



Office of the Executive Officer

CONSENT CALENDAR
January 17, 2006

To: Honorable Chairperson and
Members of the Housing Authority
From: *PK* Phil Kamlarz, Executive Officer
Submitted by: Stephen Barton, Director, Housing
Subject: Contract: Housing Software Upgrade

RECOMMENDATION

Adopt a Resolution rescinding Resolution No. 706, and authorizing the Executive Officer of the Berkeley Housing Authority to execute a contract and any amendments with Emphasys Software for upgraded software, installation, and training services for the term January 19, 2006 to December 30, 2006 for a total contract amount of \$61,945.

FISCAL IMPACTS OF RECOMMENDATION

The subject contract will be funded from the following accounts:

Section 108 Loan	(049-7803-463-7044)	\$31,945
Berkeley Housing Authority	(205-7803-463-7044)	\$30,000

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. Since that time, amendments to the contract extended the term of the contract through May 2004, and increased the contract amount to \$193,970.

On January 18, 2005, the BHA Board adopted Resolution No. 706 to amend the contract with Emphasys Software to increase the contract by \$40,745. However, staff failed to recognize that the term of the contract had expired, thereby prohibiting this amendment. Moreover, Resolution No. 706 incorrectly calculates the total amount of the contract with this authorized increase. Given these oversights, staff is proposing to rescind Resolution No. 706 and replace it with a Resolution that authorizes a new contract with Emphasys Software.

At the time of executing the initial contract with Emphasys Software, 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

Sharon Jackson, BHA Manager

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Attachments:

1: Resolution

RESOLUTION NO. ###

RESCINDING RESOLUTION NO. 706 AND AUTHORIZING A CONTRACT WITH
EMPHASYS SOFTWARE FOR UPGRADED SOFTWARE AND INSTALLATION AND
TRAINING SERVICES

WHEREAS, on January 18, 2005 per Resolution No. 706, the Housing Authority Board authorized a contract amendment with Emphasys Software whose contract term with the Berkeley Housing Authority expired in May 2004; and

WHEREAS, BHA policy prohibits amending contracts with terms that have expired; and

WHEREAS, the BHA requires the on-going services of Emphasys Software to fully transition BHA operating software to ensure optimal compliance with all U.S. Department of Housing and Urban Development regulatory requirements; and

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

WHEREAS, the Housing Authority does not possess the expertise needed to carry out the automation transition; and

WHEREAS, funds are available to perform this work in the current year budget in the Section 108 Loan fund (049-7803-463-7044, \$31,945) and the Berkeley Housing Authority fund (205-7803-463-7044, \$30,000).

NOW THEREFORE, BE IT RESOLVED by the Berkeley Housing Authority Board that Resolution No. 706 is hereby rescinded, and that the Executive Officer is authorized to execute a contract and any amendments with Emphasys Software for software upgrade, installation, and training services for the term January 19, 2006 to December 30, 2006 for a total contract amount of \$61,945. A record signature copy of said contract and amendments to be on file in the Office of the City Clerk.