

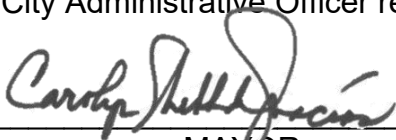
0220-00540-1693

TRANSMITTAL

TO The Council	DATE 6/5/2024	COUNCIL FILE NO.
FROM The Mayor	COUNCIL DISTRICT Citywide	

**Proposed Third Amendment to Contract No. C-138656
with Trinus Corporation
for Information Technology Services**

Transmitted for your consideration.
See the City Administrative Officer report attached.



MAYOR

(Carolyn Webb de Macias for)

MWS:CV:02240158c


Report From
OFFICE OF THE CITY ADMINISTRATIVE OFFICER
Analysis of Proposed Contract
(\$25,000 or Greater and Longer than Three Months)

To: The Mayor	Date: 05-22-24	C.D. No. Various	CAO File No.: 0220-00540-1693
Contracting Department/Bureau: Los Angeles Housing Department		Contact: Kim Ly (213) 216-7542	
Reference: Los Angeles Housing Department transmittal dated March 14, 2024; Received by the City Administrative Officer on March 14, 2024; Additional information received through May 21, 2024.			
Purpose of Contract: To provide information technology services.			
Type of Contract: () New contract (x) Amendment, Contract No. C-138656		Contract Term Dates: July 1, 2021 through June 30, 2022 (original contract) July 1, 2021 through June 30, 2023 (first amendment) July 1, 2021 through June 30, 2024 (second amendment)	
Contract/Amendment Amount: \$1,192,922			
Proposed amount \$1,192,922+ Prior award(s) \$722,862 = Total \$1,915,784			
Source of funds: Rent Stabilization Trust Fund No. 440, Code Enforcement Trust Fund No. 41M, Municipal Housing Finance Fund No. 815, and Housing Impact Trust Fund No. 59T			
Name of Contractor: Trinus Corporation			
Address: 35 N Lake Avenue, Suite 710, Pasadena, CA 91101			
	Yes	No	N/A
1. Council has approved the purpose	x		
2. Appropriated funds are available	x		
3. Charter Section 1022 findings completed	x		
4. Proposals have been requested	x		
5. Risk Management review completed	x		
6. Standard Provisions for City Contracts included	x		
7. Workforce that resides in the City: 0 %			
Contractor has complied with:		Yes	No
8. Business Inclusion Program			
9. Equal Benefits & First Source Hiring Ordinances		x	
10. Contractor Responsibility Ordinance		x	
11. Disclosure Ordinances		x	
12. Bidder Certification CEC Form 50		x	
13. Prohibited Contributors (Bidders) CEC Form 55		x	
14. California Iran Contracting Act of 2010		x	

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Authorize the General Manager of the Los Angeles Housing Department (LAHD), or designee, to execute a Third Amendment to City Contract No. C-138656 with Trinus Corporation for information technology services, to increase the compensation amount by \$1,192,922 for a revised total maximum allowable compensation of \$1,915,784, in substantial conformance with the attached draft amendment, subject to the review and approval of the City Attorney as to form, contractor performance, and compliance with the City's contracting requirements;
2. In accordance with Charter Section 1022, find that the services to be performed by Trinus Corporation are for the performance of professional, scientific, expert, technical, or other special services of a temporary and occasional character for which competitive bidding is not practicable or advantageous and that the work can be performed more economically or feasibly by independent contractors than by City employees;

Carina Valdivia			 for City Administrative Officer
CV	Analyst	02240158	

3. Authorize the LAHD General Manager to prepare Controller instructions and any technical adjustments consistent with the Mayor and Council actions related to this matter, subject to the approval of the City Administrative Officer; and,
4. Request the City Controller to expend funds from the below funding sources upon written request by the LAHD General Manager, or designee:
 - a. Rent Stabilization Trust Fund No. 440/43, Account No. 43YC84 – Revenue Management System, in the amount of \$130,000;
 - b. Code Enforcement Trust Fund (CODE) No. 41M/43, Account No. 43YC84 – Revenue Management System, in the amount of \$455,000;
 - c. Municipal Housing Finance Fund (MHFF) No. 815/43, Account No. 43YC84 – Revenue Management System, in the amount of \$65,000;
 - d. Housing Impact Trust Fund (Linkage Fee) No. 59T/43, Account No. 43S792 – HIMS Replacement, in the amount of \$342,922; and,
 - e. Housing Impact Trust Fund (Linkage Fee) No. 59T/43, Account No. 43W792 – HIMS Replacement, in the amount of \$200,000.

