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March 13, 2024

Agenda Item 6.b.

Doorway Housing Portal – Exygy, Inc. Contract 3<sup>rd</sup> Amendment (\$850,000)

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**Subject:**

Authorization for the Executive Director or his designee to negotiate and enter into a third amendment in an amount not to exceed \$850,000 to the October 1, 2022 contract with Exygy Inc. (“Consultant”) for Doorway Housing Portal web design services for a total contract amount not-to-exceed \$3.45 million.

**Background:**

On June 29, 2023, BAHFA launched the Doorway Housing Portal, a comprehensive, user-friendly site that allows housing seekers to find and apply for housing opportunities from their phones or personal computers. The portal will also make the lease-up process significantly simpler for both applicants and building owners and will provide critical data about who searches for what kinds of affordable housing throughout the Bay Area, enabling policy makers to better assist their constituents. The portal was launched through the Exygy contract and the support of a pro bono Google.org fellowship that provided more than a dozen full-time Google fellows January-June 2023.

Starting in July 2023, with funding assistance from a \$2.5 million grant from Google.org, BAHFA expanded the Consultant’s work scope to further develop the portal, adding regional accounts, application, and additional functionality for housing seekers, jurisdictions, and professional partners.

BAHFA will now further expand the Consultant’s work scope to add lottery, public reporting, and additional partner portal functionality per the additional phase information, below.

**Contract Summary**

The BAHFA Board approved BAHFA’s procurement of the Consultant through the Metropolitan Transportation Commission’s 2020 Website Support Services Bench – Cycle 1 (“Bench”) on September 28, 2022. On October 22, 2022, BAHFA first entered into a contract with Consultant for an amount not to exceed \$1 million. The BAHFA Board approved a first amendment to the Consultant’s contract on April 26, 2023, increasing the initial contract value by \$35,404 for completion of contract Phase 3b (described below). On July 12, 2023, the BAHFA Board subsequently authorized a second amendment to the contract in an amount not to exceed \$1.6 million, which superseded the first amendment approved by the BAHFA Board, which had not been executed for minor administrative reasons.

The Consultant’s first five contract phases are now largely complete:

- Phase 1: Discovery and Work Plan Creation, including regional product and system discovery, and technical discovery and integration exploration. Timeframe: September through December of 2022. Phase Cost: \$226,860.

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- Phase 2: Doorway Housing Portal Policy Development, including sustainability plan and data sharing development. Timeframe: January through June of 2023. Phase Cost: \$147,000.
- Phase 3: Doorway Housing Portal Development, including technical architecture guidance and supplemental goals research. Timeframe: January through June of 2023. Phase Cost: \$555,387.
- Phase 4: Additional Doorway Housing Portal Policy Development, including sustainability enhancement and regional policy alignment, and data systems development and strategic planning. Estimated timeframe: approximately July 2023 through March 2024. Phase cost: \$125,000.
- Phase 5: Enhanced Doorway Housing Portal Functionality, including regional application, lottery, and professional partner functionality. Estimated timeframe: July 2023 through March 2024. Phase Cost: \$1,475,000.

### Second Contract Amendment Phases

The next three contract phases to be authorized under the second amendment are as follows:

- Phase 6: Doorway Placement and Data Development, including affordable housing placement research, sustainability enhancement, and data systems development and strategic planning. April 2024 - March 2025. Estimated phase cost: \$105,000.
- Phase 7: Additional Doorway Housing Portal and Doorway Partners Portal Functionality, including lottery, reporting, and expanded professional partner functionality. April 2024 – June 2024. Estimated phase cost: \$520,000.
- Phase 8: Maintenance Support for Doorway Housing Portal and Doorway Partners Portal, including limited web development. July 2024 – March 2025. Estimated phase cost: \$225,000.

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<b>Summary of BAHFA Doorway Housing Portal Work with Consultant</b>	
Phase 1: Discovery and Work Plan Creation	\$226,860
Phase 2: Doorway Housing Portal Policy Development	\$147,000
Phase 3: Doorway Housing Portal Development	\$555,387
Phase 4: Additional Doorway Housing Portal Policy Development	\$125,000
Phase 5: Regional Application, Lottery, and Professional Partner Functionality	\$1,475,000
<i>TOTAL TO DATE</i>	\$2,529,247
Phase 6: Doorway Placement and Data Development	\$105,000
Phase 7: Additional Doorway Housing Portal and Partners Portal Functionality	\$520,000
Phase 8: Maintenance Support for Doorway Housing Portal and Partners Portal	\$225,000
<b>GRAND TOTAL</b>	<b>\$3,379,247</b>

**Issues:**

None

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**Recommended Action:**

The BAHFA Oversight Committee is requested to authorize the Executive Director or his designee to negotiate and enter into a third amendment in an amount not to exceed \$850,000 to the October 1, 2022 contract with Exygy Inc. for Doorway Housing Portal web design services, increasing the total contract amount not-to-exceed \$3.45 million.

**Attachment:**

- A. Summary Approval

**Reviewed:**



Andrew Fremier