



February 9, 2021

HONORABLE HOUSING AUTHORITY COMMISSION
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. RFP HE20-046 and award a contract to Emphasys Software, of Petoskey, MI, for implementation of a business management system, in an amount not to exceed \$1,100,000 for a period of five years, with the option to renew for three additional one-year periods, at the discretion of the Housing Authority Director; and authorize the Housing Authority, or designee, to execute all documents necessary to enter into the contract, including any necessary amendments. (Citywide)

DISCUSSION:

Housing Authority approval is requested to enter a contract with Emphasys Software (Emphasys) for the implementation of business management software for the Long Beach Housing Authority.

A Request for Proposals (RFP) was advertised on July 29, 2020, to solicit proposals from qualified firms and 49 potential proposers were notified of the RFP opportunity. Of those proposers, 46 downloaded the RFP document via the City's electronic bid system. The RFP document was made available from the Purchasing Division, located on the sixth floor of City Hall, and the Division's website at www.longbeach.gov/purchasing. Three proposals were received on August 27, 2020. Of those proposers, none were Minority-owned Business Enterprises (MBEs), Women-owned Business Enterprises (WBEs), Small Business Enterprises (SBEs), or Long Beach businesses (Local).

A selection committee, comprised of representatives from the Health and Human Services and Technology and Innovation Departments, unanimously selected Emphasys for the creation and implementation of the Housing Authority Business Management System. The Counties of San Diego and Santa Clara and the Cities of Anaheim and Los Angeles, as well as Denver, CO, Houston, TX, Newark, NJ, Philadelphia, PA, and Phoenix, AZ are all currently utilizing this software. There are limited specialized software solutions available to run a large public housing agency. Emphasys was the only proposer with an already developed solution that met the Housing Authority's need. Therefore, it was determined that Emphasys will provide the best value for the City of Long Beach.

This matter was reviewed by Deputy City Attorney Richard F. Anthony on January 13, 2021, Business Services Bureau Manager Tara Yeats on January 6, 2021, by and Revenue Management Officer Geraldine Alejo on January 15, 2021.

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TIMING CONSIDERATIONS

Housing Authority Commission action is requested on February 9, 2021, to adopt Specifications No. HE20-046 and award a contract concurrently in a timely manner.

FISCAL IMPACT

The total contract amount will not exceed \$1,100,000, and includes costs for hosting services, software, set-up, implementation, maintenance, and as-needed services such as training. Sufficient funds are currently appropriated in the Housing Authority Fund Group in the Health and Human Services Department, offset by funding received from the Department of Housing and Urban Development (HUD). This recommendation has no staffing impact beyond normal budgeted scope of duties and is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

APPROVED:



KELLY COLOPY
ASSISTANT EXECUTIVE DIRECTOR

APPROVED:



THOMAS B. MODICA
EXECUTIVE DIRECTOR