



# RFP 26-11777-C Pre-Bid Conference

PRESENTED FOR  
Potential Bidders

PRESENTED BY

Andrew Chang, Principal Program Manager  
Lief Bursell, Senior Planner

January 28, 2026



# Overview



**MEETING OBJECTIVES**



**PROJECT OVERVIEW**



**SCOPE OF SERVICES**



**SELECTION PROCESS**



**Q & A**

# OBJECTIVES

# Pre-Bid Conference Objectives



**Clarify RFP Requirements**



**Clarify Timeline**



**Q & A**



**Identify Points for Clarification/Corrections**

# Pre-Bid Conference - Housekeeping

- Webinar is being recorded
- Virtual Participation – Zoom
  - Use Q & A Feature
  - Telephone Participants dial \*9 to raise hand
- Address Written Questions to Project Manager
  - Andrew Chang, Principal Program Manager
  - Subject: RFP 26-11777-C – Rent Board Data & Housing Services System
  - Deadline: February 2, 2026 at 5:00 PM Pacific

# PROJECT OVERVIEW

# Purpose

- Since 1980, the **Berkeley Rent Board** has administered the Rent Stabilization Ordinance (RSO), one of the most comprehensive rent regulation programs in the State.
- Beyond regulatory functions, the Rent Board has expanded its services to include tenant/landlord housing counseling, mediation, and petitions within its jurisdiction.
- The Rent Board is seeking proposals for a centralized, cloud-based platform to support the agency's full range of regulatory and public service functions including comprehensive case management and financial processing abilities.

