

# REQUEST FOR QUALIFICATIONS

## APPLICATION ARCHITECT

### REQUESTED BY

**MISSOURI HOUSING DEVELOPMENT COMMISSION  
DIVISION OF INFORMATION TECHNOLOGY**



*Strength, Dignity, Quality of Life*

**MISSOURI HOUSING**

DEVELOPMENT COMMISSION

**ISSUANCE DATE:**

**June 4, 2015**

**DUE DATE:**

**June 17, 2015  
4:30 P.M. CST**

## **SECTION I: INTRODUCTORY INFORMATION**

**Missouri Housing  
Development  
Commission:**

The Missouri Housing Development Commission (“MHDC” or the “Commission”) was established in 1969 in order to increase the availability of decent, safe and sanitary housing at prices within the means of low- and moderate-income persons. The Commission is a governmental instrumentality of the state of Missouri and a body corporate and politic. The Commission’s authority is derived from Section 215.030, *et seq.*, of the Revised Statutes of Missouri, as amended and supplemented.

The Commission administers a variety of state and federal funding sources to finance the purchase of single family homes for owner occupancy and to finance the construction and rehabilitation of affordable rental housing for low-income Missourians. Funding is made available through a combination of issuing tax credits, sale of bonds to provide mortgages, providing grants, and making low-interest loans. Sources include the federal Low Income Housing Tax Credit, Missouri Low Income Housing Tax Credit, HOME Investment Partnership Program, federal Risk-Share insurance, Affordable Housing Assistance Program and proceeds of bond sales, as well as the Commission’s own general fund balances. The Commission’s activities are governed by the laws and regulations of each particular funding source as well as Commission policy.

**Purpose of RFQ:**

The purpose of this Request for Qualifications (“RFQ”) is for vendors to provide Application Architect services to analyze and integrate MHDC custom and off-the-shelf software.

**Proposal Due Date:**

June 17, 2015, by 4:30 P.M. Central

**Submission of  
Qualifications:**

One printed copy and one electronic copy of the Qualifications must be submitted by the Proposal due date noted above to:

Denise Greenbaum  
Administrative Systems and Process Supervisor  
Missouri Housing Development Commission  
920 Main Street, Suite 1400  
Kansas City, Missouri 64105  
[dgreenbaum@mhdc.com](mailto:dgreenbaum@mhdc.com)

## **SECTION II: PROCEDURES AND INSTRUCTIONS**

**Questions:** Questions regarding this RFQ should be directed in writing by email to:

Denise Greenbaum  
Administrative Systems and Process Supervisor  
Missouri Housing Development Commission  
920 Main Street, Suite 1400  
Kansas City, Missouri 64105  
[dgreenbaum@mhdc.com](mailto:dgreenbaum@mhdc.com)

Any questions must be submitted prior to June 12, 2015. Any questions submitted beyond that date will not be answered.

**Standards of Conduct:** Please refer to the Commission's "Standards of Conduct" Policy for information regarding contact with MHDC commissioners or staff in connection with this RFP, necessary disclosures thereunder and other policies regulating the actions of interested parties, employees and commissioners during a competitive matter. The Commission's Standards of Conduct Policy is available on MHDC's website at [www.mhdc.com/RFP](http://www.mhdc.com/RFP).

Furthermore, pursuant to the Standards of Conduct, any Response under this RFP shall disclose the name of the individual, entity and/or entities having ownership interests in the Respondent. All entities identified in this disclosure shall be reduced to their human being level irrespective of the number of entity layers which may be present for any disclosed entity. Questions regarding this requirement may be directed to the Commission's General Counsel, Weylin Watson, by phone at 816-759-6624 or email at [wwatson@mhdc.com](mailto:wwatson@mhdc.com).

**Modifications to Qualifications:** Respondents may not modify or correct its Qualifications any time after the Qualifications Due Date except in direct response to a request from MHDC for clarification.

**Revisions to this RFQ:** In the event that it becomes necessary to revise or clarify any part of the RFQ, MHDC will provide an addendum on MHDC's website at [www.mhdc.com/RFP](http://www.mhdc.com/RFP).

