COMMUNITY DEVELOPMENT COMMISSION
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ADOPTED
Community Development Commission

#1-D JANUARY 11, 2011

SACHI A. HAMAI
EXECUTIVE OFFICER

January 11, 2011

Honorable Board of Commissioners
Community Development Commission of the
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Commissioners:

APPROVAL OF CONTRACT AMENDMENT BETWEEN THE COMMISSION AND NON-PROFIT INDUSTRIES, INC. DBA SOCIALSERVE.COM FOR THE INTERNET-BASED LOS ANGELES COUNTY HOUSING RESOURCE CENTER (ALL DISTRICTS) (3 VOTE)

CIO RECOMMENDATION: (x) APPROVE ( ) APPROVE WITH MODIFICATION ( ) DISAPPROVE

SUBJECT

This letter recommends approval of a Contract Amendment between the Commission and Socialserve.com for the uninterrupted operation and expansion of the Los Angeles County Housing Resource Center (LAC-HRC) database website and associated housing locator services. This letter relates to an item on the agenda of the Board of Supervisors for approval of four years of continued Homeless Prevention Initiative (HPI) funding from the County.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Executive Director to accept a total amount of up to $808,000 in HPI funds for the uninterrupted operation and expansion of the LAC-HRC database website under the Socialserve.com contract.

2. Authorize the Executive Director to execute a Contract Amendment between the Commission and Socialserve.com, extending the contract through December 31, 2014, and increasing the contract amount from $1,251,284 to $2,059,284 using ongoing HPI funds, for the purposes described above, to be effective following approval as to form by County Counsel and execution by all parties.

3. Authorize the Executive Director to amend the Contract to extend the term or increase the compensation amount by up to 15% above the amended total, and further expand or amend the scope of services and deliverables in keeping with the purpose of the Contract, to be effective following approval as to form by County Counsel, review and approval by the Chief Information Officer, and execution by all parties.

4. Find that approval of the Amendment is not subject to the provisions of the California Environmental Quality Act (CEQA) because the proposed activity is not defined as a project under CEQA and will not have the potential for causing a significant effect on the environment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The purpose of the recommended actions is to approve an extension of the existing contract with Socialserve.com in order to continue uninterrupted operation of the LAC-HRC website and call center.

FISCAL IMPACT/FINANCING

The HPI was created in April 2006 using ongoing County General funds in the amount of $202,000 per year for the LAC-HRC. The proposed four years of additional funding will increase the contract amount by $808,000. The funds for the first year are included in the Commission's FY 2010-2011 approved Annual Budget. Funds for future years will be included through the Commission's annual budget approval process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On April 4, 2006, the Board of Supervisors approved an HPI recommendation to establish a housing search and listing database website for Los Angeles County. On December 19, 2006, the Board of Supervisors approved a joint recommendation submitted by the CEO and the Commission, delegating authority to the CEO to execute a sole source agreement with Socialserve.com to create a website called the LAC-HRC. The website was subsequently launched in June 2007.

The primary purpose of the website and call center support is to provide free listing services of residential rental properties in Los Angeles County, to keep the listings updated, and to make the rental listings available at no cost for individuals, families and housing caseworkers in the County via the internet or toll-free phone call. The listing information includes data on landlords who accept tenants with Section 8 Housing Choice Vouchers and Veterans Affairs Supportive Housing (VASH) Vouchers. The website also has additional information on special needs rental units to assist County departments and approved agencies with housing placement. The LAC-HRC has proven to be very successful, and there are currently over 8,900 landlords registered and approximately 4,400 units currently available or with an open waiting list.

In 2009, the contract administration for the LAC-HRC was transferred from the CEO to the Commission; the Commission expanded the current database and website with further development of the system. Commission staff manages the workflow of website changes, coordinates among stakeholder agencies, develops marketing material, manages passwords, and provides training on the website.

Following the County's receipt of federal stimulus and recovery funds for housing in 2009 and 2010, the LAC-HRC was used to provide screening and mapping functions to assist the public and professional users in evaluating program eligibility for the Homelessness Prevention and Rapid Re-housing Program (HPRP), and the Neighborhood Stabilization Program (NSP).

The HPI funds requested herein provide the annual fee-for-service to Socialserve.com for the maintenance and support of the website service. Approval of the recommended actions would extend the operation of the LAC-HRC through December 31, 2014.

The Chief Information Officer recommends approval of the Amendment (CIO Analysis attached).

