

Agenda Report

October 2, 2023

TO: Honorable Mayor and City Council

FROM: Housing Department

SUBJECT: AUTHORIZATION TO AMEND CONTRACT NO. 30848, WITH BITFOCUS, INC. FOR ADDITIONAL CONTINUUM OF CARE FUNDING FOR SOFTWARE SERVICES

RECOMMENDATION:

It is recommended that the City Council take the following actions:

- 1) Find that the recommended actions are exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines per Section 15061 (b) (3), the "common sense" provision that CEQA only applies to projects that may have an effect on the environment;
- 2) Authorize the City Manager to amend Contract No. 30848, with Bitfocus, Inc. to increase the total contract value by \$400,940.35, through November 30, 2028 for a not-to-exceed amount of \$912,387.35, for the provision of the Homeless Management Information System (HMIS) software services; and
- 3) To the extent the contract amendment could be considered a separate procurement subject to the Competitive Bidding and Competitive Selection process, grant an exemption from the Competitive Section process pursuant to Pasadena Municipal Code (PMC) 4.08.049(B), contracts for which the City's best interests are served; it is exempt from competitive bidding pursuant to City Charter Section 1002(F) based on contracts for labor, materials, supplies or services available from only one vendor.

BACKGROUND:

The City of Pasadena, as the administrative entity for the Pasadena Continuum of Care, is a member of the Los Angeles Homeless Management Information System (HMIS) Collaborative. Together with the Glendale and Los Angeles Continua of Care, the City administers a HUD-required HMIS database called Clarity Human Services ("Clarity") which is used by local and regional homeless services providers to enter client-level

data. The City uses the Clarity database to generate reports which are submitted to funders including HUD and the State of California and are also used to guide the planning and funding of homeless services. The Los Angeles Homeless Services Authority (LAHSA), administrative entity for the LA CoC, conducted a competitive selection process in 2016 on behalf of the LA HMIS Collaborative for an HMIS software vendor. City staff participated in that process which resulted in the selection of Bitfocus, Inc. Each CoC has its own contract with Bitfocus, Inc., and the City receives a discount for the software services as a result of being a member of the larger collaborative.

On May 16, 2017, Contract No. 30848 with Bitfocus, Inc. was approved in the amount of \$67,660. The contract was subsequently amended annually and currently has a not-to-exceed amount of \$511,477.00 and is set to expire on November 30, 2023. Staff recommends amending the contract to extend the term five years with an additional \$400,940.35 of funding (\$80,188.07 for each year) for a total not-to-exceed amount of \$912,387.35. The contract is funded by U.S. Department of Housing and Urban Development (HUD) CoC HMIS grant funds, which are awarded annually. The City will retain the ability to cancel the contract at any time should the grant funds become unavailable.

The continued and uninterrupted provision of software services under Contract No. 30848 will ensure the City remains in compliance with HUD CoC requirements and will support the ongoing provision of coordinated homeless services within the City and in coordination with regional resources.

ENVIRONMENTAL ANALYSIS:

The actions proposed herein are exempt from the California Environmental Quality Act (CEQA), pursuant to State CEQA Guidelines Section 15061 (b)(3), the "common sense" provision of CEQA which applies to projects which may have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. The approval of an amendment to an existing contract to add funding and extend the term will not have a significant effect on the environment and, hence, is not subject to CEQA.

COUNCIL POLICY CONSIDERATION:

Approval of the recommended action will ensure the continued administration of the HUD-required HMIS database. This action is consistent with the City Council's goal to support and promote the quality of life and local economy. The proposed actions are in accordance with the Pasadena Continuum of Care system, General Plan Housing Element, Five-Year Consolidated Plan, and Five-Year Public Housing Authority Plan.

Authorization to Amend Contract No. 30848

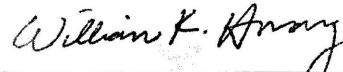
October 2, 2023

Page 3 of 3

FISCAL IMPACT:

City Council approval of an amendment to Contract No. 30848 will have no fiscal impact as the Continuum of Care grant funds are included in the Department's FY 2023 Operating Budget.

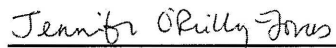
Respectfully submitted,



WILLIAM K. HUANG

Housing Director

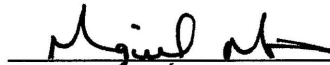
Prepared by:



JENNIFER O'REILLY-JONES

Program Coordinator III

Approved by:



MIGUEL MÁRQUEZ

City Manager