



REQUEST FOR INFORMATION – WEB BASED DATA REVIEW TOOL

This Request for Information (RFI) is to invite prospective vendors to submit a proposal to build a web-based review utility tool to review the data points in Modules 2 and 4 found in [this OMB cleared report](#) built to the specifications listed in the Data Dictionary and validation documents found [here](#). This RFI provides vendors with the relevant operational, performance, application, and architectural requirements that must be fulfilled to meet the needs of NASCSP.

GENERAL INFORMATION:

The National Association for State Community Services Programs (NASCSP) is the sole national association charged with advocating and enhancing the leadership role of States in the administration of the Community Services Block Grant (CSBG) and the Weatherization Assistance Program (WAP).

The NASCSP vision calls for the empowerment of individuals and families with low incomes. NASCSP helps States attain full utilization of resources to implement an extensive array of services to individuals and families. These include weatherization, energy assistance, child care, nutrition, employment, state energy programs, job training, asset development, and housing in urban, suburban, and rural communities.

CSBG: The Community Services Block Grant (CSBG), administered by the states, provides core funding to local agencies to reduce poverty, revitalize low-income communities and empower low-income families to become self-sufficient.

Weatherization: The U.S. Department of Energy's Weatherization Assistance Program (WAP) reduces heating and cooling costs for low-income families, particularly for the elderly, people with disabilities, and children, by improving the energy efficiency of their homes while ensuring their health and safety.

The purpose of this document is to move a current review utility that exists in Excel to the web utilizing all the same functionality.

TECHNICAL/CONTRACTUAL CONTACT

Responses to this RFI are due by **November 25, 2020** and any questions concerning this RFI should be directed to:

Name	Katy Kujawski
Phone	(202) 370-3665
Email	kkujawski@nascsp.org

OVERVIEW

Our objective is to select the vendor who most fully meets the requirements identified in this Request for Information (RFI). NASCSP may elect to award a contract pursuant to the RFI or may decide to collect more information through an additional process. Your company is invited to take part in this process and

provide information that satisfies the requirements contained herein. NASCSP seeks information on costs and ability to create a web-based review utility that is part of the quality assurance process of CSBG Annual Report data. All data points/forms, data dictionary and validations can be found on the NASCSP website [here](#) and [here](#). The functionality should include the ability to import and export XMLs to populate the review utility, the ability to generate a standard QA report with standard language provided by NASCSP, and the ability for a human to make corrections to a data flag where necessary.

THE NEED/SCOPE OF WORK

NASCSP has a need for a more streamlined, stable and easier-to-use tool to review data. Vendors should already have knowledge of CSBG reporting, validations, data review and current SmartForms. Vendors should be able to act quickly and build the review functionality. The utility should be tested, final and ready to launch absolutely no later than March 15, 2021. The only users of this tool, in year one, will be NASCSP staff and contractors. There may be an option for expansion to states in later years. As such, each user should have a password and data should be able to be turned on or off based on user or state.

Required functionality:

- Web based review tool built with validations for the data as defined in the data dictionary found [here](#).
- All known validations built into the forms.
- Ability for each staff or state to have their own private access to their data.
- Ability for states to accept, reject, or comment on QA review flags.
- Ability to create an XML from the portal.
- Ability to load tool with data from an external XML or data from an Excel spreadsheet.

SUBMISSION AND EVALUATION CRITERIA

NASCSP promotes “Best Value Selection” to our membership and utilizes elements of this approach in selecting the vendors with which we partner. NASCSP also believes that selecting a vendor should include evaluation of both price and non-price factors, maximizing the likelihood of satisfaction for both parties. In addition to competitive information on cost and available expertise, we are seeking the services of a vendor that provides the best value for the money spent, with the goal of establishing a long-term, mutually-beneficial partnership.

- Provide an overview of your company’s culture and service philosophy.
- Using the information contained in this proposal, provide an overview of the approach you would take to further understanding NASCSP’s needs and building the utility.
- Provide the names and contact information of at least three organizations of similar size and/or scope for which you currently provide – or have provided in the past – services.

Any award to be made pursuant to this RFI will be based upon the proposal with appropriate consideration given to operational, technical, cost, and management requirements. NASCSP reserves the right to not select a vendor in this process, as well. Evaluation of offers will be based upon the Vendor’s responsiveness to the RFI and the total price quoted for all items covered by the RFI. Proposals must address all the items identified in the Request. All proposals will be evaluated based on the following criteria. The criteria is in no particular order and is not designed as a ranking of importance:

- Completeness of proposal
- Experience and/or credentials in providing the required services

- Past performance with similar customers
- Demonstrated quality of service and training
- Flexibility of product
- Pricing

NASCSP does not represent that these are the sole criteria and reserves the right to adjust selection criteria at any time.

SCHEDULE OF EVENTS

EVENT	DATE
RFI distribution to prospective vendors	11/5/20
Questions from vendors about scope/approach due	11/13/20
Responses to vendors questions due	11/18/20
Proposal due date	11/25/20
Target date for proposal review	11/30/20-12/9/20
Anticipated vendor selection	12/18/20
Commencement date	1/3/21

AWARDING OF CONTRACT

NASCSP is not bound to accept the lowest proposal and is not obliged to give a reason for rejecting a proposal. Nothing in this document, or in any communication between NASCSP and any other party, shall be taken as constituting a contract, agreement or representation between NASCSP and/or any other party, except for a formal award of contract made in writing by NASCSP. Neither shall it, or they, be taken as constituting a contract, agreement or representation that a contract shall be offered. NASCSP reserves the right to vary the number of vendors invited to interviews and presentations, or dispense completely with this part of the process, at its sole discretion. NASCSP reserves the right at all points in the procurement process either not to select a candidate to go forward to the next stage, or following completion of the procurement process, not to make any award of contract.