ENVIRONMENTAL DOCUMENTATION

The approval of the Amendment to the Contract between the Commission and Socialserve.com for the expansion of the LAC-HRC Project is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3) because it involves administrative activities that will not have a physical impact on or result in any physical changes to the environment. The action is not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

IMPACT ON CURRENT PROJECTS

Approval of the recommended actions will enhance the ability of the Commission to meet time-sensitive requirements of the Homeless Prevention and Rapid Re-Housing and Neighborhood Stabilization Programs. The additional services approved through this LAC-HRC Project expansion will provide benefits to residents of Los Angeles County, including landlords and tenants, as well as housing locators, lending institutions, real estate professionals, veterans, and other providers of affordable, special needs, supportive, transitional and emergency housing.

Respectfully submitted,

for Bobbette A. Glover
SEAN ROGAN
Executive Director
COMMUNITY DEVELOPMENT COMMISSION
COUNTY OF LOS ANGELES

RICHARD SANCHEZ
Chief Information Officer
COUNTY OF LOS ANGELES

Enclosures

ATTACHMENT A

AMENDMENT NUMBER FOUR
TO CONTRACT FOR
INTERNET-BASED HOUSING DATABASE WEBSITE SERVICES
BY AND BETWEEN
COMMUNITY DEVELOPMENT COMMISSION AND
NON-PROFIT INDUSTRIES, INC. d/b/a SOCIALSERVE.COM

This Amendment Number Four (this "Amendment") to Contract for Internet-Based Housing Database Website Services (the "Contract") is entered in to this _____ day of January, 2011 by and between the Community Development Commission ("Commission") and Non-Profit Industries, Inc. d/b/a Socialserve.com ("Contractor").

RECITALS

WHEREAS, on March 24, 2009, the Board of Commissioners of the Community Development Commission of the County of Los Angeles ("Board of Commissioners") approved a Sole Source Contract between the Commission and Contractor to provide internet-based housing information; and

WHEREAS, on March 31, 2009, the Commission entered into a Contract for Internet-Based Housing Database Website Services (the "Contract") with Contractor to provide internet-based housing database website services on a website named the Los Angeles County Housing Resource Center (the "LAC-HRC"); and

WHEREAS, on September 22, 2009, the Executive Director exercised authority granted by the Board of Commissioners and executed Amendment Number One to the Contract to increase the Maximum Contract Sum to $975,572 for payment of additional Contract deliverables; and

WHEREAS, the Board of Commissioners further authorized the Executive Director of the Commission to accept and incorporate in the Commission's budget additional funds for the LAC-HRC; and

WHEREAS, on August 4, 2009, the Board of Commissioners approved the use of federal Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds for the LAC-HRC, to be effective the date the Commission executes its grant agreement with the U.S. Department of Housing and Urban Development; and

WHEREAS, on January 19, 2010, the Board of Commissioners approved Amendment Number Two to the Contract and authorized the increased Contract amount of $1,230,860; and

WHEREAS, on January 25, 2010, the Commission executed Amendment Number Two to the Contract; and

WHEREAS, on October 15, 2010, the Commission executed Amendment Number Three to the Contract and increased the contract amount to $1,251,284; and

WHEREAS, on January 4, 2011, the Board of Commissioners approved Amendment Number Four to the Contract and authorized the four year extension and increased Contract amount of $2,059,284; and

WHEREAS, the Board of Commissioners further authorized the Executive Director of the Commission to amend the Contract to extend the term, increase the compensation amount by up to 15% above the amended total, and further expand the scope of services and deliverables in keeping with the purpose of the Contract, following approval as to form by County Counsel and approval by the CIO.

NOW, THEREFORE, in consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is agreed between the parties that the Contract shall be amended as follows:

1. Paragraph 4.1 of the Contract is hereby deleted in its entirety, and shall be replaced by the following new Paragraph 4.1 to read as follows:

   "4.1 The term of this Contract shall commence upon execution hereof by the Executive Director, unless sooner terminated or extended, in whole or in part, as provided in this Contract and shall expire on December 31, 2014.

2. Paragraph 5.1 of the Contract is hereby deleted in its entirety, and shall be replaced by the following new Paragraph 5.1 to read as follows:

   "5.1 The Maximum Contract Sum is <u>$2,059,284</u> for the entire term of this Contract. Funds and Contract Authority approved by Commission as Contingency Funds shall be available for Commission-approved work items only."

3. Exhibit A – Appendix 2 (Approved Work Orders and Scope of Work Expansion) shall be deleted in its entirety and replaced with the Amended Exhibit A – Appendix 2, attached hereto.

4. The table entitled Payment of Annual Maintenance and Subscription Fees in Exhibit B (Schedule of Deliverables and Payments) shall be deleted in its entirety and replaced with the amended table attached hereto.

4. All other terms and conditions of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, Commission has, under authority delegated by its Board of Commissioners, caused this Amendment Number Four to Contract to be executed, and Contractor has subscribed its name by and through its duly authorized officer, as of the day, month, and year first written above.

