



OHIO
Balance of State
Continuum of Care

OH-504 (Mahoning County Homeless CoC) and OH-507 (Ohio Balance of State CoC) Request for Proposals: HMIS Vendors

Project Title

Homeless Management Information System (HMIS)

Proposal Due Date

Tuesday, October 20, 2020

Expected Time Period for Contract

Negotiable

Respondent Eligibility

This procurement is open to those entities that satisfy the minimum qualifications stated herein and are available to work in Ohio.

Background and Definitions

Definitions

Definitions for the purposes of this Request for Proposals (RFP) include:

OH-504

OH-504 means the Mahoning County Homeless Continuum of Care.

OH-507

OH-507 means the Ohio Balance of State Continuum of Care. OH-507 consists of 80 out of the 88 counties in Ohio.

Respondent

Respondent means the entity authorized to submit a response to this RFP.

R minor

R minor is the name of the reporting system created, maintained, and managed by the OH-507 HMIS team. It uses the HUD CSV Export plus custom data from HMIS, the R programming language, and some R packages to display all of our custom reporting. This custom reporting includes CoC Competition project ranking, Quarterly Performance Reporting, Data Quality, Utilization, Prioritization for Coordinated Entry, etc.

Vendor

Vendor is another name for respondent; the software company that may secure a contract with OH-504 and OH-507 based upon their responses to this RFP, software demonstration, interview, and referrals.

Roles

The Board of Mahoning County Commissioners

The Board of Mahoning County Commissioners serves as the Collaborative Applicant and CoC Lead for OH-504.

Catholic Charities Regional Agency

Catholic Charities Regional Agency serves as the HMIS Lead for OH-504.

Ohio Development Services Agency

The Ohio Development Services Agency, Office of Community Development (ODSA) serves as the Collaborative Applicant for OH-507.

Coalition on Homelessness and Housing in Ohio

ODSA contracts with the Coalition on Homelessness and Housing in Ohio (COHHIO) to provide primary staff support for OH-507. COHHIO also serves as the HMIS Lead.

COHHIO serves as HMIS Administrator for both OH-504 and OH-507.

Purpose and Background

The purpose of this RFP is to secure software as a service for OH-504 and OH-507 combined HMIS needs. Initially, OH-504 and OH-507 procured respective vendor-managed HMIS to provide front end data collection. In early 2020, the two CoCs elected to merge their implementations (in progress). OH-504 and OH-507 seek to undergo a procurement process to secure a contract with a vendor-managed HMIS to continue data collection and reporting.

Each CoC has its own HMIS Lead but will share one HMIS implementation. The two CoCs also share a custom reporting system called R minor which uses exported HMIS data. R minor is created, maintained, and managed by the OH-504 and OH-507 HMIS Administrator.

A Joint HMIS Advisory Committee with representation from both CoCs will make HMIS Vendor recommendations to each CoC board for ratification.

Objective

The objective of this RFP is to: a) purchase software as service for reporting, data integration, data collection, and data warehousing; and b) purchase a technical services and support plan to accompany the software and provide for bug fixes and enhancements.

OH-504 and OH-507 may award one or more contracts to respondents who submit proposals in response to this RFP.

Minimum Qualifications

Bidders who do not meet the minimum qualifications outlined in the Responses Template will be rejected and will not receive further consideration.

Funding

The contract(s) will be awarded to the responsible firm whose proposal is most advantageous to the CoCs, with price and other factors considered. Cost will be evaluated relative to current costs and to the other proposals submitted.

Any contract(s) awarded as a result of this procurement is/are contingent upon the availability of funding.

Period of Performance

The period of performance of any contract(s) resulting from this RFP is tentatively scheduled to begin on or about July 1, 2021 and to end on or about June 30, 2023.

Current System Information

Current System Information	OH-504	OH-507
Current Software Provider	WellSky	WellSky
User Accounts Created in CY 2019	10	158
Current Active User Count (including new from above)	35 (9 overlapping users)	370
Current Active Organization Count	11	115
Current Active Program Count	36	288
Clients Added to HMIS in FFY 2019	980	15,036
Service Transaction Count in FFY 2019	7,873	44,126
Client Entered Count in FFY 2019	2,612	29,168
Client Exited Count in FFY 2019	2,282	28,360

Timeline

OH-504 and OH-507 reserve the right to revise the below schedule at any time and without notice to the respondents. Any revisions to the timeline will be posted to <https://cohhio.org/boscoc/hmis/rfp/>.

Stage	Task	Start Date	Completion Date
1.1	RFP Release	Monday, September 21, 2020	Monday, September 21, 2020
1.2	Question & Answer Period	Monday, September 21, 2020	Monday, October 5, 2020
1.3	RFP Addendum Issued (If Applicable)	Monday, September 21, 2020	Tuesday, October 20, 2020
1.4	RFP Proposals Due	Tuesday, October 20, 2020	Tuesday, October 20, 2020
2.1	Response Review	Tuesday, October 20, 2020	Friday, November 13, 2020
2.2	Report Out to Respondents	Monday, November 16, 2020	Monday, November 16, 2020
2.3	Debrief Request (Optional)	Monday, November 16, 2020	Friday, November 20, 2020
2.4	Debrief Response (Optional)	Monday, November 23, 2020	Friday, November 27, 2020
3.1	Proposal Explanation, Software Demonstrations, Reference Checks	Wednesday, November 18, 2020	Friday, December 11, 2020
4.1	Final Review and Selection	Monday, December 14, 2020	Friday, January 15, 2021
4.2	Announcement of Apparent Successful Vendor and Unsuccessful Respondent Notification	Monday, January 18, 2021	Monday, January 18, 2021
4.3	Debrief Request (Optional)	Monday, January 18, 2021	Friday, January 22, 2021
4.4	Debrief Response (Optional)	Monday, January 25, 2021	Friday, January 29, 2021
5.1	Contract Negotiation with Apparent Successful Vendor	Wednesday, January 20, 2021	Tuesday, February 4, 2021
6.1	Begin Contracted Work (Estimated)	Wednesday, February 5, 2021	Wednesday, February 5, 2021
6.2	Launch	Thursday, July 1, 2021	Thursday, July 1, 2021

