

SUPPLEMENT #1
BERKELEY HOUSING
AUTHORITY AGENDA

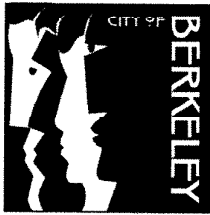
TUESDAY, JANUARY 18, 2005

Consent Calendar

Each item in this supplement follows from the corresponding item on the City Council Agenda for the same date.

Item 3: Contract: Housing Software Upgrade

1. Revised report submitted by Housing Department



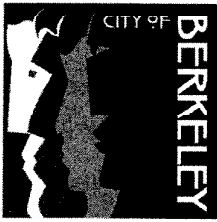
Office of the City Manager

SUPPLEMENTAL AGENDA MATERIAL

Meeting Date: January 18, 2005
Item Number: 3
Item Description: Contract: Housing Software Upgrade


The amount of the report's recommendation reads "*amount not to exceed \$19,315*". It should read **amount not to exceed \$196,315**.

(This cover sheet should be used only if the agenda item the material refers to is in addition to or is a revision of the material included in the original report)



Office of the Executive Officer

CONSENT CALENDAR
January 18, 2005

To: Honorable Chairperson and
Members of the Housing Authority
From:  Phil Kamlarz, Executive Officer
Subject: Contract: Housing Software Upgrade

RECOMMENDATION

Adopt a Resolution authorizing the Executive Officer of the Berkeley Housing Authority to amend the existing contract with Emphasys Software (formerly known as Emphasys Computer Solutions) by \$40,745 to upgrade to the Windows-based version in an amount not to exceed \$196,315.

FISCAL IMPACTS OF RECOMMENDATION

The increase to this contract will be paid out of fund 049-7803-463.70-44.

CURRENT SITUATION AND ITS EFFECTS

On March 16, 1999, the BHA Board authorized the Executive Officer to solicit bids and execute a contract for a housing software package that included installation, training and an annual maintenance agreement that would comply with all U.S. Department of Housing and Urban Development regulatory requirements and future amendments.


At the time of purchase, specific modules and services were put on hold until funds became available. It is now apparent that transitioning to a fully automated system is crucial to providing quality control and adequate checks and balances of procedures and process assessments.

Additionally, the version of the software we are currently using (Flex) is an obsolete DOS based system, is difficult to retrieve data from and cannot provide tracking requirements for compliance with current federal regulations and guidelines. The upgraded Elite version will eliminate this problem.

CONTACT PERSON

| | |
|-------------------------------------|----------------|
| Stephen Barton, Director of Housing | (510) 981-5400 |
| Sharon Jackson, BHA Manager | (510) 981-5470 |

Approved:



Stephen Barton, Director of Housing

RESOLUTION NO.

AUTHORIZING THE EXECUTIVE OFFICER TO AMEND THE CONTRACT WITH EMPHASYS SOFTWARE AND INCREASE THE CONTRACT AMOUNT BY \$40,745 TO AN AMOUNT NOT TO EXCEED \$196,315

WHEREAS, On March 16, 1999 by Resolution No. 598, the Housing Authority Board authorized contract 4939 with Memory Lane Systems now known as Emphasys Software for a Housing Software package that included installation, training and maintenance, in an amount not to exceed \$110,000 for the period May 1, 1999 to May 31, 2000; and

WHEREAS, this contract was amended under Resolution 665 on September 17, 2002 to increase the contract by \$21,600 to an amount not to exceed \$155,570; and

WHEREAS, documented procedures and processes are necessary for improved automation work flow, which will increase the amount of the contract by \$40,745 for a total amount not to exceed \$196,315; and

WHEREAS, the current software is DOS based and does not provide full automation for tracking and data retrieval as needed; and

WHEREAS, Emphasys Software is contracted to provide such services; and

WHEREAS, the Housing Authority is not staffed to carry out these functions; and

WHEREAS, funds are available to perform this work in the current year budget, in fund 049-7803-463.70-44.

NOW THEREFORE, BE IT RESOLVED, that the Executive Officer is authorized to execute an amendment to the contract with Emphasys Software to upgrade the existing software for an amount not to exceed \$196,315. (Budget Code: 049-7803-463.70-44). A record signature copy of said contract to be on file in the Office of the City Clerk.