

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: May 20, 2022

CAO File No. 0220-00540-1606

Council File No. 21-0685

Council District: Citywide

To: The Mayor
The Council

From: *Yplenda Chauis*
for Matthew W. Szabo, City Administrative Officer

Reference: Los Angeles Housing Department (LAHD) transmittal dated March 24, 2022; Received by the City Administrative Officer on April 14, 2022; Additional Information Received through May 16, 2022

Subject: **REQUEST FOR AUTHORITY RELATIVE TO THE RESULTS OF THE AFFORDABLE HOUSING INFORMATION SYSTEM REQUEST FOR PROPOSALS AND REQUEST FOR ONE MANAGEMENT ANALYST**

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor, authorize the General Manager of the Los Angeles Housing Department (LAHD), or designee, to:

1. Execute a contract with Emphasys Computer Solutions, Inc., dba Emphasys Software, to access and customize their software suite to meet the Department's systems needs for a new housing development software system, with a compensation amount of up to \$970,000, and a two-year contract term commencing on or about July 1, 2022, with a one-year renewal option, in substantial conformance with the draft contract attached to the LAHD transmittal dated March 24, 2022, subject to funding availability, contractor performance, compliance with the City's contracting requirements and applicable federal, state, and local government legislation, and review and approval of the City Attorney as to form and legality; and,
2. Execute a contract with the second qualified proposer, ProLink Solutions, for the same purpose and contract terms outlined in Recommendation 1, in the event that contract negotiations with Emphasys Software are unsuccessful.

SUMMARY

In its transmittal, dated March 24, 2022 (Report), the Los Angeles Housing Department (LAHD) requests authority for various items related to the creation of the Department's new affordable housing information system. This includes the authority to: 1) negotiate a contract with Emphasys Computer Solutions, Inc., dba Emphasys Software, to access and customize their software suite to meet the LAHD's systems needs; 2) negotiate a contract with the next qualified proposer, for the same purpose and under the same contract terms, should contract negotiations with Emphasys

fail; and, 3) execute a contract with the vendor whose negotiations result in a mutually agreeable solution. The LAHD also requests resolution authority for one Management Analyst to support the affordable housing information system development and implementation efforts. Subsequent to the release of its Report, the LAHD requested to rescind the recommendations related to contract negotiations and, instead, requests authority to execute a contract with one of the two vendors listed in the recommendations of this report.

The LAHD released a Request for Proposals (RFP) on July 19, 2021 to solicit responses from qualified firms to provide a software solution for a new affordable housing information system that provides end-to-end management of the housing development cycle. The software solution would replace the existing Housing Information Management System, the Department's system to manage its affordable housing programs and housing asset portfolio. Eight proposals were received in response to the RFP. The top four proposals were asked to submit recorded, follow-up demonstrations in response to a series of prompts to evaluate how each respondents' proposed solutions would address the Department's needs. The LAHD is requesting authority to execute a contract with Emphasys Software, the highest scoring respondent after the demonstration review. In the event that contract negotiations with Emphasys Software are unsuccessful, the LAHD is also requesting authority to execute a contract with the second highest scoring respondent, ProLink Solutions, as a contingency plan. Additional information regarding the RFP process can be found in the LAHD Report. Funding for the proposed contract will be provided by the Housing Impact Trust Fund, also known as Linkage Fee revenue, and the Local Early Action Planning (LEAP) Grant. Subsequent to the release of its Report, the LAHD confirmed that the compensation amount of the proposed contract will be up to \$970,000, which is the total amount previously approved for this purpose from the two proposed funding sources.

Pursuant to Charter Section 1022, the Personnel Department determined that existing City classifications have the necessary qualifications to perform the work. This Office, however, determined that it is more feasible to contract because the services required exceed staffing availability, are of limited duration, and additional staff cannot be deployed or trained in a timely manner.