RFP Instructions

The RFP Coordinator is the sole point of contact for this procurement. All communication between the respondent shall be with the RFP Coordinator as follows:

Erica Mulryan, CoC Director
ericamulryan@cohhio.org
Coalition on Homelessness and Housing in Ohio (COHHIO)
175 S 3rd Street, Suite 580
Columbus, OH 43215

Any other communication will be considered unofficial and non-binding on OH-504 and OH-507. Respondents are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the respondent.

In the event it becomes necessary to revise any part of this RFP, addenda will be posted to <https://cohhio.org/boscoc/hmis/rfp/>.

OH-504 and OH-507 reserve the right to cancel or to reissue the RFP in whole or in part prior to execution of the contract.

Stage 1 Instructions

RFP Release

This RFP and related documents will be posted to <https://cohhio.org/boscoc/hmis/rfp/>

Question & Answer Period

Questions and requests for clarification about the RFP, Timeline, Response Template, etc. are welcome. Email ericamulryan@cohhio.org between the dates specified in the timeline.

RFP Addendum Issued (If Applicable)

Vendor questions and other feedback may prompt revisions to the Timeline, RFP, or Response Template. Addenda will be posted at <https://cohhio.org/boscoc/hmis/rfp/>. Questions and answers compiled during the Question & Answer period and any other pertinent information shall be posted to <https://cohhio.org/boscoc/hmis/rfp/>.

RFP Proposals Due

Submission directions are as follows:

1. Read the entirety of this document and complete the Certifications and Assurances at <https://cohhio.org/boscoc/hmis/rfp/>
2. Complete the Response Template at <https://cohhio.org/boscoc/hmis/rfp/> including:
 - a. Basic Information
 - b. Minimum Qualifications
 - c. Cost Detail
 - d. Performance Criteria
3. Email the Certifications and Assurances (format: fillable pdf), Response Template (format: MS Excel), and Supporting Documentation (if applicable) to ericamulryan@cohhio.org.

Responses to the RFP must be received by the RFP Coordinator no later than 11:59 pm EST on the due date specified in the timeline. Late submissions will not be accepted and will be automatically disqualified from further consideration, unless OH-507's email is found to be at fault. Responses may not be transmitted using facsimile transmission.

Responses must provide 150 days for acceptance by OH-504 and OH-507 from the due date for receipt of responses. The respondent is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. OH-504 and OH-507 reserve the right to make an award without further discussion of the response submitted. OH-504 and OH-507 reserve the right to contact a respondent for clarification of a proposal. The Respondent should be prepared to accept this RFP and their own responses into a contract resulting from this RFP. It is understood that the proposal will become part of the official procurement file on this matter without obligation to OH-504 and OH-507.

The Apparent Successful Vendor will be expected to enter into a contract.

OH-504 and OH-507 are not liable for any costs incurred by the respondent in preparation of a response or submission of a response, or any other activities related to responding to this RFP. The respondent will not include any such expenses as part of the costs proposed to fulfill the requirements of the RFP.

Issuing this RFP and accepting responses to this RFP does not obligate OH-507 or OH-504 to contract for services specified herein. OH-504 and OH-507 reserve the right to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

Stage 2 Instructions

Response Review

The Joint HMIS Advisory Committee will review responses.

Ranking will be determined by score and other factors. If the Joint HMIS Advisory Committee determines a response to be false, the joint committee may contact the respondent for clarification and reserves the right to alter scores based on findings.

Report Out to Respondents

Successful and unsuccessful Respondents will be notified via email on the date specified in the timeline. Successful Respondents will be asked to schedule an interview and software preview to be held via GoToMeeting.

Debrief Request and Response (Optional)

Upon request, a debrief will be sent to unsuccessful Respondents via email. An emailed request for debrief must be received by the RFP Coordinator within five (5) business days after the Notification of Unsuccessful Respondent is emailed to the Respondent. The response will be sent by the date specified in the timeline.

The debrief will be limited to a critique of the requesting Respondent's proposal. Comparisons between proposals or evaluations of other proposals will not be included.

Stage 3 Instructions

Proposal Explanation, Software Demonstrations, Reference Checks

Reference checks in regards to respondent work with past and current customers will be made as part of an overall sufficiency evaluation. Interviews will be held via GoToMeeting.

Stage 4 Instructions

Final Review and Selection

Ranking will be determined by score and other factors.

Announcement of Apparent Successful Vendor and Unsuccessful Respondent Notification

Respondents will be notified via email on the date specified in the timeline.

Debrief Request and Response (Optional)

Upon request, a debrief will be sent to unsuccessful Respondents via email. An emailed request for debrief must be received by the RFP Coordinator within five (5) business days after the Unsuccessful Respondent Notification is emailed to the Respondent. The response will be sent by the date specified in the timeline.

The debrief will be limited to a critique of the requesting Respondent's proposal. Comparisons between proposals or evaluations of other proposals will not be included.

Stage 5 Instructions

Contract Negotiation with Apparent Successful Vendor

Apparent Successful Vendor will negotiate a contract with OH-504 and OH-507.

Stage 6 Instructions

Begin Contracted Work

Vendor will begin setup of HMIS implementation including data migration, training, and other tasks.

Launch

OH-504, OH-507, and Vendor will launch the new HMIS implementation.