

Request for Proposals

RFP #24-04

The Community Development Program of Beaver County

Program Years 2024-2025

Homeless Management Information System (HMIS)

Data Quality Analyst

## Data Quality Analyst

### 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 a Data Quality Analyst. 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 analyzing data from the Homeless Management Information System (HMIS) for quality characteristics including: accuracy, timeliness, completeness, and for equitable outcomes. This invitation was posted on the Beaver County local government and Community Development Program webpages on 8/30/2024.

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 proposal must be submitted to the Community Development Program of Beaver County, 1013 Eighth Avenue, Beaver Falls, PA 15010 office no later than October 9, 2024. 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. An annual budget of **\$18,000 per year will be issued in \$1,500 monthly increments once the work has been rendered.** The analyst is expected to provide the requested reports and analyses on a monthly basis.

#### Contracts for Services

The selected consultant 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 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. Qualifications and experience in data management.
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

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 data quality improvement strategies.</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>
	Total Score	100 pts

**Cost Proposal Format**

Data Base Administrator:

Labor Cost

1. Analysis: 1 at \$1,500/month=\$ 18,000/year

Total Annual Contract Amount

\$ 18,000