



October 14, 2025

TO:	Capitol Area Development Authority (CADA) Board of Directors
SUBJECT:	October 24, 2025 Special Board Meeting AGENDA ITEM 8 APPROVAL OF CONTRACTS WITH MRI AND OF A BUDGET AMENDMENT TO FUND THE WORK
CONTACT:	Marc de la Vergne, Director of Sustainability, Placemaking and Special Projects Noelle Mussen, Finance Director

RECOMMENDATION:

Staff recommends the Board adopt a resolution authorizing the Executive Director, or their designee, to enter into three contracts with MRI to provide software services over the next three years.

BACKGROUND

CADA currently employs a property management software program called Boston Post. Boston Post (BP) previously was an independent company, but was acquired by MRI in 2011. While MRI provides software support for Boston Post, they will no longer be upgrading BP, so it has become imperative that CADA replace the BP software in a timely fashion. MRI offers a successor software program called MRI Affordable Housing, which despite its name, supports both market rate and affordable housing property management. In CADA's experience to date, MRI provides good software support and staff has generally been pleased with MRI's service in support of the BP software. Staff is also working towards further integration of CADA software platforms through the purchase and implementation of this software, which will continue to be a goal of the implementation process.

ANALYSIS

Staff conducted a search for software providers that support property management in a manner that can meet CADA's needs as a public sector agency with both market rate and affordable housing units, including tax credit and other types of regulated housing. With the help of a software consulting company: SoftResources, Inc., CADA prepared a list of key requirements and a Request for Proposals and invited several companies to submit proposals. They included RealPage, MRI and Resman. After reviewing the proposals, CADA staff and consultants agreed that MRI and Resman should advance to the next stage and be offered interviews with product demonstrations. Based on the proposals and the interviews, staff and Soft Resources prepared a Short List Comparison. Fundamentally, what differentiated the two firms was that MRI has a more robust capacity to support the needs of affordable housing providers like CADA; has a financial software package that CADA is already using and which integrates smoothly with CADA's internal accounting software, MIPS; and has a 14-year track record of providing good and reliable customer service and software support to CADA. While ResMan's cost was slightly lower, initially, than MRI's, their service package did not include the level of setup or software integration support that CADA will require. Finally, staff and SoftResources felt Resman's cost to implement the software was not realistic given the likely complexity of the task.

CADA is proposing to enter into three agreements with MRI. They include:

Contract 1 – Order Document - Recurring Software and Services

Contract 2 – Order Document #1 – Recurring Software SAAS Migration

Contract 3 – Order Document – Recurring Software Rent Payment Agreement

Contract 1 – Order Document - Recurring Software and Services

This contract is a two-year contract valued at \$22,500 per year, for a total of \$45,000, with no escalations. The listed services include MRI Affordable Housing property management software scoping and specification writing, configurations to the software, testing assistance, and/or training.

Contract 2 – Order Document #1 – Recurring Software SAAS Migration

This contract is a three-year contract valued at \$63,332 per year, for a total of \$189,996, plus the potential annual escalations of up to 5% per year. Under this contract, MRI will license CADA to use its property management software in the same way that CADA's existing contract with MRI allows it to use MRI's Boston Post property management software. The contract will include the MRI Affordable Housing software along with software modules that create and maintain a tenant portal, a waiting list, and robust capacity to communicate with CADA tenants via fax, email, text and letter. Under the contract, CADA's annual fee increases are capped at 5%.

Contract 3 – Order Document – Recurring Software Rent Payment Agreement

This contract is a three-year contract valued at \$9,804, for a total of \$29,412, plus the potential annual escalations of up to 5% per year. Under the contract, CADA will agree to pay MRI annual fees to enable CADA to use a variety of rent payment services, enabling CADA tenants to pay their rent electronically, via MoneyGram, credit card, debit card, and ACH. Fees are due monthly and are based on CADA having 779 apartments and 24 commercial leases. Under the contract, CADA's annual fee increases are capped at 5%.

POLICY

CADA policy gives the Executive Director the authority to approve contracts less than \$100,000. Total contract costs will be \$264,408, plus escalations. Given the amounts and the multi-year nature of these contracts, staff wanted to bring them to the Board for action.

FINANCIAL IMPACT

Total financial impact over three years of approving the three agreements will be \$264,408, plus escalations. The first year's funding is included in CADA's current FY 25-26 operating budget. Subsequent years will be part of the budget approval process each June.

ENVIRONMENTAL ISSUES

This recommended Board action is administrative by nature and is not subject to CEQA.

CADA STRATEGIC PLAN

The proposed action addresses the following 2024-2029 CADA Strategic Plan goal: 1) Ensure Fiscal Strength and Operational Excellence. Incorporating MRI's Affordable Housing software program and modules will result in efficiency gains by enabling more robust tracking of leasing operations, related maintenance preparation of apartments and improved customer satisfaction resulting from adoption of a modern tenant portal, including ability of tenants to track maintenance work orders and to pay their rent in a variety of ways via the tenant portal. This software will also increase coordination across CADA departments.

Attachments:

1. Resolution 25-42

RESOLUTION NO. 25 – 42

Adopted by the Capitol Area Development Authority

October 24, 2025

RESOLUTION AUTHORIZING SOFTWARE CONTRACTS WITH MRI

WHEREAS, CADA currently uses a property management software program called Boston Post (BP) and MRI owns and provides software support for BP;

WHEREAS, MRI no longer is upgrading BP and as a result it has become imperative that CADA replace the BP software;

WHEREAS, staff conducted a search for software providers who provide property management software that can meet CADA's needs as a public sector agency with both market rate and affordable housing units, including tax credit and other types of regulated housing;

WHEREAS, CADA identified three companies whose software could potentially meet CADA's needs and ultimately determined that MRI's Affordable Housing software, its implementation program, and its software support system best meets CADA's needs;

WHEREAS, MRI Affordable Housing has generally provided CADA with good software support since 2011; and

WHEREAS, total MRI contract costs will total \$264,408 over a three-year period, plus escalations, which exceeds to the Executive Director's \$100,000 contract approval authority.

NOW, THEREFORE, BE IT RESOLVED, by the Capitol Area Development Authority that the Board of Directors hereby authorizes the Executive Director, or their designee, to enter into three contracts with MRI totaling \$264,408, plus escalations, over three years.

Ann Bailey, Chair

ATTEST:

Tara Gandara
Secretary to the Board of Directors