



Office of the City Manager

CONSENT CALENDAR
May 7, 2024

To: Honorable Mayor and Members of the City Council
 From: Dee Williams-Ridley, City Manager
 Submitted by: Margot Ernst, Interim Deputy Director, Health, Housing, and Community Services Department
 Subject: Contract: City Data Services for Streamlined Community Agency Contract Administration and Monitoring

RECOMMENDATION

Adopt a Resolution authorizing the City Manager or her designee to enter into a contract with City Data Services (CDS) to provide continued online data management systems to the Health, Housing and Community Services Department (HHCS) from July 1, 2024 through June 30, 2028, and authorizing the City Manager or her designee to extend the contract and execute any amendments with CDS for ongoing maintenance of the community agency online applications and reporting systems for an annual service fee of \$41,520 for a total contract not to exceed amount of \$166,080.

FISCAL IMPACTS OF RECOMMENDATION

The breakdown of costs and budget codes is shown below:

Program Area	Annual Cost	GL Codes
Community Agency Maintenance Fee	\$15,060	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	\$7,500	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	\$5,700	E (011-51-506-559-2073-000-451-613130-)
Housing Retention Program	\$5,760	E (011-51-504-535-0000-000-444-613130-)
Annual Total	\$41,520	

Contract NTE (FY 2025 to FY 2028)	\$166,080
--	------------------

CURRENT SITUATION AND ITS EFFECTS

On June 11, 2010 Council approved the City to enter into a sole-source contract (No. 9111) with CDS to use its online application and reporting system for administering community agency contracts. The contract with CDS was amended several times to extended the contract period, including adding annual service fees and the addition of several programs (Mental Health, Public Health, and Housing Trust Fund Monitoring and Inspection modules). The current amended contract (32100038) is set to expire at the end of FY 2024.

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

BACKGROUND

In 2008, City staff began researching various data systems to find an online application and reporting system for community agency contracts. The main goal was to develop 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 that also complies with and understands federal reporting requirements with subcontractors.

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 50 community agencies with over 80 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 Housing Trust Fund (HTF) and Below Market Rate (BMR) properties. The City’s HTF/BMR affordable housing portfolio includes 104 rental properties (consisting of over 2500 units) and 11 below market rate ownership properties (consisting of 91 resale-restricted units) that are subject to income restrictions set forth in a regulatory agreement with the City of Berkeley. City staff,

together with the CDS team, have developed and continue to make improvements to an online platform in CDS that allows staff to perform annual reviews of each property's operational activity and financial status, and evaluate compliance with the City's regulatory agreements.

HHCS also uses CDS to track and monitor the City's Housing Retention program. With CDS, staff is able to analyze household data and streamline quarterly program reporting requirements by populating key data into program reports.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

RATIONALE FOR RECOMMENDATION

CDS has been adapted to meet the City's needs and is working well for monitoring contracts. It saves community agencies money by reducing the cost of reproducing multiple applications for funding and 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

Mary-Claire Katz, Associate Management Analyst, HHCS, 981-5414

Attachments:

1: Resolution

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

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

WHEREAS, City Data Services (CDS) is an online contract reporting and monitoring system; 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 this contract (amended No. 32100038) is set to expire on June 30, 2024; 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 80 discrete programs, as well as the Housing Retention Program and 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
Community Agency Maintenance Fee	\$15,060	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	\$7,500	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	\$5,700	E (011-51-506-559-2073-000-451-613130-)
Housing Retention Program	\$5,760	E (011-51-504-535-0000-000-444-613130-)
Annual Total	\$41,520	
Contract NTE (FY 2025 to FY 2028)	\$166,080	

; and

WHEREAS, if HHCS were to contract with another vendor for this service, there would likely be undue hardship 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 or her designee 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, Housing Retention Program contracts, Mental Health Services Act and Healthy Berkeley contracts bringing the total contract amount to \$41,520 from July 1, 2024 through June 30, 2025 and authorizing the City Manager or her designee to execute an option to extend for an additional three years (FY 2026, FY 2027, and FY 2028), 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 \$41,520 for a total contract not to exceed amount of \$166,080. A signed copy of said documents, agreements and any amendments will be kept on file in the Office of the City Clerk.

