



## Legislation Text

File #: 21-50, Version: 1

### Memorandum

**Date:** March 2, 2021

**To:** The Honorable Bruno Sabatier, Chair, Lake County Board of Supervisors

**From:** Crystal Markytan, Social Services Director

**Subject:** Approve Contract between the County of Lake and Lindsey & Company, Inc., an MRI Software LLC Company in the amount of \$104,252 from January 1, 2021 to September 30, 2026, and authorize the Chair to sign.

**Executive Summary:** (include fiscal and staffing impact narrative):

The Lake County Housing Commission (LCHC) currently operates under the Department of Social Services. The LCHC's Section 8 Housing Choice Voucher Program has utilized Lindsey program management software and fee accounting services for many years. In 2020 Lindsey was acquired by MRI Software, which required the formation of a new Contract to continue use of the software. The annual software fee is \$12,782, prorated at \$11,232 for the first year of the Agreement. Additionally, LCHC will be purchasing 5 years of virtual hosting services using CARES Act funding which must be expended by the end of this fiscal year. This purchase will allow the Housing case managers to more efficiently telework during the COVID-19 pandemic, and beyond. Currently, Housing workers can only access Lindsey using a local server at the office in Lower Lake, which causes a backlog of casework leading to delays in productivity and undue stress on employees. Lack of daily access to Lindsey and tenant case files leads to delayed service provision to Section 8 Housing Choice Voucher Program participants. The LCHC strives to provide services to tenants in a timely and responsive manner and this will greatly assist in meeting that goal.

**If not budgeted, fill in the blanks below only:**

Estimated Cost: \$ 104,252 Amount Budgeted: \$104,252 Additional Requested: \_\_\_\_\_ Future Annual Cost: \_\_\_\_\_

**Consistency with Vision 2028 and/or Fiscal Crisis Management Plan** (check all that apply):

- |   |   |   |   |
|---|---|---|---|
| <input checked="" type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety                          | <input type="checkbox"/> Infrastructure   | <input type="checkbox"/> Not applicable                 |
| <input type="checkbox"/> Economic Development               | <input type="checkbox"/> Disaster Recovery                      | <input type="checkbox"/> County Workforce | <input checked="" type="checkbox"/> Technology Upgrades |
| <input type="checkbox"/> Community Collaboration            | <input checked="" type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake       | <input type="checkbox"/> Revenue Generation             |
|   |   |   | <input type="checkbox"/> Cost Savings                   |

**If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:**

Which exemption is being requested?

How long has Agreement been in place?  
When was purchase last rebid?  
Reason for request to waive bid?

**Recommended Action:** Approve Contract between the County of Lake and Lindsey & Company, Inc., an MRI Software LLC Company in the amount of \$104,252 from January 1, 2021 to September 30, 2026, and authorize the Chair to sign.