

November 9, 2021

C-22

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications RFP No. HE21-055 and award a contract to Bitfocus, Inc., of Las Vegas, NV, to provide web-based software as a solution for the Homeless Management Information System, in an annual contract amount of \$137,200, with a 20 percent contingency in the amount of \$27,440, for a total annual contract amount not to exceed \$164,640, for a period of three years, with the option to renew for five additional one-year periods, at the discretion of the City Manager; and, authorize the City Manager, or designee, to execute all necessary documents to enter into the contract, including any subsequent amendments. (Citywide)

DISCUSSION

City Council approval is requested to enter into a contract with Bitfocus, Inc., to provide web-based software as a solution for the Homeless Management Information System (HMIS).

The Health and Human Services Department (Health Department), Homeless Services Bureau (HSB) is the lead agency for the Long Beach Continuum of Care (CoC) jurisdiction. The Health Department receives annual CoC grant funding from the Federal Department of Housing and Urban Development (HUD). As part of the CoC grant agreement, the Health Department is required to have a functioning and operational HMIS. The grantor requires that the Health Department's HMIS be able to record and store client-level information on the characteristics and service needs of persons at risk of, or currently experiencing, homelessness.

On May 19, 2021, the City released Request for Proposals (RFP) No. HE21-055 to select a web-based software to provide the Health Department with a HMIS that satisfies HUD's reporting requirements, and generates compatible data with our regional partners, including Los Angeles County, Orange County, and the City and County of San Diego.

The RFP was advertised in the Long Beach Press-Telegram on May 21, 2021, and 785 potential proposers specializing in providing HMIS were notified of the RFP opportunity. Of those proposers, 83 downloaded the RFP via the City's electronic bid system. The RFP was also made available from the Purchasing Division, located on the sixth floor of City Hall, and the Purchasing Division's website at www.longbeach.gov/purchasing. An RFP announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 35 local, minority-owned, and women-owned business groups. There were four proposals received on July 13, 2021. Of those four proposals, one was a Minority-owned Business Enterprise (MBE), two were Woman-owned Business Enterprises (WBEs), one was a certified Small Business Enterprise (SBE), and one was a Long Beach business (local). The

selection committee determined that Bitfocus, Inc., of Las Vegas, NV (not a MBE, WBE, SBE, or Local), was the most qualified firm to provide the services, based on their experience on the subject matter, and capacity to provide the needed services.

This matter was reviewed by Deputy City Attorney Taylor M. Anderson on October 11, 2021, Purchasing Agent Michelle Wilson on October 7, 2021, and by Budget Analysis Officer Greg Sorensen on October 19, 2021.

TIMING CONSIDERATIONS

City Council action is requested on November 9, 2021, to ensure the contract is in place expeditiously to commence services as soon as possible.

EQUITY STATEMENT

The City has incorporated the Equity Toolkit and strategies outlined in the Everyone Home Long Beach plan into this recommendation as requested by the City Council. This recommendation will assist people experiencing homelessness in Long Beach by providing the infrastructure to produce accurate and reliable engagement, assessment, intake, and housing placement data, while empowering the Health Department with actionable information for program improvement, service planning, and reporting.

FISCAL IMPACT

The total annual contract will not exceed \$164,640, which includes a \$27,440 contingency. Sufficient funds are currently budgeted in the Health Fund Group in the Health and Human Services Department, offset by CoC grant funding. This recommendation has no staffing impact beyond the 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,



KELLY COLOPY
DIRECTOR
HEALTH AND HUMAN SERVICES

APPROVED:



THOMAS B. MODICA
CITY MANAGER