The LAHD also requests resolution authority for one Management Analyst to serve as the Program Data Manager. The proposed position will communicate and coordinate with the systems contractor and LAHD staff to interpret current procedures and modify them into those that can be implemented into the new system. This position is proposed to oversee staff training once the new system is deployed. The LAHD notes that the requested position will be responsible for developing systems procedures and policies for data management and anticipates that this effort will become a full-time job. Subsequent to the release of its Report, the LAHD provided an organizational chart and position description for the proposed position, which are attached for reference. This Office does not recommend approval of the requested Management Analyst at this time due to a lack of a comprehensive analysis of workload and the number of existing vacancies in the Management Analyst classification throughout the Department. This Office recommends that the LAHD utilize existing position authorities, including one Senior Management Analyst II, two Management Analysts, or one Community Housing Program Manager within the Housing Development Bureau. The Department may also utilize one of the 29 vacant Management Analyst positions in the

Department to support these efforts in 2022-23. The LAHD should assess the workload and request any additional resources, if any, during the 2023-24 budget process.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund. The proposed contract for the development of a new affordable housing information system will be funded by the Housing Impact Trust and the Local Early Action Planning Grant funds.

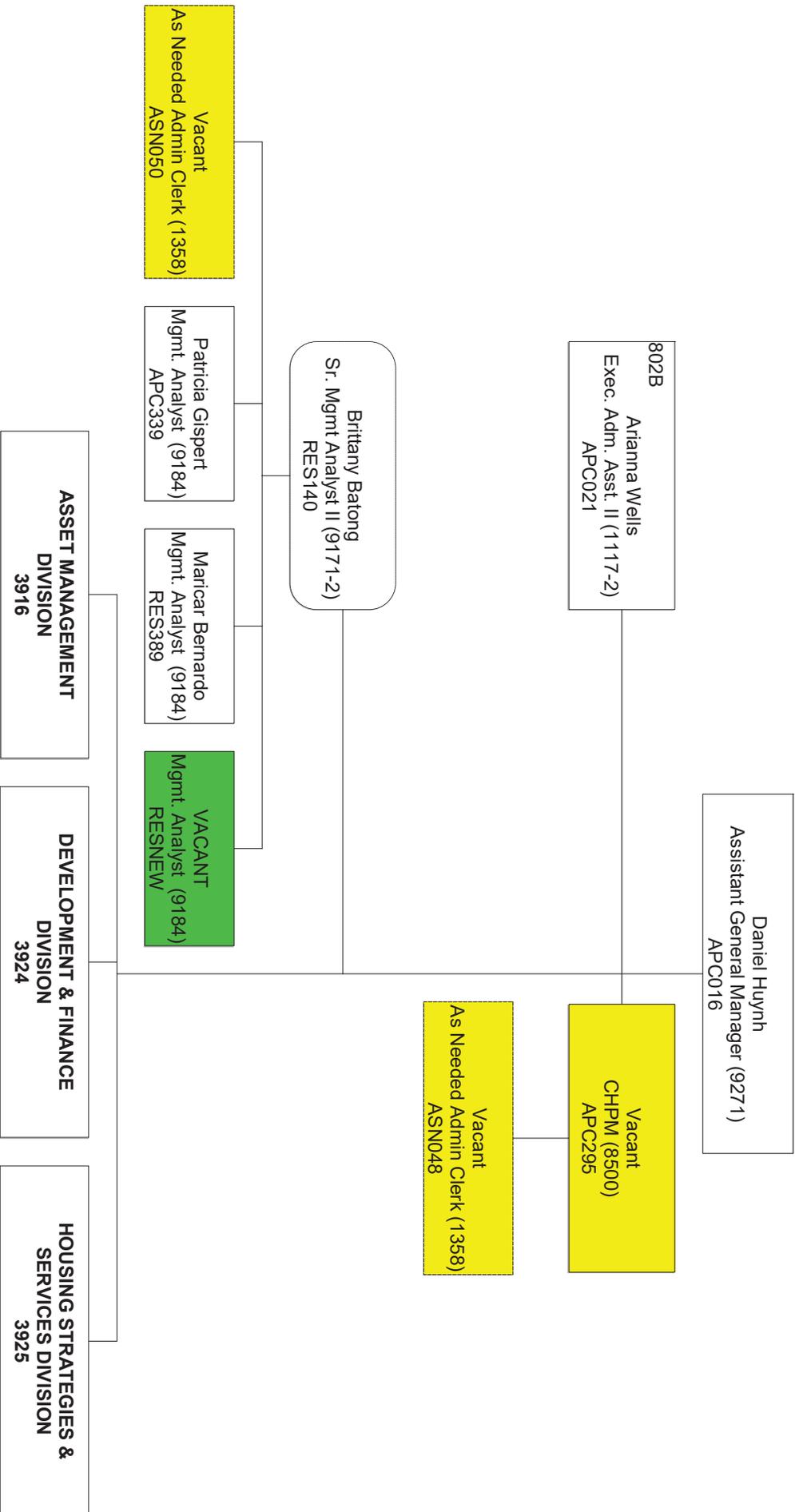
FINANCIAL POLICIES STATEMENT

The recommendations in this report comply with the City's Financial Policies.

