



Allegheny County Economic Development

Request for Proposals

***Application Tracking Software for Allegheny Lead Safe Homes Program – County-Wide
December 2016***

**Allegheny County Economic Development
One Chatham Center, Suite 900
112 Washington Place
Pittsburgh, PA 15219**

OBJECTIVE

Allegheny County Economic Development (“ACED”) is issuing a Request for Proposals (“RFP”) for a web-based software product and any necessary implementation and support services (collectively, the “Product”) to track applications to the Allegheny Lead Safe Homes Program.

PROJECT CONTEXT

ACED was recently awarded a Lead Hazard Reduction Demonstration Grant from the U.S. Department of Housing and Urban Development (“HUD”). ACED will use the funds to implement the Allegheny Lead Safe Homes Program (“Program”), which will provide lead hazard interim controls and other healthy homes interventions in eligible households throughout Allegheny County. The Program will begin January 3, 2017 and operate for 36 months.

ACED will be partnering with several organizations to implement the Program, including:

- An organization that will be responsible for receiving applications, conducting intake, and determining preliminary eligibility of units and households;
- The Urban Redevelopment Authority, which will provide construction management services for the lead hazard reduction and other healthy homes interventions; and
- The Allegheny County Health Department, which will refer elevated blood lead level cases to the Program, perform education and outreach, and conduct post-remediation education in each assisted unit.

In order to effectively oversee the Program, ACED wishes to procure a Product that can track applications from the time of initial receipt until final clearance testing and post-remediation education have been completed. The Product would be used by ACED and all Program partners.

ACED invites firms (“Firms”) to submit documentation of the features and capabilities of their Product. This information, as well as other information provided to ACED in the proposal submitted in response to the RFP (“Proposal”), will serve as the basis for selection and negotiations.

Final responsibility for the selection of one or more Products rests with ACED. The Firm will be engaged to undertake the agreed-to Services, and agreement will be reached on the project strategy, schedule, and other related matters.

WORK REQUESTED

ACED is seeking a Product to track applications to the Program. ACED desires the following features:

1. Accessible to multiple individuals across multiple organizations. ACED anticipates at least 14 individuals across 4 organizations will be entering and/or viewing data into the system.
2. Secure and Compliant with HIPAA. Information entered in the system will contain personally identifiable information and may contain protected information, including but not limited to blood lead level and other health history information. The system must be secure and should allow ACED to restrict which information different types of users can view or edit. The Firm must have processes in place to ensure the privacy and confidentiality of protected health information that the Firm may be able to see or access while implementing and maintaining the Product.
3. Has the capability to include all fields necessary for ACED to successfully manage the Program. ACED would prefer a Product that also has the flexibility for ACED staff to add fields on their own throughout the life of the grant. Below is a sample of the types of fields that ACED anticipates requiring. This is only a preliminary list to illustrate the general types of information that will be collected.
 - Property Information
 - Occupancy Status
 - Address
 - Apartment Number
 - Block and Lot Number
 - Municipality
 - Ward
 - Year of Construction
 - Type of Unit
 - Date Referred to ACED for Final Eligibility Determination
 - Date Determined Eligible by ACED
 - Status
 - Reason Determined Ineligible
 - Household Information
 - Names and birthdates of all household members
 - Address
 - Phone Numbers
 - Email
 - Referral Source
 - Blood lead levels test date for all children under 6
 - Date of waiver form if no blood lead level test
 - Income (Sources and Amounts)
 - Income Category
 - Participation in Past HUD Lead Programs
 - Date Application Received
 - Date of Initial Intake Appointment
 - Date of 1st and 2nd Requests for Information

- Property Owner Information
 - Name
 - Address
 - Phone Number
 - Email
 - Participation in Past HUD Lead Programs
 - Date Application Received
 - Lead Based Paint Inspection and Risk Assessment and Healthy Homes Rating System Inspection
 - Date LBPI/RA & HHRS Ordered by ACED
 - Assigned Firm
 - Invoice Amount
 - Funding Source Date Invoice Received
 - Date Invoice Paid
 - Date LBPI/RA sent to Urban Redevelopment Authority
 - Environmental Review
 - Request Submitted by Program Manager
 - Historic Review Requirements
 - Date Approved
 - Relocation
 - Services Required
 - Invoice Amount
 - Funding Source
 - Date Invoice Received
 - Date Invoice Paid
 - Lead Hazard Reduction Interventions
 - Date Scope Sent by URA to ACED
 - Firm Assigned
 - Date Firm Assigned
 - Date Work Order Signed
 - Date Work Began
 - Date Clearance Test
 - Invoice Amount
 - Funding Source
 - Date Invoice Received
 - Date Invoice Paid
 - Post Remediation
 - Date Title X Letter
 - Date of ACHD Post Remediation
4. Compatible with ACED’s technology. As part of the review process, ACED may schedule Product demonstrations and may include the Allegheny County Division of Computer Services in these demonstrations to discuss compatibility.
5. Allow users to upload documents associated with an application.