COMMUNITY DEVELOPMENT COMMISSION OF THE COUNTY OF LOS ANGELES

By _____
SEAN ROGAN
Executive Director

APPROVED AS TO FORM:

ANDREA SHERIDAN ORDIN
County Counsel

By _____
Deputy County Counsel

NON-PROFIT INDUSTRIES, INC d/b/a SOCIALSERVE.COM

By _____
VAN L. GOTTEL
Chief Executive Officer

56-2173215

Taxpayer Identification

Exhibit A - Appendix 2

APPROVED WORK ORDERS AND SCOPE OF WORK EXPANSION

SUMMARY DESCRIPTION:

The following additional work and contract authority is hereby authorized and appended to the original Scope of Work dated March 31, 2009.

AMENDMENT #1			
Work Order #	Description	Funding Source	Amount
Proposal dated Aug. 17, 2009	Develop dynamic layer shading – mapping overlay of County GIS Shapefiles Tasks 16.3 – 16.5	NSP/ Fannie Mae Grant	$28,000
Per Commission Project Director	Additional authority for NSP-related work orders for ongoing site changes for NSP, NSP II and/or NSP State funds.	NSP, If applicable: NSP II, NSP State Funds, Fannie Mae Grant	$8,000
Proposal dated September 4, 2009	Homelessness Prevention and Rapid Re-Housing (HPRP) Pre-Screening and Referral Assistance Phase I – Basic on-line Pre-Screening Tool Tasks 17.1 – 17.5	HPRP	$71,000
Per Commission Project Director	PROJECT CONTINGENCY -Add additional CEO-IT Fund contingency into contract to allow for incorporation of approved work orders and Participation Agreements Task 17.6	HPRP	$10,000
Per Commission Project Director	Authority to implement Pasadena Participation Agreement, if approved by all parties Task 18	City of Pasadena	$10,000
		TOTAL	$127,000

AMENDMENT #2			
Work Order #	Description	Funding Source	Amount
Proposal dated December 2, 2009	HPRP sub-recipient grant Phase II	HPRP	$205,288
Per Commission Project Director	Additional authority for NSP-related work orders for ongoing site changes for NSP, NSP II and/or NSP State funds.	NSP, NSP State, Fannie Mae	$30,000
Grant award letter dated Sept 15, 2009	Fannie Mae Grant for Neighborhood Stabilization marketing and outreach	Fannie Mae	$20,000
		TOTAL	$255,288

AMENDMENT #3			
Work Order #	Description	Funding Source	Amount
Per Commission Project Director	Additions to Specialized Housing Resources section (Task 7.4 & 7.5))	CDC HPI Contingency	$2,592
Per Commission Project Director	Additions to Home Page Tools and Information section (Task 8.1 & 8.2)	CDC HPI Contingency	$6,000
Per Commission Project Director	Funded Contingency – balance of HPI contingency funds not applied to other amendments	CDC HPI Contingency	$6,832
Per Commission Project Director	Additions and updates to CDC Program information	HOME, Fannie Mae, City of Industry	$5,000
		TOTAL	$20,424

AMENDMENT #4			
	Description	Funding Source	Amount
Per County Board approval	County Board authorization of contract extension for four years of annual fee-for-service costs of $202,000 per year.	HPI	$808,000

Exhibit B

PAYMENT OF ANNUAL MAINTENANCE & SUBSCRIPTION FEES

	HPI Base Fees $16,833/month	CEO-IT Fund Fee Increase	Save Search	GIS Update
2009				
15-Apr		$11,250	$1,200	
15-Jul		$11,250		
15-Oct		$11,250		
2010	$202,000			
15-Jan		$11,250		
15-Apr		$11,250	$1,200	$6,600
15-Jul		$11,250		
15-Oct		$11,250		
2011	$202,000			
15-Jan		$11,250	$1,200	$6,600
15-Apr		$16,325		
15-Jul		$16,325		
15-Oct		$16,325		
2012	$202,000			
15-Jan		$16,325		
15-Apr				
15-Jul				
15-Oct				
2013	$202,000			
15-Jan				
15-Apr				
15-Jul				
15-Oct				
2014				
15-Jan				
Total	**$808,000**	**$155,300**	**$3,600**	**$13,200**

CIO ANALYSIS

CONTRACT AMENDMENT WITH NON-PROFIT INDUSTRIES, INC. DBA SOCIALSERVE.COM FOR INTERNET BASED LOS ANGELES COUNTY HOUSING RESOURCE CENTER

