

**AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND EXYGY, INC.**

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the County of San Mateo, a political subdivision of the state of California, hereinafter called "County," and Exygy, Inc., hereinafter called "Contractor."

\* \* \*

WHEREAS, pursuant to Section 31000 of the California Government Code, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof; and

WHEREAS, the County wishes to implement a multi-phase project to develop an affordable housing web portal which consolidates all available affordable housing listings in San Mateo County onto one, easy-to-use website, and allows for applicants of affordable housing to apply online using one simple application ("Project"); and

WHEREAS, in a separate contract with Exygy, the San Mateo County Information Services Department, with project management assistance from the San Mateo County Department of Housing ("DOH"), developed a pilot affordable housing web portal for San Mateo County which included available affordable housing unit listings (collectively, "Listings") ("Phase I"); and

WHEREAS, on October 1, 2019, the Housing Authority of the County of San Mateo ("HACSM") executed an agreement with Exygy, Inc. for a term of October 1, 2019 to March 31, 2020 in an amount not to exceed \$375,000 to continue to build out the SMC DAHLIA pilot by adding more affordable housing listings to the site, build consensus with stakeholders around site requirements, including the required fields for a common housing application, and prepare for an online common application pilot to be launched at a future date (Resolution No. 076983); and

WHEREAS, DOH is continuing the Project to complete Phase 2, the details of which are provided in Exhibit A of this Agreement; and

WHEREAS, it is necessary and desirable that Contractor be retained for the purpose of providing professional services to County in support of its affordable housing web portal pilot in San Mateo County.

**Now, therefore, it is agreed by the parties to this Agreement as follows:**

**1. Exhibits and Attachments**

The following exhibits and attachments are attached to this Agreement and incorporated into this Agreement by this reference:

- Exhibit A—Services
- Exhibit B—Payments and Rates

**2. Services to be performed by Contractor**

In consideration of the payments set forth in this Agreement and in Exhibit B, Contractor shall perform services for County in accordance with the terms, conditions, and specifications set forth in this Agreement and in Exhibit A.

### **3. Payments**

In consideration of the services provided by Contractor in accordance with all terms, conditions, and specifications set forth in this Agreement and in Exhibit A, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B. County reserves the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. In no event shall County's total fiscal obligation under this Agreement exceed Two Hundred Fifty-Four Thousand Four Hundred Dollars (\$254,400). In the event that County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the County at the time of contract termination or expiration. Contractor is not entitled to payment for work not performed as required by this Agreement.

### **4. Term**

Subject to compliance with all terms and conditions, the term of this Agreement shall be from April 1, 2020, through September 30, 2020.

### **5. Termination**

This Agreement may be terminated by Contractor or by the Interim Director or his/her designee at any time without a requirement of good cause upon thirty (30) days' advance written notice to the other party. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that prorated portion of the full payment determined by comparing the work/services actually completed to the work/services required by the Agreement.

County may terminate this Agreement, or a portion of the services referenced in the Attachments and Exhibits based upon the unavailability of Federal, State, or County funds by providing written notice to Contractor as soon as is reasonably possible after County learns of said unavailability of outside funding.

County may terminate this Agreement for cause. In order to terminate for cause, County must first give Contractor notice of the alleged breach. Contractor shall have five business days after receipt of such notice to respond and a total of ten calendar days after receipt of such notice to cure the alleged breach. If Contractor fails to cure the breach within this period, County may immediately terminate this Agreement without further action. The option available in this paragraph is separate from the ability to terminate without cause with appropriate notice described above. In the event that County provides notice of an alleged breach pursuant to this section, County may, in extreme circumstances, immediately suspend performance of services and payment under this Agreement pending the resolution of the process described in this paragraph. County has sole discretion to determine what constitutes an extreme circumstance for purposes of this paragraph, and County shall use reasonable judgment in making that determination.

### **6. Contract Materials**

At the end of this Agreement, or in the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and other written materials (collectively referred to as "Contract Materials") prepared by Contractor under this Agreement shall become the property of County and shall be promptly delivered to County. Upon termination, Contractor may make and retain a copy of such contract materials if permitted by law. Any materials covered by an Open Source license are, for the purposes of this paragraph, excluded from the definition of "Contract Materials" and will not become the property of County.

**7. Relationship of Parties**

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent contractor and not as an employee of County and that neither Contractor nor its employees acquire any of the rights, privileges, powers, or advantages of County employees.

