



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Department of Housing



Date: August 15, 2013
Board Meeting Date: September 10, 2013
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors (Sitting as the Governing Board of Commissioners of the Housing Authority)

From: William Lowell, Executive Director, Housing Authority

Subject: Amendment to Agreement with Peelle Technologies

RECOMMENDATION:

Acting as the Governing Board of Commissioners of the Housing Authority, adopt Resolution 2013-07 authorizing the Executive Director of the Housing Authority of the County of San Mateo to amend an agreement with Peelle Technologies for the ongoing maintenance and support of electronic records and for the development, implementation, hosting and maintenance of a continuously open wait-list website, extending the term through August 31, 2015, and increasing the amount by \$191,859 to an amount not to exceed \$266,859.

BACKGROUND:

In March 2012, the Housing Authority of the County of San Mateo (HACSM) started researching the conversion of its paper files and administrative records into an electronic file format. HACSM obtained quotes from three vendors and viewed several product demonstrations prior to making its final selection. HACSM selected Peelle Technologies, an authorized resale vendor of the Laserfiche Avante system, a document management system with capabilities for automated workflow processes.

DISCUSSION:

HACSM entered into an agreement with Peelle Technologies on September 1, 2012, to provide software installation, configuration, testing and training. HACSM was interested in work flow process implementation in Phase I, but soon recognized work flow could not be developed smoothly without data or records in the system.

HACSM started the conversion from paper to electronic files with its tenant records. The project has moved quickly and HACSM has converted 90% of its tenant records from paper files to electronic format in the Laserfiche Avante system. Over the next few

months, the department will continue converting its accounting department records and files for the Housing and Community Development unit.

With the successful conversion of nearly all paper records to electronic format, HACSM requested Peele Technologies to assist with implementing and developing a secure, hosted rental program waiting list website for HACSM's wait-list opening, scheduled for some time in the last quarter of calendar year 2013. In the past, because of overwhelming interest, Section 8 waiting list openings have only been for a one or two week period once every several years. The new website technology will allow for the list to be continuously open by using periodic lotteries. It will incorporate functionality to facilitate user update and status checks for the Section 8 Voucher program.

The contract expansion will pay for the new waiting list website as well as the continuing expansion of the Peele electronic content management system and implementation of various work flow management tools.

County Counsel has reviewed and approved the Resolution as to form.

Approval of this Resolution contributes to the Shared Vision 2025 outcome of a Livable Community by enabling HACSM to provide housing subsidy to low and very low income households while increasing housing choice and encouraging self-sufficiency through program flexibilities.

FISCAL IMPACT:

There is no Net County costs associated with this action. All funds required for this activity are provided by HACSM's operating budget and reserves.