

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

---

---

Date: May 6, 2019

CAO File No. 0220-00540-1360

Council File No. 19-0333

Council District: Citywide

To: The Mayor  
The Council

From: Richard H. Llewellyn, Jr., City Administrative Officer 

Reference: Housing and Community Investment Department transmittal dated March 13, 2019; Received by the City Administrative Officer on April 29, 2019; Additional Information Received through May 3, 2019

Subject: **REQUEST FOR AUTHORITY TO RELEASE A REQUEST FOR PROPOSALS FOR OCCUPANCY MONITORING OF AFFORDABLE HOUSING AND AMEND AN EXISTING HOUSING LISTING SERVICE CONTRACT**

---

---

### RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Adopt Recommendation I of the Housing and Community Investment Department (HCID) transmittal dated March 13, 2019 relative to releasing a Request for Proposals (RFP) for contractors to provide occupancy monitoring services of affordable housing;
2. Instruct HCID to report back to the Mayor and Council on the results of the RFP process and proposal evaluation and request authority to negotiate and execute contracts with the selected contractor(s), along with funding recommendations; and,
3. Authorize the General Manager of HCID, or designee, to execute a Fourth Amendment to Contract No. C-125926 with the Community Development Commission of the County of Los Angeles and Emphasys Computer Solutions, Inc. for the continued provision of an affordable housing listing service, to increase compensation by \$75,306, for a cumulative compensation amount not to exceed \$443,175, and to extend the contract term by 12 months from July 1, 2019 through June 30, 2020 for a revised contract term of five years, in substantial conformance with the draft Amendment attached to this report, subject to the review and approval of the City Attorney as to form, compliance with the City's contracting requirements, and subject to the approval of the Mayor's Proposed 2019-20 Budget.

### SUMMARY

The Housing and Community Investment Department (HCID) requests authority to release a

Request for Proposals (RFP) for contractors to provide occupancy monitoring services of affordable housing, in substantial conformance with the draft RFP included as Attachment 1 to HCID's transmittal dated March 13, 2019 (Report). The HCID also requests authority to execute a Fourth Amendment (Amendment) to the Cooperation Agreement (C-125926) with the Community Development Commission of the County of Los Angeles (County) and Emphasys Computer Solutions, Inc. (Emphasys) for the continued provision of an affordable housing listing service where HCID housing developments are posted for the public. Our Office concurs with the recommendations of the Department, with the addition of instructing HCID to report back to the Mayor and Council on the results of the RFP and request authority to negotiate and execute contracts.

#### RFP for Occupancy Monitoring

The term of the contract resulting from the RFP is anticipated to be from January 1, 2020 through December 31, 2021, with two one-year renewal options, subject to contractor performance, availability of funding, and need. The initial compensation amount is not to exceed \$1,306,837, which was requested during the 2019-20 annual budget process and is subject to the Mayor and Council approval. Funding would be provided by the HOME Investment Partnership Program Fund No. 561, the Municipal Housing Finance Fund No. 815, and the Low and Moderate Income Housing Fund No. 55J. Additional details regarding the RFP and scope of work can be found in the HCID's Report.

Pursuant to Charter Section 1022, the Personnel Department determined that City employees do have the employee classifications with the necessary qualifications to perform the work. Additionally, this Office determined that it is more feasible to contract because the services required are of limited duration and exceed staffing availability.

#### Housing Listing Service Contract

The City entered into a Cooperation Agreement with the County and Emphasys after the County entered into a Master Agreement with Emphasys. The Cooperation Agreement currently has a four-year term. The proposed Amendment would allow the HCID to increase compensation by \$75,306, for a cumulative compensation amount not to exceed \$443,175, and increase the contract term by 12 months from July 1, 2019 through June 30, 2020, for a cumulative contract term of five years. The funding for the proposed Amendment was requested during the 2019-20 annual budget process and is subject to the Mayor and Council approval. The HCID is requesting to amend the existing Cooperative Agreement to align with the Master Agreement between the County and Emphasys. Subsequent to the release of their Report, the HCID clarified that the draft Agreement attached to their Report had an incorrect end date and provided a revised Draft agreement to reflect the proposed June 30, 2020 contract term end date (see Attachment). The HCID reports that the proposed Amendment will ensure that the public continues to have free access to a website and hotline that assists with finding affordable housing.

