

REQUEST FOR PROPOSALS

CodeNforce Strategic Plan Consultant Due: Wednesday, May 22, 2024, by 1:00pm

Code enforcement is a community's first line of defense against blight and other health and safety issues that arise. The Turtle Creek Valley Council of Governments (TCVCOG) has developed – in lock-step with code officers - a robust, person and parcel custom database system – CodeNforce – that maximizes the effectiveness of code enforcement efforts. This cloud based tool provides support to code officers by walking them through the legal process, offering guidance and keeping them organized. It also collects street level data in a central location that can be used for planning purposes. It is currently being used in six towns in Allegheny County.

There are several functions that separate CodeNforce from other products on the market; one of which is cross municipal communication. The system allows users to learn about guilty citations by owners in other places, enabling the more efficient use of permit denial through Act 90.

CodeNforce becomes more powerful with more users – but expanding access to the system beyond the small number of communities in the TCVCOG will require a strategic partner with the ability to provide financial and technical support to the project. **TCVCOG seeks a consultant to help us develop and execute a plan, and to identify and evaluate organizations and entities that could serve as such a strategic partner.**

Through our experience developing CodeNforce and creating a detailed analysis of the project's business model, TCVCOG offers the following context for potential consultants:

- The communities that need access to CodeNforce are the most distressed and have small municipal budgets. The cost to a municipality must be capped at \$5,000 per year.
- CodeNforce captures unique parcel and street level details that are valuable data sets for community development and public health practitioners and agencies.
- CodeNforce is both a person and parcel-based system, making it a unique tool that connects people to parcels.
- CodeNforce features are listed in the green box below.

This project is financed by the Commonwealth of Pennsylvania's Keystone Communities Grant in the amount of \$25,000.

Questions and proposals should be emailed to Amanda Settelmaier at asett@tcvcog.com, with "CodeNforce Strategic Plan" as the subject. Proposals are due by 1pm on Wednesday, May 22, 2024.

CodeNForce Features List

Inspections

- Inspection App Available for IOS & Android
- Inspection app ability outside of internet connectivity and uploaded upon reconnection
- Inspection checklist interface, including prebuild checklists organized by room
- Printable inspections report with photos
- Occupancy permit generation

Code Enforcement Case Management

- Letter Templates, document and photo management
- Citation tracking
- Case reports built for court submission / review by district magistrate
- Searchable case list on dashboard, with color coding to manage follow ups
- Searchable & reminder event list on dashboard, including upcoming events
- Abandoned property flagging & Property alerts
- Pre- building reporting on case, violation, and citation status activity
- Mapping component tracking concentration of violations and blighted properties

Property & Persons Records Management

- Property status tracking, including abandonment, vacancy, unfitness for occupancy and Tri Cog Land Bank activity
- Ownership, tenancy, and management records, status of issued and expiring certificates.
- Persons search available across municipalities (to facilitate the use of Act 90)

User Management

- Ability to have multiple users per municipality with varying levels of permissions to edit, issue permits, finalize inspections etc.
- Complaint submission portal
- Enhanced user calendar

Currently in Development

- Interactive reports & Enhanced mapping functionality
- Community growth projections and analytics
- Zoning applications and permit processing additional certificate options
- Rental registry and reporting tool