

RESOLUTION NO. 2013-07

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA,
SITTING AS THE GOVERNING BOARD OF COMMISSIONERS OF THE HOUSING
AUTHORITY**

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**RESOLUTION 2013-07 AUTHORIZING THE EXECUTIVE DIRECTOR OF THE
HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO TO AMEND AN
AGREEMENT WITH PELLE 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**

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, sitting as the Board of Commissioners of the Housing Authority of the County of San Mateo (HACSM), that

WHEREAS, in March 2012, HACSM started researching the transition of its paper files and administrative records into an electronic file format; and

WHEREAS, HACSM obtained quotes from three vendors and viewed several product demos prior to making its final selection; and

WHEREAS, HACSM selected Pelle Technologies, an authorized resale vendor of the Laserfiche Avante system, a document management system with capabilities for automated workflow processes ; and

WHEREAS, HACSM entered into an agreement with Pelle Technologies on September 1, 2012, to provide software installation, configuration, testing, and training;

and

WHEREAS, the conversion project has moved quickly and the department will continue converting its accounting department records as well as files for the Housing and Community Development unit; and

WHEREAS, HACSM requested Peelle Technologies to assist with implementing and developing a secure, hosted waiting list website for HACSM's wait-list opening, scheduled for some time in the last quarter of calendar year 2013; and

WHEREAS, the website will be continuously open and will incorporate functionality to facilitate application submission and update and lottery processes for the Section 8 Voucher program; and

NOW THEREFORE, the Board of Supervisors, County of San Mateo, State of California, acting as the Governing Board of Commissioners of the Housing Authority of the County of San Mateo, hereby adopts 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. .

BE IT FURTHER RESOLVED that the Executive Director of the Housing Authority or designee is authorized to execute contract amendments modifying the

Housing Authority's maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modifying the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

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