



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 6/27/2024

File ID: TMP-4313

Department: Community Development

Subject:

Type of Action: Approval/Action

Resolution authorizing the Mayor to enter into an agreement between the City of Huntsville, Alabama and Simtech Solutions, Inc.

Resolution No.

Finance Information:

Account Number: 515520

City Cost Amount: \$ 8,950.00

Total Cost: \$ 8,950.00

Special Circumstances:

Grant Funded: \$ NA

Grant Title - CFDA or granting Agency: NA

Resolution #: NA

Location: (list below)

Address: NA

District: District 1 District 2 District 3 District 4 District 5

Additional Comments: Agreement with Simtech Solutions, Inc. for Point in Time Census services and tools to be utilized by AL-503 Continuum of Care.

RESOLUTION NO. 24-_____

WHEREAS, the City of Huntsville Community Development Department has identified a need and wishes to implement a new software program to better facilitate its Continuum of Care (CoC) and community duties and;

WHEREAS, the City of Huntsville solicited proposals, and product demonstrations from various software companies and;

WHEREAS, Simtech Solutions, Inc. has shown a desire to partner with the City of Huntsville in facilitating the implementation, training, and maintenance of Community Development's Point in Time Census software program.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Huntsville, Alabama, that the Mayor of the City of Huntsville be authorized, requested and directed to enter into an agreement between Simtech Solutions, Inc. for professional services and tools to support the annual Point in Time Census. Said agreement being substantially similar in words and figures to that document identified as "Agreement between the City of Huntsville, Alabama and Simtech Solutions, Inc." consisting of seven (7) pages, with the signature of the Council President or President Pro Tem, and the date June 27, 2024 appearing on the margin of the first page, a copy of said document being permanently kept on file in the Office of the City Clerk of the City of Huntsville.

ADOPTED this the 27th day of June, 2024.

President of the City Council of
the City of Huntsville, Alabama

APPROVED this the 27th day of June, 2024.

Mayor of the City of Huntsville,
Alabama

AGREEMENT dated as of June 27, 2024 between The City of Huntsville, AL (hereinafter “Client”), located at P.O. Box 308, Huntsville, AL 35804-0308 and Simtech Solutions Inc., located at 6 Liberty Sq #2371, Boston, MA 02109.

1.0 TOOLS TO BE PROVIDED

1.1 Subject to the terms and provisions of this Agreement (the “Agreement”), Simtech Solutions Inc. agrees to provide the following technical resources in support of the Client’s objective of conducting an efficient and accurate 2025 Point In Time homeless censuses for the AL-503 - Huntsville/North Alabama Continuum of Care:

- Access to the Counting Us mobile app that includes the following key features:
 - HUD-compliant Point in Time survey collection for both individuals and households from a native app available on both Google Play and the App Store.
 - Observation Tally forms to gather information from people who cannot be engaged.
 - Access to an optional “Brief Unsheltered Survey” to capture the minimum amount of data in order to uniquely identify a person.
 - Support for data entry via any web browser from <http://Counting.Us>.
 - Ability to assign GPS coordinates to the location of each interaction.
 - Ability for the Counting Us app to work without an Internet connection or cell service. Surveys can be saved as “Drafts” and submitted later.

- Point in Time Regional Command Center, which includes the following key features:
 - Ability to change the count activity from being in “test” or “live” mode to enable users to field test the app prior to the date of the count.
 - Collect and display survey data submitted from the Counting Us mobile app in real time. This provides Count Administrators with the ability to review the quality of incoming data and address issues as needed.
 - Tools for Count Administrators to make edits to the incoming data as necessary;
 - Ability to produce HUD-compliant Point in Time Reports over data collected for both sheltered and unsheltered populations.
 - Data export in either Microsoft Excel or Comma Separated Variable (CSV) format;
 - Incorporation of shape files to denote the geographic boundaries of the region and to run Point in Time reports by city, county, or zip code.
 - Access to the data within the command center for a period of up to one year from the date of this Agreement. Access to this data will be extended if the Client decides to continue to subscribe to these services in subsequent years.

2.0 PROFESSIONAL SERVICES TO BE PERFORMED

2.1 Subject to the terms and provisions of this Agreement (the “Agreement”), Simtech Solutions Inc. agrees to provide the Client with ongoing technical consulting services in support of the Client’s Point in Time count.

- Virtual support to address technical issues and respond to questions from the designated Technical Lead on the use of either the Counting Us app or the Regional Command Center.
- Upon request, the Client will be provided up to one hour of virtual training to Count Administrators and “team leaders” in preparation for the count.
- Templates for posters and training materials to accompany the use of the Counting Us app.