6. Generate forms populated with data, including income calculations.
7. Create and generate standard reports, which would be determined by ACED.
8. Create ad hoc reports.
9. Export data to Microsoft Excel.
10. Meet all applicable record retention requirements.
11. Any other innovative features of the Product that may assist ACED in successful program management.

PROPOSAL SUBMISSION

The deadline for submitting a proposal in response to this RFP is 4 p.m. on January 20, 2017. Responses to the RFP that are not received in the ACED office prior to the time and date specified will be considered late. **LATE RESPONSES WILL NOT BE CONSIDERED.**

Proposals shall be submitted to:

Maureen Quinn
Allegheny County Economic Development
One Chatham Center, Suite 900
112 Washington Place
Pittsburgh, PA 15219

To be considered, a Firm shall submit a complete response to this RFP. ACED encourages creative and innovative submittals that are compatible with local rules and regulations. Submittals shall be comprehensive, straightforward, and accurate, and shall contain a concise delineation of the Product's and Firm's capability to deliver the proposed activities.

The Firm shall submit one (1) original and one (1) copy of all documents required as part of the RFP. Submissions must be hand delivered or delivered by postal or delivery service by the time indicated above; e-mail or electronic delivery will not be accepted.

It is the Firm's sole responsibility to read and interpret this RFP and the written instructions contained herein.

Questions about the RFP may be submitted, in written form only, to Maureen Quinn at Maureen.Quinn@alleghenycounty.us. **Any questions must be submitted on or before January 6, 2017.** Questions and answers, if substantive, will be sent to each party who received copies of the RFP provided that each party provides its name and e-mail address to Maureen Quinn at Maureen.Quinn@alleghenycounty.us. It is the responsibility of all parties submitting responses

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to the RFP to make inquiry as to the issuance of any questions and answers and to ascertain that all issued questions and answers have been received prior to submitting a Proposal.

Addenda to the RFP, if issued, will be sent to each party who received copies of the RFP provided that each party provides its name and e-mail address to Maureen Quinn at Maureen.Quinn@alleghenycounty.us. It is the responsibility of all parties submitting responses to the RFP to make inquiry as to the Addenda issued and to ascertain that all Addenda have been received prior to submitting a Proposal. All such Addenda shall become part of the RFP documents, and all respondents shall be bound by such Addenda, whether or not received by the respondents.

PROPOSAL REQUIREMENTS

In order to facilitate review by ACED, please submit the proposal in keeping with the following format.

1. Letter of Transmittal

- Legal name, address, and status of the Firm, along with the names and addresses of the individual principals with authority to legally bind the Firm.
- Name, title, address, telephone, fax number, and e-mail address of the contact for the Firm.
- Acknowledgement of receipt of any and all amendments to this RFP.

2. Overview of the Product

- A concise description of the Product, including the degree of customization required.
- A clear statement of how the Product meets or does not meet each of the features identified in the section titled “Work Requirements” above.
- A description of the process necessary to set up the Product for use by ACED, the roles of the Firm and of ACED in the set up process, and the estimated timeline to have a fully functioning system.
- Sample screen shots of the proposed Product or a similar product to illustrate the general design and functionality, particularly as it relates to ACED’s desired features for the Product.
- A description of any support or maintenance services related to the Product that would be provided by the Firm.

3. Overview of the Firm

- A concise description of the Firm including organizational structure, subsidiary companies, identification of principals or parent companies, length of time in business, office locations, number of personnel, and relevant experience.
- A list of any subcontractors that would be engaged by the Firm to perform any or all of the services, their role, and their relevant experience and qualifications.

- A list of clients who are using the Product to implement programs under HUD’s Lead Hazard Reduction Demonstration Grant or Lead Hazard Control Grant, or clients using the Product for similar programs or purposes and the contact information for three references.

4. Completion of the attached Allegheny County forms

- PL3/PL4 – Award Verification for Prime/Subcontractors (Attachment A)
- Agency / Prime Contractor / Subcontractor Verification (Attachment B)

5. Cost Estimate

- A detailed cost estimate for the Product for a 36-month period assuming 14 individual users across 4 organizations. The estimate should include a breakdown of the costs associated with licensing fees; the estimated costs of customization, if any is anticipated; and any help desk/support services.
- The additional per month cost if the Product is required longer than 36 months.
- The additional per user cost if more than 14 users are required.

