



## Legislation Text

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**File #:** 23-0206, **Version:** 1

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Recommendation to adopt Specifications No. RFP HE-22-118 and award a contract to MRI Software, LLC, of Solon, OH, for implementing a comprehensive housing management software system, in a total amount not to exceed \$1,100,000, for a period of three years, with the option to renew for two additional one-year periods, at the discretion of the Housing Authority Director; and, authorize Housing Authority Director, or designee, to execute all documents necessary to enter into the contract, including any necessary subsequent amendments. (Citywide)

Housing Authority Commission approval is requested to enter into a contract with MRI Software LLC (MRI) for the implementation of a comprehensive housing management software system. The solution will provide the Housing Authority of the City of Long Beach (Housing Authority) with the technical infrastructure to manage all administrative, programmatic, business, and financial functions that are required in delivering the provision of the City of Long Beach's (City) rental assistance programs.

The Housing Authority operates the City's rental assistance programs, which are primarily funded by the U.S. Department of Housing and Urban Development (HUD) and are comprised of the Housing Choice Voucher Program (HCV), Housing Opportunities for Persons Living with AIDS Program (HOPWA), Veteran's Affairs Supporting Housing Program (VASH), Shelter Plus Care Program (SPC), Family Self-Sufficiency Program (FSS), Project Based Vouchers Program (PBV), and the Emergency Housing Vouchers Program (EHV). The software system will provide a comprehensive technology solution to facilitate all requirements of these programs in accordance with federal, state, and local regulations and policies.

The Request for Proposals (RFP) was advertised in the Long Beach Press-Telegram on October 7, 2022, and 44 potential proposers specializing in housing management software systems were notified of the RFP opportunity. Of those proposers, 12 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](http://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 44 local, minority-owned, and women-owned business groups. There were three proposals received on November 1, 2022. Of those three proposers, none

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were Minority-owned Business Enterprises (MBEs), none were Women-owned Business Enterprises (WBEs), none were certified Small Business Enterprises (SBEs), and none were Long Beach businesses (Local). The selection committee determined that MRI was the most

qualified vendor to provide these services. MRI was chosen based on their demonstrated capacity and experience, ability to perform and meet all expectations defined in the scope of work, and the reasonableness of cost.

### **Local Business Outreach**

To align with the City's outreach goal, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the Long Beach Buys database to download RFP specifications. Through outreach, four Long Beach vendors were notified to submit proposals, of which two downloaded and none submitted a proposal. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Principal Deputy City Attorney Richard F. Anthony on February 22, 2023, Purchasing Agent Michelle Wilson on February 17, 2023, and by Revenue Management Officer Geraldine Alejo on February 23, 2023.

Housing Authority Commission action to adopt Specifications No. RFP HE-22-118 and award a contract concurrently is requested on March 14, 2023, to ensure the contract is in place expeditiously.

The total amount of the contract will not exceed \$1,100,000, and includes implementation, licensing, hosting, maintenance, training, professional services, customizations, and other contingencies of the software solution. Sufficient appropriation is budgeted in the Housing Authority Fund Group in the Health and Human Services Department offset by funding received from 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.

Approve recommendation.

KELLY COLOPY  
ASSISTANT EXECUTIVE DIRECTOR

APPROVED:

THOMAS B. MODICA  
EXECUTIVE DIRECTOR