



Berkeley Housing Authority

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Office of the Executive Director

Item 7C

NEW BUSINESS

November 21, 2024

To: Honorable Chairperson and
Members of the Housing Authority Board

From: James Williams, Executive Director

Subject: 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 \$61,000.00 for a not to exceed amount of \$111,000; and ratify and approve all prior payments made in excess of the contract amount.

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.

As of June 30, 2024, BHA expended a total \$83,181.72 (from 12/2021 through 06/2024) for the services provided by OutSourceIT exceeding the contract amount (\$50,000) by \$33,181.72.

Each of the approved budgets for FY2023, FY2024 and FY2025 included a \$28,000 budget for these services.

	Amount	Contract Balance	Term
Original Contract		\$50,000	12/31/2023
Expenses FY2024	-\$83,181.72	\$-33,181.72 (excess from contract amt)	
1 st Amendment	\$61,000	\$27,818.28 (Budgeted – FY25)	06/30/2025

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

\$28,000.00 already allocated 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

BERKELEY HOUSING AUTHORITY
BHA RESOLUTION NO. 24-10

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 \$61,000 FOR A NOT TO EXCEED AMOUNT OF \$111,000; EXTEND THE TERM THROUGH JUNE 30, 2025; RATIFY AND APPROVE ALL PAYMENTS MADE IN EXCESS OF THE ORIGINAL CONTRACT; 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, as of end of FY2024 the BHA exceeded the contract amount by \$33,181.72;

WHEREAS, each of the approved budgets for FY2023, FY2024 and FY2025 included a \$28,000 budget for the administrative component of inspection services;

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 \$61,000 to cover retroactive costs for these services and allocation for upcoming costs in 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 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 \$61,000 for a not to exceed amount of \$111,000; extend the term through June 30, 2025; and all other substantive terms and provisions of the Contract shall remain unchanged;

BE IT FURTHER RESOLVED, that the Board of Commissioners ratify and approve all prior payments made in excess of the contract amount.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on November 21, 2024 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: _____
James Williams, Secretary