



## Berkeley Housing Authority

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*Office of the Executive Director*

Item 6F

NEW BUSINESS

September 12, 2024

To: Honorable Chairperson and  
Members of the Housing Authority Board

From: James Williams, Executive Director

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

### RECOMMENDATION

Approve a resolution authorizing the Executive Director to extend the terms of the Administrative Components of Inspection Services Contract with OutsourceIT, Inc through June 30, 2025, increase the contract amount by \$10,000.

### 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.

In line with BHA's goal to satisfy the BHA Administrative Components of Inspection Services, BHA requires external support for the process to transition the BHA Administrative Components of Inspection Services functionalities. OutsourceIT, Incorporated's familiarity with the Berkeley Housing Authority will greatly aid in completing various pending tasks in the transition, i.e: training, & contribute in transitioning the ongoing tasks.

FINANCIAL IMPACTS

\$10,000 to be extended in BHA budget.

CONTACT PERSON

James Williams, Executive Director, 510-981-5485

Attachments:

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

## BHA RESOLUTION NO. 24-07

AUTHORIZE AND APPROVE THE FIRST AMENDMENT TO THE CONTRACT FOR THE ADMINISTRATIVE COMPONENTS OF INSPECTION SERVICES BETWEEN THE HOUSING AUTHORITY OF THE CITY OF BERKELEY AND OUTSOURCE-IT, INC. CONTRACTOR, INCREASING THE CONTRACT AMOUNT BY AN ADDITIONAL \$10,000 FROM \$50,000; AND EXTEND THE TERM THROUGH JUNE 30, 2025; 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 is 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, due to the anticipated continuous scope of work needed, for the Administrative Components of Inspection Services, BHA desires to increase the maximum contract amount by an additional \$10,000 from (\$50,000 to a not to exceed amount of \$60,000); 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, except for the increase in the maximum Contract amount by an additional \$10,000 from (\$50,000 to \$60,000) and extending the term through June 30, 2025, In all other respects, the contract dated December 1, 2021, shall remain in full force and effect, no other changes will be made under the Contract, and

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 1st amendment to the Contract for Administrative Components of Inspection Services dated December 1, 2021 ("Contract") between the Housing Authority of the City of Berkeley("BHA") and OutsourceIT, Inc ("Contractor") to increase the maximum Contract amount by an additional \$10,000 for a not to exceed amount of \$60,000; extend the term through 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 September 12, 2024 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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