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LIMITED  
CONFIGURABILITY



INTEGRATION  
CONSTRAINTS



PERFORMANCE  
ISSUES

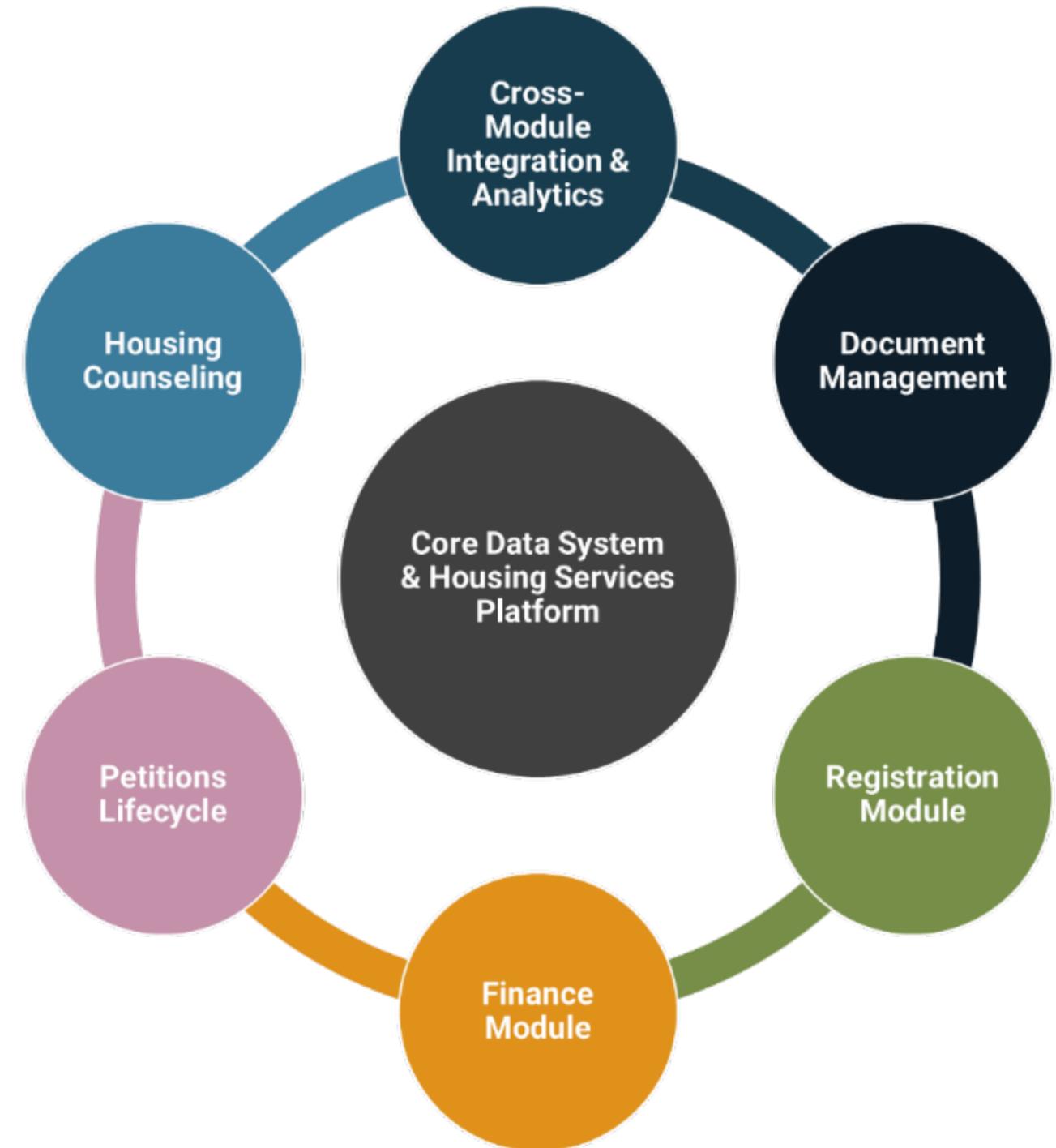


USER EXPERIENCE  
CHALLENGES

# Expected System Overview

The new system must:

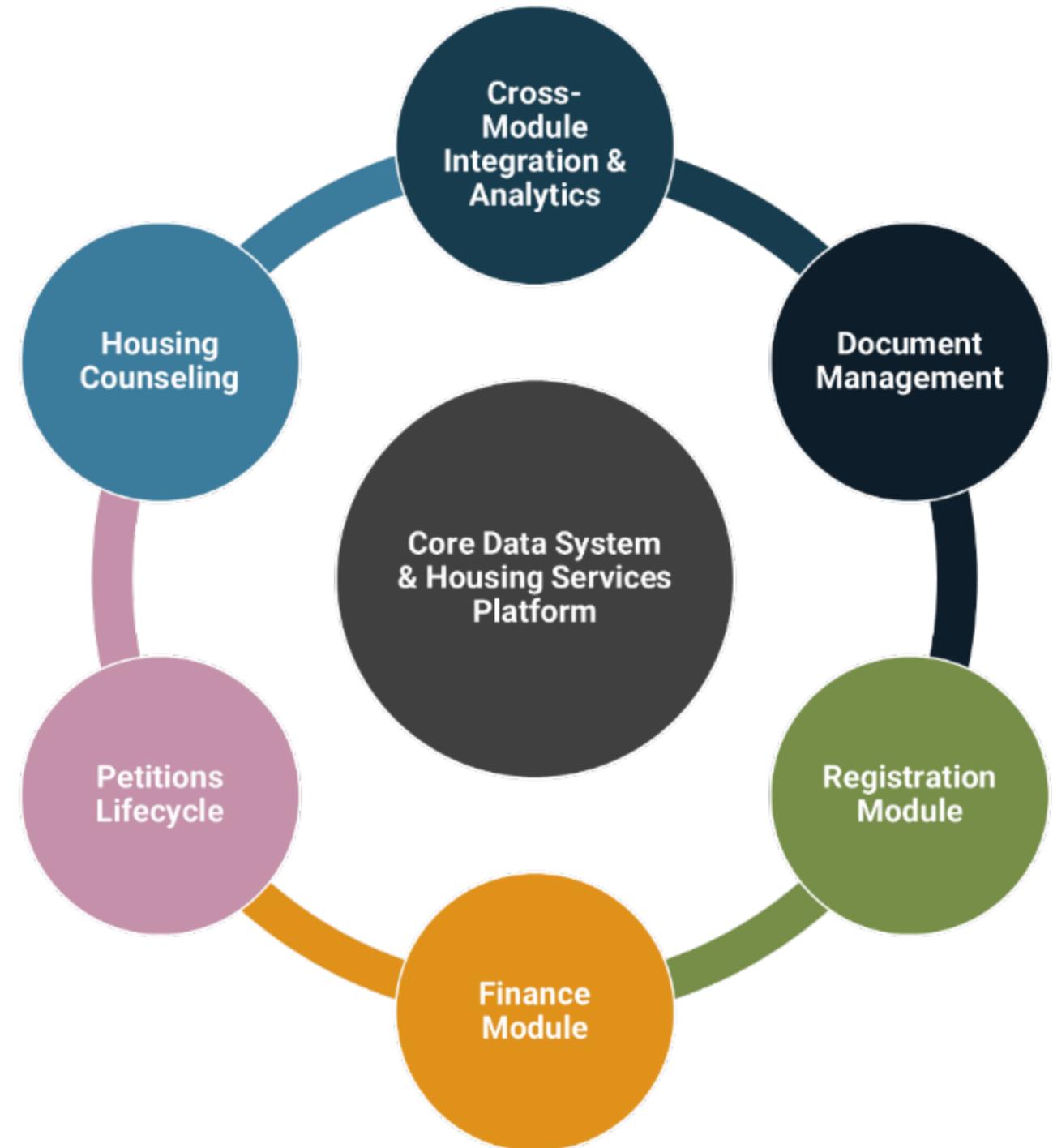
- Integrate core business functions in a **single, modular system**
- Record and update data on all Berkeley rental properties in a **single, secure database**
- **Track and manage** associated rent and tenancy information
- Track **counseling cases** associated with properties and individual clients



