversight to develop a cost-effective information technology strategy.

**BACKGROUND AND NEED FOR RENT BOARD ACTION:**

On June 19, 2017 the Board approved budget for Fiscal Year (FY) 2017-2018 reconfirmed the Board's priority commitment to provide online vacancy registration. On September 18, 2017 the Board adopted resolutions to advance this goal authorizing the Executive Director to execute two contracts: (1) with Quartet Systems, Inc. to develop the requisite functionalities for a client portal enabling expanded online registration by property owners; and (2) with Software A.G. to provide services enhancing the Board's Rent Tracking System (RTS) database including, but not limited to, database upgrades, servicing and system maintenance and development of API integration enabling online registration.

As the City of Berkeley Information Technology department no longer provides past levels of program management and support for the Rent Tracking System, the need for additional technical project evaluation and oversight to achieve the immediate goals of enhancing the Rent Tracking System to develop online registration was clear. TransSIGHT has been filling this need for nearly a year, initially under a limited purchase order and since October under a Board authorized contract. A detailed description of the services provided by TransSIGHT was outlined in the October staff report that went to the Board.

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**FINANCIAL IMPACT:**

The current contract is based upon time and materials rather than a fixed scope and deliverable contract. This provides the Board with greater flexibility to select and pay for services we actually need and to make adjustments as appropriate. The spending authorization under the original contract was set at \$50,000. I am recommending that we increase the contract amount by an additional \$50,000. This should cover all costs related to the completion of online registration, all technical support and completion of the long-range needs study, which will provide the Board some much needed guidance in determining database needs and costs moving into the future. To date, total expenditures to TranSIGHT have been under \$60,000, an amount substantially lower than the \$130,000 - \$150,000 historically charged by the IT Department.

**NAME AND TELEPHONE NUMBER OF CONTACT PERSON:**

Jay Kelekian, Executive Director      (510) 981-7368

## RESOLUTION 18-03

**AUTHORIZING THE EXECUTIVE DIRECTOR TO MODIFY THE CONTRACT WITH TRANSSIGHT, LLC. TO PROVIDE TECHNICAL ADVICE, GUIDANCE AND PROJECT OVERSIGHT RELATED TO CHANGES IN THE BOARD'S RENT TRACKING SYSTEM (RTS) DATABASE AND ONLINE REGISTRATION PORTAL BY EXTENDING THE TERM THROUGH JUNE 30, 2019 AND INCREASING THE CONTRACT BY AN AMOUNT NOT TO EXCEED AN ADDITIONAL \$50,000**

**BE IT RESOLVED** by the Rent Stabilization Board of the City of Berkeley as follows:

**WHEREAS**, the Rent Tracking System (RTS) is critically important for electronically maintaining virtually all of the agency's property information; and

**WHEREAS**, since the launch of WebMethods RTS, the Rent Board has budgeted between \$180,000 - \$200,000 per year in salary, benefits and contracts for the ongoing maintenance, limited enhancement and servicing of the WebMethods RTS database, and

**WHEREAS**, The IT Department has indicated that they are no longer capable of providing overall project management services nor the required programming for ongoing development and enhancements to the Program's WebMethods RTS database; and

**WHEREAS**, the Rent Stabilization Board wishes to continue expanding access, assistance and services to all of our clients, particularly property owners transacting business with the Rent Stabilization Program; and

**WHEREAS**, in furtherance of that goal, the Rent Stabilization Board has identified the expansion of the existing limited online payment ability into a more comprehensive online registration capability as a priority in the Fiscal Year (FY) 2017/18 budget; and

**WHEREAS**, on August 18, 2017, the Board secured the services of Quartet Systems, Inc. to develop an online registration user interface, and Software AG to perform programming, maintenance integration and mapping the user interface to be developed by Quartet Systems Inc., so that the information provided by property owners online is properly reflected in the RTS database; and

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**WHEREAS**, these varied but critical tasks require coordination and overall project management to assure they are completed both properly and timely; and

**WHEREAS**, the Rent Board will also need a comprehensive plan developed to address strategy options for meeting our ongoing and evolving long-term database related needs; and

**WHEREAS**, TransSIGHT, LLC came highly recommended and has successfully been providing critical advice and assistance, initially on an emergency basis; and

**WHEREAS**, since November 2017, TransSIGHT, LLC has provided additional, comprehensive services under the negotiated Scope of Work (SOW); and

**WHEREAS**, Rent Board staff believes that TransSIGHT, LLC remains best qualified to provide the Board with the wide scope of services required to meet both short-range and longer-term database related needs; and

**WHEREAS**, Rent Board staff have had extensive discussions with TransSIGHT, LLC defining the anticipated Scope of Work (SOW) and requirements for the remainder of FY 2018 and into FY 2019; and

**WHEREAS**, Resolution 17-24, authorizing the original contract with TransSIGHT, LLC was in the amount of \$50,000; and

**WHEREAS**, the cost for anticipated additional work by TransSIGHT, LLC is not expected to exceed an additional \$50,000; and

**WHEREAS**, there is sufficient funding set aside in the Rent Board FY 2017/18 Budget to fund this work

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**NOW, THEREFORE BE IT RESOLVED** that the City of Berkeley Rent Stabilization Board hereby authorizes the Executive Director to modify the contract with TransSIGHT, LLC to provide comprehensive services including but not limited to technical advice, guidance and project oversight related to changes in the Board's Rent Tracking System (RTS) database and online registration portal, by extending the term through June 30, 2019 and increasing the contract by an additional amount not to exceed \$50,000, do that the total amount payable under this contract shall not exceed \$100,000.

Dated: May 7, 2018

Adopted by the City of Berkeley Rent Stabilization Board by the following vote:

YES:

NO:

ABSTAIN:

ABSENT:

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John Selawsky, Chair  
Rent Stabilization Board

Attest: \_\_\_\_\_  
Jay Kelekian, Executive Director