

## REQUEST FOR PROPOSALS (RFP)

To provide coordination of the Steel City Codefest on behalf of the  
Urban Redevelopment Authority of Pittsburgh (URA)



**RFP Issue Date: August 3, 2016**  
**Proposal Due Date: August 17, 2016 at Noon ET**

## **Goal of the RFP**

The Urban Redevelopment Authority of Pittsburgh (URA) is soliciting proposals from individuals or entities to serve as a Codefest Coordinator to design, plan and implement the fifth annual Steel City Codefest, a civic software application development competition. The Codefest Coordinator will be hired as an independent contractor to work with URA staff, the volunteer Codefest planning committee, funders, nonprofit partners, and other stakeholders.

## **Background Information**

The URA is the City of Pittsburgh's (the "City") economic development agency. The URA's goals are to create jobs, increase the City's tax base and improve the vitality of businesses and neighborhoods, and the City's livability as a whole. The URA offers a variety of programs and financing products that range from assisting low-income clients to achieve homeownership to reclaiming brownfields for new development and helping communities reinvent themselves.

## **Program Description**

The Steel City Codefest (the "Codefest") is an annual Citywide software application development competition that creates custom apps for nonprofits and government that solve critical operational and stakeholder challenges. Over the last four years, the Codefest has grown to be a signature event for the City and the software development community, engaging over 350 developers / designers and more than 20 local nonprofit organizations. The goals are to:

1. Engage the local technology community;
2. Provide a mechanism for developers, designers and community enthusiasts to propose technology solutions for nonprofit and government challenges; and to
3. Finalize, execute and implement solutions developed at the Codefest.

The Codefest began in 2012 as a partnership between the Google Pittsburgh office and the City. Since that time, the event has developed into a unique competition that prides itself on its successful outcomes. The four Codefest events have resulted in the completion of six software applications, with four more underway.

The event is currently executed by a lead coordinator and a volunteer committee made up of individuals from MAYA Design, UBER, University Center for Social and Urban Research (UCSUR), Carnegie Library of Pittsburgh, The Forbes Funds, and the University of Pittsburgh. Many of the previous committee members expect to continue their volunteer efforts in planning for the next event.

The lead coordinator will have flexibility when working with the planning committee to design an event that incorporates lessons-learned as well as new ideas and formats. The format of the event over the years has varied from 24-hours to one week.

You can visit the Steel City Codefest website for more information and to learn about the most recent event at [www.SteelCityCodefest.com](http://www.SteelCityCodefest.com).

### **RFP Timeline and Contacts**

RFP Issued: August 2, 2016

**RFP Due Date: Tuesday, August 16, 2016 at Noon ET**

Primary Contact: Jennifer Wilhelm - 412-255-6580; [jwilhelm@ura.org](mailto:jwilhelm@ura.org)

\*Applicant Selection: All applications will be notified of their status by Wednesday, August 31, 2016. We reserve the right to bring in any applicants for in-person interviews.

### **Codefest Coordinator Role**

The Codefest Coordinator (the “Coordinator”) will work as a part-time independent contractor with the URA for approximately seven months, beginning late September 2016 and ending late April 2017. The Coordinator will determine his or her work schedule and operate independently while coordinating with the URA and the Codefest Planning Committee. The Coordinator’s role will be to organize the activities of the Codefest including wrap-up. The duties and responsibilities of each are outlined below:

### **Codefest Coordinator**

- a. Lead the Codefest Planning Committee;
- b. Coordinate challenge procurement and selection in conjunction with The Forbes Funds;
- c. Manage sponsor relationships and benefits;
- d. Coordinate event planning, logistics and execution;
- e. Prepare marketing and advertising materials;
- f. Manage the relationship with the ticketing vendor;
- g. Coordinate the selection of judges;

- h. Book and coordinate payment for all venues, contractors and caterers;
- i. Maintain a detailed budget and evidence of expenses;
- j. Manage volunteers;
- k. Coordinate prizes for the event;
- l. Work with The Forbes Funds to prepare the post-Codefest grant process;
- m. Gather feedback from participants, organizations, sponsors and other relevant stakeholders; and
- n. Prepare synopsis of metrics on the event and outcomes.

#### **URA**

- a. Participate in Planning Committee meetings;
- b. Assist with fundraising for the event;
- c. Provide previous materials, information and lessons-learned;
- d. Provide introductions to stakeholders;
- e. Assist with navigating the landscape of locations and vendors; and
- f. Assist with promotion of the event.

#### **Planning Committee**

- a. Provide insight, feedback and direction;
- b. Assist with planning and execution;
- c. Assist with identification and communication with potential judges; and
- d. Provide general support with any items as appropriate.

#### **Compensation**

The work is expected to be part-time over seven months, which equates to approximately 500 hours of work.

The Coordinator will receive a 1099 from the URA.

#### **RFP Selection Criteria**

The URA is seeking a wide range of qualities from the applicant. The ideal candidate will meet most of the following qualifications:

- I. A high level of organizational skills and attention to detail;
- II. Strong event planning and coordination experience;
- III. Experience and/or interest in using technology to improve the community and solve complex challenges;
- IV. Excellent verbal and interpersonal skills and ability to effectively communicate with people of varied backgrounds;
- V. Experience in social media, particularly Facebook and Twitter; blogging a plus; and

- VI. Interest in establishing a long-term relationship with the URA for future projects, programs and events related to the Steel City Codefest and other related programming.