# Expected System Overview

The new system must:

- Track and manage **workflows for petitions, hearings, and mediations**
- Manage **financial functions including fees, billings, and collections**
- Create and manage these processes with built-in user roles and workflow functions
- Be user-friendly and accessible to both internal and external users



# Scope of Services

Can be found in **Section 6** of the RFP Document.

Please refer to **APPENDIX B** for a summarized list of Scope of Services Deliverables.

## 6.1. Business Analysis

- Conduct a comprehensive Business Process Discovery & Analysis Phase

## 6.2. System Development

- Design, development, configuration, testing, and deployment

## 6.3. System Integration, Testing, and Verification

- Integrate all modules into a unified platform and conduct acceptance testing.

## 6.4. Training and Knowledge Transfer

- Develop and execute training plan tailored to user roles.

## 6.5. Operational Readiness & System Launch

- Facilitate operational readiness review until Rent Board certifies that requirements are met.

## 6.6. Operations & Maintenance

## 6.7. End-of-Life Support

# Required Documents & Schedule

# Required Submittals

Found in **Section 10** of the RFP document.

Please refer to **Attachment A – Checklist of Required Submittals**.

<input type="checkbox"/> Cover Letter
<input type="checkbox"/> Title Page with Contractor Identification
<input type="checkbox"/> Table of Contents
<input type="checkbox"/> Executive Summary
<input type="checkbox"/> Work Plan
<input type="checkbox"/> Functional and Technical Response
<input type="checkbox"/> Support and Maintenance
<input type="checkbox"/> Accessibility and User Experience
<input type="checkbox"/> Qualifications and References
<input type="checkbox"/> Contract Terminations
<input type="checkbox"/> Cost Proposal
<input type="checkbox"/> Financial Standing
<input type="checkbox"/> City of Berkeley Required Forms

# Required City of Berkeley Forms

**Consist of Attachments A through I.**

**Please submit all required forms.**

- Checklist of Required Submittals
- Non-Discrimination/Workforce Composition Form
- Nuclear Free Disclosure Form
- Oppressive States Form
- Sanctuary City Compliance Statement
- Living Wage Form
- Equal Benefits Certification of Compliance
- Right to Audit Form
- Insurance Endorsement

Attachment A  
Attachment B  
Attachment C  
Attachment D  
Attachment E  
Attachment F  
Attachment G  
Attachment H  
Attachment I

