

**Nebraska Management Information System (NMIS)**

**Request for Proposals**

**Homeless Management Information System**

**PROPOSAL DEADLINE:**

**Friday, June 21, 2019 at 5:00 p.m. CST**

**ISSUED BY THE:**

**Nebraska Management Information System (NMIS)**

**For**

**NE BOS, Lincoln and Omaha CoC's**

**The Nebraska Management Information System (NMIS) Software Taskforce is issuing this Request for Proposal (RFP) to secure web-based software for the Nebraska Balance of State, Lincoln and Omaha Continuums of Care (CoC).**

The goal of the NMIS HMIS is to maintain a database for the collection, reporting and coordination of homeless client data in effective services and information to achieve housing stability and self-reliance. The goal of this RFP is to acquire software that allows us to provide a high quality, user-friendly, person centered, data collection system that expedites client initial engagement, assessment, intake and housing placements while supporting the analysis of quality information that can be used for program improvement, service planning and reporting.

Proposals will be received via email at: [NebraskaNMIS@gmail.com](mailto:NebraskaNMIS@gmail.com) until **Friday June 21, 2019 5:00 pm** any proposals received after such time will not be accepted.

The Nebraska Management Information System (NMIS) reserves the right to reject any or all proposals, waive any minor informalities in the proposal process, and accept the proposal deemed to be in the best interest of the Continuums.

**GENERAL CONDITIONS AND REQUIREMENTS**

- 1. Reviewing Period**  
All proposals meeting RFP requirements and conditions will be reviewed on July 16, 2019.
- 2. Compliance with Applicable Laws**  
The proposal must comply with all Federal, State, and municipal laws, ordinances, rules and/or regulations.
- 3. Ability and Experience**  
NMIS will not award a contract to any entity who cannot furnish satisfactory evidence of their ability and experience to perform the requested services.
- 4. Signature**  
All proposals shall be complete, factual, and signed by an authorized officer of the consultant’s company on the appropriate page(s).

**Failure to comply with the above conditions and requirements or any attached specifications or any other minimum qualifications will be justification to reject any proposal as incomplete.**

## Scope of Current HMIS

Measure	Existing
Number of Active Users	553
Number of Active Programs	559
Number of Active Agencies	
Number of Programs in the System	1217

## Schedule

The NMIS Board reserves the right to revise the following schedule at any time and without notice to the respondents or prospective respondents:

ACTIVITY	DATE
RFP Released	June 7, 2019
Proposals Due	June 21, 2019 5pm CST
Proposal Review by Selection Committee	July 16, 2019
Remote demonstrations	TBD - If needed
NMIS reviews evaluations and makes selection	July 2019
Contract execution with successful vendor	Oct EST

## **CONTRACT TERMS AND CONDITIONS**

### ***Selection of Proposals***

The NMIS Board shall award a contract to the responsible prospective software vendor whose proposal conforms to the RFP, is the most advantageous to Nebraska, and meets the requirements as stated in the proposal submission requirements.

## **SCOPE OF WORK**

Specific tasks to be undertaken by the selected HMIS vendor shall include, at a minimum:

### **A. General Tasks**

- The design, implementation and support of an HMIS (system) for Nebraska
- The execution of data conversion/migration to new application, data validation and quality assurance
- Training, supporting and working with private, nonprofit, and public homeless service providers

### **B. Regulatory Compliance**

- The software collects all HUD-mandated data elements (e.g., UDE, PSF, program descriptors and Meta data elements) and partner data elements by project type (e.g., CoC, ESG, VA, HOWPA, RHY, PATH, CSBG, etc.), HMIS regulations (e. g., privacy and security standards) and national best practices
- Respondent demonstrates a proactive (e.g., meets HUD deadlines, keeps abreast of upcoming policy changes via HUD's HMIS vendor calls, actively focuses on continuously improving the user experience (HMIS User

forum)) approach to regulatory compliance and implementation of national best practices and industry standards as seen by other CoC successful implementations