**8. Hold Harmless**

**a. General Hold Harmless**

Contractor shall indemnify and save harmless County and its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from this Agreement, the performance of any work or services required of Contractor under this Agreement, or payments made pursuant to this Agreement brought for, or on account of, any of the following:

- (A) injuries to or death of any person, including Contractor or its employees/officers/agents;
- (B) damage to any property of any kind whatsoever and to whomsoever belonging;
- (C) any sanctions, penalties, or claims of damages resulting from Contractor's failure to comply, if applicable, with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended; or
- (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County and/or its officers, agents, employees, or servants. However, Contractor's duty to indemnify and save harmless under this Section shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

**b. Intellectual Property Indemnification**

Contractor hereby certifies that it has, to the best of its knowledge, the right to use any intellectual property it uses in relation to this Agreement, including the design, look, feel, features, source code, content, and/or other technology relating to any part of the services it provides under this Agreement and including all related trademarks, and copyrights, all applications therefor, and all trade names, service marks, know how, and trade secrets (collectively referred to as "IP Rights") except as otherwise noted by this Agreement.

Contractor warrants that, to the best of its knowledge, the services it provides under this Agreement do not infringe, violate, trespass, or constitute the unauthorized use or misappropriation of any IP Rights of any third party. Contractor shall defend, indemnify, and hold harmless County from and against all liabilities, costs, damages, losses, and expenses (including reasonable attorney fees) arising out of or related to any claim by a third party that the services provided under this Agreement infringe or violate any third-party's IP Rights (as defined, herein) provided any such right is enforceable in the United States. Contractor's duty to defend, indemnify, and hold harmless under this Section applies only provided that: (a) County notifies Contractor promptly in writing of any notice of any such third-party claim; (b) County cooperates with Contractor, at Contractor's expense, in all reasonable respects in connection with the investigation and defense of any such third-party claim; (c) Contractor retains sole control of the defense

of any action on any such claim and all negotiations for its settlement or compromise (provided Contractor shall not have the right to settle any criminal action, suit, or proceeding without County's prior written consent, not to be unreasonably withheld, and provided further that any settlement permitted under this Section shall not impose any financial or other obligation on County, impair any right of County, or contain any stipulation, admission, or acknowledgement of wrongdoing on the part of County without County's prior written consent, not to be unreasonably withheld); and (d) should services under this Agreement become, or in Contractor's opinion be likely to become, the subject of such a claim, or in the event such a third party claim or threatened claim causes County's reasonable use of the services under this Agreement to be seriously endangered or disrupted, Contractor shall, at Contractor's option and expense, either: (i) procure for County the right to continue using the services without infringement or (ii) replace or modify the services so that they become non-infringing but remain functionally equivalent.

Notwithstanding anything in this Section to the contrary, Contractor will have no obligation or liability to County under this Section to the extent any otherwise covered claim is based upon: (a) any aspects of the services under this Agreement which have been modified by or for County (other than modification performed by, or at the direction of, Contractor) in such a way as to cause the alleged infringement at issue; and/or (b) any aspects of the services under this Agreement which have been used by County in a manner prohibited by this Agreement.

The duty of Contractor to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

#### **9. Assignability and Subcontracting**

Contractor shall not assign this Agreement or any portion of it to a third party or subcontract with a third party to provide services required by Contractor under this Agreement without the prior written consent of County. Any such assignment or subcontract without County's prior written consent shall give County the right to automatically and immediately terminate this Agreement without penalty or advance notice.

#### **10. Insurance**

##### **a. General Requirements**

Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this Section has been obtained and such insurance has been approved by County's Risk Management, and Contractor shall use diligence to obtain such insurance and to obtain such approval. Contractor shall furnish County with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending Contractor's coverage to include the contractual liability assumed by Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to County of any pending change in the limits of liability or of any cancellation or modification of the policy.

##### **b. Workers' Compensation and Employer's Liability Insurance**

Contractor shall have in effect during the entire term of this Agreement workers' compensation and employer's liability insurance providing full statutory coverage. In signing this Agreement, Contractor certifies, as required by Section 1861 of the California Labor Code, that (a) it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and (b) it will comply with such provisions before commencing the performance of work under this Agreement.

