



County of San Mateo

Inter-Departmental Correspondence

Department: HOUSING

File #: 20-282

Board Meeting Date: 5/5/2020

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Raymond Hodges, Interim Director, Department of Housing
Subject: Agreement with Exygy, Inc. for Professional Services

RECOMMENDATION:

Measure K: Adopt a resolution waiving the Request for Proposals process and authorizing the Director of the Department of Housing or the Director's Designee to execute an agreement with Exygy, Inc. for professional services in support of the affordable housing web portal pilot for San Mateo County for a term of April 1, 2020 through September 30, 2020 in an amount not to exceed \$254,400.

BACKGROUND:

Currently, there is no web portal that consolidates all affordable housing listings available in San Mateo County. Instead, affordable housing applicants must visit one housing development at a time, often in-person, and complete numerous unique housing applications that each require separate backup documentation. Applicants must then keep track of the status of each application by calling leasing agents and/or city staff multiple times per year.

The City and County of San Francisco ("San Francisco") experienced the same problem described above. In an effort to resolve the problem, San Francisco implemented an affordable housing web portal system called DAHLIA in 2017. San Francisco partnered with Exygy, Inc. ("Exygy") to design an intuitive, transparent online experience to find and apply for affordable housing. This web portal was the first of its kind and resulted in a reduced application time from several days to minutes, and an increase in the digital adoption rate for San Francisco.

On November 13, 2018, the Board of Supervisors authorized the Information Services Department ("ISD") to execute an agreement with Exygy to pilot a web portal similar to the one used in San Francisco but tailored to the needs of San Mateo County (Resolution No. 076277).

The Department of Housing ("DOH") has worked closely with the ISD to project-manage the pilot. DOH has the housing expertise and knowledge of affordable housing listings required to successfully partner with Exygy for the pilot.

On August 19, 2019, the web portal, called SMC DAHLIA, was successfully launched with two

available affordable housing listings. In addition to the successful launch of the web portal, Exygy facilitated multiple convenings to engage with cities, affordable housing developers, market rate developers, and nonprofits in San Mateo County to better understand the housing listing needs of these stakeholders and build consensus around requirements for the web portal based on applicable city, County, state, and federal regulations.

On October 1, 2019, the Housing Authority of the County of San Mateo (“HACSM”) executed an agreement with Exygy, Inc. for a six-month term from October 1, 2019 to March 31, 2020 in the amount of \$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).

To-date, Exygy has added affordable housing listings to the site, as available, developed a common application in partnership with cities and affordable housing developers in San Mateo County, and worked closely with DOH to identify an online common application pilot project.

DISCUSSION:

DOH and HACSM are interested in collaborating with additional jurisdictions in order to develop a regional web portal while continuing to add local affordable housing listings to the SMC DAHLIA web portal. In order to undertake this work, DOH wishes to enter into an agreement with Exygy for a term of April 1, 2020 to September 30, 2020 in an amount not to exceed \$254,400.

The scope of work in the agreement shall include continued affordable housing listings support, and additional SMC DALIA feasibility activities for HACSM programs, additional housing authorities, and local jurisdictions in the region.

Pursuant to San Mateo County Ordinance Code section 2.83.050, the Board of Supervisors may waive competitive bidding for services contracts in any situation where the Board of Supervisors determines that the best interests of the County would be served without the necessity of competitive bidding. DOH requests a waiver of the Request for Proposals process here because the best interests of the County would be served. First, City and County of San Francisco selected Exygy through its Metropolitan Transportation Commission’s Request for Qualifications process. DOH would realize cost savings by leveraging the existing design and development work that was created for San Francisco. Additionally, Exygy is uniquely positioned to respond to San Mateo County’s needs and requirements for the web portal based on prior engagement efforts with San Mateo County stakeholders.

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

FISCAL IMPACT:

There is no net County cost associated with this action. The total amount of the agreement (\$254,400) will utilize Measure K funds previously allocated to DOH.