- Demonstrated commitment to mapping retired HUD data element, dynamic data and field-name updates that propagate throughout database based on HUD standards
- Commitment to support the latest XML and CSV schema defined by HUD. User-friendly CSV exporting available to RHY, SSVF, APR, ESG etc. end users
- Vendor and product ongoing timely compliance with all relevant HUD required data collection structures and reporting modules
- The provision and support of software that facilitates the full and accurate collection of all HUD-mandated data elements
- Future modifications to the software to ensure ongoing compliance of the latest HUD data standards, HMIS regulations and national best practices

### **C. Security and Privacy**

Providing a system that includes security functions to ensure protection of client confidentiality. Security features should include:

- Product demonstrates a proven track record of full and timely compliance with all federal, state, and local privacy and confidentiality policies and procedures (e.g., HIPAA, 42CFR Part 2, etc.) that protect client level data confidentiality and local grant guidelines, program regulation and best practices
- The System has a robust auditing, compliance monitoring and performance monitoring functionality (e.g., error logs, usage logs, audits trails, etc.) that track historical changes made to records, customizable and reportable by the system administrator
- The System must meet current password standards and frequency for required change
- User access processes should include automatic timeout/log-off, automatic save
- Granular security and privacy controls with easy to use tools based on user role
- Controllable read, write, edit and delete capabilities to support a shared data
- Secure encrypted access via browser https:// with two instances of the database
- User authentication (no concurrent access)
- Ability to define and amend user access levels to client information
- Access restrictions based on user role and/or permissions are enforced consistently throughout the software solution, including reporting, data sharing, and export features

### **D. Core Functionality**

Providing software that includes:

- The system should be web-based (HMIS software should not have to be installed on local computers)
- The system must allow easy, automated data input, easy to navigate and provides consistent page views
- The system must have an integrated HUD Housing Inventory module (HIC)
- The system must have an integrated Point-in-Time (PIT) module
- Software complies with accessibility standards outlined in Americans with Disabilities Act
- Open/close functionality for client and program records
- Ability to set limits on available services (# per day, # per household, # per month, etc.)
- Household management is flexible enough to accommodate the fluidity of family
- The System is set up to send automatic alerts
- The vendor must execute free system upgrades (e.g., federal requirement changes etc.)
- There should be documented system upgrade procedures
- The software should be compatible with Tableau or similar graphics visualization
- Capacity for document generation – readable, printable blank forms and completed forms
- Document upload storage – for consent forms, verifications, rental agreements, stabilization plans, etc.
- Built-in measures to prevent data entry mistakes and back end reporting to identify data entry errors and guide data cleanup for users
- Software with case management tools for recording case notes, follow up, query on no contact within number of days

- A referral system and referral tracking
- Robust deduplication measures to identify and prevent duplicate client entries
- Matching functionality to unduplicate records across agencies (not dependent upon data sharing)

#### **E. End User Experience**

- The system should allow for multiple simultaneous open sessions by the same user
- The interface is easy to learn and easy to use
- The user interface screens, menus, icons, keyboard shortcuts, mouse/gesture
- The user interface should have easy to use online help and easy to understand software
- The user interface must have consistent functionality. Buttons, terminology, functions
- The user interface should ask information once and auto-populate to other screens
- The user interface should have data quality controls, auditing, and management tools
- The system allows end-users to upload documents & photos, etc. to client records
- The end-user can document service provisions, case notes and track clients' progress
- The end-user can communicate with other end-users or clients via notifications, alerts

#### **F. System Administrator (Expert User Experience)**

- Well documented instructions on software set-up which optimizes reporting accuracy
- The software has a flexible tool for importing and exporting data
- The system must enable system administrators to impersonate or shadow users
- System administrators should have access to a data dictionary and glossary information
- System administrators should have access to information describing back-end server(s)
- Ability to change data elements on back-end/data source tables (inserts and updates)
- Administrators can configure and associate funder projects to multiple agency programs
- System administrators should be able to activate or make users inactive
- System administrators should be able to configure program performance targets

#### **G. Coordinated Entry**

Software should contain functionality to support a single coordinated access system. This should include:

- Support all versions of the VI-SPDAT and a prioritization tool, including the ability for updates
- Aggregate, project and subpopulation level reporting capability (Adhoc or Standard)
- The system has the capacity to report on average length of time from identification to exit
- Modules fully integrated with client records, information entered once
- Ability to view client's place in the priority list in real-time and match the client to best housing opportunity
- Real-time Housing Inventory capabilities which include program eligibility, type of housing etc.
- The system has Alert Notifications that communicate acted upon referrals
- Ability to view client's latest VI-SPDAT score in client search screens
- Clients with multiple VI-SPDAT assessment eligibilities can be prioritized in multiple ways
- Capture customizable fields and include comments. Time stamps for status changes & updates
- Provision of software with functionality to support two coordinated access/entry systems (BOS and LNK CoC follow same workflow, OMA has a separate workflow)
- Availability of the VI-SPDAT, with the ability for local customization of a common assessment tool
- Robust referral notification system
- Ability to auto prioritize based on community prioritization formula as new referrals and/or updates are received

#### **H. Support, Training and Customer Service**

- Helpdesk available 24 hours a day, 7 days a week, providing technical support for system
- Comprehensive conversion strategy from the existing system (implementation plan)
- System reports are documented and querying protocols outlined
- Replica sandbox must be available for testing and training, with the ability to run reports
- Vendor is expected to provide technical documentation including user manuals and online help relevant to introductory training as well as ongoing support. The following documentation is expected:

- Data Dictionary
- Reporting Module Guidance
- Database Design and Navigation Workflow for entering client information
- User manuals specific to HMIS data entry

- Providing “Train the Trainer” modules for implementation of new system and for standard ongoing training
- Developing and implementing Quality Assurance protocols related to every software upgrade, release, enhancement or other system change
- Ensuring that the timing of release, description, and communication are coordinated

#### I. Data Imports and Integration

- Development and implementation of an open and flexible platform that maximizes opportunities for data integration across multiple software solutions, including a contractual commitment to support the latest XML and CSV schema defined by HUD
- Support for the batch import and export of data from agencies who enter program data into a separate system
- Demonstrated ability to work with customers to make sure legacy data is migrated
- Demonstrated ability to migrate case notes, photos and other documents and file types

#### J. Reporting and Performance Measurement

- Production of current standard HUD reports directly from the system: APR, LSA, PIT, CAPER; as well as CSBG reports
- Production of System Performance Measurement reporting at a CoC wide level and at a program level where applicable
- Production of Quarterly APRs by program
- Generation of standard project and agency level reports that track enrollments, dismissals, demographics, etc. for funders and other stakeholders
- Provision of User Information Reporting: User license periods, contact records, training, login activity, inclusion in metadata for client record creation, edit, and name stamp on HUD Assessment submissions or edits
- Client level reporting across CoCs as may be needed in order to participate with other CoCs in data generation, client level reporting/tracking and understand program outcomes
- Drag-and-drop customizable reporting that is user-friendly
- Ability to manage unidentified client-level data to make sure counts of services provided are included
- Ability to de-duplicate clients and household across programs, agencies, municipalities
- Software supports public facing dashboards, widgets, etc. to link to external websites
- Ability to add customized fields that are easily reportable
- Ability to schedule and automate report generation including ah-hoc reports

## FINAL WORK PRODUCTS PROPOSAL SUBMISSION REQUIREMENTS

The information submitted must include, but should not necessarily be limited to, the following items:

1. ***Narrative Response to Scope of Services.*** Proposers shall provide a comprehensive written description of each system element, feature, service, etc. required by the Scope of Work that it proposes to provide. These descriptions shall reference the section item being responded to and shall include the scope and particular features and benefits of the proposer's provision of these elements, features, services, etc., and detailed

descriptions of functionality as defined in the scope of services. These descriptions shall demonstrate the proposer's understanding of the requirements and the proposer's ability to provide and effectively operate the services and systems required. The narrative should include each of the elements described under the Scope of Services section of this RFP.

