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**DISTRICT OF COLUMBIA HOUSING AUTHORITY  
CONTRACT AND PROCUREMENT**

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**REQUEST FOR QUOTE**

**05-2018**

**ISSUE DATE: November 9, 2017      CLOSING DATE: November 22, 2017**

**CAPTION: Business Intelligence Analytical Management  
Software**

The District of Columbia Housing Authority (DCHA) issues this written Request for Quote (RFQ) on behalf of its Information Technology Department (ITD) to solicit price quotes from qualified contractors to provide Business Intelligence Analytical Management Software, in accordance with the Simplified Acquisition Methods for less than \$150,000 detailed in the DCHA Procurement Policy, applicable Federal standards, United States Department of Housing and Urban Development (HUD) regulations, and local laws. For any contract that involves District funds, DCHA shall comply with the Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code §§ 2-351.01 et seq.)(2011 Repl.) as detailed within this solicitation.

The Executive Office of the District of Columbia Housing Authority (DCHA) requires a Business Intelligence (BI) Analytical Management application that will allow the Executive Director and Senior team to view and analyze multiple sources of data in one (1) location. The BI tool or Dashboard must have a strong 'visualization' view that will allow easy construction of reports, graphs and/or pie charts based on selected data. Further, this data should be wholly control by its users.

Interested Offerors are invited to submit a quote in response this RFQ.

## **SCOPE OF WORK**

The Scope of Work includes the Product Specifications and Services required to provide for the nature of Business Intelligence Analytical Management Software and Services; however, this list is not all-inclusive.

## **SPECIFICATIONS**

The following Specifications describe the minimum fulfillment requirements for DCHA Business Intelligence Analytical Management Software. Contractor shall provide products that meet the Specifications detailed herein.

### *Application Requirements:*

- Ability to manipulate various views and utilizing multiple sources of information that can be in different form types (Excel, Text, SQL databases, etc.)
- Must accept multiple sources of data and easily collate/transpose data to usable report and/or graphs
- Ability to map and visualize data in geographical formats. Exploring and visualizing data sets based on spatial elements.
- "What if" analysis capability that will allow DCHA to assess the potential effects of critical business decisions before they are actually made. (By using

existing data, DCHA can formulate strategies and avoid the default "hit and miss" approach)

- Ability to drill down and through projects.
- Conduct slice and dice (OLAP) analysis
- Apply analysis such as moving averages and regression to highlight trends in data.
- Use conditional formatting to set data alerts which highlight trends in data.
- A Meta-data layer is required that will help DCHA make reporting easy and eliminates the need for coding.
- Ability to 'rank' reports to allow DCHA to create reports that order specific categories of information by selecting specific criteria.

## **SERVICES**

DCHA anticipates the following services in support the product installation:

- Please specify if the BI product is a 'commercial-off-the-shelf (COTS) purchase or is Subscription based. Also, outline the pricing for up to five years.
- Please specify if your company provides Service Level Agreements (SLA) concerning Technical support; include all levels of SLA's and associated prices and coverage times.
- DCHA plans to solicit Professional Services to assist with implementation and training; please specify if your company provide such services (under separate line-item or cover.

## **TERM OF CONTRACT**

DCHA intends to award a contract for three (3) years from the date of contract execution, as deemed appropriate in the representation of DCHA; based upon the availability of funds.

## **TYPE OF CONTRACT**

DCHA intends to award a firm fixed-price contract based upon the Scope of Work and Specifications. The offeror shall provide all specified items and services required by DCHA.

## **OPTION TO EXTEND THE TERM OF THE CONTRACT**

Option Period

DCHA may extend the term of the contract for up to two (2) one (1) one-year option periods.

1. Option to Extend the Term of the Contract
  - a. DCHA may extend the term of this contract, or any fraction thereof, by written notice to the Contractor/Consultant before the expiration of the contract. The

- exercise of this option is subject to the availability of funds at the time of the exercise of this option.
- b. The fees for the option period and any subsequent extensions shall be specified in the contract.
  - c. If DCHA exercises the option to extend the contract, such contract shall be modified and executed by DCHA and Contractor/Consultant. A copy of the same will be provided to the affected contractor/consultant.
  - d. The total duration of the contract, including the exercise of the any option there under, shall not exceed five (5) years.

## **MANNER OF AWARD**

Award, if made, will be to a single responsive, responsible bidder quoting the lowest price.

## **CERTIFICATE OF INSURANCE**

Contractor shall at its own expense obtain the minimum insurance coverage set forth below and keep such insurance in force throughout the contract period. All insurance provided by Contractor in this section shall set forth DCHA as an additional insured (as applicable).

Contractor shall carry and pay for:

Workers' Compensation: The contractor should contact their insurer for the appropriate Liability limit.