CIO RECOMMENDATION: ☒ APPROVE ☐ APPROVE WITH MODIFICATION ☐ DISAPPROVE

Contract Type:
☐ New Contract ☒ Contract Amendment ☐ Contract Extension
☐ Sole Source Contract ☐ Hardware Acquisition ☐ Other

New/Revised Contract Term: Base Term: 4 Yrs # of Option Yrs N/A

Contract Components:
☐ Software ☐ Hardware ☐ Telecommunications
☒ Professional Services

Project Executive Sponsor: Sean Rogen, Executive Director, Community Development Commission/Housing Authority

Budget Information :

Y-T-D Contract Expenditures	$1,251,284
Requested Contract Amount	$ 808,000
Aggregate Contract Amount	$2,059,284

Project Background:

Yes	No	Question
☐	☒	Is this project legislatively mandated?
☒	☐	Is this project sub-vented? If yes, what percentage is offset? 100% Homeless Prevention Initiative (HPI).
☒	☐	Is this project/application applicable to (shared use or interfaced) other departments? If yes, name the other department(s) involved. All County social service and health service departments utilize the Los Angeles County Housing Resource Center (LAC-HRC) to identify rental, emergency, transitional, and special needs housing vacancies throughout the County.

Strategic Alignment:

Yes	No	Question
☒	☐	Is this project in alignment with the County of Los Angeles Strategic Plan?
☒	☐	Is this project consistent with the currently approved Department Business Automation Plan?
☒	☐	Does the project's technology solution comply with County of Los Angeles IT Directions document?
☒	☐	Does the project technology solution comply with preferred County of Los Angeles IT standards?
☐	☒	This contract and/or project and its milestone deliverables must be entered into the Information Technology Tracking System (ITTS). Work to be performed via this Amendment is routine maintenance and subscription services for the existing LAC-HRC Website.

Project/Contract Description:

The Community Development Commission (CDC) is requesting Board authorization to amend an existing Agreement with Non-Profit Industries, Inc., doing business as SocialServe.com, to extend the Agreement Term by four years, to December 2014, and increase the contract amount by $808,000, from $1,251,284 to $2,059,284. In addition, CDC is requesting authorization to increase contract amount by up to 15% ($308,892) for additional services.

These actions will allow CDC to continue operation of the LAC-HRC, including minor enhancements as needed, and ensure ongoing maintenance and support of the LAC-HRC Website.

Background:

The Chief Executive Office (CEO) executed the original sole source Agreement in December 2006, under authority delegated by the Board of Supervisors. The scope of the initial Agreement was limited to creation of a Los Angeles County housing resource Website to provide basic housing resource information. Since that time, LAC-HRC has been enhanced to include GIS mapping tools, a call center support to the public and housing caseworkers in the County, and various enhancements to meet requirements of the Homelessness Prevention and Rapid Re-housing Program (HPRP), and the Neighborhood Stabilization Program (NSP).

Project Justification/Benefits:

Extension of the Agreement term and increase of the contract amount will provide ongoing maintenance and support of LAC-HRC, based on an annual fee of $202,000 per year. SocialServe.com also provides minor enhancements to the system, as needed, to meet changing requirements. The requested increase of $808,000 will fund only the annual maintenance.

If CDC requires further expansion of the Website during this four-year period, they will use authority authorized via this Amendment. As with the current Agreement, any changes to the scope of work will require approval by County Counsel and the Chief Information Office (CIO).

Project Metrics:

Based on services provided to date, CDC is highly confident that SocialServe.com will continue to provide excellent services throughout this amended term. Because the services are limited to annual maintenance, no other metrics have been considered.

Impact on Service Delivery or Department Operations, If Proposal Is Not Approved:

If this proposal is not approved, CDC could not ensure uninterrupted operation of the LAC-HRC Website and services. Additionally, CDC would be unable to enhance the Website and services to meet changing business needs.

Alternatives Considered:

None.

Project Risks:

The current scope of services includes only routine maintenance and repair and project risks are, therefore, considered to be low.

Risk Mitigation Measures:

If CDC seeks an expanded scope of work, any related project risks would be considered by the County Counsel and CIO during their review and approval. The County Information Security Officer (CISO) has reviewed the proposed Contract Amendment and did not identify any security risks or issues.

Financial Analysis:

The amended Agreement will increase the budget by $808,000 for a new Agreement maximum of $2,059,284 through the term date of December 31, 2014. LAC-HRC is funded through the Housing Prevention Initiative (HPI) monies.

CIO Concerns:

None.

CIO Recommendations:

The CIO recommends approval of the proposed Amendment.

CIO APPROVAL

Date Received: March 15, 2010

Prepared by: Janette Parker

Date: March 23, 2010

Approved: [signature]

Date: 12/22/2010