



## ADDENDUM NO. 1

PROJECT: RFP #21-012 Banking Services  
PROJECT ISSUE DATE: October 27, 2021  
BY: St. Petersburg Housing Authority  
2001 Gandy Blvd N  
St. Petersburg, FL 33702

ADDENDUM  
DOCUMENT DATE: December 7, 2021

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The following revisions, modifications, and/or clarifications shall apply to the Documents for this project.

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**Due Date:**

Remains the Same

Has Been Rescheduled

This Addendum is issued before the execution of the Contract to inform Proposers of questions & answers received at the Pre-Conference on November 16, 2021 and questions received prior to the closing of the Q&A period. This Addendum is hereby made a part of the RFP documents and shall be included in the contract.

The requirements contained in the RFP documents shall apply to this Addendum. The work called for in this Addendum shall be the same as set forth in the applicable portions of the RFP documents unless otherwise specified in this Addendum. All incidental work necessitated by this Addendum, as required to properly complete the work, shall be included in the RFP even though not specifically stated in this Addendum.

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**Q&A Received After Pre-Conference:**

Q: The Housing Authority has indicated that it is requesting that Check Cashing Charges be waived for any checks presented. How many checks does the Housing Authority anticipate presenting to the bank monthly?

A: Max 10

Q: Does the Housing Authority currently accept credit and/or debit cards?

A: No.

Q: Is it possible to obtain individual account activity? (The account numbers can be crossed out).

A: Yes. Attached to this Addendum #1

Q: Could you please provide the RFP questions in a Word document versus a PDF as this would be easier to answer in a Word format?

A: SPHA prefers not to post the Word document.

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## Q&A Received At Pre-Conference:

Q: If I turned in my proposal early and then I thought, Oh, I made a mistake, can I pull my proposal and make changes?

A: Yes, you may remove your proposal and resubmit as long as it is prior to the deadline.

Q: Can you talk about your online setup and access and how what type of setup you require for your online access?

A: We want to view all our accounts online. At least six accounts will need to be same day. We want to look at the day's balance, not yesterday's balance.

Q: How many online users do you have? How many account signers do you have?

A: Two online users and two signers. We are going to the Board of Commissioners to ask for it to be increased to three.

Q: Are the signers also the users?

A: No, only one of them. We have dual controls on our accounts. And our checks are signed by two persons.

Q: What ERP system do you currently use? Financial software.

A: HAB/MRI. It is specific to housing authorities.

Q: Are you uploading payment files?

A: Yes, we are uploading.

Q: Does the file come out of your software or you assemble the file?

A: It comes from the software.

Q: Is it standard format or do you have the ability to customize?

A: It is standard.

Q: How do you utilize your credit card program today?

A: Currently, we use it for traveling, some purchases at a store or Amazon. It is not used on a daily basis.

Q: Is SPHA currently processing your payroll?

A: No. It goes through ADP.

Q: You mentioned sending your tenants and employees to the bank to cash a check. Is there a time window that you have to wait to enter that check into positive pay, and to allow it to process through the system before you send your folks into the bank? Like, do you ever write checks, same day, and send them to the bank same day?

A: It's rare, but it could happen. That is why SPHA is asking for manual checks ability. At this point the agency doesn't have any manual checks, so we are forced to go through an entire check process that takes the same amount of time to process one check as 50 checks. If we have the ability to write a singular check, then enter it manually through the system, we can give the check to the individual that afternoon. The bank would need to let us know if the process is immediate or if it takes, say two hours. We are reasonable about that.

**Acknowledgement of Addendum #1:**

This acknowledgement must be signed and included with the submission.

Firm: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

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