Fund	Account	Account Name	Amount
440	43YC84	Revenue Management System	\$130,000
41M	43YC84	Revenue Management System	\$455,000
815	43YC84	Revenue Management System	\$65,000
59T	43S792	HIMS Replacement	\$342,922
59T	43W792	HIMS Replacement	\$200,000
Total			\$1,192,922

SUMMARY

The Los Angeles Housing Department (LAHD) requests authority to execute a third amendment (Third Amendment) to City Contract No. C-138656 (Contract) with Trinus Corporation (Contractor) for information technology services to increase the compensation amount by \$1,192,922 for a maximum allowable compensation of \$1,915,784. Funding to the Contract was included in the LAHD Fiscal Year 2023-24 Adopted Budget, including funding from Rent Stabilization Trust Fund No. 440, Code Enforcement Trust Fund No. 41M, Municipal Housing Finance Fund No. 815, and Housing Impact Trust Fund No. 59T.

The sources of fund for the Contract are enumerated in the following table:

Trinus Corporation City Contract No. C-138656		
Contract Activity	Contract Term	Contract Amount
Initial Contract	July 1, 2021 - June 30, 2022	\$189,862
First Amendment	July 1, 2021 - June 30, 2023	\$327,000
Second Amendment	July 1, 2021 - June 30, 2024	\$206,000
Third Amendment	July 1, 2021 - June 30, 2024	\$1,192,922
Total		\$ 1,915,784

On June 18, 2021, the Mayor and the Council authorized LAHD to execute a contract with the Contractor to provide information technology services (C.F. No. 20-1433). The Contractor was deemed the most qualified proposer based on the Request for Proposals released by the LAHD to solicit qualified firms to provide software systems services and support LAHD systems, including the Revenue Management System. The original contract term was one year, beginning on July 1, 2021 through June 30, 2022, with a compensation amount not to exceed \$189,862. The term was extended through June 30, 2023 and the compensation amount was increased by \$327,000 in the first amendment. The term was extended through June 30, 2024 and the compensation amount was increased by \$206,000 in the second amendment. The proposed Third Amendment increases the compensation amount by \$1,192,922, for a new total contract amount not to exceed \$1,915,784.

Pursuant to Charter Section 1022, the Personnel Department determined that City classifications have the necessary qualifications to perform the work. However, this Office determined it is more feasible to contract because the services are intermittent in nature and exceed staffing availability.

The original contract was approved through the Consolidated Plan (ConPlan) Program Year (PY) 47 (C.F. 20-1433), the contract authority for the first amendment was approved through PY48 ConPlan (C.F. 21-1186-S1), and the contract authority for the second amendment was approved through PY49 ConPlan (CF 22-1205-S1). To the best of this Office's knowledge, the Contractor has complied with all standard provisions for City contracts, as well as City contracting requirements.

FISCAL IMPACT STATEMENT

The recommendations in this report will have no impact on the General Fund. The Los Angeles Housing Department 2023-24 Adopted Budget includes funding from the Rent Stabilization Trust Fund No. 440, Code Enforcement Trust Fund No. 41M, Municipal Housing Finance Fund No. 815, and Housing Impact Trust Fund No. 59T for this contract. The City's financial obligation will be limited to funds appropriated for this purpose pursuant to the Standard Provisions for City Contracts.

FINANCIAL POLICIES STATEMENT

The recommendations in this report comply with the City's Financial Policies in that the proposed contract will be funded by special funds supported by dedicated funding sources and expenditures will be limited to the mandates of the funding sources.

