Delray Beach Housing Authority

REQUEST FOR PROPOSALS:

PUBLIC HOUSING, SECTION 8, & LOW INCOME HOUSING TAX CREDIT PROPERTY MANAGEMENT & ACCOUNTING SOFTWARE

Bid No. 2020-01

Shirley Erazo, President/CEO
Delray Beach Housing Authority/DHG

Jakeleen Fernandez, VP of Operations
Delray Housing Group, Inc.

Board of Commissioners

Jesse Saginor –Chairman
Ezra Krieg –Vice Chairman
Krystina Buckley- Commissioner
Ivan Gomez- Commissioner
Marcus Metcalf- Commissioner
James Hiler- Commissioner
Robert Townsend- Commissioner

Delray Beach Housing Authority
82 NW 5th Avenue, Delray Beach, FL. 33444

I.   INTRODUCTION:

The Delray Beach Housing Authority has been in operation since 1973 and is responsible for rental assistance programs; the Section 8 Choice Voucher Program, the Public Housing Program and a Family Self-Sufficiency. The Programs serve a total number of 1,200 families.

In 2003 The Delray Beach Housing Authority formed the Delray Housing Group, Inc. to serve as its Property Management and Development Arm. The DBHA Board of Commissioners serves as the DHG Board of Directors.   The DHG is a 501(c)(3) organization incorporated by the Florida Department of State in May 2003.

DHG secured its first property management agreement in January 2004, purchased its first property in April 2004 and currently owns and manages 689 units of affordable apartments to include Low Income Housing Tax Credits.

The DHG has become a full service property management and development company.

Delray Beach Housing Authority (hereinafter called "HOUSING AUTHORITY" or "PHA") is currently seeking a qualified vendor to provide an enterprise-wide software application system that will enable management to effectively and efficiently run all aspects of housing management. The new application system must clearly demonstrate the ability to conform to all requirements of project-based accounting, budgeting, and management, to all requirements of the Housing and Urban Development (HUD), Low Income Housing Tax Credit (LIHTC), and to Generally Accepted Accounting Principles (GAAP).

II.   PURPOSE OF RFP:

The purpose of this RFP is to solicit qualified proposals so that HOUSING AUTHORITY may select the applications software that best meets the needs and requirements of the PHA. It is desired that the RFP process will ensure cost competitiveness among respondents, the PHA urges all interested firms to carefully review the requirements of the RFP. Written proposals containing the requested information will serve as the primary basis for initial selection. The final selection will be based on the evaluation criteria as outlined in **Section V** of this RFP.

III.   RFP Terms and Conditions

All proposals shall remain valid for a period of one hundred and twenty (120) calendar days after the date specified for receipt of proposals. All costs of the proposal process, interviews, contract negotiation, and related expenses, are solely the responsibility of the vendors.

The HOUSING AUTHORITY reserves the right to reject any or all proposals, to waive informalities and minor irregularities, and/or to modify or cancel this solicitation. Proposals which appear unrealistic in terms of management commitments or are indicative of failure to comprehend the complexity of this RFP and subsequent contracts may be rejected.

The HOUSING AUTHORITY reserves the right to reject, for specific reasons, any and all proposals received which include, but are not limited to, noncompliance with the RFP and stated requirements.

Proposers are requested and advised to be as complete as possible in their response. The HOUSING AUTHORITY reserves the right to 1) contact any proposer to clarify any response; 2) contact any current users of the proposer's services; 3) solicit information from

any available source concerning any aspect of the proposal; and, 4) seek and review any other information deemed pertinent to the evaluation process.

IV. SCOPE OF WORK

A. General:

Software selected will manage the following functions of the Agency. Specific requirements are listed in Attachment C and Attachment D of the RFP.

1. **Financial Applications:**
   General Ledger
   Budgeting
   Accounts Payable
   Tenant Billing
   Purchasing & Requisitioning
   Financial Reports
   Accounts Receivable
   Fixed Assets
   Inventory
   Capital Fund Management
   Grant Management
   Payroll

2. **Housing Applications:**
   Applicant Waiting List
   Unit Management
   Low Income Public Housing Tenant Management
   Low Income Housing Tax Credit
   Section 8 Housing Choice Voucher Tenant Management
   Landlord Portal
   Portability
   FSS Program
   Work Order system
   Creation & Submission of 50058/50059 form
   Rent Calculation
   SEMAP, PHAS Reporting
   UPCS Inspections
   HQS Inspections

3. **Other Desired Features:**
   - Capabilities for integration with online banking applications, and facilitate direct deposit of housing assistance payments (HAP).
   - Integrated Document Imaging system
   - Online housing application for applicants
   - Online Landlord access to account information
   - Online Employee access to payroll information

4. **Data Conversion** – Project Management to include data conversion from existing system, installation, successful implementation and testing of the software and hardware the PHA computer network. Data Conversion to include conversion of historical data for a minimum of 24 months. The Housing Authority currently uses Scott Accounting and Computer Services (SACS) for most of their software needs and One Site is also used for the Day to Day property management activities for their tax credit properties and data conversion is required from this system.

