

STAFF REPORT

BOARD MEETING DATE:	March 18, 2025
----------------------------	----------------

CATEGORY: Consent Calendar 2

SUBJECT: Approve a retroactive renewal agreement with MRI Software LLC for software licenses and support and designate authority to the Health and Human Services Agency Director, or their designee, to sign Order Documents.

DEPARTMENT: Health and Human Services Agency-Economic Mobility

SUPERVISORIAL DISTRICT #: All

DEPARTMENT CONTACT: Dwayne Green, HHSA Branch Director - Economic Mobility, (530) 225-5450

STAFF REPORT APPROVED BY: Dwayne Green, HHSA Branch Director - Economic Mobility

Vote Required? Simple Majority Vote	General Fund Impact? No General Fund Impact
---	---

RECOMMENDATION

Take the following actions: (1) Approve a retroactive renewal agreement with MRI Software LLC for software licenses and support of Tenmast Software in an amount not to exceed \$22,000 per contract year, for the period February 1, 2024, through January 31, 2029; and (2) designate authority to the Health and Human Services Agency Director, or their designee, to sign Order Documents, including retroactive, for necessary fees and licenses, so long as the total costs do not exceed \$22,000 per year and they otherwise comply with Administrative Policy 6-101, *Shasta County Contracts Manual*.

DISCUSSION

Tenmast software offers streamlined, easy-to-use software that keeps public housing authorities (“PHAs”) continually in compliance with the ever-changing rules of the federal affordable housing regulations. Tenmast is a unique product in that it integrates United States Department of Housing and Urban Development (“HUD”), United States Department of Agriculture, and Internal Revenue Service (“IRS”) compliance into every aspect of the housing cycle. Tenmast is the case management software used to securely maintain client information, track applications, track active housing contracts, calculate and process Housing Assistance payments to landlords, and track and schedule Housing Quality Standards inspections. In addition, it is an exceptional tool and an industry leader in HUD program management and compliance support, as it is utilized to pull reports and track data reporting required by HUD.

On November 18, 2016, Shasta County Chief Executive Officer entered into agreement, on behalf of Shasta County Housing Authority, to acquire software from Tenmast. The proposed Master Agreement and Order Document will allow Shasta County access to Tenmast through January 31, 2029.

This agreement is retroactive due to short staffing, lengthy response time by the vendor, and the requirement for any requested changes to the renewal agreement to be re-reviewed and re-approved by multiple County Departments.

ALTERNATIVES

The Board could choose not to approve the recommendations or provide alternate direction to staff. If the Board chooses not to approve this recommendation, the Housing Authority would lose access to this software which is necessary to track applications, track active housing contracts, calculate, and process Housing Assistance payments to landlords.

OTHER AGENCY INVOLVEMENT

County Counsel has approved the agreement as to form. Risk Management has reviewed and approved the agreement. Information

Technology has approved this agreement. This recommendation has been reviewed by the County Administrative Office.

FISCAL IMPACT

Shasta County Housing Authority Budget (BU 593) for Fiscal Year 2024-25 includes sufficient appropriation authority for the activities described in this agreement and funding will be included in future year budget requests.

ATTACHMENTS:

- 1: Order Document
- 2: Master Services Agreement