2. **Qualifications and Experience.** A description of the history, experience and qualifications of your firm and any proposed subcontractors to perform the Scope of Services. Please provide:
  - a. List three (3) client implementations that are most similar to the systems requirements stated in the scope of services and most similar in terms of number of projects, users, participants served, and complexity of configuration and include a brief narrative that explains why we should consider this reference/these references a relevant experience and why it is similar to Nebraska's requirements. List should include the following for each client reference:

Client Organization Name and Address

Duration of Contract

Dates of Operation

Website

Contact Person Name, Title, Phone Number and Email Address

Please note—references will be asked about their experience with the vendor including the following areas:

- I. Responsiveness to customer service requests
- II. Quality of staff
- III. Technical support and training
- IV. Coordinated entry
- V. Conversion process from one system to new HMIS
- VI. Knowledge and experience with most recent release of HMIS Data Standards
- VII. Ease of system use and reliability, and
- VIII. General assessment of quality and effectiveness of the vendor's services

Proposers should also include organizational chart(s) and/or a description of the management plan for all divisions that are proposed to contribute to the operation of the HMIS.

3. **A description of the hosting hardware and technical environment.** Provide a description of their hosting hardware and technical environment, as well as security protocols, back-up and disaster recovery plan.
4. **Management Plan and Project Timeline.** Provide a detailed, comprehensive timetable and plan to convert each element of the existing vendor's system to that of the selected vendor. Include the duration of the conversion and key milestones in the timetable proposed. This plan shall include the responsibilities of the proposer, NMIS and the existing vendor; a description of how the accuracy of the conversion effort will be measured; identification of the project manager, the experience this individual has had in converting similar Systems, and the estimated amount of time that the project manager will dedicate to the project; and the details of the proposer's post-conversion support plan. The proposer should describe its previous experience converting data in a situation similar to what this project will entail.
5. **Price Proposal Form.** Sign and submit the form that is part of this RFP.
6. **Certificate of Non – Collusion.** Sign and submit the form that is part of this RFP.
7. **Form for Tax Compliance.** Sign and submit form that is part of this RFP.

## PROPOSAL CONTENTS

All costs associated with the services set forth in this RFP must be included in the price. Price must remain firm for the entire contract.

1. **Proposals emailed to [NebraskaNMIS@gmail.com](mailto:NebraskaNMIS@gmail.com)** prior to **5:00 p.m. CST., Friday, June 21, 2019**. Any proposals received after such time will not be accepted.
2. **The Price Proposal form must be completed as instructed. No substitute form will be accepted. Pricing must remain firm for the duration of the contract. The proposal submitted must be without conditions or exceptions.**
5. Failure to answer any questions, to complete any form or to provide the documentation required will be deemed non-responsive and will result in automatic rejection of the proposal.
6. **Detailed Description of Costs.** Provide a total not-to-exceed fixed fee. The NMIS Board seeks proposals that demonstrate maximum value, innovation, effectiveness, and total work to be performed within the funding available.
7. **Detailed Cost Breakdown.** Provide a cost for each task identified in the Scope/Schedule on the price proposal form.
8. **Payment Schedule.** A payment schedule based on pre-established benchmarks will be negotiated prior to issuance of the contract. However, the successful applicant should be aware that a percentage of the contact will be held until the final plan product is delivered.
9. **Form for Cost Proposal.** Complete and sign form that is part of this RFP.

## EVALUATIONS OF THE PROPOSALS

All proposals will be reviewed by the Selection Committee.

Proposers may be asked to host a remote interview, including demonstration of their HMIS software solution. Proposers will be responsible for providing the Committee with a call in number and web link. The project manager and other project team members should be prepared to participate in the interview. Interview participants will be expected to describe the proposer's approach to the project and answer questions from the Committee. Proposals that meet the Quality Requirements will be reviewed pursuant to the Comparative Evaluation Criteria listed in this RFP. The Selection Committee will assign a rating of Highly Advantageous, Advantageous, or Not Advantageous to each comparative evaluation criterion. Based on these ratings, a composite rating will be determined for each proposal.

References will be contacted to determine if the proposer is responsive and responsible. References will be asked about their overall impression of the proposer's quality of services performed and the timeliness of service delivery. NMIS the right to use itself as a reference and to contact references other than those submitted by the proposer.

The contract will not necessarily be awarded to the proposal that receives the highest rating. The NMIS Board will award the contract to only one responsive and responsible proposer submitting the most advantageous proposal taking into consideration the quality requirements, evaluation criteria and composite ratings, interview, references and price. Before awarding the contract, we may request additional information from the proposer.

We reserve the right to reject any and all proposals if it determines that the criteria set forth have not been met or for any other reason.



## MINIMUM EVALUATION CRITERIA

In order to be reviewed, the proposal must be substantially complete, meet the Qualifications listed in the RFP, and contain all necessary forms.

### Qualifications:

- Minimum of five (5) years of experience working with HUD homeless programs relative to data collection and HMIS capacities;
- Minimum of five (5) years of experience with HUD's CoC process; and
- Minimum of five (5) years of experience in implementing and operating HMIS data collection, warehousing and reporting in a manner consistent with HUD's evolving standards.

**Threshold Requirements:**

A “NO” response, a failure to respond, or a failure to meet any of the following minimum threshold requirements may result in a rejection of your proposal. Circle YES or NO for each item listed.

Threshold Requirements	Response	
1. Demonstrated expertise necessary to successfully implement their software (e.g., recent successful implementations that adhere to schedules, completed projects/customizations that have satisfied customer requirements).	YES	NO
2. The proposer has converted at least two HMIS databases into their own software solution.	YES	NO
3. The proposer has converted HMIS database from WellSky into their own software solution.	YES	NO
4. The proposed HMIS will facilitate full and accurate collection of all HUD-mandated data elements as defined in the current HMIS Data and Technical Standards documentation.	YES	NO
5. Proposer is prepared to contractually commit to ongoing compliance and support of the latest HUD data standards and HMIS regulations.	YES	NO
6. The proposed HMIS will safeguard security and privacy by ensuring that user access levels are restricted based on user role and/or permissions that are enforced consistently throughout the software solution.	YES	NO
7. The proposed HMIS will include an Audit Trail function to track changes to client-level records in the database.	YES	NO
8. The proposed HMIS must be fully compatible for use on any Internet browser.	YES	NO
9. The proposed HMIS will generate an unduplicated count of clients within individual projects, across combinations of projects, and across the entire database, regardless of whether or not projects enter data into the system using uploads, and regardless of whether or not agencies have data sharing agreements in place.	YES	NO
10. The proposed HMIS will support batch import and export of data from external databases, including a contractual commitment to support the latest XML and CSV schema defined by HUD.	YES	NO
11. The proposed HMIS will generate HUD-mandated reports, including the CoC Annual Performance Report (APR), HMIS APR, Emergency Solutions Grant (ESG) Consolidated Annual Performance and Evaluation Report (CAPER), Annual Homeless Assessment Report (AHAR), HUD System Performance Report, and Point-in-Time (PIT) report, Housing Inventory (HIC), CSBG, and LSA as well as customized reports.	YES	NO

## COMPARATIVE EVALUATION CRITERIA

The proposal will be reviewed by the NMIS Board and NMIS Software Taskforce and ranked using the following criteria:

*Evaluation Criteria begins on the following page.*

	Highly Advantageous	Advantageous	Not Advantageous
<p><b>A.</b> <b><u>Experience and Qualifications</u></b> <i>Ratings will be based on extent to which the consultant has been involved implementing successful HMIS projects in multiple jurisdictions.</i></p>	<p>The proposer has been involved in the successful implementation of HMIS projects or client data management projects of comparable complexity in at least five (5) jurisdictions including data migration work.</p>	<p>The proposer has been involved in the successful implementation of HMIS projects or client data management projects of comparable complexity in less than five (5) but in three (3) or more jurisdictions.</p>	<p>The proposer has been involved in the successful implementation of HMIS projects or client data management projects of comparable complexity in at least one (1) jurisdiction but less than three (3) jurisdictions.</p>
<p><b>B.</b> <b><u>Project Timeline</u></b> <i>Particular attention will be paid to the detail provided that demonstrates ability to ensure successful data conversion/migration within the project timeframe—and that all other required reporting deadlines set by NMIS and/or HUD—can be successfully met.</i></p>	<p>The proposal indicates that the proposer will be able to meet the proposed deadline and explains in detail both baseline and additional resources that will be available if necessary for ensuring that the project timeframe does not slip. The proposal’s timeline includes detailed descriptions of responsibilities for the proposer and customer related to data conversion and migration and capability of meeting data import and integration elements in the Scope of Work within this RFP.</p>	<p>The proposal indicates that the proposer will be able to meet the proposed timeframe but only provides a cursory level of service and a cursory statement of additional resources that will be available to ensure that the timeframe does not slip. The timeline includes steps related to data conversion and migration, but responsibilities are not specified.</p>	<p>The proposal indicates that the proposer has committed to meeting the timeframe, but does not have additional resources to ensure that the project timeframe does not slip. The project timeline does not include detailed steps related to data conversion and migration.</p>
<p><b>C.</b> <b><u>User Experience</u></b> <i>Particular attention will be paid to evidence of successful past performance. Success of may be determined by contacting references.</i></p>	<p>The proposal demonstrates excellent support, training and customer service through consistency in user interface and functionality; intuitive and efficient user experience (no duplicate information requests, auto-population to other screens, information is derived and inferred from other responses where possible to avoid duplication or incongruence, and includes data quality warnings); and thorough user interface documentation, including all parts of the system from database administration to front-end experience.</p>	<p>The proposal demonstrates support, training and customer service through consistency in user interface and functionality; intuitive and efficient user experience (no duplicate information requests, auto-population to other screens, information is derived and inferred from other responses where possible to avoid duplication or incongruence, and includes data quality warnings); and user interface documentation, including all parts of the system from database administration to front-end experience.</p>	<p>The proposal demonstrates only partial compliance with the following requirements: consistency in user interface and functionality; intuitive and efficient user experience (no duplicate information requests, auto-population to other screens, information is derived and inferred from other responses where possible to avoid duplication or incongruence, and includes data quality warnings); and user interface documentation, including all parts of the system from database administration to front-end experience.</p>

*Evaluation Criteria continues on the following page.*

	Highly Advantageous	Advantageous	Not Advantageous
<p><b>D.</b>  <u><b>Support, Training and Customer Service</b></u>  <i>Particular attention will be paid to the extent to which customer support is available and effective.</i></p>	<p>The proposal includes an excellent description that provides the highest assurance of the proposer’s ability to meet the following requirements of the scope of services: provision of technical documentation (data dictionary, reporting module guide, database design and navigation, workflow guidance, user manuals); customer support center with capacity to report issues and track bugs; “Train the Trainer” modules; and quality assurance protocols related to every software upgrade, release or other system change.</p>	<p>The proposal includes a good description that provides a high level of assurance of the proposer’s ability to meet the following requirements of the scope of services: provision of technical documentation (data dictionary, reporting module guide, database design and navigation, workflow guidance, user manuals); online customer support center with capacity to report issues and track bugs; “Train the Trainer” modules; and quality assurance protocols related to every software upgrade, release or other system change.</p>	<p>The proposal includes an incomplete description that provides a low level of assurance of the proposer’s ability to meet the following requirements of the scope of services: provision of technical documentation (data dictionary, reporting module guide, database design and navigation, workflow guidance, user manuals); online customer support center with capacity to report issues and track bugs; “Train the Trainer” modules; and quality assurance protocols related to every software upgrade, release or other system change.</p>
<p><b>E.</b>  <u><b>Software Demonstration (If applicable)</b></u>  <i>Particular attention will be paid to the alignment and usability of the system.</i></p>	<p>The software demonstration indicates full alignment with local priorities and requirements as defined in the RFP, including clear compliance with HUD standards; intuitive and efficient workflow for end users; effective import/upload functionality; and robust and user friendly reporting functionality. Additionally, the software demonstration shows a clear, well-designed, and flexible platform that includes opportunities for customization beyond the minimum HUD requirements</p>	<p>The software demonstration indicates full alignment with local priorities and requirements as defined in the RFP, including clear compliance with HUD standards; intuitive and efficient workflow for end users; effective import/upload functionality; and robust and user friendly reporting functionality.</p>	<p>The software demonstration indicates partial alignment with local priorities and requirements as defined in the RFP, but does not meet all of the following requirements: clear compliance with HUD standards; intuitive and efficient workflow for end users; effective import/upload functionality; and robust and user friendly reporting functionality.</p>