5. **Training** – Training of the PHA staff to include End-user, Intermediate and Technical level training sufficient for the PHA to operate independently.

6. **Technical Support** – Ongoing technical support and software updates to maintain compliance with Federal directives, and to provide for bug fixes and product enhancements.

Each proposal must include a full description of the software Respondent's standard maintenance and support agreements including annual costs to the PHA for these services. These maintenance agreements must provide for periodic updates to the software for product enhancements, bug fixes, tax and regulatory compliance, etc. Each proposal must fully document the Respondent's upgrade policy including any costs for upgrades outside the standard maintenance contract.

When describing telephone support, proposals must specify all conditions (Incl. Availability times and escalation processes) for its use by both end-user and technical staff.

For pricing purposes, Respondents should assume a total of 28 users.

B. Respondent Experience:

The Respondent must be thoroughly familiar with the application areas specified and have an installed base of customers currently using the proposed products. The Respondent shall have the staff, technical, and financial resources to reliably install and support the proposed system. The Respondent will thoroughly document its experience in the Public Housing, Section 8 market and Tax Credits, the qualifications of staff who will be assigned to this project, and its financial resources.

C. System Installation and Support:

The Respondent shall be responsible for installation and testing of the system to the point of independent operation by the PHA personnel. In addition, the Respondent, as part of the proposal, shall provide support services necessary to insure successful operation of the system including, but not limited to, the following:

- Acceptance testing after installation

- Maintenance support for bug fixes, enhancements and tax and regulatory compliance updates

- End User, Intermediate User and technical staff training

The Respondent must also have the demonstrated ability to support the system after installation is completed and accepted by the PHA. The support must take the form of on-going programming and management support to accommodate regulatory changes and for immediate resolution of user problems. Furthermore, the on-going programming support must have the capability of using Internet and dial up communications for on-line problem solving and analysis.

D. Current Hardware and Communications Environment

Windows Platform Network Running on Windows 10 Pro and MS Server 2019 Server Standard. VM environment.

Type and number of workstations: 16 Dell OptiPlex 5040 Desktops Running Windows 10 Pro with SSDs.

Servers: 2019 Standard running VM environment

Servers: Dell PowerEdge T440 1 Domain Controller, 1 SACS Apps Server, 1 File Print Server.

Network Printers: Konica Minolta c658s, HP MFP e87640.

Data Backup. Naviko back up software to Synology NAS then to the As3 cloud.

Internet connectivity: AT&T fiber 50mbs dedicated pipe with static ip.

Remote sites: No remote sites.

If the proposed software modules will not operate on the HOUSING AUTHORITY's current network environment, vendors responding to this RFP must include specifications for a computer hardware platform for the application software. The specifications should include minimum, recommended and optimal specifications for the application software to operate within the HOUSING AUTHORITY's infrastructure. In addition, the successful bidder will be required to coordinate any hardware upgrades with the HOUSING AUTHORITY, if desired by HOUSING AUTHORITY.

Vendors whose response includes hardware upgrades will be responsible for coordinating the proposed upgrades with HOUSING AUTHORITY. This includes any support for installation and testing of the hardware and system(s)/component(s) to the point of independent operation. Vendors will provide support services necessary to ensure successful conversion and operation of the system. Vendors whose response requires hardware upgrades must have demonstrated the ability to provide support of the system after installation is completed and accepted.

E. RFP SCHEDULE:

EVENT	DATE
RFP Issue Date	08/31/2020
Last Date for Inquiries	
Final Addendum to RFP	
Vendor Proposals Due	09/28/2020
Onsite Software Demos	10/13/2020
Contract Award Date	10/21/2020

F. Submission Deadline and Delivery Address:

All bid proposals must be received at the PHA by **Monday, September 28, 2020 by 2:00 p.m.** Proposals must be submitted with one (1) original and ten (10) copies. All bid envelopes received must indicate that a bid proposal is contained inside. Please send proposals to the following address:

Delray Beach Housing Authority/DHG
Attention: Jakeleen Fernandez, VP of Operations
82 NW 5th Avenue
Delray Beach, FL. 33444

G. Inquiries:

All inquiries must be in writing and emailed by **September 11, 2020 at 2:00 p.m.** to Jakeleen Fernandez at jfernandez@dbha.org. Vendor questions and answers to said questions will be communicated to all other vendors who have requested this RFP.

