



Office of the City Manager

CONSENT CALENDAR
June 30, 2026

To: Honorable Mayor and Members of the City Council
 From: Paul Buddenhagen, City Manager
 Submitted by: Scott Gilman, Director, Health, Housing and Community Services Department
 Subject: Contract No. 32500126 Amendment: City Data Services, LLC for an upgraded Community Agency Contract Administration and Monitoring System

RECOMMENDATION

Adopt a Resolution authorizing the City Manager or designee to amend Contract No. 32500126 with City Data Services, LLC for an upgraded community agency contract administration and monitoring system used by the Health, Housing and Community Services Department (HHCS) for an increase of \$22,460 and a new contract not to exceed amount of \$188,540.

FISCAL IMPACTS OF RECOMMENDATION

The current NTE is \$166,080, divided across four years for an annual service fee of \$41,520.00. The amendment would revise the annual service fee to \$52,750 for FY 2027 and FY 2028 for an increase of \$22,460 and a new NTE of \$188,540.

The breakdown of costs for the last two years of the contract will be paid for from the following budget codes. The full amounts listed below are currently included in the FY 2027 and FY 2028 final budget.

GL Code	FY 2027	FY 2028
128-51-504-530-0000-000-444-613130-	\$ 9,988.00	\$ 9,988.00
011-51-504-530-0000-000-444-613130-	\$ 7,908.00	\$ 7,908.00
315-51-503-526-2017-000-451-636110-	\$ 5,740.00	\$ 5,740.00
011-51-506-559-2051-000-451-613130-	\$ 6,314.00	\$ 6,314.00
122-51-504-533-2028-000-444-613130-	\$ 5,560.00	\$ 5,560.00
128-51-504-533-2028-000-444-613130-	\$ 8,340.00	\$ 8,340.00
128-51-504-533-2031-000-444-613130-	\$ 8,900.00	\$ 8,900.00
Total	\$ 52,750.00	\$ 52,750.00

CURRENT SITUATION AND ITS EFFECTS

On June 11, 2010, Council authorized the City to enter into a sole-source contract (No. 9111) with City Data Services (CDS) to use its online application and reporting system

for administering community agency contracts. The contract with CDS was amended several times and then renewed in FY 2020 (No. 32100038) and FY 2025 (No. 32500126). Since the original contract, HHCS expanded the scope of services to include contracts for Mental Health Division, Public Health Division, Housing Trust Fund (HTF) and Below Market Rate (BMR) Monitoring and Inspection modules.

CDS is rolling out an update to their system from version CDS 1.0 to version CDS 2.0. The new version offers promising upgrades to their base technology, and introduces features that would highly benefit the City of Berkeley, such as custom templates and a new loan module. This update will allow City staff and community agencies to advance the Strategic Plan goal to provide an efficient and financially healthy City government.

Effective January 1, 2026, local agencies are required to satisfy noticing requirements for certain contracts for services that meet the criteria outlined in Government Code Section 3504.1 as amended by AB 339. This project does not meet the criteria in Government Code Section 3504.1 and is exempt from the noticing requirement.

BACKGROUND

In 2008, City staff began researching various data systems to find an online application and reporting system for community agency contracts. The main goal was to develop an online system that would comply with City, state and federal reporting requirements, simplify the reporting process for non-profit contractors, and simplify the application review process for Commissions. In 2010, City staff identified CDS as the most flexible and cost-efficient system that also complies with and understands federal reporting requirements with subcontractors.

The CDS system enables applicants for City funds to submit applications online. It also allows reviewers of these applications to view and evaluate applications through a web-based portal. Currently, more than 50 community agencies with over 80 programs have contracts administered by HHCS. Agencies have successfully applied for funding using the CDS system for several rounds of funding. They also regularly submit financial and program reports via CDS. CDS also contains a monitoring and inspection component where staff can track contract performance and inspection communications and results. Additionally, CDS can upload information into the federal Department of Housing and Urban Development reporting database, which the City is required to use to report on Community Development Block Grant funding. This functionality makes work more efficient and reduces costs.