The original contract, previous Amendments, and proposed Amendment cumulatively total \$443,175 with a breakdown as follows:

<b>County of LA and Emphasys Agreement Compensation Amounts and Terms</b>		
	<b>Contract Amount</b>	<b>Term Period</b>
Original Contract	\$ 37,455	7/14/15 – 7/13/16
First Amendment	129,890	7/14/16 – 7/13/17
Second Amendment	106,075	7/14/17 – 7/13/18
Third Amendment	94,449	7/14/18 – 6/30/19
Proposed Fourth Amendment	75,306	7/1/19 – 6/30/20
<b>Total Amount</b>	<b>\$ 443,175</b>	

**FISCAL IMPACT STATEMENT**

There is no impact to the General Fund. The contract resulting from the Request for Proposals and the proposed Fourth Amendment to Contract No. C-125926 with the Community Development Commission of the County of Los Angeles and Emphasys Computer Solutions, Inc. will be provided by the HOME Investment Partnership Program Fund No. 561, the Municipal Housing Finance Fund No. 815, and the Low and Moderate Income Housing Fund No. 55J. The recommendations are in compliance with the City's Financial Policies in that funding for the proposed activities is available within the identified funds.

*RHL:MOF:02190143C*

Attachment

**FOURTH AMENDMENT TO  
COOPERATION AGREEMENT BY AND BETWEEN  
THE COMMUNITY DEVELOPMENT COMMISSION OF THE  
COUNTY OF LOS ANGELES AND THE LOS ANGELES HOUSING AND COMMUNITY  
INVESTMENT DEPARTMENT FOR SHARED DATA COLLECTION AND CREATION AND  
MAINTENANCE OF A HOUSING RESOURCE CENTER PARTNER WEBSITE**

---

THIS FOURTH AMENDMENT to the Cooperation Agreement ("Amendment Four") is made and entered into by and between the Community Development Commission of the County of Los Angeles ("Commission"), the Los Angeles Housing and Community Investment Department ("HCID"), and Emphasys Computer Solutions, Inc., a Michigan corporation ("Contractor"). The Commission, HCID and the Contractor are hereinafter referred to collectively as the "Parties" and each individually as a "Party." HCID enters into this Fourth Amendment in partnership with the Commission and Contractor to continue operation and improve the partner website ("HCID Partner Website") that is linked to the Los Angeles County Housing Resource Center website ("LAC-HRC Website") that is operated by the Contractor on behalf of the Commission.

WITNESSETH

---

- A. WHEREAS, from March 31, 2009 to XXXXXber X, 202X, the Commission maintained a contract (Master Agreement) with Emphasys to develop, operate, and manage the LAC-HRC Website; and
- B. WHEREAS, the Commission's Executive Director was granted authority to enter into agreements with cities or agencies in Los Angeles County that desired to have partner websites to the LAC-HRC Website; and
- C. WHEREAS, the executed Cooperation Agreement has been further identified by HCID as City Contract No. C-125926; and
- D. WHEREAS, Section 8.A. of the Cooperation Agreement provides for amendments; and
- E. WHEREAS, the Parties are desirous of amending the Cooperation Agreement as authorized by the Los Angeles City Council and Mayor (refer to Council File No. 19-0333, dated XXXXXber X, 201X; approved by Council on XXXXXber X, 201X and concurred by the Mayor on XXXXXber X, 201X), for the purpose of increasing compensation by Seventy-Five Thousand Three Hundred Six Dollars (\$75,306) for a new contract amount of Four Hundred Forty-Three Thousand One Hundred Seventy-Five Dollars (\$443,175); and these funds which will be paid from the HCID's HOME Investment Partnerships Program Fund No. 561, the Low and Moderate Income Housing Fund No. 55J, and the Municipal Housing Finance Fund No. 815, represents a partial match to the \$3.2 million commitment made by the County for this regional data sharing effort; and