V. EVALUATION CRITERIA

CRITERIA	POINTS AVAILABLE	WEIGHT
Strength and Expertise of Vendor		
The software meets the function requirements listed in the RHP without requiring modification or future development and/or the vendor has the strength and experience to design and build the software.	100	30%
Cost		
Cost includes cost of software, installation, implementation, project management and training. The cost of ownership will be evaluated and considered.	100	10%
Support Services and Service Level Agreement		
Support services included ongoing maintenance, new releases; support of HUD and LIHTC mandated changes and service level agreement related to issue resolution and overall responsiveness. Other factors include change management and documentation.	100	30%
Implementation Methodology and Conversion Services		
Ability to deliver and install software within an acceptable timeframe.	100	15%
Training Services		
Training services include training approach, education options and training with like or test system.	100	15%

VI.   PROPOSAL GUIDELINES

Qualified vendors wishing to submit a written proposal must address the following items:

1. The intent of this RFP is to establish the minimum requirements and specifications for application software to be acquired by the HOUSING AUTHORITY. The information herein is intended to provide proposes with sufficient information to enable them to prepare an acceptable response to this RFP.

2. HOUSING AUTHORITY intends to maximize the utilization of its existing data communications network and network equipment.

3. HOUSING AUTHORITY recognizes that proposed application software solutions may necessitate new server hardware. The proposed minimum configuration for server(s) must be sufficient to operate the proposed software and include sufficient disk storage for a minimum of three (3) years from the 'go-live' date.

4. Each proposal must include a full description of all software modules, features and functionality.

5. Each proposal must include installation, training, project management, software and other one-time costs

6. Each proposal must include all initial guarantees and warranties.

7. Each proposal must include all annual (reoccurring) costs such as software licenses fees, and software maintenance, product upgrade fees, etc.

VII. FORMAT OF PROPOSALS:

A. **Executive Summary** – Provide a brief non-technical overview of the Vendor's business including the range of products and services offered. Vendors should provide information reflecting how and why vendor's products and services meet PHA's needs.

B. **Company Profile** – Provide a history of the business and resumes of key staff to be involved in system installation and support including the names and qualifications of all training personnel.

C. **Subsidy Management** – Provide a list of subsidies the software handles, as well as a detailed description of how the software works with each.

D. **Implementation** – Provide a detailed overview regarding the implementation of the proposed software system.

E. **Training** – Include the department description and training plan.

F. **Data Conversion –** Provide an overview of the data conversion process with a step-by-step list of the overall process.

G. **Software Development –** Include a detailed overview of the development process or a description of third-party development. Include information on quality assurance and releases.

H. **Documentation –** Provide detailed information on all training and help documentation.

I. **System Requirements –** Describe in detail each item of hardware proposed, the configuration proposed, operating characteristics and any recommended and/or optional hardware. Include information on hosting/cloud capabilities.

J. **Technical Support** – Provide a detailed overview of your ongoing support. Include relevant information regarding upgrades and releases.

K. **Hardware Specifications –** Describe in detail each item of hardware proposed, the configuration proposed, operating characteristics and any recommended and/or optional hardware.

L. **Application Software Modules** - Describe the specific products and services to be provided by the Respondent, including warranty information covering all software being proposed. Include information on all reports available in the proposed software.

M. **References** - Vendor is required to submit a minimum of three (3) housing authority references.

N. **Proposal Costs**

    i. **Software Costs -** Software costs include but are not limited to the cost for each software module or capability to include annual maintenance fees.

    ii. **License Fees** - License fees include license fees for system software, license fees for system operating system, database, development tools, third party license fees, software license fee (by module or function), terminal emulation license fees.

iii. **Training Costs** - Responding vendors should base training costs on providing end user training to all HOUSING AUTHORITY departmental members.

iv. **Other Costs** - Include costs for services provided in the responses that are not detailed above such as project management, travel costs, consulting fees. Provide a list of per diem rates for ancillary services such as analysts, project managers and implementation specialists.

O. **Attachments –**

i. Completed Attachment A – "Non-Collusive Affidavit" prepared on Respondent's company letterhead.

ii. Completed Attachment B – Vendor Questions

iii. Completed Attachment C – Specification Checklist

VIII. ATTACHMENT A : NON-COLLUSIVE AFFIDAVIT

      i.   *NON-COLLUSIVE*

      ii.   <u>*AFFIDAVIT*</u>

STATE OF_____

COUNTY OF _____

_____, being first duly sworn deposes and says:

THAT he/she is _____(an owner/principal/partner of the

Firm of)_____ the party making the foregoing proposal or bid, that such bid is genuine and not collusive or sham; that said bidder 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 affidavit or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or of that of any bidder or to secure any advantage against HOUSING AUTHORITY or any person interested in the proposed contract; that all statements contained in said proposal or bid are true.