EVALUATION CRITERIA

The following criteria will be considered in evaluating Firms for potential selection.

1. Product Design

- The extent to which the proposed Product meets the desired features described in this RFP.

2. Qualification

- The extent to which the Product has been successfully used by other HUD grantees for Lead Hazard Reduction Demonstration Grants, Lead Hazard Control Grants or similar programs;
- Qualifications of the project team members and subcontractors, if any; and
- Overall supervision of the project team members and any subcontractors.

3. Cost Estimate

4. Minority/Women/Disabled and Veteran’s Owned Business Enterprise (M/W/DBE&VOSB) Participation

- ACED has established a goal of having thirteen percent (13%) MBE participation and two percent (2%) WBE participation for all projects funded by ACED. Proposals should indicate a commitment to meet or exceed ACED’s goals.

- ACED has established a goal of having five percent (5%) participation by Veteran-Owned Small Businesses (VOSBs) in all contracts for goods and services which utilize funds provided by or through the ACED. Proposals should indicate a commitment to meet or exceed ACED's goals.

REVIEW AND SELECTION PROCESS

ACED will review all Proposals to identify those that in its judgment are most qualified and advantageous for its purposes. The review may include a request for additional information, interviews, and negotiations, including negotiations regarding cost, with submitting Firms. ACED may also request more detailed project information. All such information obtained will be used to determine which Proposal is most appropriate for working toward an agreement that is suitable for all parties.

ACED intends to make a decision based upon information in the Proposals submitted by the Firms, investigation of implementation of the Product by other clients, performance in previous undertakings, and other pertinent factors. The selected Product will be chosen on the basis of the evaluation criteria outlined in the previous section. ACED will make a determination after reviewing Proposals as to whether it will request interviews of candidates or Product demonstrations.

ACED expressly reserves the right, in its sole discretion, to: (1) select a Proposal(s) that best meets the evaluation criteria and is most responsive to ACED's objectives; (2) accept or reject any and all Proposals, in whole or in part, for any reason or no reason whatsoever; (3) alter, change or modify in any way the selection process or this RFP, at any time and without notice; (4) postpone or cancel the selection process for its own convenience at any time and without notice; (5) waive any defects, irregularities or nonconformities contained in any submitted proposals or responses to this RFP; (6) disregard all non-conforming, non-responsive or conditional proposals or responses to this RFP; (7) waive any submission requirements contained within this RFP or otherwise; (8) terminate this RFP at any time, without notice; and/or (9) issue a new RFP with respect to these products or services at any time.

Neither this RFP nor any part or aspect of the selection process shall in any way be deemed to create, constitute an offer for, or constitute an acceptance of an offer for, a binding contract or agreement of any kind between the ACED and any Firm. If ACED selects a Firm to provide the Product described in this RFP, and ACED deems said Firm to be capable, experienced and prepared, ACED may enter into an agreement or agreements with said Firm as deemed appropriate by ACED in its sole discretion. Response to this RFP indicates the interest of Firms to be considered for such an agreement(s); however, ACED shall be under no obligation to enter into any binding agreement or contract with any Firm as a result of this RFP, or as a result of any subsequent negotiations or any other part or aspect of the selection process. ACED reserves the right to terminate any and all discussions and negotiations with any Firm at any time prior to the execution of a formal, written agreement(s) between ACED and said Firm. No legal or contractual rights or

obligations between ACED and the Firm will come into existence at any time; and no legal or contractual rights or obligations between ACED and a Firm will come into existence unless and until a formal, written agreement(s) has been fully executed by both parties. The legal rights and obligations which will come into existence at such time shall be limited to those expressly set forth or incorporated by reference in said Agreement.

GENERAL CONDITIONS

All Proposals, including attachments, supplementary materials, addenda, etc. shall become the property of ACED and will not be returned.

The Firm, by submitting a response to the RFP, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of the RFP, ACED's selection of a Firm with whom it enters into negotiations, ACED's rejection of any or all responses, and any subsequent Agreement that might be entered into as a result of the RFP.

The Firm, its employees, contractors, and primary subcontractors will not discriminate against or segregate any person or group of persons on any unlawful basis in the appraisal of the properties assigned.

The Firm selected will be required to abide by all County, State, and Federal regulations as apply to the appraisal of any Property.

NO REPRESENTATION OR WARRANTY

ACED, its partners, consultants, contractors, employees, and officers are not responsible for any incomplete or inaccurate information that may be obtained from any source whatsoever regarding property data. All information contained herein is from sources deemed reliable, but no warranty or representation is made as to the accuracy thereof, and same is submitted subject to errors, omissions, or withdrawal without notice. Moreover, the information provided in this RFP, as well as in related reports and addenda by ACED's representatives and consultants, is provided for the convenience of the Firm only. The Firm is responsible for verifying any and all information to their own satisfaction.

