

Bay Area Housing Finance Authority (BAHFA)

September 25, 2024

Agenda Item 3.b.

Doorway Housing Portal – Exygy, Inc., Third Amendment (\$590,000)

Subject:

Authorization for the Executive Director to negotiate and enter into a third amendment in an amount not to exceed \$590,000 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 \$4,034,374 million.

Background:

At its September 8, 2022, meeting, the BAHFA Oversight Committee authorized the Executive Director to negotiate enter into a contract with Exygy, Inc. in an amount not to exceed \$1,000,000. Exygy Inc. was directly selected from MTC’s 2020 Website Support Services Bench – Cycle 1.

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.

With \$1.6 million in funding assistance from a 2023 Google.org grant, BAHFA expanded the Consultant’s work scope to further develop the portal through a first contract amendment, adding regional accounts, application, and additional functionality for housing seekers, jurisdictions, and professional partners. The work scope also included data and reporting research and sustainability planning.

A second contract amendment of \$915,217 in 2024 further expanded the Consultant’s work scope to include the development of lottery and application deduplication

functionality and additional work on public data and reporting, along with research on affordable housing placement. The amendment also included six months of platform maintenance services.

This third contract amendment will now expand the Consultant's work scope to improve some existing Doorway Housing Portal functionality, such as map rendering and listing search, and extend the maintenance period through April 2026. This amendment would extend the term of the contract to April 30, 2026.

Progress to Date

The Consultant's first six 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 – December 2022. Phase Cost: \$226,860.
- Phase 2: Doorway Housing Portal Policy Development, including sustainability plan and data sharing development. Timeframe: January – June 2023. Phase Cost: \$147,000.
- Phase 3: Doorway Housing Portal Development, including technical architecture guidance and supplemental goals research. Timeframe: January – June 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. Timeframe: July 2023 – March 2024. Phase cost: \$125,000.
- Phase 5: Enhanced Doorway Housing Portal Functionality, including regional application and professional partner functionality. Timeframe: July 2023 – March 2024. Phase Cost: \$1,475,000.
- Phase 5B: Platform Remediation and Additional Enhancement, including application functionality improvements, and release of lottery and application deduplication features and additional items for professional partner users. Timeframe: April – August 2024. Phase Cost: \$662,127.

One of the Consultant’s previously approved subsequent phases is underway:

- Phase 6: Doorway Placement and Data Development, including affordable housing placement research, sustainability enhancement, and data systems development and strategic planning. Expected timeframe: April 2024 - March 2025. Estimated phase cost: \$115,000.

One of the Consultant’s previously approved subsequent phases has not yet started:

- Phase 7: Doorway Housing Portal Maintenance. Planned timeframe: September 2024 – Feb 2025. Estimated phase cost: \$138,000.

Third Contract Amendment Phases:

The Consultant scope of work will be extended through one new phase and one revised phase through a third contract amendment:

- New - Phase 5C: Doorway System Improvements, including map functionality, listing search, and Doorway Partner Portal changes. Planned timeframe: September – December 2024. Expected phase cost: \$360,000.
- Revised - Phase 7: Maintenance Support for Doorway Housing Portal and Doorway Partners Portal, including limited web development. Planned timeframe: Jan 2025 – April 2026 (additional 10 months). Expected phase cost: \$368,000 (additional \$230,000).

Summary of BAHFA Doorway Housing Portal Work with Consultant	
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
Phase 5B: Platform Remediation and Additional Enhancement	\$662,127

Phase 6: Doorway Placement and Data Development (underway)	\$115,000
Phase 7: Maintenance Support for Doorway Housing Portal and Partners Portal (not started)	\$138,000
<i>TOTAL APPROVED TO DATE</i>	
	\$3,444,374
Phase 5C: Doorway System Improvements	\$360,000
Phase 7: Maintenance Support for Doorway Housing Portal and Partners Portal (additional cost)	\$230,000
GRAND TOTAL	\$4,034,374

Issues:

None.

Recommended Action:

The Bay Area Housing Finance Authority is requested to authorize the Executive Director or his designee to negotiate and enter into a third amendment in an amount not to exceed \$590,000 to the October 1, 2022 contract with Exygy Inc. for Doorway Housing Portal web design services, as discussed in this Board Report dated September 25, 2024, increasing the total contract amount not to exceed \$4,034,374.

Attachments:

- Attachment A: Request for Authority Approval – Summary of Proposed Contract Amendment



Andrew B. Fremier



SUMMARY OF BAY AREA HOUSING FINANCE AUTHORITY BOARD APPROVAL

Work Item No.:	1630
Consultant:	Exygy, Inc San Francisco, CA
Work Project Title:	BAHFA Doorway Housing Portal
Purpose of Project:	Develop a regional online housing portal to help housing seekers find and apply for affordable housing, and to help housing partners (developer, leasing agents, etc.) more easily manage listings, applications, and placements.
Brief Scope of Work:	Extend the Consultant scope of work through one new phase and one revised phase through a third contract amendment: 5C) Doorway System Improvements, including map functionality, listing search, and Doorway Partner Portal changes. September – December 2024. 7) Maintenance Support for Doorway Housing Portal and Doorway Partners Portal, including limited web development (modified and extended timeframe). Jan 2025 – April 2026.
Project Cost Not to Exceed:	Current proposal: Third Amendment additional work scope value: \$590,000 Prior contract values: <ul style="list-style-type: none">- Original contract: \$929,247- First Amendment: \$1,600,000- Second Amendment: \$915,217- Third Amendment (current): \$590,000 Total amended not-to-exceed contract value: \$4,034,374
Funding Source:	\$2,434,374: Funding Source 2409 \$1,600,000: Funding Source 3882
Fiscal Impact:	Third contract amendment funds for task 5C work available in FY 24-25; maintenance work under task 7 extends through FY 25-26

Motion by
Board/Committee:

The BAHFA Board is requested to authorize the Executive Director to negotiate and enter into a third amendment in an amount not to exceed \$590,000 to the October 1, 2022 contract with Exygy Inc. for Doorway Housing Portal web design services as discussed in the Board Report dated September 25, 2024, increasing the total contract amount not to exceed \$4,034,374.

BAHFA Approval:

Alfredo Pedroza, BAHFA Chair

Approval Date:

September 25, 2024