



Meeting Date: May 6, 2024  
General Plan Element: **Housing**  
General Plan Goal: ***Seek a variety of housing options to meet the community's socioeconomic needs.***

## ACTION

**Housing Choice Voucher Program Services Contract. Adopt Resolution No.13098:**

Authorizing contract 2024-069-COS with Emphasys Computer Solutions for an additional one-year extension period beyond the five years authorized for the Housing Choice Voucher Program in the amount of \$18,046.

## BACKGROUND

On May 23, 2019, the City of Scottsdale entered administrative contract #17RP028-A with Emphasys Computer Solutions Inc. (dba Emphasys Software) to implement their Housing Choice Voucher (HCV) Program software. The terms of the contract were for a one-year period, with up to four (4) additional one (1) year extensions.

During 2023, the Community Assistance Office (CAO) began exploring alternative HCV software options to further enhance customer service and operational support. The CAO partnered with Neighborly to pilot their HCV software solution. Configuration and training of the pilot project software were completed in January 2024 with the exception of the software's payment processing component. The CAO cannot move forward with piloting the payment processing component of Neighborly until the city's new Enterprise Resource Planning (ERP) financial system is implemented.

Additionally, Housing and Urban Development (HUD) has mandatory regulatory changes forthcoming in FY 2024/25 for income eligibility and reporting. These HUD regulatory changes will require sufficient time by the CAO to ensure a full understanding of which software system will provide the best product to meet regulatory mandates.

## ANALYSIS & ASSESSMENT

The current Emphasys Software contract expires on May 23, 2024. The request to extend the Emphasys contract for an additional one-year period will allow the CAO to continue utilizing the Emphasys Software system without disrupting the distribution of funding for up to 735 families and

**Action Taken** Approved on Consent

individuals receiving subsidized rental assistance. Also, the extension will allow the CAO to assess the right software solution for HUD regulatory mandate compliance coupled with the city's new ERP system interface.

## RESOURCE IMPACTS

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Funding is currently available in the adopted FY 2023/24 operating budget and the expense will be paid prior to June 30, 2024.

## OPTIONS & STAFF RECOMMENDATION

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**Housing Choice Voucher Program Services Contract. Adopt Resolution No.13098:**

Authorizing contract 2024-069-COS with Emphasys Computer Solutions for an additional one-year extension period beyond the five years authorized for the Housing Choice Voucher Program in the amount of \$18,046.

## RESPONSIBLE DEPARTMENT(S)

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Community Services, Planning and Business Operations

## STAFF CONTACT(S)

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Judy Doyle, Community Services Assistant Executive Director [jdoyle@scottsdaleaz.gov](mailto:jdoyle@scottsdaleaz.gov)

Bryan Bundy, Planning and Business Operations Manager, [bbundy@scottsdaleaz.gov](mailto:bbundy@scottsdaleaz.gov)

Mary Witkofski, Community Assistance Manager, [mwitkofski@scottsdaleaz.gov](mailto:mwitkofski@scottsdaleaz.gov)

## APPROVED BY

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*Judy Doyle*

4/22/24 09:42 MST

Judy Doyle, Community Services Assistant Executive Director

Date

480-312-2691 , [jdoyle@scottsdaleaz.gov](mailto:jdoyle@scottsdaleaz.gov)

*William B Murphy*

4/22/24 09:41 MST

William B. Murphy, Assistant City Manager

Date

480-312-7954 , [bmurphy@scottsdaleaz.gov](mailto:bmurphy@scottsdaleaz.gov)

*Ana Lia Johnson*

4/22/24 09:39 MST

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Ana Lia Johnson , Acting Budget Director

(For Financial Policies Compliance and Budget Appropriation)

Date

480-312-7893 , [anjohnson@scottsdaleaz.gov](mailto:anjohnson@scottsdaleaz.gov)

## ATTACHMENTS

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1. Resolution 13098
2. Contract 2024-069-COS

RESOLUTION NO. 13098

A RESOLUTION OF THE COUNCIL OF THE CITY OF SCOTTSDALE, MARICOPA COUNTY, ARIZONA, AUTHORIZING THE MAYOR TO EXECUTE CITY SERVICES CONTRACT EXTENSION 2024-069-COS WITH EMPHASYS COMPUTER SERVICES FOR AN ADDITIONAL ONE-YEAR EXTENSION PERIOD BEYOND THE FIVE YEARS ADMINISTRATIVELY AUTHORIZED FOR THE HOUSING CHOICE VOUCHER PROGRAM IN THE AMOUNT OF \$18,046.00.

WHEREAS, on May 23, 2019, the City Purchasing Department previously entered into an administrative contract with Emphasys Computer Solutions to provide a Housing Choice Voucher Program Software System;

WHEREAS, Emphasys has provided quality services for the City;

WHEREAS, the City desires to extend the Contract for such services to the City and provide for payment of such services;

WHEREAS, the approval of the City Council is necessary to extend the contract beyond the administrative five-year period;

WHEREAS, Emphasys is qualified to continue to provide the requested services desired by the City;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Scottsdale, Maricopa County, Arizona, as follows:

Section 1. The City Council hereby authorizes and directs the Mayor to execute Contract No. 2024-069-COS with Emphasys for a one-year time extension from May 23, 2024 to May 23, 2025 for as set forth in the Administrative Contract in the amount of \$18,046.00.

PASSED AND ADOPTED by the Council of the City of Scottsdale, Maricopa County, Arizona this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

CITY OF SCOTTSDALE, an Arizona  
municipal corporation

ATTEST:

\_\_\_\_\_  
David D. Ortega, Mayor

\_\_\_\_\_  
Ben Lane, City Clerk

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY

Karen Tyler  
Sherry R. Scott, City Attorney  
By: Karen Tyler, Senior Assistant City Attorney

FIRST AMENDMENT  
TO  
CITY SERVICES - RFP SOFTWARE AS A SERVICE CONTRACT

This First Amendment to City Service - RFP Software as a Service Contract between the City of Scottsdale, an Arizona municipal corporation ("City") and Emphasys Computer Solutions, Inc. dba Emphasys Software, a Michigan Corporation whose principal place of business is 9675 NW 117 Avenue, Suite 305, Miami, FL 33178, ("Contractor") ("Amendment") is entered into and effective this \_\_\_\_ day of \_\_\_\_\_, 2024.

RECITALS

A. The Parties entered into Contract No. 17RP028-A on May 23, 2019, to provide a Housing Choice Voucher Program Software System for the Community Services Division ("Agreement").

B. Pursuant to the Agreement the Parties mutually agreed to four (4) one-year extensions and the Agreement is set to expire on May 23, 2024.

C. The Parties now desire to modify the duration of the Agreement by adding an additional one-year renewal period through May 23, 2025, and to address payment for the renewal period.

NOW, THEREFORE, in consideration of the above recitals, the mutual promises that follow, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties do hereby agree as follows:

TERMS

1. Recitals. The recitals set forth above are hereby adopted as a part of this Amendment as though fully set forth herein.

2. Paragraph 4.1 TERM AND EXTENSION is hereby amended to extend the Agreement for an additional one-year period from May 23, 2024 through May 23, 2025 unless terminated as otherwise provided in the Agreement.

3. SCHEDULE C is hereby amended to provide an annual Service Fee of \$18,046.00 for the additional one-year period through May 23, 2025.

IN WITNESS WHEREOF, the Parties have executed this Amendment by signing their signatures as of the day and date first written above.

**CONTRACTOR**

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Address

**ATTACHMENT 2**