_____
 (Name of Bidder if Bidder is an individual)
 (Name of Partner if the Bidder is a Partnership)
 (Name of Officer if the Bidder is a Corporation)

Subscribed and sworn to this

_____day of _____

_____
NOTARY PUBLIC

MY COMMISSION EXPIRES _____

IX. ATTACHMENT B : VENDOR QUESTIONS

a. How many employees does your business have in each functional area (sales, customer support, implementation, R&D, etc.)?

b. Did/Will your company design and develop the proposed software or are you marketing the proposed system for another vendor or third party?
If marketing, who designed the system and who will provide on-going support?

c. Does your company outsource programming/development? If so, please describe.

d. How many Housing Authorities are current clients?

e. Does your company market strictly to Housing Authorities? If not, what percentage of your company is dedicated to Housing Authorities or HUD business?

f. When was the proposed software system first installed?

g. Provide an overview statement describing your financial position (adequate resources); long-term business plan describing distribution of resources indicating percentages dedicated to product development and technical support.

h. What are the responsibilities that will be required of HOUSING AUTHORITY and what are the responsibilities that will be covered as part of your company's services? What technical and non-technical resources need to be represented on the HOUSING AUTHORITY project team?

i. Describe how you setup the system to meet the needs of HOUSING AUTHORITY.

j. Describe your company's philosophy on customization.

k. Will HOUSING AUTHORITY train with our converted data or sample/dummy data?

l. Describe data conversion assistance you will provide during implementation from the current system?

m. Will HOUSING AUTHORITY retain its "know identifiers" such as Client number, Section 8 Contract Number, Purchase Order Number, Conventional unit number, etc?

n. What is your process of converting HOUSING AUTHORITY existing forms and letters?

o. Does your System require HOUSING AUTHORITY to run parallel?

p. Describe in detail the customer support services that are provided by your company.

q. Will HOUSING AUTHORITY be assigned an account representative who will work with us through implementation?

r. Is a hotline telephone service part of your support? During what hours is this service available? Is there an additional charge for this service? How are support calls prioritized?

s. Do you ever charge extra for telephone support if the reported problem is a customer / user problem and not a software problem?

t. Do you provide an Internet Site with FAQs (Frequently Asked Questions), updates,

software patches, device drivers, etc.?

u. Do you offer consulting services to assist a business in defining, designing and implementing custom enhancements to your system? Are the consultants your own employees or do you recommend third parties?

v. Describe your business' policy on modifications that might be made to your system by a customer after initial installation. What impact would such customer modifications have on your system's warranty? On future releases?

w. Is system maintenance included in the license fee for the software?

x. Describe your release schedule for maintenance updates; enhancement updates; tax/legislative updates. How long does it take to implement new changes in HUD statutes and regulations into your software? Do you have a warranty specifying timelines?

y. Describe how your customers influence and contribute to the content of the enhancement update.

X. ATTACHMENT C : SPECIFICATION CHECKLIST

The following section is intended to provide a better understanding to the evaluation panel of the capabilities of the system(s) you are proposing. For each item in the list, please indicate "yes" this feature is currently available or "no" it is not. You are encouraged to add comments via an addendum, clearly identifying the software feature by section and number, to make your responses as complete and accurate as possible.

Item #	General	Yes/No	Comment
1	The ability to scan, view, print, email and/or fax archived documents to Field Staff prior to applicant moving in.		
2	A fully integrated document imaging system with the ability to archive, view, print, email, and fax documents directly from the system. Paper documents can be scanned. Reports can be directly archived. Items outside the system on your computer can be archived, such as digital pictures and Microsoft office documents.		
3	Provide detailed rent and utility allowance calculations, kept up to date with latest HUD requirements and formulas		
4	Integrated appointment calendar		
5	Integrated reminder system (with pop-up ticklers)		
6	A validation program that is fully compliant with the current HUD-50058 Technical Reference Guide		
7	Unlimited number of notes for tenants to indicate balances owed or previous problems with residents		
8	Ability to list the current HUD regulations and the current A&O Policy while entering the income, or deductions for a resident.		
9	Tenant reports that can be filtered by project number, caseworker, and used defined codes		
10	Reports on PIC submissions that will help maintain 95% or higher on all submission rates		
11	RIM audit verification procedure.		
12	Automatically submit files to PIC without using the PIC Website		
13	Automatically retrieve PIC error reports and store ticket numbers and PIC error Reports		
14	Validation program that is fully compliant with the current HUD-50058 Technical Reference Guide		