**c. Liability Insurance**

Contractor shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect Contractor and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Contractor's operations under this Agreement, whether such operations be by Contractor, any subcontractor, anyone directly or indirectly employed by either of them, or an agent of either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amounts specified below:

- (a) Comprehensive General Liability... \$1,000,000
- (b) Motor Vehicle Liability Insurance... \$1,000,000
- (c) Professional Liability..... \$1,000,000

County and its officers, agents, employees, and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that (a) the insurance afforded thereby to County and its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy and (b) if the County or its officers, agents, employees, and servants have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, County, at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work and payment pursuant to this Agreement.

**11. Compliance With Laws**

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, ordinances, and regulations, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Federal Regulations promulgated thereunder, as amended (if applicable), the Business Associate requirements set forth in Attachment H (if attached), the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in programs and activities receiving any Federal or County financial assistance. Such services shall also be performed in accordance with all applicable ordinances and regulations, including but not limited to appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. In the event of a conflict between the terms of this Agreement and any applicable State, Federal, County, or municipal law or regulation, the requirements of the applicable law or regulation will take precedence over the requirements set forth in this Agreement.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

## 12. **Non-Discrimination and Other Requirements**

### a. **General Non-discrimination**

No person shall be denied any services provided pursuant to this Agreement (except as limited by the scope of services) on the grounds of race, color, national origin, ancestry, age, disability (physical or mental), sex, sexual orientation, gender identity, marital or domestic partner status, religion, political beliefs or affiliation, familial or parental status (including pregnancy), medical condition (cancer-related), military service, or genetic information.

### b. **Equal Employment Opportunity**

Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to County upon request.

### c. **Section 504 of the Rehabilitation Act of 1973**

Contractor shall comply with Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual with a disability shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of any services this Agreement. This Section applies only to contractors who are providing services to members of the public under this Agreement.

### d. **Compliance with County's Equal Benefits Ordinance**

Contractor shall comply with all laws relating to the provision of benefits to its employees and their spouses or domestic partners, including, but not limited to, such laws prohibiting discrimination in the provision of such benefits on the basis that the spouse or domestic partner of the Contractor's employee is of the same or opposite sex as the employee.

### e. **Discrimination Against Individuals with Disabilities**

The nondiscrimination requirements of 41 C.F.R. 60-741.5(a) are incorporated into this Agreement as if fully set forth here, and Contractor and any subcontractor shall abide by the requirements of 41 C.F.R. 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

### f. **History of Discrimination**

Contractor certifies that no finding of discrimination has been issued in the past 365 days against Contractor by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other investigative entity. If any finding(s) of discrimination have been issued against Contractor within the past 365 days by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or other investigative entity, Contractor shall provide County with a written explanation of the outcome(s) or remedy for the discrimination prior to execution of this Agreement. Failure to comply with this Section shall constitute a material breach of this Agreement and subjects the Agreement to immediate termination at the sole option of the County.

**g. Reporting; Violation of Non-discrimination Provisions**

Contractor shall report to the County Manager the filing in any court or with any administrative agency of any complaint or allegation of discrimination on any of the bases prohibited by this Section of the Agreement or the Section titled "Compliance with Laws". Such duty shall include reporting of the filing of any and all charges with the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other entity charged with the investigation or adjudication of allegations covered by this subsection within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include a general description of the circumstances involved and a general description of the kind of discrimination alleged (for example, gender-, sexual orientation-, religion-, or race-based discrimination).

Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to the following:

- i. termination of this Agreement;
- ii. disqualification of the Contractor from being considered for or being awarded a County contract for a period of up to 3 years;
- iii. liquidated damages of \$2,500 per violation; and/or
- iv. imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this Section, the County Manager shall have the authority to offset all or any portion of the amount described in this Section against amounts due to Contractor under this Agreement or any other agreement between Contractor and County.

**h. Compliance with Living Wage Ordinance**

As required by Chapter 2.88 of the San Mateo County Ordinance Code, Contractor certifies all contractor(s) and subcontractor(s) obligated under this contract shall fully comply with the provisions of the County of San Mateo Living Wage Ordinance, including, but not limited to, paying all Covered Employees the current Living Wage and providing notice to all Covered Employees and Subcontractors as required under the Ordinance.

