Voting Session
Contract for Rental Licensing and Rent Reporting Software

Recommended Council Action
Approve the ordinance.

Context with Key Issues
As part of a review of Department software, both Housing and Community Development (HCD) staff and Information Technology (IT) staff identified the current rental license and rent reporting software as a system that required updating to improve customer service, provide streamlined review and management, and provide improved security to the City's network.

Staff issued a Request for Proposals (RFP) on March 14, 2023. The RFP closed on April 14, 2023. The RFP had four responses. Staff reviewed the responses and identified GovOS as the most qualified respondent based on the criteria set forth in the RFP.

GovOS will work with the City to implement a cloud-based rental license and rent reporting software platform, including the ability to handle license fees, allow users and city staff to manage licenses online from anywhere, and provide ongoing maintenance and support for the system.

Staff anticipate beginning development of the software in July 2023 and the implementation of the software in winter 2023-2024.

Council Priority
Engaged, Responsive, Service-Oriented Government; Community Development for an Improved and Equitable Quality of Life

Environmental Considerations
No direct environmental considerations.

Fiscal Considerations
The cost for the implementation and development of this system is $14,900 with an annual software agreement estimated to be $24,800 with expected escalations of 5% per year. Funding will come from both HCD and IT Fiscal Year 2023 and Fiscal Year 2024 allocations for the initial implementation and first annual fee with the annual fee in subsequent years being paid by HCD.

Racial Equity Considerations
The contract will improve the City's ability to oversee rental properties in the City. According to the 2021 American Community Survey five-year estimates for the City; 83% of renter householders are Non-White, while owner households are 76% White.

Attachments and Links
Draft Ordinance

Prepared by: Devin McNally, Housing Manager, HCD   Posted: 5/19/2023
Approved by: David Eubanks, Acting Deputy City Manager

Introduced by:

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CITY OF TAKOMA PARK, MARYLAND

ORDINANCE 2023-

AUTHORIZING A CONTRACT
FOR RENTAL HOUSING LICENSING AND RENT REPORTING SOFTWARE

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WHEREAS, the Housing and Community Development Department issued a Request for Proposals on March 14, 2023 for a firm to provide software to internally manage its rental licensing and rent reporting program and to provide a streamlined and customer-friendly external facing portal for landlords and property managers to submit applications and manage their licenses online; and

WHEREAS, the Department reviewed and evaluated the four proposals received; and

WHEREAS, GovOS was found to be the most qualified respondent based on the criteria set forth in the RFP; and

WHEREAS, the cost for development and implementation of the system is $14,900 with an annual software agreement estimated to be $24,800 for the first year.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND, THAT:

SECTION 1 The City Manager or their designee is authorized to enter into a contract with GovOS for the purpose of providing software to manage the City's rental licensing and rent reporting program.

SECTION 2, This Ordinance shall become effective upon adoption.

Adopted by the Council of the City of Takoma Park this _____ day of _____, 2023 by roll-call vote as follows:

AYE:
NAY:
ABSENT:
ABSTAIN: