

211OC

**THE ORANGE COUNTY CONTINUUM OF CARE
REQUEST FOR PROPOSALS (RFP)**

Homeless Management Information System (HMIS)

Threshold Review (5/10/17 – 6/7/17)

April 19, 2017



Threshold Review Process (5/10/17 - 6/7/17)

2017 HMIS RFP Projected Timeline	
Release of RFP	March 15, 2017
Mandatory bidders conference/ webinar	March 27, 2017
Deadline for submitting written questions	April 10, 2017
Proposal Submission Deadline	May 10, 2017
Threshold Review Results, Vendor Demos	May 10 – June 7, 2017
Quality Review Results	July 7, 2017
Vendor selection	July 17, 2017
Funding Recommendations, Contract Review	August 28, 2017
Contract Start Date	Sept 3, 2017
HMIS Migration	Sept - Nov . 2017

Note: Proposals received after 2:00 PM (Pacific Daylight Time), May 10,2017, will not be accepted.

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Proposals will be reviewed for **completeness** only.

Proposals that do not include:

- All of the requested document
- Demonstrate Proposer's eligibility
- Project appropriateness
- Demonstrated ability to perform the services to scale

Proposals that do not meet the requirements will be rejected at the panel's sole discretion.

Threshold Review Process (5/10/17 - 6/7/17)

Proposal Content and Format:

Section 1: Cover Letter (1 page maximum)

- Brief introduction to organization including but not limited to years of experience in providing HMIS software solutions
- Scope of the software solutions provided
- Number of employees
- Location of headquarters
- Primary contact person's name, and phone number

The letter must be signed by an authorized signatory.

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Proposal Content and Format:

Section 2: Organization and Experience (2 pages maximum)

- Organization's experience in providing HMIS software
- Descriptions of key staff that will work on this project
- List of three references who have used or are currently using your HMIS service
- Preference is that at least one reference has experience with migrating to HMIS-Like system from another system

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Proposal Content and Format:

Section 3: Scope of Services (20 pages maximum)

- Describe proposed services as they pertain to the Scope of Services section in this RFP
- A description of how the software provides a solution to this need or could be able to provide a solution pending additional development (include itemized, estimated cost for additional development in Section 3) – for required services
- Describe how the software provides a solution to this need or could be able to provide a solution pending additional development – for desired services

Provide screenshots as appropriate

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Proposal Content and Format:

Section 4: Planning and Cost (10 pages maximum)

- A project plan that details all activities, resources, estimated times, and all one-time & ongoing costs necessary to successfully implement the project.

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Attachments:

- **Attachment 1: Proposer Information (1 page)**
 - Details Proposer Information, Legal Authorized Representative & Fiscal Accountability Agent and the contact person for the RFP
- **Attachment 2: Required Core Documents**
 - Must submit the most recent versions of Core Documents along with the proposal and prior to the proposal submission deadline
 - Proposers must also submit the Certification of Core Documents and the Certification of Litigation and Contract Compliance

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Scoring sheet:

Attached