



Request for Proposals

ArcGIS Address Locator Tool

THE OPPORTUNITY

FirstPic, Inc., a certified small business entity located in Gambrills, Maryland, is accepting proposals for an ArcGIS Address Locator Tool. The contract is to provide development of a locator tool, as well as providing technical assistance, maintenance and support as required. The contract will be a service contract to provide assistance over a 1-year period with an option to extend the contract for 2 years at the agreement of both parties. The contract will be funded with grant funds and will be subject to the contract requirements specified in 2 CFR 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

FirstPic, Inc. is providing technical support to nine sites participating in the Department of Housing and Urban Development's (HUD) Housing Choice Voucher (HCV) Mobility Demonstration. FirstPic will create an online tool for each of the nine sites that allows for, at a minimum, the user to enter an address and the tool to return the following information:

- o Whether the address is in an opportunity area or not (to be provided)
- o The associated payment standard for the address (to be provided)
- o A visual geographical display of the location of the address

PROJECT INFORMATION

Successful proposers will clearly define their staff's ability to:

- Assist FirstPic in further defining the business requirements of the tool to ensure it meets site needs; including meetings with HUD
- Develop the tool for each site and allow for end user testing
- Communicate to FirstPic data that must be submitted by the sites to be entered into data tables for the tool
- Incorporate all of the site data necessary for the tool
- Recommend options where the tool will be hosted, and if necessary, host the tool
- Update the tool no less than annually for each site participating in the demonstration
- Assist FirstPic in training the sites on the use of the tool
- Assist FirstPic in responding to site end user questions about the tool
- Maintain the tool throughout the HCV Mobility Demonstration or assist with the transfer of the tool to another contractor, if necessary

FEE STRUCTURE AND PAYMENT

The pricing structure should include proposed hourly rates for each level of experience, or proposer may use a blended hourly rate to account for the differences in experience required for the project. Project payment will be based upon each requested activity defined by FirstPic, Inc. and agreed to by the Contractor. Contractor will submit invoices monthly detailing the work performed and current status of any open activity.

The Contractor shall be paid for services as defined in each request. Payments will be made within 30 days of receipt of a complete invoice.

PROPOSALS TO INCLUDE:

Proposals should be no more than four (4) pages and should include the following:

- Description of the organization or if applying as an individual, a resumé
- Name(s), title(s) and job description(s) of key personnel
- Staffing structure if submitting a proposal as an organization (this is not required for those applying as individuals)
- How the skills and offerings of the individual or organization align with the requirements of this RFP
- Prior experience that aligns to the RFP requirements
- Proposed Fee Structure

EVALUATION OF PROPOSALS

Proposals will be evaluated by weighing experience, capacity and price equally.

PROPOSAL DEADLINE

Proposals are due no later than 5PM ET November 30,2021

Proposals shall be submitted by email to:

Mindi D'Angelo mdangelo@firstpic.org

Contact information for questions/clarifications:

Mindi D'Angelo: mdangelo@firstpic.org

ADDITIONAL INFORMATION

FirstPic, Inc. will evaluate all proposals against the evaluation factors set forth above and select the most qualified proposer and will rank the proposals in numerical order based on the aggregate of the evaluation factors. Once proposals are ranked, FirstPic, Inc. may, at their discretion, interview the top ranked proposers to clarify and discuss the submitted proposals. FirstPic, Inc. at their discretion, may add all responders into a qualified pool and issue contracts to more than one proposer. **FirstPic, Inc. reserves the right to reject any or all proposals.**