- F. WHEREAS, a contract ("Master Agreement") for Internet-based Housing Database and Website Services by and between the Commission and the Contractor was executed on XXXXXber X, 201X; and
- G. WHEREAS, the Commission's Executive Director was granted authority to amend existing Cooperation Agreements related to the LAC-HRC Website; and
- H. WHEREAS, this Amendment is necessary and proper to continue and/or complete certain activities authorized under the Cooperation Agreement; and

NOW, THEREFORE, the Parties agree that the Revised Agreement be amended effective upon execution, as follows:

#### FOURTH AMENDMENT

1. Amend Sub-Section A of Section 6, Fees and Payments by deleting the total dollar amount of Three Hundred Sixty Seven Thousand Eight Hundred Sixty-Nine Dollars (\$367,869) and replacing it with a new total of Four Hundred Forty-Three Thousand One Hundred Seventy-Five Dollars (\$443,175).

This amendment adds an additional Seventy-Five Thousand Three Hundred Six Dollars (\$75,306) for a new total of Four Hundred Forty-Three Thousand One Hundred Seventy-Five Dollars (\$443,175).

2. Amend Sub-Section A of Section 7, General Terms and Conditions by deleting the ending date of June 30, 2019 and replacing with the new end date of June 30, 2020.

3. Amend to add Exhibit D, "Additional Project Cost Schedule," which is attached hereto and incorporated herein.

4. Except as herein amended, all terms and conditions of the Agreement shall remain in full Force and effect.

5. This Amendment is executed in three (3) duplicate originals, each of which is deemed to be an original. This Amendment includes Four (4) pages and One (1) exhibit which constitute the entire understanding and agreement of the parties.

[Remainder of page intentionally left blank.]

[Signatures begin on next page.]

IN WITNESS WHEREOF, the Parties have caused this Revised Agreement to be executed by their duly authorized representatives.

COUNTY OF LOS ANGELES  
Chief Information Office

Executed this \_\_\_\_\_ day of

\_\_\_\_\_, 2019

By: \_\_\_\_\_  
William S. Kehoe,  
Chief Information Officer

For: COMMISSION  
Community Development Commission of the  
County of Los Angeles

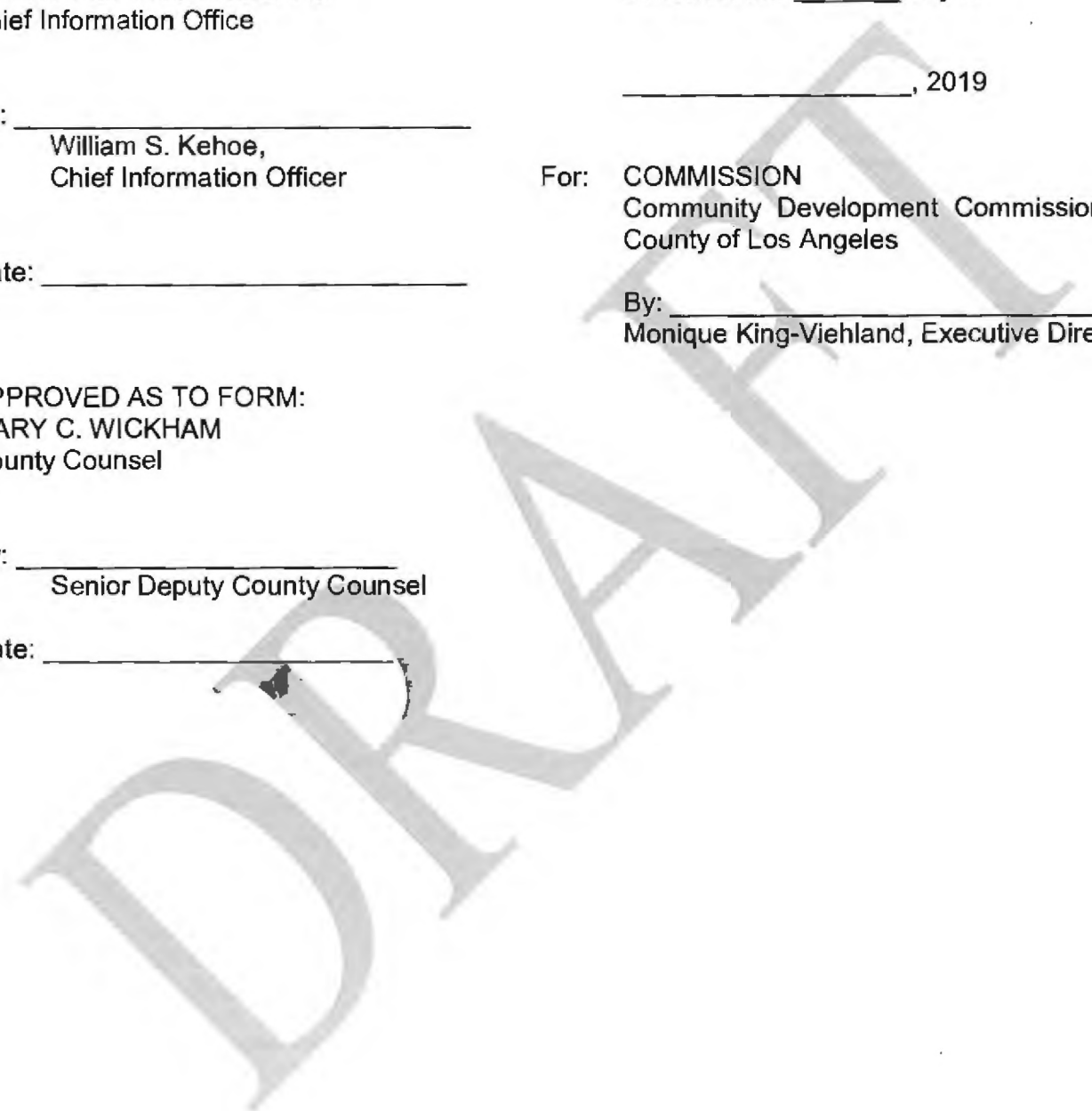
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Monique King-Viehland, Executive Director

