



**Housing Authority Software System  
Request for Proposals (RFP #19-R006)  
Issue Date: July 3, 2019**

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**ADDENDUM #1**

Issued: July 19, 2019

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**NOTICE TO PROPOSERS:**

- A. This Addendum shall be considered part of the Contract Documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original Contract Documents, this Addendum shall govern and take precedence.
- B. Offerors are hereby notified that they shall make any necessary adjustment in their estimates on account of this Addendum. It will be construed that each Proposer's documentation is submitted with full knowledge of all modifications and supplemental data specified herein.

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**Addendum #1**

**1. Attached is Form HUD 2922 (Attachment C-1) that is to be placed in Tab 1.**

**2. Item 4.1 Type of Contract should state:**

The evaluation of the proposals submitted in response to this RFP shall result in the issuance of a contract. The contract will incorporate the requirements of the RFP, the vendor's proposal and any other agreements that may be reached, as well as pricing for each phase of the RFP (conversion / installation/ maintenance / support).

Please note that LMHA does not expect that there will be subcontracting with this contract.

**3. Please see a revised Attachment A that adds a prompt for a Tab 5 – Additional supporting documentation such as a case study.**

**4. LMHA expects that the software company will be registered with the State of Ohio, to maintain jurisdiction.**

**5. On Table #3 General Evaluation Criteria, to Item #3: please add "trainers and programmers".**

**6. Question:** As discussed during the Pre-Proposal Conference call, can you please provide a full unit breakdown of LMHA's current subsidies supported as outlined on page 6 of the RFP?

**Answer:** Low Income Public Housing, 2607 units; Housing Choice Voucher Program, 4466 units; Family



**Self Sufficiency PH 61/ HCVP 120; Section 8 Mainstream Program 191; Section 8 VASH 170; Family Unification Program 46; Non-Elderly Disabled 300; Privately Managed Multi-Family 190; Project Based Vouchers 421; RAD 134; Affiliates 67.**

**7. Question:** Can you please expand on the following goals/objectives of the new software system listed on page 6 of the RFP?

a. To extend computerization to functions heretofore performed manually. - Can you please elaborate on what functions are being performed manually by LMHA staff?

**Answer:** LMHA has various spreadsheets for preparing reports for finance, maintaining the Capital Fund program, and HCVP has need for reports for lease-up (from voucher to lease-up and a success rate report) and an End of Participation report and a Request for Tenancy Approval report.

b. To maximize interface capabilities with minimal effort to other standard software programs. Does LMHA have a list of desired "other standard software programs" that you would like to interface and or integrate with?

**Answer:** A document storage management system, Enterprise Content Management System, PIC Management System, must be able to generate rent statements in a printable PDF format for mailing. HCVP needs an interface with Quadel's Qualcheck System and Batch Correspondence.

**8. Question:** How many software users will be using the new system?

**Answer:** There are approximately 130 employees. All employees have access to a computer.

**9. Question:** Does LMHA desire for the new system to be deployed on premise, or in the cloud?

**Answer:** LMHA currently uses colocation for its servers.

**10. Question:** Does LMHA have a preferred implementation timeline / go live date for the new system?

**Answer:** This is subject to discussion but realistically January 2021.

**11. Question:** In section 4.4 Contract Conditions, it states that LMHA will not execute a contract on the successful proposer's contract form. Is this non-negotiable?

**Answer:** LMHA shall use its own contract, and if necessary, will attach the Contractor's contract as an Exhibit.

**12. Question:** If so, what is the process for agreeing on changes to the standard LMHA Contract form?

**Answer:** Any changes or modifications to LMHA's contract will be presented to the Legal Department for negotiation. LMHA is required to be in compliance with HUD's procurement guidelines based on the HUD Procurement Handbook 7460.8 Rev 2, and with standard HUD clauses.

**(End of Addendum #1)**



REQUEST FOR PROPOSALS (RFP) No.19-R006, Housing Authority Software Systems

**FORM OF PROPOSAL  
(RFP Attachment A)**

(This Form must be fully completed and placed under Tab No. 1 of the initial Step #1 “hard copy” tabbed bid submittal.)

(1) **Instructions.** Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal. Please complete this form by marking an “X,” where provided, to verify that the referenced completed form or information has been included within the “hard copy” bid submittal submitted by the proposer. Also, complete the following Statement’s herein:

[Table No. 1]

“X” = Item Included	Tab No.	Proposal Submittal Item (one original signature copy of each document)
	1	Form of Proposal (Attachment A)
	1	form HUD-5369-C (Attachment B)
	1	Attachment C Profile of Firm
	1	Attachment C-1 HUD 2922 Certification Regarding Debarment and Suspension
	2	Attachment H Price Proposal Form (use additional sheets if necessary)
	3	Section 3 Business Preference Documentation Attachment D or D-2 Optional see below, statement (2)
	4	Attachment I Contractors Certification concerning Equal Employment Opportunity (EEO)
	4	Attachment J Level of Interest, Acknowledgement of Addenda
	4	Attachment G-11 Disclosure of Lobby Activities Form LLL
	4	Attachment G-12 Certifications of Payments to Influence Federal Transactions HUD Form 50071
	4	Attachment K Non-Collusive Affidavit
	5	Additional Support Documents

(2) **SECTION 3 STATEMENT.** Are you claiming a Section 3 business preference? Yes  
 No  If “YES,” pursuant to the Section 3 portion within the Conditions and Specifications, and pursuant to the documentation justifying such submitted under Tab No. 3, which priority are you claiming? \_\_\_\_\_.

(3) **Debarred Statement.** Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Ohio, or any local government agency within or without the State of Ohio? Yes  No  If “Yes,” please

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**Signature** Date Printed Name Company  
 LUCAS METROPOLITAN HOUSING AUTHORITY

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**FORM OF PROPOSAL  
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attach a full detailed explanation, including dates, circumstances, and current status. (also complete Attachment C.1)

**(4) Disclosure Statement.** Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the Agency? Yes  No  If "Yes," please attach a full detailed explanation, including dates, circumstances, and current status.

**(5) Felony Disclosure.** Has any principal(s) or any person(s) proposed to perform the work ever been convicted of a felony? Yes  No  If "Yes," please attach a full detailed explanation, including dates, circumstances, and current status. PLEASE NOTE: The Agency reserves the right to not make award to any bidder that has staff who has been convicted of a felony if the Agency feels that doing such is in its best interests.

**(6) Non-Collusive Affidavit.** The undersigned party submitting this bid hereby certifies that such bid is genuine and not collusive and that said bidder entity has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, to fix overhead, profit or cost element of said bid price, or that of any other bidder or to secure any advantage against the Agency or any person interested in the proposed contract; and that all statements in said bid are true. (also complete Attachment K)

**(7) Proposer's Statement.** The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Agency discovers that any information entered herein to be false, such shall entitle the Agency to not consider or make award or to cancel any award with the undersigned party. Pursuant to all RFP Documents, this Form of Proposal, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the Agency with the services described herein for the fee(s) entered on Attachment H to this RFP.

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**Signature**                      **Date**                      **Printed Name**                      **Company**  
LUCAS METROPOLITAN HOUSING AUTHORITY