

Request for Proposals

RFP #25-04

The Community Development Program of Beaver County

Program Years 2025-2026

Homeless Management Information System (HMIS)

Data Quality Management

Data Quality Management

GENERAL CONDITIONS

Submission of Proposals

The Community Development Program of Beaver County (CDP) has invited qualified persons to present professional credentials and submit proposals for Data Quality Management. This position will be funded through the County of Beaver's contract(s) with the U.S. Department of Housing and Urban Development. The work includes working with the Continuum of Care (CoC) and ESG funded programs to improve the overall quality of their Homeless Management Information System (HMIS) data. This invitation was posted on the Beaver County local government and Community Development Program webpages on 8/05/2025.

This Request for Proposal (RFP) contains the most definitive statement of the plan's purpose, scope of work and conditions that CDP is able to provide. It includes all the information necessary for individuals to submit a proposal.

To be eligible for consideration, consultant's proposals must be submitted to the Community Development Program of Beaver County, 1013 Eighth Avenue, Beaver Falls, PA 15010 office no later than **September 05, 2025 by 12:00pm.** An original proposal must be submitted in a sealed package/envelope.

Budget and Basic Requirements

The offeror must agree to enter into an annual "not to exceed" contract for services with an annual budget of **\$18,000.00 per year. Reimbursement will be issued monthly once the work has been rendered and request for funds submitted the Community Development Program.**

Contracts for Services

The selected candidate shall enter into a contract for services with the County of Beaver, PA according to prevailing contract requirements and conditions. A new contract will be negotiated and awarded each year as the work continues to be needed.

Scope of Work

The scope of work shall include at a minimum the following:

- Run the required monthly reports and share with the corresponding programs per the instructions of the HMIS Administrator.
- Work with each HMIS contributing program to review their data and correct deficiencies. Track these efforts and report back to the HMIS Administrator and CoC Coordinator.
- Report patterns of deficiencies to the HMIS Administrator and CoC Coordinator.
- Submit reports and record of tasks rendered to the CDP office on a monthly basis.
- Maintain client and provider confidentiality at all times.

Submission Requirements

Interested parties will provide the following information to the Community Development Program in response to this Request for Proposal:

1. Business address and telephone number.
2. Experience with Microsoft Excel.
3. Qualifications and experience in data quality and improvement strategies.
4. Strong communication skills.
5. Interest in ending homelessness in Beaver County.
6. Three professional references including name and telephone number for each.

Proposals shall be reviewed by the Director and staff of the Community Development Program, the Continuum of Care Coordinator and/or other appropriate parties. Interviews may be requested.

Factors for Award and Evaluation Criteria

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| 1. | Understanding of the scope of work | 40 pts |
| 2. | Work Management Plan and Time Schedule | 20 pts |
| 3. | Experience and qualifications in the area of <u>data management, data quality and working with entities on improving data quality.</u> | 25 pts |
| 4. | Minority Women Owned/Disadvantaged Business Enterprise/ Small Business (1.25 points each) | 5 pts |
| 5. | Strong professional references | <u>10 pts</u> |

100 pts

Total Score

Cost Proposal Format

Total Annual Contract Amount = \$18,000.00 per year