ACED DISCRETION, NON-LIABILITY, WAIVERS AND HOLD HARMLESS

The Firm acknowledges, by submitting information and proposals to ACED, that ACED does not undertake and shall have no liability, with respect to the appraisal activities, the RFP, and responses thereto, nor with respect to any matters related to any submission by a Firm. By submitting a proposal in response to the RFP, the Firm releases ACED from all liability with respect to the appraisal activities, the RFP, and all matters related thereto, covenants not to sue ACED regarding such matter and agrees to hold ACED harmless from any claims made by the Firm, or anyone claiming by, through, or under the Firm in connection therewith.

DIVERSITY

ACED does not discriminate on the basis of race, color, creed, religion, disability, or sexual orientation. Furthermore, minority, women, and disadvantaged business owners are encouraged to pursue business opportunities with ACED.

For information on the M/W/DBE Program, M/W/DBE Certification, and How to Obtain Business within Allegheny County, contact the Allegheny County Department of Minority, Women and Disadvantaged Business Enterprise at (412) 350-4309, or review the information on the County of Allegheny web site at: <http://www.alleghenycounty.us/mwdbe/index.aspx>.

Allegheny County Economic Development
Federally- funded projects

Procurement Compliance / Bid Package Documents
AWARD VERIFICATION FOR PRIME/ SUBCONTRACTORS- PL3/ PL4

THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED FOR ALL CONTRACTORS USED ON THE JOB.
ALL INFORMATION MUST BE FILLED IN COMPLETELY OR FORM MUST BE RESUBMITTED.

(Check One)

PL3- Award Notice for Prime Contractor _____

PL4- Award Notice for Subcontractor _____

To be filled out by Prime/ Subcontractor:

Company Name _____

Address _____ City _____ State _____ Zip Code _____

Telephone Number () _____ Fax Number () _____ IRS ID # _____

Is Prime Contractor/ Subcontractor: MBE: Yes ___ No ___ WBE: Yes ___ No ___ DBE: Yes ___ No ___ VOSB: Yes ___ No ___

If your company is a MBE/ WBE/ DBE/ VOSB Company, are you currently certified with the County's Office of Minority & Women Business? Yes ___ No ___ Certification # _____ Expiration Date _____

Are you certified under the PAUCP? (PA Unified Certification Program) Yes ___ No ___

If yes, Certification # _____ Expiration Date _____

RACIAL / ETHNIC CODES: (CHECK ONE)

1. White American ___ 2. Black American ___ 3. Native American ___ 4. Hispanic American ___

5. Asian/Pacific American ___ 6. Hasidic Jews ___

Contractor Signature: _____ Date: _____

Print Name: _____ Title: _____

THIS PART IS TO BE FILLED OUT BY OPERATING AGENCY ONLY:

Project # _____ Actual Project Amount \$ _____

Project Name: _____ Project Location: _____

Construction Start Date: _____ Contractor Contract Award Date: _____

Contractor CDBG Contract Amount \$ _____

Contractor HOME Contract Amount \$ _____

Contractor ESG Contract Amount \$ _____

Agency Signature _____ Date _____

Print Name _____ Title _____

**Allegheny County Economic Development
Federally-funded projects
Procurement Compliance / Bid Package Documents
AGENCY / PRIME CONTRACTOR / SUBCONTRACTOR VERIFICATION**

THIS FORM MUST BE SUBMITTED FOR EVERY PRIME / SUBCONTRACTOR HIRED FOR THIS FEDERALLY- FUNDED PROJECT AND SUBMITTED TO THE AGENCY. THIS FORM IS TO BE SUBMITTED 10 DAYS AFTER CONTRACT IS AWARDED.

(Agency/Prime/Subcontractor Legal Name) _____ has an agreement with
(Prime/Subcontractor Legal Name) _____ to work on the
(Project Name) _____ located in the area of _____, PA.

If awarded the contract, the above Agency/Prime Contractor/Subcontractor intends to have a binding contract with the above Prime Contractor or Subcontractor to perform the following work:

(Provide Brief Description of the Type of Work Agreed Upon)

The contract dollar amount agreed upon by both parties is \$ _____.

The CDBG amount only, verified by the Agency, is \$ _____.

Agency's Authorized Signature: _____ Date: _____

Agency's Printed Name: _____ Title: _____

Prime Contractor's Authorized Signature: _____ Date: _____

Prime Contractor's Printed Name: _____ Title: _____

Subcontractor's Authorized Signature: _____ Date: _____

Subcontractor's Printed Name: _____ Title: _____