



**Berkeley Housing Authority**

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*Office of the Executive Director*

Item 7C  
NEW BUSINESS  
June 19, 2025

To: Honorable Chairperson and  
Members of the Housing Authority Board

From: James Williams, Executive Director

Subject: Adopt a Resolution for the second Amendment of the Administrative  
Components of Inspection Services Contract with OutsourceIT, Inc.

RECOMMENDATION

Approve a resolution authorizing the Executive Director to amend and to ratify payments in excess of the contract amount through June 30, 2025, totaling an estimate of \$7,800.00 for the Administrative Components of Inspection Services Contract with OutsourceIT, Inc through the end of the contracts end date of June 30, 2025.

BACKGROUND

On December 1, 2021, the BHA Board adopted a resolution authorizing the Executive Director to execute a two-year term Contract dated December 1, 2021 through November 30, 2023 with OutsourceIT, Inc for an initial amount of \$44,000 for administrative fees for the Section 8 program and a total of \$6,000 for administrative fees for the Moderate Rehabilitation program totaling \$50,000 for the Administrative Components of Inspection Services including the following services; (A) Setup of dedicated email address for Berkeley HA project. (B) Setup of dedicated phone number for owners and tenants to reach OSI staff with any questions. (C) Client to provide OSI staff with access to inspection software. (D) Scheduling of all annual inspections, and related re-inspections in Elite. (E) Generate and mail inspection notices for annual inspection and related re-inspections. (Ideally, all notices will be generated through the Elite software and pre-populated with all relevant information; if notices must be created outside of Elite, additional charges may apply.) (F) Process all inspection results. Ideally, the inspection module will be utilized to allow the inspector to enter all inspection results. OSI staff would then verify results and schedule any needed reinspection's. (If inspection results must be manually entered by OSI staff, additional charges would apply.) (G) Client will send RFTA / Special inspection information to OSI as needed (Tenant Name, owner/property contact name and phone number, unit address, etc (H) Schedule RFTA / Special inspections via verbal contact with owner / property manager (to allow faster scheduling). (I) Coordinate scheduling of RFTA re-inspections via verbal contact with owner / property manager, if necessary. (J) Process Special inspection results and generate and mail inspection notices for related reinspection's. (K) All notices will be scanned, batched and emailed to client designated contact at minimum once per week. (Batches will be of similar type notices, such as "04/01/21 Annual Notices" or "04/01/21 Fail Notices") (L) Units qualifying for abatement / termination will be sent via email to client designated contact upon processing of each day's results based on client procedures.

On November 21, 2024 the Board approved the first amendment to the contract increasing the amount by \$61,000 for a not to exceed amount of \$111,000 and extended the term through June 30, 2025.

In line with BHA's goal to transition the BHA administrative components of inspection in-house and keeping the full inspection functionalities within the BHA Inspection Department there is no extension for the contract after June 30, 2025.

FINANCIAL IMPACTS

Allocate \$7,800.00 in the FY24-25 BHA Budget.

CONTACT PERSON

James Williams, Executive Director, 510-981-5485

Attachments:

1. Resolution – Administrative Components of Inspection Services, OutsourceIT, Inc

BHA RESOLUTION NO. 25-14

AUTHORIZE AND APPROVE THE SECOND AMENDMENT AUTHORIZING THE EXECUTIVE DIRECTOR TO INCREASE AMOUNT BY \$7,800 FOR A NOT TO EXCEED AMOUNT OF \$118,800 AND TO RATIFY PRIOR PAYMENTS IN EXCESS OF THE CONTRACT FOR THE ADMINISTRATIVE COMPONENTS OF INSPECTION SERVICES CONTRACT WITH OUTSOURCE-IT, INC THROUGH THE END OF THE CONTRACTS END DATE OF JUNE 30, 2025, BETWEEN THE BERKELEY HOUSING AUTHORITY AND OUTSOURCE-IT, INC. CONTRACTOR, AND AUTHORIZE AND DIRECT THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE THE AMENDMENT TO THE CONTRACT AND ANY OTHER RELATED DOCUMENTS.

WHEREAS, the Housing Authority of the City of Berkeley ("BHA") is a Housing Authority duly created, established and authorized to transact business and exercise its powers, all under and pursuant to the provision of the Housing Authorities Law which is Part 2 of Division 24 of the California Health and Safety Code commencing with Section 34200 et seq.;

WHEREAS, pursuant to the Housing Authorities Law, BHA is authorized to make and execute contracts and other instruments necessary or convenient to exercise its powers;

WHEREAS, BHA was in need of support to administer its Administrative Components of Inspection Services and related services;

WHEREAS, BHA and Contractor entered into that certain Contract for Administrative Components of Inspection Services dated December 1, 2021 ("Contract"), with a two-year term, for an initial amount of \$50,000;

WHEREAS, on November 21, 2024 due to the anticipated continuous scope of work needed, for the Administrative Components of Inspection Services, BHA Board approved the increase of the maximum contract amount by an additional \$61,000 (to a not to exceed amount of \$111,000.00) to cover retro-activated costs for these services and allocation of upcoming costs through fiscal year end 2025; and extend the term through June 30, 2025 to allow the Contractor to fully address all of BHA' s needs in connection with the administration of its Administrative Components of Inspection Services.

WHEREAS, all other respects, the contract dated December 1, 2021, shall remain in effect, no other changes will be made under the Contract.

NOW, THEREFORE BE IT RESOLVED, that all of the recitals set forth above are true and correct and incorporated herein by this reference;

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby authorize and approve the 2nd amendment to the Contract for Administrative Components of Inspection Services dated December 1, 2021 ("Contract") between the Berkeley Housing Authority ("BHA") and OutsourceIT, Inc ("Contractor") to amend and ratify all payments made in excess of the contract amount totaling an estimate of \$7,800.00 for the FY24-25 budget for a not to exceed amount of \$118,800; with a contract ending date of June 30, 2025; and all other substantive terms and provisions of the Contract shall remain unchanged;

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on June 19, 2025, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: \_\_\_\_\_  
James Williams, Secretary