MWS:MOF:02220196c

Attachment

3900 HOUSING DEVELOPMENT BUREAU



POSITION DESCRIPTION

DO NOT USE THIS SPACE

City of Los Angeles

1. Name of Employee: RESNEW	2. Employee's Present Class Title/Code: Management Analyst 9184	3. Present Salary or Wage Rate:
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4. Reason for Preparing Description: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation	Date Prepared 04/18/22
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5. Location of office or place of work: 1200 W. 7th Street Los Angeles, CA 90017	6. Name of Department <u>Los Angeles Housing Dept</u> Division <u>Housing Development Bureau</u> Section <u>Operations</u>
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7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name <u>Brittany Batong</u> Title <u>Senior Management Analyst II</u>

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
30%	The Management Analyst for the Housing Development Bureau, Data Manager is charged with performing a comprehensive data cleanup of the current HIMS system; and developing and implementing procedures for data integrity, and overseeing comprehensive training of staff to use the new Affordable Housing Information System (AHIS). The balance of these duties will shift as the department moves away from HIMS and fully integrates AHIS into the everyday business of the department.
30%	1. Coordinate Data Cleanup in HIMS for all units that currently utilize the system, including Managed Pipeline, Bond, HHH, Land Use, Occupancy Monitoring, Accessible Housing Program, and Tech Services teams. Communicate with Systems staff, their contractors, and the AHIS vendor to ensure the Data Cleanup is performed according to the project timeline. Work with Systems contractor to troubleshoot and develop workarounds. Oversee ongoing data management and periodic data cleanup efforts once the data is migrated into AHIS.
20%	2. Develop and query reports to support the work of the bureau and report out to Council Offices, the Mayor, and the Executive Team on a regular basis to analyze the department's progress in meeting its annual budgetary and strategic planning goals and to assist the Executive Team in identifying areas for improvement. Oversee the development of mechanisms to share data as needed with the public.
10%	3. Develop and oversee implementation of systems, procedures, and policies for data management that ensure ongoing data integrity and integrate the procedures into the existing policies and procedures documents for each HDB work unit.
10%	4. Coordinate training on AHIS with staff and vendor - become the point person for "train the trainer" functions and coordinate regular staff training for new staff and refreshers for current staff.
10%	5. Identify cross-divisional functions that require data management procedures, memorialize the policies and procedures by

9. How long have the duties been substantially as described above? <u>NEW</u>

10. List any machinery or equipment operated and any unusual or hazardous working conditions.

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>0</u>

12. Indicate the number of employees supervised by class titles.
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13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone No. _____
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ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties are accurate as described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

This position requires minimum supervision.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

As stated in the class specifications.

(b) Experience (type and length; list appropriate city classes, if any).

As stated in the class specifications.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength to: _____ Lift _____ Push _____ Pull

Average weight _____ Heaviest weight _____

Climbing (stairs, ladders, poles)

How far _____

Face severe work conditions

Outdoors _____ on/near water _____

Other/explain _____

SPECIAL NEED FOR:

Vision, to read fine print/numbers

Hearing, for telephone/alarms

Balance, for working heights

Other/explain _____

EXTENSIVE USE OF:

Legs, for walking/standing _____

Hands and fingers _____

Back, for strenuous labor _____

Other/explain _____

**Hours per
week**

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

N/A

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Follows and enforces the written LAHD Policies and Procedures

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? _____ N/A _____ ; amount of bond \$ _____ N/A _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Contact with various City contractors, staff and managers in other units, and LAHD Executive staff.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Weekly, monthly, quarterly & annual progress reports to various City contacts.

Signature of the immediate supervisor _____ Date _____

Class Title _____ Phone No. _____

Signature of department head _____ Date _____