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Purpose of RFI

This Request for Information (RFI) is issued by Econometrica, Inc.

The purpose of this RFI is to evaluate available off the shelf (OTS) products from vendors in the area of inventory management and capital planning for Public Housing Agencies and vendors.

Econometrica, Inc. will review the qualifications and specifications of the vendors and their products in order to identify those that meet or exceed the minimum requirements. Following the review of vendor responses, Econometrica, Inc. shall use a listing of qualified vendors to distribute any potential related procurement opportunity, among other advertising mechanisms.

Submission guidelines

Requested documentation

Interested vendors must submit the following:

- i. Electronic proposal, not to exceed 5 pages, composed of the following elements: 1. Company profile 2. Product profile 3. Software specifications 4. Technical requirements to deploy and operate the solution 5. References
- ii. Pricing scheme used by the vendor. Please note that pricing will not be considered as only for referential purposes.

- iii. Certifications and other documentation. Vendors seeking to be included in the list of potential offerors must submit the following documentation: 1. Copy (.pdf, .jpg, or .gif file) of the company's organization certificate issued by the Secretary of State of the state in which the vendor is organized. For those entities operating under the condition of "doing business as" (DBA), the DBA certificate must be provided if the vendor uses a trade name other than the name under which the company is organized. 2. DUNS number, if applicable.

Submission deadline

All responses are due no later than Friday, June 2, 2017, 11:59 PM Eastern Time (ET). All responses should be submitted electronically to: HCDPlanning@econometricainc.com. Responses received after June 2, 2017, 11:59 PM ET may be reviewed at a later date but this will be determined Econometrica, Inc. in its sole discretion.

Submission instructions

All responses must be submitted electronically to HCDPlanning@econometricainc.com. Submissions should be in Adobe PDF or Microsoft Word file formats.

Inquiries

We encourage inquiries and welcome the opportunity to answer questions from interested vendors. Questions must be submitted in advance to: HCDPlanning@econometricainc.com. All questions are due by Wednesday, May 24, 2017 at 11:59 PM ET. Any oral communication with regard to this RFI and/or any email questions addressed to an account different from the above shall be considered unofficial and nonbinding. Questions not submitted in advance will be answered at the sole discretion Econometrica, Inc. Questions shall be answered by email to all inquirers no later than Friday, May 26, 2017 at 11:59 PM ET.

Confidentiality

Due to the nature of this RFI and to the extent permitted by law, all vendor responses will be considered confidential. Vendors should clearly identify any portions of their responses that they deem to be confidential, proprietary, or a trade secret.

Costs incurred by the vendor to prepare a response

Econometrica, Inc. is not responsible for any costs incurred by any vendor in preparing, delivering, or presenting responses to this RFI.

Fulfillment of requirements

By submitting an information package, the vendor acknowledges that it has read and understands this RFI and is capable of fulfilling all requirements.

Submitted information

Once submitted, vendor responses will be the property of Econometrica, Inc. and will not be returned. Vendor also acknowledges that responses can be shared by Econometrica, Inc. with the U.S. Department of Housing and Urban Development (HUD).

Amount of business

Econometrica, Inc. does not guarantee to any vendor any specific amount of business, revenue, or contracts as a result of this RFI.

Technical requirements expected from the database application

Econometrica, Inc. requires an electronic capital planning database application (“proposed solution” or “product”) that meets the following criteria:

- OTS solution includes the following capabilities:
 - Cloud based solution: setup, user access and interface, backup, operations.
 - Web native developed. Must be compatible with mainstream web and mobile browsers and versions.
 - Exported report types must include PDF and preferably also a spreadsheet format compatible with products such as Microsoft Excel (versions 2007 and later) or Google Sheets.
 - Search features including components and systems as well as developments (i.e. AMPs), buildings, units.
 - Store details and condition of all major building components and mechanical equipment based on the Public Housing Capital Fund Financing Program Form-52829, green physical condition assessments, Uniform Physical Condition Standards (UPCS), and other building industry components as well as user desired building components and equipment.
 - Ability to attach photographs, geolocation, and other files/documents to the record.
 - Ability to enter data including remaining useful life and original installation date.
 - Customizable cost library (ability to import data from commercial cost indices and or manually populate data) as well as ability to enter or import effective useful life (EUL) data.
 - Aggregated capital needs can be identified in several areas, including replacement needs and refurbishment needs.
 - Ability to capture marketability/livability, accessibility and improvements designed to reduce energy use and or improve environmental quality.
 - Ability to capture aggregated capital needs with adjustment for inflation is preferred.
 - Unit-cost and Effective Useful Life (EUL) must be applied to all building/site components in the PNA.
 - EUL, cost, RUL, and quantity must be automatically calculated and result in a 20 year cost projection for each Development/AMP.
 - Administrative permissions functionality to grant various user types and set data entry/view permissions.
 - Customizable reports including charts and graphs.

- Must be able to generate a .XML file that conforms to the specifications posted at: http://portal.hud.gov/hudportal/documents/huddoc?id=gpna_xml_data_subm_specs.pdf
- Capacity to enable/disable specific components to adapt to the needs of the user, client and other stakeholders.
- Existing market footprint or presence of clients (PHAs, multifamily and or commercial real estate entities) currently using the system in the United States and its territories.
 - Respondent must include in their response a listing of at least 3 such clients.
- Demonstrated experience working with public housing agencies in areas including PNAs and energy audits, preferably on HUD's GPNA/PNA Tool.
- Flexibility to adjust proposed solution (product) to meet Econometrica, Inc. requirements in terms of future needs. Base product is defined here as the set of capabilities existing "out-of-the-box" in the solution at no-additional price for the customer.
- Describe linkages from proposed solution to commercial PHA accounting and other public housing software applications, if any.
- Includes initial software documentation e.g. user guide, technical specifications with system requirements.

The following conditions are optional but highly desirable considering the characteristics of the providers of the proposed solution:

- Willingness to create with Econometrica, Inc. a long-term relationship aimed to achieve:
 - Fast and complete software implementation ratio
 - Best use of the product
- Experience providing user training (virtual, in person or combination) of the subject product
- Ability to securely host the product/data, if requested
- Ability to maintain the product, if requested