

**REQUEST FOR PROPOSALS
FOR PROFESSIONAL MOBILE APP DESIGN
AND CONSULTING SERVICES**

EXECUTIVE SUMMARY

The Mississippi Balance of State Continuum of Care (BoS) by way of Mississippi United to End Homelessness (MUTEH Inc.) is requesting proposals from qualified and professional individuals or technology design/consulting firms to work with the Homeless Information Management Systems (HMIS) Committee in developing or procuring a mobile application to assist with street outreach efforts across a 71-county coverage area in rural Mississippi. This mobile app must also have the capability to interface with or export to the continuum's HMIS. All mobile app services and data elements will be provided by applicable state and federal program rules and regulations under the HUD ESG Street Outreach Program.

Three proposals should be sealed and properly labeled as outlined in the information packages and may be hand-delivered to and received at MUTEH Inc. offices, 201 W. Capitol Street, Suite 800, Jackson, MS 39201, or mailed to P. O. Box 24147, Jackson, MS 39225 no later than **May 18th, 2022** by 4:00 p.m. after which time they will be opened and publicly announced. The Coordinated Entry Systems Committee will then review each proposal and select a qualified firm or individual.

All Proposals should be identified as follows:

**NAME OF FIRM OR INDIVIDUAL
PROPOSALS FOR PROFESSIONAL MOBILE APP DESIGN
AND CONSULTING SERVICES**

COMPANY INFORMATION

The Mississippi Balance of State is a network of individual and service agencies dedicated to streamlining and strengthening the current delivery system of homeless and housing services through greater collaborative planning, partnership, and program execution. It is the vision of the Continuum of Care members to create a seamless, comprehensive system of services.

The Department of Housing and Urban Development (HUD) allocates HUD homeless assistance grants to organizations that participate in local homeless assistance program planning networks including the BoS.

PROJECT DESCRIPTION

The BoS has been allocated Coordinated Entry Systems funding by the U. S. Department of Housing and Urban Development. The use of funds is specific to activities designed to meet the immediate needs of Unsheltered homeless people by connecting them with emergency shelter, housing, and/or critical services. Essential Services are related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care.

The Continuum is seeking firms to assist the BoS and its CES committee in developing or procuring a mobile application to assist with street outreach efforts across rural Mississippi.

Firms or individuals proposing to perform consultative and design services should submit a list of their qualifications, experience, and capacity for performance. The developed or procured mobile application must include the following specifications:

- Street Outreach workers can pin the location of specific encampments. Workers can also add pictures of encampments and notes about each location. Encampments can be assigned statuses, indicating if they are currently active, or if no one is present anymore.
- Street Outreach workers can use case management tools to connect intakes with HUD HMIS Universal Data Elements, write case notes about clients encountered in outreach including current location, and services needed.
- Workers and the public can request assistance for someone in need of engagement for services.
- The application must be able to export data in the HUD HMIS CSV format.
- The vendor must be willing to work with the Continuum’s HMIS database, AWARDS, developed by Foothold Technologies to develop a bridge between the application and the HMIS system for purposes of sharing progress notes, encampment details, and GPS coordinates.
- The application must allow for the maintenance and expansion of a resource directory of local services meeting the homeless population’s needs.

Contract Type

The Continuum desires to enter a contract with the selected firm or individual on a lump sum basis with a mutually agreeable predetermined maximum lump sum.

Proposal Content and Evaluation Criteria

For your proposal to be properly evaluated, you must submit a Statement of Qualifications, Experience, Capacity, and Price in sufficient detail to be evaluated. The proposal must include the following criteria:

1. **Qualifications** – Information reflecting qualifications of persons to be assigned to provide services. 20
2. **Experience** – Information regarding the experience of the firm, particularly in connection with the completion of related mobile application projects. The information submitted should, at a minimum, include names of applications, name of the client for which the applications were prepared, the scope of the project completed, overall description of the project, dates of project development, and experience connecting with other information technology vendors for application data transfers prepared by the Consultant. 20

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| 3. <u>Plan of Approach</u> - Provide a detailed Plan of Approach that explains the schedule for the project, including project stages and milestones. As detailed in this solicitation, identify how your firm intends to comply with and meet the anticipated deliverables. Details should include how your firm expects to handle any regulations or requirements imposed by the HUD Continuum of Care Program. | 30 |
| 4. <u>Capacity for Performance (Workforce)</u> – Identify the number, education, and title(s) of staff available to provide services. | 15 |
| 5. <u>Cost</u> – Provide a lump sum cost of the work to be performed, including ongoing costs (monthly or annual) after the application launch. | 15 |
| TOTAL POINTS | 100 |

The BoS reserves the right to reject any proposals and waive any irregularities or informalities in the proposal process. The BoS is an equal opportunity employer. Minority Business Enterprise (MBE) and Women-Owned Business Enterprise (WBE) firms/individuals are encouraged to submit a proposal.

All questions related to this Legal Ad shall be submitted in writing and directed to:

Reginald Glenn, Coordinated Entry Systems Director
 MS Balance of State CoC
 c/o MUTEH Inc.
 P. O. Box 24147
 Jackson, MS 39201
 (601) 624-4003

HELPFUL LINKS

Mississippi Balance of State CoC Website: <https://msbos.org/>

MUTEH Inc Website: <https://www.muteh.org/>

HUD ESG Street Outreach Eligible Activities: <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/esg-eligible-activities/street-outreach/>

HUD ESG Program Components – Street Outreach:
<https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/esg-program-components/street-outreach/>

Foothold Technology HMIS Software: <https://footholdtechnology.com/hmis-software/>