**Expense of Preparation of Qualifications:** MHDC is not responsible for any expense incurred in preparing and submitting the Qualifications or taking any action in connection with the selection process, or for the costs of any services performed in connection with submission of Qualifications.

**Reservation of Rights:** MHDC reserves the right to conduct any investigation of the Qualifications of any firm that it deems appropriate; negotiate modifications to any of the items proposed in the Qualifications; request additional information from any respondent; reject any or all Qualifications; and waive any irregularities in any Qualifications.

**Review and Selection Process:** All responses to this RFQ will be reviewed by MHDC staff. All respondents will be notified of the result of the review process.

**Public Records:** Respondents to this RFQ should be aware that responses received become public records under state law once the evaluation process has been completed.

### **SECTION III: OVERVIEW**

**Description:** MHDC is asking for qualifications for an Application Architect to guide MHDC staff to design, create, enhance and/or enable software integration. The Application Architect will define MHDC's overall application architecture; identify a resolution for high-level functional issues; and assist in the development of the application solution.

Roles of the Application Architect in an engagement with MHDC will include:

- Analyze the current applications, identify deficiencies and inefficiencies in current tools based on MHDC missions and goals.
- Recommend solutions and identify how these solutions will solve the identified deficiency or inefficiency.
- Outline an implementation plan or roadmap that can be followed to achieve these goals.
- Manage any subsequent implementation.

### **SECTION IV: RESPONSES TO THIS RFQ**

In your response, please address and identify the following items (see also Section VI Structure of Responses):

1. Corporate Background
  - a. Please provide a corporate summary including length of time in business.
  - b. Please provide your most recent Annual Reports/ financial statement if possible.
2. Services
  - a. Identify Application Architecture services offered directly by your organization (overview), and as specifically noted in Section III.
  - b. What HFA experience does your company have?
  - c. Explain travel policy for personnel to be on-site at MHDC.

3. Stability and reputation
  - a. How long has your organization been in business?
  - b. What is the size of your team?
  - c. Identify all endorsements and recommendations for your services by independent associations (not partners).
  - d. Provide 3-5 references.
4. Pricing Options
  - a. Please include volume or prepay discounts if applicable.

## **SECTION V: UNDOCUMENTED WORKERS**

**Undocumented Workers.** Pursuant to *Mo.Rev.Stat. §285.530.2*, firm(s) selected pursuant to this RFP shall provide MHDC with an affidavit stating that the firm does not employ any person who is an unauthorized alien in conjunction with the contracted services, and that the firm is enrolled in and participating in a federal work authorization program with respect to the employees working in connection with the contracted services. Prior to execution of any agreement contemplated herein, the firm shall provide evidence of participation in a federal work authorization program. Questions regarding this requirement may be directed to the Commission's General Counsel, Weylin Watson, by phone at 816-759-6624 or email at [wwatson@mhdc.com](mailto:wwatson@mhdc.com). **In your Proposal, please indicate whether your firm is currently enrolled in and participating in a federal work authorization program such as E-Verify.**

## **SECTION VI: STRUCTURE OF RESPONSES**

- Provide responses to Section IV.
- Provide requested information noted in Section V. More information and a sample affidavit for this requirement are available at: <http://www.mhdc.com/notices/rfdcaw>.
- Provide a transmittal letter signed by an authorized representative of the firm. In the transmittal letter the respondent shall certify (i) that no elected or appointed official or employee of the Commission is financially interested, directly or indirectly, in the performance of the services specified in the RFP, (ii) that the information included in the response is true and correct to the best of its knowledge and (iii) that the person signing the transmittal letter is authorized to execute the response on behalf of the respondent.
- Provide any MBE/WBE status.
- Provide any additional exhibits that may contain information may be attached to provide more detail to respondent's offerings or services.

## **SECTION VII: EVALUATION CRITERIA**

The Proposal will be reviewed by MHDC staff. The Proposal will be evaluated on a variety of factors, including:

- Capabilities presented in response encompassing items described in this RFQ.
- Adherence to Section VI.
- Previous experience working with MHDC.
- Previous experience in working with housing agencies.
- State of Missouri business presence.
- MBE/WBE status.
- Responses not responding to all or parts of Section IV may, at the MHDC's discretion, be considered unresponsive. Do not refer to other parts of your response in lieu of answering a specific question.