



Board Agenda Item 68

DATE: June 10, 2025

TO: Board of Supervisors

SUBMITTED BY: Sanja Bugay, Director, Department of Social Services

SUBJECT: Data Services Agreement with the Housing Authority of the City of Fresno

RECOMMENDED ACTION(S):

- 1. Make a finding that it is in the best interest of the County to waive the competitive bidding process consistent with Administrative Policy No. 34 as the Housing Authority of the City of Fresno is the Homeless Management System Administrator for the Fresno Madera Continuum of Care; and**
- 2. Approve and authorize the Chairman to execute a sole source Agreement with the Housing Authority of the City of Fresno for Homeless Management Information System services, effective July 1, 2025, through June 30, 2030, total not to exceed \$235,000.**

Approval of the recommended actions will allow the Department to ensure necessary Homeless Management Information System (HMIS) services are available to both the Department and the County's authorized homeless services vendors, with no increase in Net County Cost. HMIS services are necessary for internal homeless services and contracted homeless services providers to coordinate data and reporting. Both State and Federal funders require service data to be captured in an HMIS. This item is countywide.

ALTERNATIVE ACTION(S):

There are no viable alternative actions. The Department administers funding from various sources, each with a requirement to organize data in a single HMIS. There are no other entities authorized to support HMIS services on behalf of the Fresno Madera Continuum of Care (FMCoC) and local jurisdictions receiving homelessness funding.

SOLE SOURCE CONTRACT:

The Department's request to waive the competitive bidding process is consistent with Administrative Policy No. 34, as the Housing Authority of the City of Fresno (Housing Authority) is the HMIS administrator designated by the FMCoC to coordinate homeless data throughout the jurisdiction of Fresno and Madera counties. The General Services Department - Purchasing Division concurs with the Department's request to waive the competitive bidding process.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. The maximum cost of the agreement shall not exceed \$235,000. The Housing Authority will facilitate HMIS services for the

Department and the County's authorized vendors on a fee-for-service basis. Eligible service fees include licensing, training, new project consultation, HMIS project setup, data monitoring, advanced reporting, consulting, and technical support. Costs will be offset by a combination of homeless services funding including Homeless Housing Assistance and Prevention (HHAP), Emergency Solutions Grants, and various allocations of California Department of Social Services funds. Sufficient appropriations and estimated revenues are included in the Department's Org 5610 FY 2025-26 Recommended Budget and will be included in subsequent budgets.

DISCUSSION:

On March 10, 2020, the Board approved agreement A-20-108 with the Housing Authority for HMIS services. The Housing Authority presently facilitates HMIS services for over 15 agreements on behalf of the Department. State and Federal homeless services grants managed by the Department require HMIS data entry requirement as a condition of funding.

On May 21, 2024, the Board approved nine homeless services agreements funded primarily with HHAP funding. Each agreement requires HMIS services to ensure data elements are captured for the purposes of coordinated entry, service tracking, and outcome reporting. Additional funding in recent years has allowed for an expansion of homeless services and a unified HMIS allows both the County and the contracted vendors to coordinate services and analyze trends and service gaps.

In addition to the HHAP-funded agreements, the Department will utilize the recommended agreement in the administration of the Housing & Disability Advocacy Program, CalWORKs Housing Support Program and other homeless services programs which require use of a countywide HMIS for data collection. Client data collected through HMIS enables the County to create an accurate picture of outcomes and service delivery for State and Federally funded programs. This data helps to inform program improvements and implementation. Approval of the recommended agreement will ensure that when HMIS needs for County-supported services arise, the Department has a mechanism for timely payment.

REFERENCE MATERIAL

BAI #52 March 10, 2020
BAI #56, May 21, 2024

ATTACHMENTS INCLUDED AND/OR ON FILE:

Sole Source Acquisition Request Form
On file with Clerk - Agreement with Fresno Housing Authority

CAO ANALYST:

Dylan McCully