**13. Compliance with County Employee Jury Service Ordinance**

Contractor shall comply with Chapter 2.85 of the County's Ordinance Code, which states that Contractor shall have and adhere to a written policy providing that its employees, to the extent they are full-time employees and live in San Mateo County, shall receive from the Contractor, on an annual basis, no fewer than five days of regular pay for jury service in San Mateo County, with jury pay being provided only for each day of actual jury service. The policy may provide that such employees deposit any fees received for such jury service with Contractor or that the Contractor may deduct from an employee's regular pay the fees received for jury service in San Mateo County. By signing this Agreement, Contractor certifies that it has and adheres to a policy consistent with Chapter 2.85. For purposes of this Section, if Contractor has no employees in San Mateo County, it is sufficient for Contractor to provide the following written statement to County: "For purposes of San Mateo County's jury service ordinance, Contractor certifies that it has no full-time employees who live in San Mateo County. To the extent that it hires any such employees during the term of its Agreement with San Mateo County, Contractor shall adopt a policy that complies with Chapter 2.85 of the County's Ordinance Code." The requirements of Chapter 2.85 do

not apply if this Agreement's total value listed in the Section titled "Payments", is less than one-hundred thousand dollars (\$100,000), but Contractor acknowledges that Chapter 2.85's requirements will apply if this Agreement is amended such that its total value meets or exceeds that threshold amount.

**14. Retention of Records; Right to Monitor and Audit**

(a) Contractor shall maintain all required records relating to services provided under this Agreement for three (3) years after County makes final payment and all other pending matters are closed, and Contractor shall be subject to the examination and/or audit by County, a Federal grantor agency, and the State of California.

(b) Contractor shall comply with all program and fiscal reporting requirements set forth by applicable Federal, State, and local agencies and as required by County.

(c) Contractor agrees upon reasonable notice to provide to County, to any Federal or State department having monitoring or review authority, to County's authorized representative, and/or to any of their respective audit agencies access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules, and regulations, to determine compliance with this Agreement, and to evaluate the quality, appropriateness, and timeliness of services performed.

**15. Merger Clause; Amendments**

This Agreement, including the Exhibits and Attachments attached to this Agreement and incorporated by reference, constitutes the sole Agreement of the parties to this Agreement and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement, or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any Exhibit and/or Attachment to this Agreement, the provisions of the body of the Agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications or amendments shall be in writing and signed by the parties.

**16. Controlling Law; Venue**

The validity of this Agreement and of its terms, the rights and duties of the parties under this Agreement, the interpretation of this Agreement, the performance of this Agreement, and any other dispute of any nature arising out of this Agreement shall be governed by the laws of the State of California without regard to its choice of law or conflict of law rules. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or in the United States District Court for the Northern District of California.

**17. Notices**

Any notice, request, demand, or other communication required or permitted under this Agreement shall be deemed to be properly given when both: (1) transmitted via facsimile to the telephone number listed below or transmitted via email to the email address listed below; and (2) sent to the physical address listed below by either being deposited in the United States mail, postage prepaid, or deposited for overnight delivery, charges prepaid, with an established overnight courier that provides a tracking number showing confirmation of receipt.

In the case of County, to:

Name/Title: Raymond Hodges, Interim Director  
Address: 264 Harbor Blvd. Bldg. A, Belmont, CA, 94002  
Telephone: 650-802-3389  
Email: rhodges@smcgov.org

In the case of Contractor, to:

Name/Title: Zach Berke, Founder and Managing Partner  
Address: 2601 Mission Street, Suite 300, San Francisco, CA 94110  
Telephone: 415-992-7251 x 201  
Email: [zach@exygy.com](mailto:zach@exygy.com)

**18. Electronic Signature**

Both County and Contractor wish to permit this Agreement and future documents relating to this Agreement to be digitally signed in accordance with California law and County's Electronic Signature Administrative Memo. Any party to this Agreement may revoke such agreement to permit electronic signatures at any time in relation to all future documents by providing notice pursuant to this Agreement.

**19. Payment of Permits/Licenses**

Contractor bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Contractor's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

**20. Cap on Liability**

The monetary liability of Contractor to County for any breach of this Agreement shall not exceed the total payments received by Contractor from County under this Agreement. This Cap on Liability extends, but is not limited to, the Intellectual Property Indemnification in section 8b of this Agreement. Contractor shall not under any circumstances be liable to County for any special, incidental, or consequential damages, including but not limited to lost profits—even if Contractor has been advised of the possibility of such damages.