*Evaluation Criteria continues on the following page.*

	Highly Advantageous	Advantageous	Not Advantageous
<p><b>F.</b> <b><u>Quality of References</u></b> <i>Particular attention will be paid to the extent to which the references shared positive feedback in noted areas.</i></p>	<p>Each of the three references contacted commented substantively and positively on their experiences with the proposer in the following areas: responsiveness to customer service requests, high quality staff, successful data conversion experience, and knowledge of HUD HMIS standards.</p>	<p>Two of the three references contacted commented substantively and positively on their experiences with the proposer in the following areas: responsiveness to customer service requests, high quality staff, successful data conversion experience, and knowledge of HUD HMIS standards.</p>	<p>Only one of the three references contacted commented substantively and positively on their experiences with the proposer in the following areas: responsiveness to customer service requests, high quality staff, successful data conversion experience, and knowledge of HUD HMIS standards.</p>
<p><b>G.</b> <b><u>Coordinated Entry and Prioritization</u></b> <i>Particular attention will be paid to the functionality of software to support and enhance coordinated entry in the CoC.</i></p>	<p>The proposal comprehensively demonstrates that the HMIS software has the functionality to successfully support the CoC's coordinated entry system and successfully meets each of the elements noted in the Scope of Services Section of this RFP.</p>	<p>The proposal demonstrates that the HMIS software has the functionality to support the CoC's coordinated entry system and successfully meets most of the elements noted in the Scope of Services Section of this RFP.</p>	<p>The proposal demonstrates that the HMIS software has the functionality to support a coordinated entry system and can meet some of the elements noted in the Scope of Services Section of this RFP.</p>

**DEADLINE**

**Deadline for submission:**

Friday, June 21, 2019 at 5:00PM CST

Via email at [NebraskaHMIS@gmail.com](mailto:NebraskaHMIS@gmail.com)

**COVER SHEET**

<b>Name of Proposer:</b>	<b>Contact Individual:</b>
<b>Address:</b>	
<b>Phone #:</b>	<b>Alternate Phone #:</b>
<b>E-mail Address:</b>	<b>Social Security / Federal Tax ID number:</b>
<b>Authorized Signature:</b>	<b>Date:</b>

**PRICE PROPOSAL FORM**

Provide a total not-to-exceed fixed fee. The total funding available for this contact shall be available on an annual basis, extendable annually, subject to HUD funding and by mutual agreement of the vendor and city.

The NMIS Board cannot award a contract for services in excess of this amount. The NMIS Board seeks proposals that demonstrate maximum value, innovation, effectiveness, and total work to be performed within the funding available.

I, \_\_\_\_\_, propose to provide the services detailed in the attached Scope of Services for the following proposal price:

\$ \_\_\_\_\_ Lump sum fee.

This proposal shall remain in effect for ninety (90) days.

**Detailed Cost Breakdown:**

**SCOPE OF WORK**

Specific tasks to be undertaken by the selected HMIS vendor shall include, at a minimum:

TASKS	PRICE
A. General Tasks	
B. Regulatory Compliance	
C. Security and Privacy	
D. Core Functionality	
E. End User Experience	
F. System Administrator Expert Use Experience	
G. Coordinated Entry	
H. Support, Training and Customer Service	
I. Data Imports and Integration	
J. Reporting and Performance Measurement	
<b>Total</b>	

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of person signing bid or proposal

\_\_\_\_\_  
Name of Business



**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of person signing bid or proposal

\_\_\_\_\_  
Name of Business

**STATEMENT OF TAX COMPLIANCE**

Pursuant to any local, state, or federal laws, I hereby certify under penalties of perjury that I, to the best of my knowledge and belief, have complied with all laws and obligations relating to governmental tax liabilities.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Name of person signing bid or proposal

\_\_\_\_\_

Name of Business