President of the City Council
City of Huntsville, Alabama
Date: June 27, 2024

- Technical support services to assist with the addressing of any data quality issues or other open items that need to be addressed prior to producing the Point in Time Reports for submission to HUD.
- 2.2 This Agreement includes the option for *Custom Sheltered and Unsheltered Surveys* found within the Counting Us app by adding or revising up to twenty (20) questions per survey. The results will be gathered in the Point in Time Regional Command Center and be available for export in a CSV data file alongside the results from the questions that must be asked to produce a valid HUD Point in Time Report. The questions to be added can have any type of response type including text, number, date, drop-down, radio button or check box. Note that the response values for the questions required to produce an accurate and complete HUD Point in Time report cannot be revised unless the region does not wish to produce the Point in Time report from the regional command center.
- 2.3 This Agreement includes the option to include a *Volunteer Registration Portal*. If included, this web-based portal will serve as a common landing page for volunteers interested in participating in the region's count. Volunteers will be able to enter key information related to who they are, any additional skills they have, provide their contact information and pre-register for an account to be used with the Counting Us app. If both this option and the option for Count Team Management are selected, the Count Area and Team Managers will be provided with the ability to assign registered count volunteers to their teams.
- 2.4 This Agreement includes the option to include *Region and Count Team Management* functionality within both the Counting Us app and the Point in Time Regional Command Center. Count Teams support a sub-region view into the data for local Count Team Administrators by showing only the data that has been collected by users that are assigned to their particular team(s). Enabling this feature allows Technical Leader(s) to define these sub-regions, designate Count Team Leaders, and assign count team volunteers to these sub-regions. Count administrators will be able to assign users to a team and filter and review surveys collected by any member of their team. If the Client decides to include this optional feature, users will be presented with a list of pre-established Count Teams and be asked to choose a team after they have registered an account.
- 2.4A Clients who opt for the Region and Count Team Management feature also have the option to include the creation of *High-Resolution, Print-Friendly Map Files* to be printed by the Client and to be provided to volunteers as an additional guide for identifying their designated count coverage area(s). The creation of these map files will be done upon request by the designated Technical Lead by submitting a request through the Virtual Help Desk. Once this request is received the support team will commence the one-time creation of the map files for the various Region and Count Team areas that have been defined.
- 2.5 This Agreement includes the option to modify the observation tally to *Count Vehicles and Makeshift Shelters* that appear to be serving as temporary living situations. Also included within this is logic to ask people who are engaged and living in a vehicle or structure what type of vehicle or structure they are residing in and how many people are sleeping with them in this location. Together, this information can be used to derive estimated counts. The modification shall include revised logic within the command center to ignore counts of structures and vehicles

during the generation of the HUD point-in-time report. All data gathered will be made available in the form of a CSV export.

- 2.6 This Agreement includes the option to include a *Separate Count Activity*, to be conducted on a separate date and time that is within the one-year period of this Agreement. This additional count activity prevents the co-mingling of data with the official HUD Point in Time Count data collection and can be used for youth-specific homeless counts, a summer point in time count to help identify if there are seasonal fluctuations in count figures, or for other community-specific reasons. Training for the actual point-in-time count does not require a separate count activity as the count can be left in “pre-count” mode until the start of the count. Any custom surveys required shall be billed on a time and materials basis as described in Section 4.3.
- 2.7 This Agreement includes the option to include *Geographic Sampling and Enumeration* features which enable a statistically reliable count to be conducted without requiring the entire region to be canvassed. Details on the approach and functionality included are available in a separate methodology document that can be provided upon request.
- 2.8 This Agreement includes the option to include *Shelter-Based Surveys* to allow for the data collection of count figures from shelter providers either not participating in HMIS and/or those that are using HMIS but there are data quality concerns that necessitate the usage of another means for collecting data required to produce the HUD Point in Time report.
- 2.9 This Agreement includes the option to include a *Family Reunification Service* to support the potential reunification of people experiencing homelessness with friends or family members. This offering is currently supported through a partnership with Miracle Messages, a California based 501(c)3 non-profit organization, who have agreed to coordinate volunteer-led efforts to locate loved ones, deliver messages, and reunite families. By selecting this option, the provider understands that relevant information gathered from people surveyed who agree to participate in this initiative will be shared with Miracle Messages, and their volunteers, to support the reunification process and that Simtech Solutions Inc. makes no warranties, implied or expressed, in regards to these optional reunification services.
- 2.10 This Agreement includes the option to include a *Known Location Survey* to enable volunteers and outreach staff to identify areas within the community that contain people experiencing homelessness. By gathering this information before the night of the count, count administrators can use this pre-count data gathering to help inform the placement of count volunteers.
- 2.11 This Agreement includes the option to include a *Disaster Response Survey* to be utilized, upon the provision of written request by the Client to Simtech Solutions, to assist the region in responding to a natural disaster if one were to occur. This survey instrument was developed with the assistance of providers in Texas in the wake of Hurricane Harvey.
- 2.12 This Agreement includes the option to include *Spanish Version of Surveys* to be utilized for the Unsheltered and Sheltered Surveys as well as the Observation Tally. It is to be understood that if the Client chooses to include Custom Questions the Spanish translation of these questions will need to be provided by the Client.