### **BASIC COVERAGE**

#### **Commercial General Liability (GL):**

*Per Occurrence: \$2,000,000*

*Aggregate: \$4,000,000*

**Products and Completed Operations: \$2,000,000**

**Personal/ Advertising Injury: \$1,000,000**

#### **Professional Liability (Errors and Omissions):**

*Per Occurrence: \$1,000,000*

*Aggregate: \$2,000,000*

With respect to Commercial General Liability (GL) above; the insurance policies shall be endorsed to name DCHA as an additional insured and must:

- (a) Be in place before the execution of any contract awarded;

- (b) Contractor shall provide DCHA an annual Certificate of Insurance as evidence of the limits of coverage described above;
- (c) In the event the Contractor's insurance expires during the execution of or during the term of the contract, Contractor must provide DCHA with renewal certificates 30 days prior to the expiration date of the expiring coverage;
- (d) Insurance contracts shall require the insurance company to notify DCHA in the event of a substantial change in coverage during the policy term;
- (e) Be insured by A.M. Best Companies with a rating of A-VIII or higher; companies authorized to do business and in good standing in the District of Columbia, on such companies, on such conditions, and with such beneficial interest appearing thereon as shall be acceptable to the DCHA.

In the event a claim arises under the contract, the Contractor will promptly notify the DCHA Contracting Officer's Technical Assistance Representative (COTR) Karl Jones, Manager of the DCHA Office of Risk Management (ORM) at 202-535-1883. In addition, the Contractor will investigate and furnish the DCHA COTR and ORM with reports of all accidents, claims and potential claims for damage or injury and will cooperate with its insurers and those of DCHA.

## **INDEMNIFICATION**

The Offeror shall indemnify, defend and hold harmless HUD and DCHA , and its respective employees, agents, contractors, Board of Directors, Board of Commissioners, members, managers and other representatives (the "Indemnified Parties"), from any loss, cost damage, claim, demand, suit, liability, judgment and expense (including any attorney fees and other costs of litigation) arising out of or resulting from or in connection with any worked called for or performed under this contract, any breach by the Contractor, its agents, employees and the Contractor of any provision of this contract, or any negligent or bad faith act(s) or omission (s) or the negligent performance of this contract by the Contractor, its agents, employees and the Contractor or any other person or entity for which the Offeror may be responsible. Any provisions or limits of insurance set forth in this contract shall not limit the Offeror's liability. At its own expense, the Offeror shall obtain the necessary insurance coverage acceptable to DCHA to comply with this indemnification requirement; provide evidence of such coverage to DCHA, and such coverage shall be in place before the execution of the contract awarded and as a condition to it.

## **WAGES RATES- *RESERVED***

## **CONTRACTOR'S PERFORMANCE**

DCHA reserves the right to terminate any and all services if the Contractor fails to perform work in accordance with the scope of services and/or local, state or federal codes.

## **PAYMENT/INVOICES**

The Contractor must submit invoices to DCHA at the following addresses after services have been provided on a monthly basis (Net 30):

District of Columbia Housing Authority  
Office of Financial Management  
Accounts Payable  
1133 North Capitol St., N.E., Suite 329  
Washington, D.C. 20002

Invoices may be emailed to: [DCHApayments@dchousing.org](mailto:DCHApayments@dchousing.org)

Proper invoices shall contain the following information:

- Contract Number
- Purchase Order Number
- Identification of matters/services performed consistent with the contract requirement and supporting documentation
- Address where services were performed
- Supporting Documentation

### **Failure to provide all documentation may delay payment of invoices**

DCHA's Accounts Payable Division processes checks for payment daily except for a dated that falls on a legal holiday. In the event the processing day falls on a legal holiday, checks will be processed on the next business day.

## **SUBMISSION OF PRICE QUOTATIONS**

Price Quotations shall attach a Product Specification Sheet or detailed Product and Service Overview to include:

1. Product Specifications and Components
2. If the BI product is a 'commercial-off-the-shelf (COTS) purchase or is Subscription based.
3. If your company provides Service Level Agreements (SLA) concerning Technical support; if so detail levels of SLA's and coverage times.
4. If your company provides Implementation and Training

Price Quotations fees and prices shall be inclusive of all delivery, labor, supervision, material, overhead and quoted per year up to five (5) years to include:

1. A breakdown of the major components required and included in the cost.
2. All shipping, delivery, fuel etc. costs, if applicable.
3. All costs for configuration of equipment, if applicable.
4. All other costs (i.e. labeling, packaging, packing, loading, storage, insurance, etc.), if applicable.
5. All SLA, Professional, Implementation, Training and other Services available as additional items quoted per item, per year

Prices shall be the lowest discounted (government) rates offered to similar clients.

In submitting this quote, it is understood that DCHA reserves the right to reject any and all quotes.

Price quotations are to be hand delivered or mailed to the address as listed below and is due **no later than Wednesday, November 22, 2017 by 11:00 a.m.:**

District of Columbia Housing Authority  
Office of Administrative Services/Contracts and Procurement  
Cheryl Moore, Contracting Officer  
1133 North Capitol Street, N.E. Suite 300  
Washington, D.C. 20002

DCHA will accept an electronic version of your Quote emailed to Kimberly Allen, Procurement Manager at [kallen@dchousing.org](mailto:kallen@dchousing.org) with copy to [business@dchousing.org](mailto:business@dchousing.org).

## **CONTACT PERSON**

If there are any questions pertaining to this solicitation or conditions as stated herein, please contact Kimberly Allen, Procurement Manager by email at [kallen@dchousing.org](mailto:kallen@dchousing.org) with copy to [business@dchousing.org](mailto:business@dchousing.org).

## **EXHIBITS/ATTACHMENTS**

- **[Attachment A](#)- HUD Form 5370-General Conditions for Non-Construction Contracts Section II**
- **[Attachment B](#)- Simplified Acquisition Mandatory Contract Clauses for Small Purchases**