



Interoffice Memorandum

February 19, 2021

To: Mayor Jerry L. Demings
-AND-
County Commissioners

From:  Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager,
Procurement Division

Contact: Mitchell Glasser, Manager, Housing and Community Development
Division
407-836-5190

Subject: Ratification of Purchase Order M103606, Emergency Rental
Assistance Software

ACTION REQUESTED:

Ratification of Purchase Order M103606, Emergency Rental Assistance Software, with Neighborly Software, in the not- to- exceed amount of \$134,000.

PROCUREMENT:

The purchase order will secure access, software implementation, and support to operate an emergency rental assistance program for residents of Orange County.

FUNDING:

Funding is available in account number 5898-062-8053-3192.

APPROVALS:

The Housing and Community Development Division concurs with this recommendation.

REMARKS:

Neighborly Software is currently being utilized to support the County's federally funded eviction diversion (ED) program. It is critical to use the same software for the emergency rental assistance (ERA) program to ensure the County has access and can share reference data for both programs. This will ensure that prior recipients of the ED program can to apply to the ERA program efficiently, as their information can be retrieved to determine eligibility for the ERA program.

Price reasonableness has been established by comparison to prior purchase orders. While the high-volume CARES applications have increased their software hosting cost, data storage, and technical support, staff has determined that the increases are within acceptable range, as the new Federal Rental Assistance program is different than previous programs and required software customizations.