- 2.13 This Agreement includes the option to include a *Point-In-Time Results Evaluation Dashboard*. This public-facing dashboard shall utilize historical Point-In-Time and Housing Inventory Chart data provided by HUD, as well as the results from this year’s count, to provide an overview of the demographic characteristics and trends in the sheltered and unsheltered homeless population within the region.
- 2.14 This Agreement includes the option to include a *Formal Point-In-Time Summary Report*. This report will leverage the structure found within other similar community reports authored by Simtech Solutions Inc. and shall include an Executive Summary with infographics to highlight key findings and data points as well as sections for shelter utilization, demographic characteristics, annual trends, as well as in-depth analysis for veterans, chronically homeless, and youth. Details of the count methodology shall also be included.

3.0 AGREEMENT TERM

- 3.1 The rights and obligations of both parties pursuant to the within agreement shall commence as of the date of this agreement and shall be effective July 1, 2024 and terminate on June 30, 2025, with the option to renew, at the same pricing quoted in section 4.1, for up to two (2) additional unsheltered point-in-time count cycles, contingent upon but not limited to the following: a) satisfactory contractor performance; and b) availability of funds.

4.0 RATES, PAYMENT OF SERVICES

- 4.1 Simtech Solutions Inc. will perform data management and hosting services as outlined in Section 1.1, and provide professional services as outlined in Section 2.1, in exchange for the following pricing:

<i>Base Features and Pricing</i>	<i>Price</i>
Mobile App and Support (see sections 1.1 and 2.1)	\$ 3450

The Client has the option to include additional functionality and services within this Agreement, as described in Sections 2.2 through 2.14 in exchange for the pricing specified below. Please initial next to the feature(s), if any, that are to be included.

<i>Optional Features and Services</i>	<i>Price</i>	<i>Initials</i>
Custom Questions (see section 2.2)	\$ 1500	<u>MDS</u>
Volunteer Registration Portal (see section 2.3)	\$ 1500	_____
Count Area and Team Management (see section 2.4)	\$ 1500	_____
High Resolution, Print-Friendly Map Files (see section 2.4A)	\$ 1500	<u>MDS</u>
Count Vehicles and Makeshift Shelters (see section 2.5)	\$ 1500	_____
Separate Count Activity (see section 2.6)	\$ 2500	<u>MDS</u>
Geographic Sampling and Enumeration (see section 2.7)	\$ N/A	_____
Shelter-Based Surveys (see section 2.8)	\$ 0	<u>MDS</u>
Family Reunification Service (see section 2.9)	\$ 0	<u>MDS</u>
Known Location Survey (see section 2.10)	\$ 0	<u>MDS</u>
Disaster Response Survey (see section 2.11)	\$ 0	<u>MDS</u>
Spanish Version of Surveys (see section 2.12)	\$ 0	<u>MDS</u>
Point-In-Time Results Evaluation Dashboard (see section 2.13)	\$ 2850	_____
Formal Point-In-Time Summary Report (see section 2.14)	\$ 5000	_____
<hr/>		
Total Price (base price plus cost for any additional features)	\$ 8950.00	_____

- 4.2 Fifty (50) percent shall be due within thirty (30) days of signing this Agreement as a deposit and the remaining fifty (50) percent shall be due within thirty (30) days of the date the Point in Time count is conducted.
- 4.3 All work that is beyond the scope of this Agreement, as defined in Section 2.0, shall be billed at a rate of \$175/hour plus any related travel costs (if needed). This includes any onsite support if that is desired. No additional time shall be billed to the Client without prior consent.
- 4.4 Any travel expenses incurred to provide onsite consulting services requested by the Client shall be reimbursed by the Client. Travel time shall be billed at one-half of the hourly rate.