\* \* \*

In witness of and in agreement with this Agreement's terms, the parties, by their duly authorized representatives, affix their respective signatures:

For Contractor: EXYGY, INC.

  
\_\_\_\_\_  
Contractor Signature

April 30, 2020  
Date

Zachary M. Berke on behalf of Exygy, Inc.  
Contractor Name (please print)

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For the County of San Mateo

\_\_\_\_\_  
Raymond Hodges  
Interim Director  
San Mateo County Department of  
Housing

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchasing Agent Name (please print)  
(Department Head or Authorized Designee)  
Housing Authority of the County of San  
Mateo

By:

Raymond Hodges, Interim Director, San Mateo County Department of Housing

Date:

## Exhibit A

In consideration of the payments set forth in Exhibit B, Contractor (also referred to as “Exygy”) shall provide the following services:

# SMC Affordable Housing Portal

The County of San Mateo wishes to implement a multi-phase project to develop an affordable housing web portal which consolidates all available affordable housing listings onto one, easy-to-use website, and allows for applicants of affordable housing to apply online using one simple application (“Project”) In a separate contract with Exygy, the San Mateo County Information Services Department, with project management assistance from the San Mateo County Department of Housing (“DOH”), developed a pilot affordable housing web portal for San Mateo County which included available affordable housing unit listings (collectively, “Listings”) (“Phase I”). DOH is continuing the Project to complete Phase 2A, the details of which are provided in this Exhibit A. The Phase 2A work scope for this Agreement will include continued Listing support, Housing Authority Rental Discovery, Housing Authority Stakeholder Facilitation, and on-going maintenance. This work will allow for continued Listings updates from SMC Affordable Housing Portal Phase 1, and continued coordination with local stakeholders, such as affordable housing developers, market-rate housing developers, housing counselors, city and county housing staff, nonprofit affordable housing advocates, housing applicants, and other stakeholders.

### **Description of Services**

Housing Authority Rental Discovery, Housing Authority Stakeholder Facilitation, and On-Going Maintenance.

In this second phase of work, Contractor will:

- A. Launch and support the stakeholder facilitation and discovery process for integrating San Mateo County Housing Authority’s Rental Subsidy Programs into the Alpha site including listings and applications processes for the San Mateo County Housing Authority; and
- B. Perform on-going maintenance and support for the existing San Mateo County affordable housing portal (Phase 1).

These services are described in detail, below:

### **Launch and support the stakeholder facilitation process with Housing Authority**

#### **Housing Authority Listings/Applications:**

- Initial discovery and research phase on Housing Authority processes

#### **Deliverables include:**

#### **Housing Authority Rentals:**

- Meeting agendas for a meeting cycle to start the conversation about implementing the platform within the County. Contractor will co-lead the initial 6-10 meetings and provide support for follow ups between each meeting. These meetings will include:
  - A San Mateo County Housing Authority kick-off meeting with key stakeholders from San Mateo County’s Housing Authority to introduce DAHLIA (or “Doorway”) and potential ways that the Housing Authority can integrate its programs and services.

- A San Mateo County Housing Authority workshop session, introducing the concept of a Housing Authority listing and collecting initial feedback and developing initial buy-in from key stakeholders. This workshop will begin the process of facilitating agreement on a common set of fields for a Housing Authority form in San Mateo County.
- Agendas for meetings will include a focus on implementing Housing Authority Rental Subsidy Programs (Tenant and Project-Based Vouchers and Waitlists), integrating Doorway with Yardi (or other Housing Authority systems), and including the following rental assistance program examples:
  - Housing Choice Vouchers
  - Permanent supportive housing
  - VASH (Veterans Affairs Supportive Housing)
  - Family unification (foster youth and previously incarcerated)
  - Mainstream vouchers (disabled persons who are homeless or at-risk of homelessness)
- Stakeholder interviews with San Mateo County's Housing Authority staff to learn more about the application process unique to Housing Authority opportunities; and how a system like Doorway would integrate with those processes.
- Stakeholder interviews with key stakeholders and staff from the San Mateo County Housing Authority. As possible, we will also work with additional Housing Authorities in the Bay Area to conduct discovery on the possibility of a regional integration of Housing Authority programs and services into Doorway. These additional Housing Authorities may include some subset of both jurisdictions currently implementing the Doorway affordable housing web portal code (e.g., City and County of San Francisco, County of Alameda, and City of San Jose / Santa Clara County) and those that are not (e.g., Marin County, Contra Costa County, and Santa Cruz).
- A summary of initial findings from interviews with jurisdictions, housing counselors, and other entities involved with housing opportunities under the Housing Authority purview. Contractor will lead interviews with representatives from the San Mateo County Housing Authority and other entities involved, while findings will help ensure the housing portal will integrate well with existing processes. These summaries of findings will also include the findings and requirements from Housing Authorities from participating Doorway jurisdictions. Contractor will prepare summary with the understanding that the San Mateo County effort will align with recommendations from other regional efforts, minimize duplication, and maximize efficiency. The document will layout the next phases to implement a regional web portal for the future capability to enable San Mateo County residents to apply to Section 8 Housing Vouchers on Doorway.