### **Selection Process**

A selection committee made up of URA staff and members of the Codefest Planning Committee will review each proposal submitted and shall recommend a short list of applicants to be interviewed. Final selection of the applicant shall be made by the URA Board of Directors.

The URA intends to make a decision based upon information submitted by the applicant, performance in previous undertakings and other pertinent factors related to the selection criteria identified above. The selected applicant will be chosen on the basis of applicant's qualifications and experience.

During the selection process, the URA reserves the right to request additional information or clarifications from applicants or to allow corrections of errors or omissions. At the discretion of the URA, applicants submitting proposals may be requested to make oral presentations as part of the selection process.

The URA shall be the sole judge of which proposal best meets the selection criteria. The URA reserves the right to reject any or all proposals received, to waive any submission requirements contained within this RFP, or to waive any irregularities in any submitted proposal.

### **Due Date**

**All responses must be received on or before Tuesday, August 17, 2016 at Noon ET.**

### **Proposal Requirements**

ALL RESPONSES MUST BE RECEIVED BY THE RESPONSE DUE DATE AND TIME AS STATED IN THE RFP TIMELINE for consideration. Any late responses will not be reviewed. Submissions lacking one or more of the requested documents may be considered irregular. The URA reserves the right to reject any irregular submission and to waive any irregularity in submissions.

Proposers must complete and sign the Applicant Acknowledgement Form found in "Exhibit A".

## **Proposal Submission**

The proposal should be sent digitally to Jennifer Wilhelm, manager of Innovation & Entrepreneurship, at [jwilhelm@ura.org](mailto:jwilhelm@ura.org), or one (1) hard copy of the proposal may be submitted to:

Jennifer Wilhelm  
Manager of Innovation & Entrepreneurship  
Urban Redevelopment Authority of Pittsburgh  
200 Ross Street, 11th Floor  
Pittsburgh, PA 15219

## **Inquiries**

All inquiries related to this RFP are to be directed in writing to Jennifer Wilhelm, manager of Innovation & Entrepreneurship, at [jwilhelm@ura.org](mailto:jwilhelm@ura.org).

## **Proposal Format**

Please respond to the following sections, clearly marking them accordingly. If you are unable to provide a response to a particular question, simply leave the section blank. Please do not provide any information beyond what is specifically requested.

### RFP Summary Page

Include applicant's name and contact information.

### Experience and Profile

Provide a brief profile of yourself including information regarding organizations for which you have provided similar services.

### Biography of Principal

Provide a short biography.

### References

Provide three (3) references and include the reference's name, title, address, and direct telephone number.

### Primary Qualification

Provide a brief narrative that explains why you are best qualified to serve as the URA's Codefest Coordinator. Please limit your response to no more than one (1) page.

### Compensation

Requested compensation either by entire project or hour. The work load is expected to be 500 hours.

### Additional Information

Provide any other information that you believe is pertinent to the URA's consideration of you as an applicant. Please limit your response to this section to no more than one (1) page.

### **Legal Information**

The URA shall have the right to verify the accuracy of all information submitted and to make such investigation as it deems necessary to determine the ability of a proposer to perform the obligations in the response. The URA in its discretion reserves the right to reject any response when the available evidence or information does not satisfy the URA that the proposer is qualified to carry out properly the obligations of the response; is a person or firm of good reputation or character for strict, complete and faithful performance of business obligations; or if the proposer refuses to cooperate with and assist URA in the making of such investigation.

Proposers acknowledge that, by submitting information and proposals to the URA, the URA does not undertake any obligations, and shall have no liability, with respect to this RFP and responses thereto, nor with respect to any matters related to any submission by a proposer.

The URA reserves the right to negotiate with any, all, or none of the proposers and to recommend another proposer in the event that the originally selected proposer defaults or fails to execute a disposition contract.

### **Miscellaneous**

1. All proposals will be retained by the URA. Rejected proposals will not be returned.
2. The applicant will not discriminate against or segregate any person or group of persons on any unlawful basis or on the basis of sexual orientation, gender identity, or gender expression.
3. It is the responsibility of all parties submitting responses to the RFP to inquire as to whether any Addenda have been issued and to determine prior to submitting a response that all Addenda have been received. All such Addenda shall become part of the RFP documents and all applicants shall be bound by such Addenda, whether or not received by the applicants. To ensure receipt of any addenda to the RFP, please email Jennifer Wilhelm for inclusion on the list at [jwilhelm@ura.org](mailto:jwilhelm@ura.org).

**SCROLL DOWN FOR EXHIBIT A**

**Exhibit A**

**ACKNOWLEDGMENT TO BE SIGNED BY APPLICANT AND RETURNED WITH PROPOSAL**

The undersigned respondent to the Steel City Codefest proposal represents as follows:

1. The applicant understands the timeframe and work to be done;
2. The applicant understands that after a selection is made all proposals may be public records under the Pennsylvania Right to Know Law;
3. The applicant is not currently in violation of or being investigated for violation of any regulatory agency rules that may have a material impact on the applicant's ability to provide the services requested; and
4. The applicant understands and agrees that, should the status of item (3) above change while the applicant is working for the URA, the applicant will notify the URA in writing within 30 days of discovery that such condition changed and the general nature of the issue.

Applicant's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_