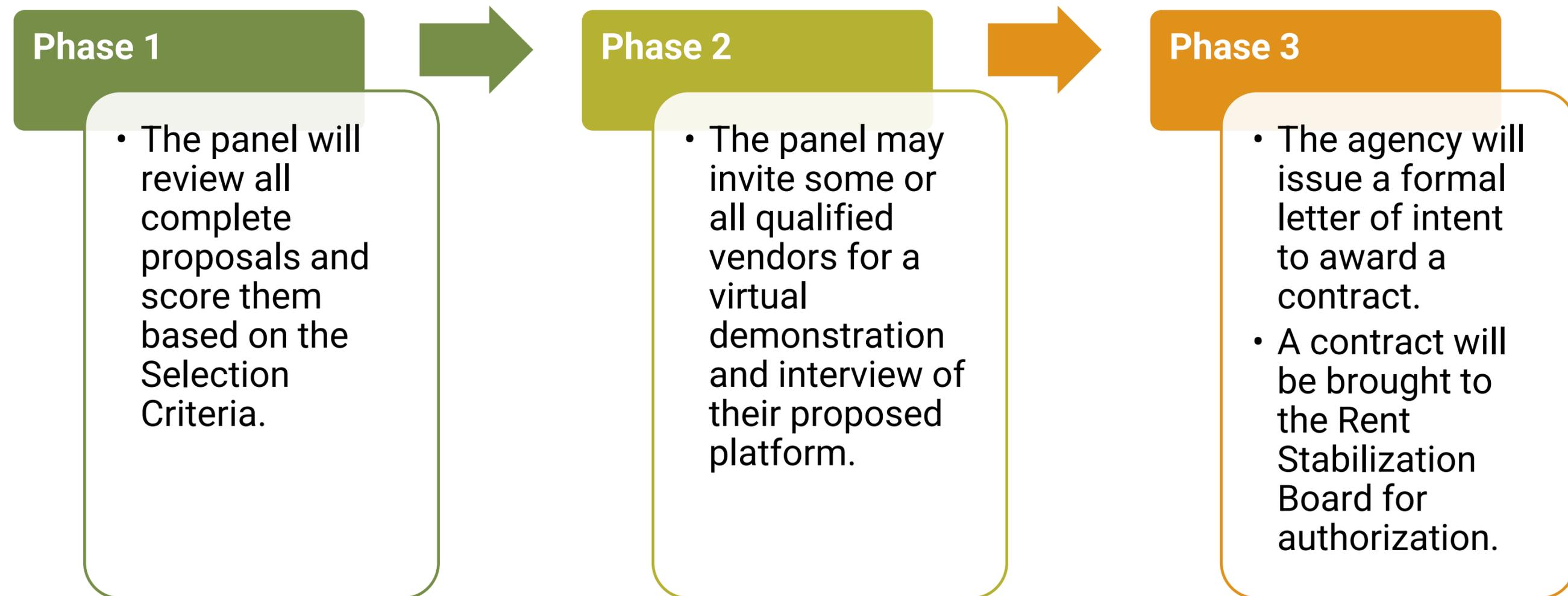
# Schedule

<b>Milestone</b>	<b>Due Date</b>
<b>RFP Released</b>	Jan 20, 2026
<b>Pre-Bid Conference</b>	Jan 28, 2026
<b>Questions due from Potential Bidders</b>	Feb 2, 2026
<b>Proposals due from Bidders</b>	Feb 18, 2026
<b>Anticipated Award of Contract</b>	Apr 2026 (TBD)
<b>Anticipated Notice to Proceed to Selected Vendor</b>	May 2026 (TBD)
<b>Project Kickoff</b>	Jun 2026 (TBD)

# Evaluation & Selection

# Selection Process

- All proposals will be evaluated by a **selection panel** consisting of Rent Board staff and subject-matter experts



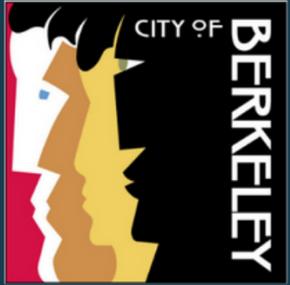
# Scoring Criteria

Criteria	Percentage
<b>Project Approach</b>	15%
<b>Implementation Timeline</b>	5%
<b>Functional Fit &amp; Technical Architecture</b>	30%
<b>User Experience &amp; Accessibility</b>	15%
<b>Experience &amp; References</b>	10%
<b>Support and Maintenance</b>	10%
<b>Reasonableness of Cost</b>	15%
<b>TOTAL</b>	<b>100%</b>

# Q & A

# Q & A

- State your Name and Affiliation
- Please follow up with your question in writing to ensure that we capture it accurately.
- Written questions due by **5:00 PM Monday, February 2, 2026.**
- Our official response will be given in writing and posted to the Solicitations page within 3-5 business days.
- Submit written questions to the Project Manager:
  - Andrew Chang, Principal Program Manager (achang@berkeleyca.gov)
  - Subject: RFP 26-11777-C – Rent Board Data & Housing Services System
  - Deadline: February 2, 2026 at 5:00 PM Pacific



# Thank you!

## Questions?

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### Contact Us

Andrew Chang, Principal Program Manager

[achang@berkeleyca.gov](mailto:achang@berkeleyca.gov)

Lief Bursell, Senior Planner

[lbursell@berkeleyca.gov](mailto:lbursell@berkeleyca.gov)



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