### **On-going maintenance and support for the existing San Mateo County affordable housing portal (Phase 1)**

Continued Listings Support: Listings will continue to be added to the site as they become available. Contractor will continue to work on the pipeline of available listings, engaging with stakeholders, and supporting stakeholders to get their listings on the site. Contractor will also work with San Mateo County, in collaboration with partner cities to capture affordable housing opportunities currently not on Doorway San Mateo County.

On-going work includes:

**Project Management:** Our team will continue the critical communication, and facilitation work that they implemented and followed in during the initial phases of the San Mateo County Doorway Affordable Housing Web Portal.

**Maintenance and Tools:** With a Rental Listings/Common Application Pilot launched, our team will continue the hosting and maintenance work. Our engineers will be responsible for constantly upkeeping the website, ensuring that it is running and free of defects. They will also support the addition of new listings as they become available.

**Site Maintenance:** Contractor will host and maintain the site for San Mateo County during the 6-month timeline. Maintenance after this time will be covered by a subsequent scope of work.

## Exhibit B

In consideration of the services provided by Contractor described in Exhibit A and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule and terms:

### Timetable & Deliverables for Phase 2A

#### April – May 2020

- Stakeholder interviews with San Mateo County's Housing Authority staff to learn more about the application process unique to Housing Authority opportunities, including the following:
  - a. Housing Choice Vouchers
  - b. Permanent supportive housing
  - c. VASH (Veterans Affairs Supportive Housing)
  - d. Family unification (foster youth and previously incarcerated)
  - e. Mainstream vouchers (disabled persons who are homeless or at-risk of homelessness)
- Phase 2A of continued Doorway expansion in San Mateo County will include a process to determine the nonprofits that the Contractor would work with as stakeholders. Although they have yet to be determined, the following organizational representation with a few specific organizations as examples are suggested:
  - a. Nonprofits involved throughout the various programs administered by the Housing Authority
  - b. Nonprofit housing counselors
  - c. Nonprofit affordable housing policy organizations
- Conduct the San Mateo County Housing Authority kick-off meeting with key stakeholders from San Mateo County's Housing Authority to introduce Doorway and potential ways that the Housing Authority can integrate its programs and services.
- Plan for interviews, research goals, and engagement with San Mateo County Housing Authority and partner Housing Authorities.
- On-going maintenance and support.

Fee: \$84,800 (\$42,400 per month)

#### June - July 2020

- Conduct the San Mateo County Housing Authority workshop session, introducing the concept of a Housing Authority listing and collecting initial feedback and developing initial buy-in from key stakeholders. This workshop will begin the process of facilitating agreement on a common set of fields for a Housing Authority form in San Mateo County.
- User interviews with San Mateo County Housing Department, San Mateo County Housing Authority, and partner cities as needed.
- Stakeholder Interviews with partner Housing Authorities located in jurisdictions currently implementing Doorway (including the City and County of San Francisco, County of Alameda, and City of San Jose). This may include Housing Authorities in Oakland, City of Alameda, Santa Clara County, San Francisco, Santa Cruz, and/or other regional Housing Authorities.
- Draft of detailed Phase 3 roadmap and SOW for implementing San Mateo County Housing Authority rentals listings/applications.
- On-going maintenance and support.

Fee: \$84,800 (\$42,400 per month)

August - September 2020

- Refine draft detailed Phase 3 roadmap and scope of work for implementing San Mateo County Housing Authority rentals listings/applications.
- On-going maintenance and support.

Fee: \$84,800 (\$42,400 per month)

Total Agreement amount not to exceed: \$254,400