



Request for Proposals

Homeless Management Information System (HMIS) Data Services

RFP-2021-001

I. Introduction and General Information

The Coalition for Homelessness Intervention and Prevention (CHIP) is a 501(c)(3) non-profit organization, located in Indianapolis, Indiana, and serves as the HMIS, Coordinated Entry (CES), and Continuum of Care (CoC) lead agency for the City of Indianapolis. CHIP's mission is to mobilize, advocate, and empower community collaboration toward ending homelessness and fosters an effective system of homelessness prevention and intervention in the greater Indianapolis area.

The organization employs 11 full-time and 1 part-time staff, 2.5 of which are dedicated to HMIS. Currently, the HMIS system for Indianapolis has 301 users from 41 agencies.

II. Project Specific Funding Information and Timeline

This work will be funded through a U.S. Department of Housing and Urban Development Continuum of Care passthrough grant from the City of Indianapolis, Assistance Listing #14.267, grant number IN0076L5H032011. By responding to this RFP, vendors agree to abide by all Title IV of the McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11301 et seq., Continuum of Care Program regulation (24 CFR 578), and all other federal statutes, regulations, rules and policies applicable. Additionally, vendors must comply with the applicable Indiana state law and Indianapolis Continuum of Care Policies and Procedures.

The current grant period is July 1, 2021 through June 30, 2022. In the event, CHIP receives a new grant agreement, CHIP may elect to continue using the vendor selected through this RFP for up to three (3) years. If this is the case, an amendment to the original contract will be issued.

III. Scope of Work and Deliverables

The selected vendor will be responsible for the following:

- Preparation and on-time submission of reports required by the U.S. Department of Housing and Urban Development, including the following:
 - Longitudinal System Analysis (LSA)
 - System Performance Measures (SPM)
 - Point-In-Time Count and Housing Inventory Count (PIT and HIC)
 - Quarterly ESG-CV Bundled CAPER
- Guidance and direct support for PIT and HIC pre-count preparation
- Analysis and de-duplication of annual PIT and HIC data
- Management and monitoring of Data Quality Plan implementation and process improvements
- Review and update of HMIS Policy & Procedures to ensure compliance with US Department of Housing and Urban Development (HUD) Standards
- Provide short-term one on one assistance to the CHIP HMIS team to fill resources and knowledge gaps as identified
- Monthly progress reports

IV. Role of and Support Provided by CHIP

CHIP will dedicate Gwen Beebe, who will serve as the single point of contact to the vendor and will be available to meet as necessary to support progress within the scope of work. CHIP will provide HMIS access to the vendor for the duration of the scope of work. CHIP is responsible for HMIS user training, general user support, system set-up and administration, locally defined performance monitoring, HMIS vendor communication, ad hoc reporting, and HMIS improvements.

V. Responses to the RFP

Vendors must include the following in their response. Please limit responses to no more than three (3) pages excluding the signed vendor statement.

- Organizational overview, including years in the industry
- Organization’s experience with the proposed scope of work
- Proposed project management plan, including staffing structure
- Company’s status or use of contractors certified as Minority, Women, Veteran or Disabled owned (MBE/WBE/VBE/DBE) business enterprises
- Proposed cost, including hourly rate with estimated number of hours by project component outlined in section II, technology costs (if applicable), and reimbursables (if applicable).
- References and brief organizational descriptions for two clients of similar projects
- Signed Non-Collusive and Vendor Statement from Appendix A

VI. Scoring of the RFP

Responses to this RFP will be scored based upon the following metrics:

- Vendor's experience with the scope of work and deliverables outlined in section II. (30 points)
- Vendor's proposed project management structure (30 points)
- Vendor's experience with clients similar to CHIP (20 points)
- Proposed cost (15 points)
- Vendor's proposed use of MBE/WBE/VBE/DBE (5 points)

VII. Proposal Submission

Responses to this RFP must be submitted to Christy Gelback-Diaz, cgelback-diaz@chipindy.org by 5 p.m. Eastern time on November 19, 2021.

VIII. Procurement Schedule

- November 3, 2021 Release RFP
- November 19, 2021 Proposals Due from Vendors
- November 22-24, 2021 Review of Proposals by CHIP staff
- November 29, 2021 Announcement of Selection and Begin Contracting Process

Appendix A: Non-Collusive and Vendor Statement (to be printed on company letterhead)

By submission of this document, the individual signing certifies on behalf of its Company, under penalty of perjury, that to the best of its knowledge and belief:

1. The content of this request is true and has been arrived at independently without collusion, consultation, communications, or agreement for the purpose of restricting competition as to any matter relating to service or cost with any other vendor(s) or with any competitor;
2. No attempt has been made or will be made by Vendor to include any other person, partnership or corporation to submit or not to submit a response for the purpose of restricting competition and;
3. No employee, agent or consultant of the Coalition for Homelessness Intervention and Prevention (CHIP) has received or will receive any payment or any other form of compensation from Vendor as a result of award of an agreement or promise of award to Vendor.

By submission of this document, the individual signing on behalf of its Company, certifies that _____ (Company Name) is not suspended or debarred from doing business with the Federal Government (2 CFR Part 200, Appendix II and 2 CFR 180.220 and 180.300). Additionally, if awarded the contract, we agree to vendors agree to abide by all Title IV of the McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11301 et seq., Continuum of Care Program regulation (24 CFR 578), and all other federal statutes, regulations, rules and policies applicable. Additionally, vendors must comply with the applicable Indiana state law and Indianapolis Continuum of Care Policies and Procedures.

Printed Name of Company Official

Title

Signature

Date signed