HHCS also uses CDS to track and monitor HTF and BMR properties. The City's HTF/BMR affordable housing portfolio includes 122 rental properties (consisting of over 2500 units) and 10 below market rate ownership properties (consisting of 71 resale-restricted units) that are subject to income restrictions set forth in a regulatory agreement with the City of Berkeley. City staff, together with the CDS team, have developed and continue to make improvements to an online platform in CDS that allows staff to perform annual reviews of each property's operational activity and financial

status, and evaluate compliance with the City's regulatory agreements. HHCS also uses CDS to track and monitor the City's Housing Retention program. With CDS, staff is able to analyze household data and streamline quarterly program reporting requirements by populating key data into program reports.

The term of HHCS's current contract with CDS (No. 32500126) is from July 1, 2024, to June 30, 2028. Since the contract's execution, CDS has upgraded its system from version CDS 1.0 to version CDS 2.0. Upgrading to CDS 2.0 will enable the City to monitor the more than 50 community agencies' contracts for over 80 programs more efficiently. Additionally, CDS is offering HHCS a discounted preferred-client rate in recognition of the City's long-term partnership.

The amendment would not extend the contract term. It would change the scope of work and increase the NTE to transition to CDS 2.0.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

The CDS system supports the City's efforts to reduce the use of paper.

RATIONALE FOR RECOMMENDATION

CDS meets the City's needs for monitoring contracts. It saves community agencies money by reducing the cost of reproducing multiple applications for funding and has also created efficiencies for both community agencies and City staff by streamlining the reporting, application and monitoring processes.

ALTERNATIVE ACTIONS CONSIDERED

HHCS considered staying under the current system without the upgrade and also considered alternate platforms. However, if HHCS were to contract with another vendor for this service, there would likely be undue hardship to community partners during a system transition and would likely increase the annual cost substantially for the same or equivalent service. Because CDS offered HHCS a discounted rate for the upgrade, staff determined that the benefits would be worth the additional annual fee.

CONTACT PERSON

Alexis Lozano, Senior Management Analyst, Health, HHCS, (510) 981-5433.

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 32500126 AMENDMENT: CITY DATA SERVICES, LLC FOR AN
UPGRADED COMMUNITY AGENCY CONTRACT ADMINISTRATION AND
MONITORING SYSTEM

WHEREAS, City Data Services (CDS) is an online contract administration and monitoring system; and

WHEREAS, on June 11, 2010, Council approved that the City enter into a sole-source contract with CDS (No. 9111) to provide maintenance on an online application and reporting system for administering community agency contracts; and

WHEREAS, on May 7, 2024, Council adopted Resolution 71,304-N.S authorizing the City to enter into a new contract with City Data Services through June 30, 2028, with a not-to-exceed amount of \$166,080; and

WHEREAS, three Divisions in HHCS use CDS for contract reporting and monitoring of more than 50 different agencies with over 80 discrete programs as well as the Housing Retention Program the Housing, Trust Fund, and Below Market Rate Monitoring; and

WHEREAS, CDS has been modified to an upgraded version of the current system to adequately meet the needs of the HHCS Department, monitoring and reporting requirements for community agency contracts and monitoring efforts; and

WHEREAS, The annual service fee will increase from \$41,520.00 to \$52,750.00; and

WHEREAS, amending this contract now will allow HHCS to benefit from two years of the upgraded database; and

WHEREAS, the cost for two years of the upgraded database will be an additional \$22,460; and

WHEREAS, the amended contract not-to-exceed amount will be \$188,540; and

WHEREAS, contracting with CDS for this service is cost effective because it builds on the current system already in use; and

WHEREAS, funding for these additional costs is available from General Fund, Community Development Block Grant, Below Market Rate Monitoring Fee, and Mental Health Services Act and

WHEREAS, this contract is exempt from the noticing requirements set forth in Government Code Section 3504.1; and

WHEREAS, this amendment does not change the contract expiration only the scope of services and the contract amount.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager or their designee is authorized to amend Contract No. 32500126 with City Data Services, LLC for an upgraded community agency contract administration and monitoring system used by the Health, Housing and Community Services Department in an amount not to exceed \$188,540.

