



REQUEST FOR PROPOSALS HOUSING WAITLIST SOFTWARE

Issue Date: March 15, 2010

Deadline: April 5, 2010

The Santa Monica Housing and Economic Development Department (HED) is soliciting proposals from experienced firms to provide housing waitlist software and support for it.

The Housing Division desires to utilize new technology to manage and administer multiple lists for affordable housing opportunities in the City of Santa Monica and merge them where possible to offer seamless housing opportunities for different programs. The Division administers approximately 1,200 Section 8 Housing Choice Vouchers and other housing subsidy programs which include the HOME Tenant Based Rental Assistance Program, Family Self-Sufficiency Program, Shelter Plus Care Program and the Santa Monica Redevelopment Agency programs. Most of the programs are funded through the U.S. Department of Housing and Urban Development. For additional information, please visit our Website: <http://www01.smgov.net/housing/section8.htm>.

Scope of Services:

1. Provide user friendly software that will allow applicants to apply updated information and check their status on the wait list online in English and Spanish;
2. Provide software that will be programmed to meet the City's priorities and selection criteria including form development and the flexibility to add/delete/change fields over time;
3. Provide software that can easily generate reports based on data fields including the ability to query, select and generate custom and canned reports;
4. Provide software capable of capturing and converting existing wait list information in various Microsoft Office formats;
5. Provide technical assistance, maintenance and software upgrades;
6. Problem solve compatibility issues with other systems and software that integrates with the waitlist software; and
7. Estimate the number of hours necessary to install, launch and operate the software and include a projected timeline to complete the Scope of Services.

Statement of Qualifications:

1. Cover letter signed by the firm's principal(s)
2. Describe your firm's experience
 - a. Qualifications, skills, education, and experience of the firm. Identify the personnel who will act as the lead on this project as well as the other staff who may be assigned to it.
 - b. Copy of latest audit with the management letter and unaudited financials
3. Provide samples of your firm's work, including web sites and web applications your firm produced, supplied and/or supported within the last five years.
 - a. Describe common challenges that have occurred when organizations you have supplied embarked on a similar scope of work.
4. Provide references
 - a. Five current references from clients to whom you supplied wait list software and/or services
5. Provide proposed budget of costs and/or fees. If charges for the software are based on a license fee per user, specify a per-license cost.

- a. Break out the software, upgrades, technical assistance and support, data conversion, form development, and maintenance. If other costs are presumed please specify them.

Submission Guidelines

Responders must submit four bound paper copies and one demo CD to:

WAIT LIST RFP
City of Santa Monica Housing Division
1901 Main Street, 1st Floor, Suite A
Santa Monica, CA 90405

Request for Proposal responses are due to the Santa Monica Housing Authority by 5:00 p.m. on April 5, 2010. All proposals not received by this time will be considered late and will be returned. E-mail and post-marked applications will not be accepted.

Responses will be evaluated for qualifications, expertise and past experience, ability to complete work in a timely manner, quality of software and services, and fees/cost. Preference will be given to firms located in the western United States.

Please direct questions in connection with this RFP to:

Cheryl Shavers, Senior Administrative Analyst
Santa Monica Housing Authority
Phone: (310) 458-8740 Email: cheryl.shavers@smgov.net

Waiver of Legal Remedies

Please be aware that by submitting a response to this Request for Proposal, prospective consultant waives all rights to protect or seek any legal remedies whatsoever regarding any aspect of this Request for Proposal. The City reserves the right to select any number of qualified consultants. In addition, the City reserves the right to issue written notice to all participating firms of any changes in the Proposal submission schedule, should the City determine in its sole and absolute discretion that such changes are necessary. Acceptance of any Proposal submitted pursuant to this Request for Proposal shall not constitute any implied intent to enter into a contract for consulting services. The City reserves the right to reject any and all Proposals.