

Request for Proposals (RFP)  
No.5.15.2024  
HOUSING AUTHORITY MANAGEMENT SOFTWARE

Questions and Answers: June 5, 2024

Q1: The Statement of Qualification comprises our entire response (except for the provided Exhibits) and is limited to 25 pages. To accommodate a response that meets all requirements, including the detailed implementation plan and comprehensive product descriptions, would you consider excluding appendices and supplemental information from the page limit?

**A1: To maintain uniformity all appendices and supplemental information must be within the page limitation.**

Q2: Can you please confirm the submittal process shown on page 1, which states that proposals are to be uploaded electronically to Planet Bids. The instructions on page 5, section X. Submittal Information and Deadline support this. However, the Planet Bids Bid Detail site shows Response Format: Electronic and Paper. Can you please clarify the correct submission process.

**A2: Proposals may be submitted through Planet Bids OR in paper form:**

**Submittal of Proposal:**

- **Six (6) copies of the response to the RFP shall be signed by a company official with the power to bind the company.**
- **One (1) copy of the submittal on a USB Flash Drive or equivalent.**

Q3: On the Planet Bids page for submittal, clicking the Attachments button displays a page that requires uploading a Cost File and Response File. The RFP does not indicate that you require separate proposals. How would you like the proposal to be structured and submitted through Planet Bids?

**A3: Separate proposals are not required with this RFP; respondents should ignore the attachment button option.**

Q4: Although the RFP provides numbered items for the Statement of Qualifications, it also states on page 8 "*Structure your proposal to include the Scope of Service response, Implementation Schedule, Fees / Contract Price and Exhibits.*" Please clarify the order in which you want all required information presented.

**A4: Respondents should add the *Scope of Service response, Implementation Schedule, Fees / Contract Price and Exhibits* after the last numbered item.**

Q5: Exhibit F – Proposal Contract and Agreement – Certification of Nondiscrimination by Contractor is missing. Can you provide this?

**A5: Addenda for Exhibit F and G has been added to the RFP**

Q6: Exhibit G – Non-Collusive Affidavit is missing. Can you provide this?

A6: See Answer 5 above.

Q7: On the Proposers Statement and Qualification Fee Schedule form (page 14), what do you want in the Fee Schedule portion? Because space is limited for that portion, can you specify the exact information you want entered there?

A7: Due to limited space within the table, respondents may submit the fee proposal summary breakdown as a separate attachment. Response must address each listed item description for Year One through Year Five. Under additional Cost include Data Conversion Fees.

Q8: You require references for the past 5 years in 5. Relevant Experience (on page 6). However, you also require section 7. References, which encompass clients in the past 10 years and require using your provided form. Which is correct?

A8: Respondents are required to answer both question number five and seven.

Q9: Can the City provide more details about the full financial services expectations? Specifically, the Accounts Payable, Accounts Receivable, and Bank Reconciliation modules.

A9: The software should have the capability and modules to pay vendors, receive payments, option to forecast budgeting, ability to access HUD PHA systems to send '50058 to HIP and other HUD forms.

Q10: Can the City outline the data conversion requirements for this project?

A10: Data Conversion between the City current management software and new system  
Transfer of all records, financial, tenant accounts, historical data etc.

Q11: Do respondents need to submit 6 physical copies + 1 USB copy to the city since the submission is through Planet Bid? Per pg. 8

A11: See answer above (A2)

Q12: Can you explain the City's need for scanning capabilities?

A12: The Housing and Community Development Department currently conducts all transactions related to participants by paper and use of US Postal Service for delivery. The need for scanning is to capture participant information to upload OR auto attach information directly to the client record.