APPROVED AS TO FORM:  
MARY C. WICKHAM  
County Counsel

By: \_\_\_\_\_  
Senior Deputy County Counsel

Date: \_\_\_\_\_





APPROVED AS TO FORM:  
MICHAEL N. FEUER, City Attorney

For: THE CITY OF LOS ANGELES

RUSHMORE D. CERVANTES  
General Manager  
Los Angeles Housing and Community  
Investment Department

By: \_\_\_\_\_  
Assistant/Deputy City Attorney

By: \_\_\_\_\_  
Laura Guglielmo, Executive Officer

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:  
HOLLY L. WOLCOTT, City Clerk

By: \_\_\_\_\_  
Deputy City Clerk

Date: \_\_\_\_\_

For: Emphasys Computer Solutions,  
Inc.

(Contractor's Corporate Seal)

By: \_\_\_\_\_  
Name: MICHAEL BYRNE  
Title: Chief Executive Officer

Agreements	Council File	Council and Mayor Approval Dates
Original Contract	CF15-0024	February 17, 2015
Amendment 1	CF15-0024	August 24, 2016
Amendment 2	CF15-0024	March 20, 2018 & March 22, 2018
Amendment 3	CF15-0024	December 12, 2018 & December 17, 2018
Amendment 4	CF19-0333	XXXXXber X, 201X & XXXXXber X, 201X

Said Agreement is Number C-125926 of City Contracts Amendment Four

**EXHIBIT D**

**ADDITIONAL PROJECT COST SCHEDULE**

12 MONTHS (July 1, 2019-June 30, 2020)	Cost
Registration/outreach/support	\$5,500
\$55/project x 100 projects	
Trainings: three online trainings 500 each	\$1,500
Prevent HCIDLA flagged projects from being deleted	\$607
Custom link to track flagged and flag co-funded properties	\$1,019
Custom status report	\$303
Host website	\$11,025
Call center support	\$36,750
Periodic polling report	\$6,615
Maintenance of housing availability notification registry	\$5,141
subtotal	\$68,460
LA CDC 10% of contract Administrative Fee	\$6,846
Total contract amount	\$75,306

DRAFT