



Administrative Report

H.12., File # 21-1960

Meeting Date: 1/19/2021

To: MAYOR AND CITY COUNCIL
From: ANGELICA ZAVALA, HOUSING SUPERVISOR

TITLE

APPROVE AMENDMENT NO. 1 BY AND BETWEEN MRI SOFTWARE LLC AND THE CITY OF REDONDO BEACH.

APPROVE THE ORDER DOCUMENT NO. 2 AMENDING THE ORDER DOCUMENT DATED AND THE MASTER AGREEMENT MARCH 1, 2020 BETWEEN MRI AND THE CITY OF REDONDO BEACH FOR THE AMOUNT NOT EXCEED \$52,655 FOR THE TERM OF JANUARY 01, 2021 THROUGH DECEMBER 31, 2025.

EXECUTIVE SUMMARY

HAPPY Software is a specialized computer program used by the Housing Authority to collect and track data related to the Section 8 Housing Choice Voucher Program. The software and its technical support are necessary for the Housing Authority to administer the Section 8 Program in compliance with federal regulations. The proposed amendment to the contract establishes the purchase of software modules and services from MRI/Happy Software for the term January 1, 2021 through December 31, 2025. This software will streamline operations and enable contactless processing of Section 8 applications and recertifications. The cost of the of this software is \$14,179 for the first year and for a 5-year term total cost of \$52,655. The expenses for the contract would be allocated from the Housing Authority's HUD administrative funds as part of the adopted FY Budget for each year of the term.

BACKGROUND

In May of 2003, the City Council approved a contract to purchase Section 8 Housing software and annual maintenance from HAPPY Software. This enabled the Housing Authority to administer the Section 8 program in compliance with federal regulations. The Housing Authority has been utilizing HAPPY Software since that time and has routinely amended the contract to maintain service and annual maintenance support.

The annual maintenance includes periodic software updates and support for City staff involved with administration of the Section 8 program. Software updates occur when the federal government makes various changes to the Section 8 program rules.

This Amendment to the HAPPY Software, Inc. contract provides for the purchase of software modules that will assist the Housing Authority with contactless interactions with applicants, tenants, and landlords.

COORDINATION

The City Attorney's office has approved this contract as to form. The Information Technology Department will

install any software updates for use by the Housing Authority.

FISCAL IMPACT

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ATTACHMENTS

- MRI Amendment
- MRI Order Documents
- MRI March 2020 Signed Agreement