Ann Sewill, General Manager
Tricia Keane, Executive Officer

Daniel Huynh, Assistant General Manager
Anna E. Ortega, Assistant General Manager
Luz C. Santiago, Assistant General Manager

City of Los Angeles



Karen Bass, Mayor

LOS ANGELES HOUSING DEPARTMENT
1910 Sunset Blvd, Ste 300
Los Angeles, CA 90026
Tel: 213.808.8808

housing.lacity.org

March 14, 2024

Council Files: New
Council District: Citywide
Contact Person(s):
Kim Ly 213-216-7542
Christine Weiskirch 213-436-5993

The Honorable Karen Bass
Mayor, City of Los Angeles
200 North Spring Street, Room 303
Los Angeles, CA 90012

Attention: Heleen Ramirez, Legislative Coordinator

COUNCIL TRANSMITTAL: LOS ANGELES HOUSING DEPARTMENT REQUEST FOR AUTHORITY TO EXECUTE A THIRD AMENDMENT FOR THE INFORMATION TECHNOLOGY SUPPORT SERVICES CONTRACT WITH TRINUS CORPORATION (C-138656) TO INCREASE THE TOTAL CONTRACT COMPENSATION

SUMMARY

The General Manager of the Los Angeles Housing Department (LAHD) respectfully requests that your office review and approve this transmittal and forward it to the City Council for further consideration. Through this transmittal, LAHD requests authority to execute a third amendment, to increase the total compensation for the information technology support contract with Trinus Corporation (C-138656). Approval of this request will enable LAHD to continue utilizing the services of the contractor to provide programming services and continual support for and enhancement of LAHD's business systems, including the Revenue Management System (RMS), Affordable Housing Information System (AHIS), and other department software systems supporting contactless initiatives, aging IT systems, new ordinances, and Council Offices' requests.

RECOMMENDATIONS

- I. That the Mayor review this transmittal and forward to the City Council for further action;
- II. That the City Council, subject to the approval of the Mayor:

An Equal Opportunity Employer

- A. AUTHORIZE the General Manager of the LAHD, or designee, to execute a third amendment to City Contract C-138656 with Trinus Corporation. This amendment will increase the contract amount by \$1,192,922 for a new total contract amount of up to \$1,915,784, to provide systems contracting services, in substantial conformance to the draft document attached to the transmittal, subject to contractor's performance, funding availability, and approval of the City Attorney as to form.
- B. AUTHORIZE the City Controller to expend funds from the Rent Stabilization Trust Fund (RENT), Fund No. 440/43, Account No. 43YC84 - Revenue Management System - in the amount of \$130,000, upon written demand of the LAHD General Manager, or designee.
- C. AUTHORIZE the City Controller to expend funds from the Code Enforcement Trust Fund (CODE), Fund No. 41M/43, Account No. 43YC84 - Revenue Management System - in the amount of \$455,000, upon written demand of the LAHD General Manager, or designee.
- D. AUTHORIZE the City Controller to expend funds from the Municipal Housing Finance Fund (MHFF), Fund No. 815/43, Account No. 43YC84 - Revenue Management System - in the amount of \$65,000, upon written demand of the LAHD General Manager, or designee.
- E. AUTHORIZE the City Controller to expend funds from the Housing Impact Trust Fund (Linkage Fee), Fund No. 59T/43, Account No. 43S792 - HIMS Replacement - in the amount of \$342,922 upon written demand of the LAHD General Manager, or designee.
- F. AUTHORIZE the City Controller to expend funds from the Linkage Fee, Fund No. 59T/43, Account No. 43W792 - HIMS Replacement - in the amount of \$200,000 upon written demand of the LAHD General Manager, or designee.
- G. AUTHORIZE the General Manager of LAHD, or designee, to prepare Controller instructions and make any necessary technical adjustments consistent with the Mayor and City Council actions on this matter, subject to the approval of the City Administrative Officer, and instruct the Controller to implement the instructions.

BACKGROUND

On January 1, 2021, the Mayor and the City Council adopted C.F. No. 20-1484, authorizing LAHD to execute a contract with Trinus Corporation (Trinus), which was selected through the review of proposals submitted in response to the Technology Support Services Request for Proposals (RFP). This RFP solicited qualified firm(s) to provide software systems services for a term of one year, beginning on July 1, 2021 through June 30, 2022, with a compensation amount not to exceed \$189,862, and the option to extend the contract for an additional two years.

The Billing Information Management System (BIMS) is a 15-year-old system which has not had the benefit of any major enhancements or upgrades during this period. During this period, significant new programs have been added to the LAHD work program, including 17,000 new accessory dwelling units (ADU's) and the revised SCEP Tier 1 and Tier 2 inspections. BIMS is a statement-driven billing system and does not have the capability to bill multi-program fees. This deficiency results in increased material and postage costs to generate, print and mail individual bills, and, proves frustrating to property owners who receive multiple statements without a total amount due per property. Additionally, manual account adjustments by staff, (e.g. exemptions, property profile changes, etc.) are ineffective and require individual invoices to be amended for each property unit and each year affected. An upgraded system is necessary to provide a platform for integrating and billing new fees. An enhanced system will improve the speed and accuracy of billing, resulting in increased revenues. The additional revenues will lead to full cost recovery for resources needed to preserve and protect safe and affordable housing, while ensuring equity in housing services for City residents.