5.0 CONFIDENTIAL NATURE AND LIMITATION OF USE OF INFORMATION

- 5.1 Should Client disclose to Simtech Solutions Inc. or a Consultant of Simtech Solutions Inc., or should Simtech Solutions Inc. or such Consultant learn of Confidential Information, Simtech Solutions Inc. agrees that neither Simtech Solutions Inc. nor its Consultant shall, at any time, during or after the period of this Agreement, disclose such information to any company, individual, or other agency or entity, nor use such confidential information for his or her own advantage other than in the performance of this or any subsequent similar Agreement with Client. The client agrees to allow Simtech Solutions and its designee to use unidentified data for research purposes and to help improve our collective understanding of homelessness characteristics and trends.
- 5.2 Should Simtech Solutions Inc. disclose to Client or a Consultant of Client, or should Client or such Consultant learn of Confidential Information, Client agrees that neither Client nor its Consultant shall, at any time, during or after the period of this Agreement, disclose such information to any company, individual, or other agency or entity, nor use such confidential information for his or her own advantage other than in the performance of this or any subsequent similar Agreement with Simtech Solutions Inc.

6.0 CLIENT REPRESENTATIVE

- 6.1 _____ (herein “Designated PIT Count Lead”) shall represent the Client during the performance of this Agreement and will be the primary point for ensuring the proper setup and implementation of the technology. The Designated PIT Count Lead will also serve as the point person to triage any support requests.
- 6.2 _____ (herein “Authorized Signatory”) has the authority, with respect to Agreements and Agreements that relate to functions and operations within the Client’s organization and has the ability to (a) approve and execute such Agreements and Agreements, and (b) to delegate approval and/or signatory authority to a subordinate officer or manager, with any appropriate dollar-value, timeframe, Agreement-specific, or other limitations he or she deems appropriate.

7.0 PROVISIONS TO MAINTAIN INDEPENDENT CONTRACTOR STATUS

- 7.1 Any services rendered hereunder by Simtech Solutions Inc. are to be in a capacity as an independent contractor only and no employment relationship of any kind is intended or to be implied either in fact or at law.

8.0 USE OF WORK PRODUCT

- 8.1 Except as specifically set forth in writing and signed by both Client and Consultant, Consultant shall have all copyright and patent rights with respect to all code developed in accordance with this Agreement and Client is hereby granted a non-exclusive license to use and employ the work product described in Section 1.0 for the duration of the Agreement term.

9.0 LIMITED LIABILITY

- 9.1 Simtech Solutions Inc. warrants to the Client that the material, analysis, data, programs and services to be delivered hereunder will be of good quality and performed by qualified personnel. Simtech Solutions Inc. makes no other warranties, express or implied including without limitation warranty of fitness for a particular purpose or merchantability. In no event shall Simtech Solutions Inc. be liable for special or consequential damages, either in Agreement or tort, whether or not the possibility of such damages has been disclosed to Simtech Solutions Inc. in advance or could have been reasonably foreseen by Simtech Solutions Inc. Deliverables are to be made in good faith to be developed according to the documentation provided for each. In the event the limitation of liability is held unenforceable for any reason, then the parties agree that by reason of the difficulty of foreseeing and computing potential damages that the Client shall receive from Simtech Solutions Inc. liquidated damages in the sum of One Hundred and 00/100 (\$100.00) Dollars.

11.0 ASSIGNMENT

- 11.1 Either party may assign this Agreement to any affiliate or any purchaser or transferee of all or substantially all of the Company’s business upon mutual Agreement and with at least thirty (30) days’ notice. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the successors and assigns of the parties.

12.0 ROLES AND RESPONSIBILITIES

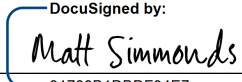
- 12.1 All data required to facilitate this work will be provided by the Client and Client will obtain all permissions necessary to share this data with Simtech Solutions Inc.

agree upon the procedure and location within the above time period, the claim shall be submitted to final and binding arbitration in San Diego, California.

This Agreement shall be governed by the laws of the State of California. IN WITNESS HEREOF, the parties have signed the within Agreement as of the date first above written.

Seller: Simtech Solutions Inc.
Federal Tax ID # 04-350-6208

Client: City of Huntsville, Alabama

By: 
91788B1DBDF94E7...

By: _____
Authorized Signatory

Name: Matthew D. Simmonds

Name: Tommy Battle

Title: President

Title: Mayor

Date: 6/13/2024 | 7:29 AM PDT

Date: June 27, 2024