

RESOLUTION NO. 12-2009

Adopted March 3, 2009

AUTHORIZING A LETTER AGREEMENT WITH THE MAYOR'S OFFICE OF COMMUNITY INVESTMENT FOR A TERM OF 18 MONTHS, FROM MARCH 5, 2009 TO SEPTEMBER 4, 2010, FOR THE DEVELOPMENT OF AN INTER-AGENCY INFORMATION MANAGEMENT SYSTEM, IN AN AMOUNT NOT TO EXCEED \$525,000 TO BE PAID BY THE MAYOR'S OFFICE OF COMMUNITY INVESTMENT

BASIS FOR RESOLUTION

1. The Redevelopment Agency of the City and County of San Francisco ("Agency") is exploring technology solutions that will reduce the paper burden, expedite the approval process of documents that are subject to review, and improve the accessibility of information within the Agency. These solutions will ultimately improve the management of information, data, and reports both within the Agency and with outside parties.
2. The Agency has started to invest in technology solutions to improve the way it manages information. In Fiscal Year 2005-2006, the Agency introduced an Electronic Document Management and Imaging System to replace the Microfiche System used by Central Records. In September 2008, the Agency purchased Elations, a web-based Labor Compliance System which provides "real-time" workforce reports, thus allowing for timely responses to labor standards or certified payroll issues on construction sites. As a next step, the Agency plans to start an Agency-wide effort to improve information management.
3. The Agency is seeking to work with the Mayor's Office of Community Investment ("MOCI"), who in collaboration with the Mayor's Office of Housing ("MOH") developed a software solution, Total Grants Solution ("TGS"), to automate its grant administration process. Many elements of the TGS Program are applicable to the needs of the Agency and MOCI is willing to share its current system as well as its lessons learned from implementing its solution.
4. Prior to the implementation of TGS, MOCI completed a workflow assessment for itself and for MOH. Through cooperation with MOCI, the Agency will be able to work with a contractor to replicate the workflow process assessment that was previously completed for MOCI and MOH. The assessment will serve as a map to automate Agency processes. The contractor will also provide services to MOCI to expand features of MOCI's existing electronic grant management solution.

5. Agency staff seeks to enter into a letter agreement (“Letter Agreement”) with MOCI. The Letter Agreement stipulates that MOCI reimburses the Agency for hiring a contractor to perform services as set forth in the Scope of Services in the attached Letter Agreement. The term of the Letter Agreement will be from March 5, 2009 to September 4, 2010, and will include a budget in an amount not to exceed \$525,000. MOCI will provide full reimbursement to the Agency on a monthly basis.
6. The proposed Letter Agreement is an administrative activity of the Agency that is not a Project as defined by the California Environmental Quality Act Guidelines Section 15378(b)(5), and would not result in any physical change in the environment.

RESOLUTION

ACCORDINGLY, IT IS RESOLVED by the Redevelopment Agency of the City and County of San Francisco that the Executive Director is authorized to enter into a Letter Agreement with the Mayor’s Office of Community Investment for a term of 18 months, from March 5, 2009 to September 4, 2010, for the development of an inter-agency information management system in an amount not to exceed \$525,000, substantially in the form of the attached Letter Agreement.

APPROVED AS TO FORM:


s. James B. Morales 2/26/09
Agency General Counsel