



City Council Report

Date: November 21, 2022
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Kristy Garcia, Procurement Administrator
Subject: One-Year Term Contract with One-Year Renewal Options for Income Verification Software for the Community Services Department (Sole Source) (Grant Funded) **(Citywide)**

Purpose and Recommendation

Council is requested to approve the award as recommended.

The Community Services Department and Purchasing recommend awarding the contract to the sole source vendor, Carahsoft Technology Corp., at \$30,000 annually, with an annual increase allowance of up to 5% or the adjusted Consumer Price Index.

Background / Discussion

Equifax is an industry leader in providing current income and employment verification data to government agencies and not-for-profit organizations supporting programs such as SNAP, TANF, Medicaid, Social Security, Unemployment, Housing, and Child Support. Their Social Services Verification product leverages the Work Number, the nation's largest proprietary database of employment and income information to aid in the administration of public assistance and Child Support programs.

Carahsoft is the vendor that administers the Work Number program. This software program is used by the Housing Authority to verify income. Most employers submit employee compensation information into this system. According to HUD regulation, the City is required to verify income that may not be reported which would cause an overpayment of rent on behalf of the participant. Carahsoft is the only vendor that has the detail and the larger number of employers reporting in the system.

Purchase Information

Action: Award
Procurement Type: Sole Source
Contract Number: 2022176
Local Consideration: Policy did not apply to this procurement method
Protests Received: None
Initial Contract Term: One Year
Possible Renewals: One - year renewals subject to Administrative review and approval
Funding Source: Community Services Department – Housing and Community Development operating budget through Housing Choice Voucher Program