Due to the age of the system's platform, limited fixes (patching) and program re-coding has been conducted. However, these ongoing efforts are labor intensive, detract from daily operational needs and merely maintain the status quo. The current system (BIMS) cannot function with the updated technology and coding available. A new comprehensive Revenue Management System (RMS) is needed to enable billing of multi-program fees. The budget for development of RMS was approved in the FY2023-2024 budget. \$650,000 in additional Rent, Code, and MHFF funding for the Trinus contract will be used for RMS development.

The LAHD Housing Development Bureau (HDB) has multiple sources of data and information on LAHD's affordable housing portfolio. The Housing Information Management System ("HIMS"), the primary database used for loan origination and asset management, is not integrated into a system that allows for a comprehensive assessment of the portfolio or individual affordable housing projects, cannot be accessed by City staff outside of LAHD, and does not allow for easy data aggregation or extraction. As a result, no one individual in LAHD has a comprehensive overarching grasp of a property's status. A new comprehensive customer-focused and web-based, city-wide central Affordable Housing Information System (AHIS) is needed. LAHD's objectives with the new AHIS system is to enhance, manage, and streamline the execution and administration of the housing development process for all federal, state, and local loan, grant, and tax credit funding resources and regulated units; and allow all concerned City departments and stakeholders engaged in housing development to share information and adopt a streamlined "wrap-around" approach for transparent housing production operations, delivery and customer service experience. \$542,922 of Linkage Fee funding will be added to the Trinus contract to support the development of AHIS.

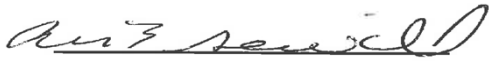
CONCLUSION

Through this report, LAHD is requesting authorization to increase the contract authority to allow LAHD to continue working with Trinus to perform necessary software development work.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund through the recommendations in this report. Additional funding to support the software development was included in the Fiscal Year 2023-2024 adopted Budget, Rent Stabilization Trust Fund No. 440, Code Enforcement Trust Fund No. 41M, Municipal Housing Finance Fund No. 815, and Housing Impact Trust Fund No. 59T.

Approved By:

A handwritten signature in dark ink, appearing to read "Ann Sewill", written over a horizontal line.

ANN SEWILL
General Manager
Los Angeles Housing Department

ATTACHMENT:

Attachment 1 - Trinus_C-138656-3_Draft

THIRD AMENDMENT
TO AGREEMENT NUMBER C-138656 OF CITY OF LOS ANGELES CONTRACT
BETWEEN
THE CITY OF LOS ANGELES
AND
TRINUS CORPORATION

THIS THIRD AMENDMENT to Agreement Number C-138656 of the City of Los Angeles Contract is made and entered into by and between the City of Los Angeles (“City”), a municipal corporation, and Trinus Corporation (“Contractor”), a Delaware corporation.

WITNESSETH

WHEREAS, the City and the Contractor have entered into an agreement wherein Contractor shall provide Information Technology services which have been funded in the Los Angeles Housing Department (“LAHD”) budget with the funds from the Foreclosure Registry Program Fund, the Rent Stabilization Trust Fund (RENT), and the Code Enforcement Trust Fund (CODE), which together with all amendments thereto shall hereinafter be referred to as the Agreement, said Agreement effective August 2, 2021; and

WHEREAS, Section 405 of the Agreement provides for amendments to the Agreement; and

WHEREAS, on June 30, 2022, the City and the Contractor entered into the First Amendment to (a) add additional funds in the amount of Three Hundred Twenty-Seven Thousand Dollars (\$327,000) for a new total of Five Hundred Sixteen Thousand Eight Hundred Sixty-Two Dollars (\$516,862); (b) add an additional twelve (12) months for a new Agreement ending date of June 30, 2023; and (c) update standard City contract provisions; and

WHEREAS, on August 11, 2023, the City and the Contractor entered into the Second Amendment to (a) add additional funds in the amount of Two Hundred Six Thousand Dollars (\$206,000) for a new total of Seven Hundred Twenty-Two Thousand Eight Hundred Sixty-Two Dollars (\$722,862); (b) add an additional twelve (12) months for a new Agreement ending date of June 30, 2024; and (c) update standard City contract provisions; and

WHEREAS, the City and the Contractor are desirous of further amending the Agreement as authorized by the City Council and the Mayor (**Council File Number xx-xxx** adopted by City Council on **xxxx xx, 2024**, and concurred by the Mayor on **xxxx xx, 2024**), which authorizes the General Manager of LAHD to prepare and execute an amendment to the Agreement for the purpose of: (a) adding additional funds in the amount of **One Million One Hundred Ninety-Two Thousand Nine Hundred Twenty-Two Dollars (\$1,192,922)** for a new total of **One Million Nine Hundred Fifteen Thousand Seven Hundred Eighty-Four Dollars (\$1,915,784)** and (b) making such other changes as are required in connection with the foregoing, all as detailed elsewhere in this Amendment; and

WHEREAS, this Amendment is necessary and proper to continue and/or complete certain activities authorized under the Agreement.

NOW, THEREFORE, the City and the Contractor agree that the Agreement be amended as follows:

[Remainder of page intentionally left blank.]

THIRD AMENDMENT

- §1. Amend the third “WHEREAS” paragraph by deleting it in its entirety and replacing it with the following:

“WHEREAS, the project which is the subject of this Agreement, hereinafter called the Agreement, has been established by the City as one of the above-described programs, and has been funded in the Los Angeles Housing Department budget with funds from the Foreclosure Registry Program Fund, the Rent Stabilization Trust Fund (RENT), the Code Enforcement Trust Fund (CODE), the Municipal Housing Finance Fund (MHFF), and the Housing Impact Trust Fund (Linkage Fee), which has been approved by the Los Angeles City Council and the Mayor; and”

- §2. Amend to delete Section 102.A, “Representative of the Parties and Service of Notices,” in its entirety and replacing it with the following:

A. The representative of the City shall be, unless otherwise stated in the Agreement:

Ann Sewill, General Manager
Los Angeles Housing Department
1910 West Sunset Blvd, 3rd Floor
Los Angeles, CA 90026

With copies to:

Kim Ly, Director
Systems Division
Los Angeles Housing Department
1910 West Sunset Blvd, 3rd Floor
Los Angeles, CA 90026

- §3. Amend Section 301.A, “Compensation and Method of Payment,” by deleting the current total dollar amount of Seven Hundred Twenty-Two Thousand Eight Hundred Sixty-Two Dollars (\$722,862) and replacing it with the new total dollar amount of **One Million Nine Hundred Fifteen Thousand Seven Hundred Eighty-Four Dollars (\$1,915,784).**

This amendment adds an additional **One Million One Hundred Ninety-Two Thousand Nine Hundred Twenty-Two Dollars (\$1,192,922).**

- §4. Except as herein amended, all terms and conditions of the Agreement shall remain in full force and effect.
- §5. This Amendment is executed in three (3) duplicate originals, each of which is deemed to be an original. This Amendment includes five (5) pages, which constitute the entire understanding and agreement of the parties. Alternatively, this Amendment may be executed with electronic signatures, resulting in an electronic final original, which shall be

uploaded to the LACityClerk Connect website.

[Remainder of page intentionally left blank.]

[Signatures begin on next page.]

IN WITNESS WHEREOF, the City of Los Angeles and the Contractor have caused this Third Amendment to be executed by their duly authorized representatives.

APPROVED AS TO FORM:
HYDEE FELDSTEIN SOTO, City Attorney

Executed this ____ day of _____ 2024

By _____
Deputy/Assistant City Attorney

For: CITY OF LOS ANGELES

ANN SEWILL
General Manager
Los Angeles Housing Department

Date _____

ATTEST:

HOLLY L. WOLCOTT, City Clerk

By _____
Luz C. Santiago
Assistant General Manager

By _____
Deputy City Clerk

Executed this ____ day of _____ 2024

Date _____

For: Trinus Corporation

By _____
Harshada Kucheria
President

By _____
Sanjay Kucheria
Chief Executive Officer

City Business License Number: 0002462415-0001-1

Internal Revenue Service ID Number: 95-4514823

Council File/CAO File Number: xx-xxxx; Date of Approval: xx/xx/2024

Said Agreement is Number C-138656 of City Contracts, Amendment 3