15	Translate PIC errors into user friendly directions for corrections		
16	Ability to compare PIC records with System records to identify any records not currently in PIC system that are in our system		
17	Keep history of prior residents in unit		
18	Ability to set levels of security for users (ie: not everyone can change Master File of resident, not everyone can do adjustments to accounts)		
19	Search for a tenant account using the unit number, address, lease date, termination date, SSN or tenant name		
20	Tracks and maintains all data required for PHAS Reporting		
21	System managed USDA Rural Development Subsidy		
22	System prepared MINC submissions for USDA Rural Development		
23	HUD compliance and error checking prior to completion of 50059 and/or voucher processing.		
24	Project Based Section 8 (New Construction) – 50059 processing capability and voucher submission processing.		
25	Ability to generate 50059 and submit directly to iMax		
26	Initial training of all users by the software vendor.		
27	GAAP Compliant accounting		
28	Dashboard features for the accounting modules.		
29	Software Modules are arranged in a logical manner according to order of processing.		
30	Data entry fields are arranged in a logical manner for ease of data entry; with pertinent information summarized on initial screen.		
31	All software modules have easy to use on-line help.		
32	Automatically calculates Earned Income Disallowance		
33	Tracks full history of Earned Income Disallowance and automatically determines when a certification is required		
34	Time / date fields are displayed in a standardized manner.		
35	Database is SQL compliant		

Item #	Description	Yes/No	Comment
36	Database is ODBC compliant		
37	Database fields can be exported to and imported from MS Office products using OLE standard.		
38	Organization has user group which meets at least annually.		
39	Organization uses feedback from user group to determine software direction.		

40	Provide security (user & group level) by:
	    a. Application
	    b. Menu item/function within application
	    c. Reports
	    d. Queries		

35	Provide audit trails tracking user access to system and activity.		
36	Flexible, robust report writer feature available in all subsystems. Ability to modify canned reports and design own reports.		
37	Intelligent purge routines for all modules		
38	Complete test environment for all modules		
39	Ability to print from system to network printer		
40	Queuing system for reports/printers and ability to check print status		
41	System tracks security related incidents (e.g. Sex Offense, Trespassing, Drug Offense) related to PHA properties		
42	System allows police reports to be tagged to security incidents		
43	Ability to define and track property trespassers with record details		
44	System must include capability to attach electronic files, such as digital images and electronic documents, directly to specific entities, (i.e. applicant, landlord, unit, etc) without using a separate application.		
45	Ability to distribute reports via email		
Item #	***General Ledger***	***Yes/No***	***Comment***
46	Inter fund balancing – Software must automatically set up the inter fund accounts receivable and accounts payable between funds. The software must also comply with HUD's asset management model and be able to post inter fund A/R's and A/P's at the AMP level. Able to have both Manual and Automatic interfund transactions between Funds and Projects (minimum of 25 Projects).		

47	Project based accounting – The software must comply with HUD's project based accounting format and be able to post at the project level as well as multiple fund level. This posting also applies to budgeting and producing balance sheets and income statements. Produce Project Based Financials for minimum of 25 Projects for both the Balance Sheet and Income Statement.		
48	- Able to handle charging fee for service between projects and from a central cost center to the projects.		
49	- Ability to block/control transaction posting to prior periods so no posting is done to the wrong year.		
50	Module posting – The posting to the general ledger must be at the summary level (with the option to post in detail).		
51	Account set up – Multiple segment account numbers should be available and the ability to use any combination of segments between funds.		
52	Recurring Entries – Monthly recurring entries must be available to post manual journal vouchers.		
53	FDS – The Financial Data Schedule for HUD's REAC submission must be made available based on the monthly/annual general ledger processing and postings. Able to pull FDS by Fund/Project		
54	Monthly postings – Ability to maintain multiple months open at any particular time to process in the future or at year end to process the year end adjustments. Manage multiple year ends.		
55	Accommodate minimum of 4 account number segments (including Fund)		
56	Ability to post transactions in summary or in detail		
57	Ability to support multiple fiscal calendars		
58	User defined inter-fund account numbers		
59	Automatic creation of inter-fund transactions with complete balancing		
60	Ability to drilldown to detail information from the GL system to all interfacing subsystem		
61	Ability to view Transaction source and origin in Allocated Account		
62	Ability to support unit allocation table (number of contracts per fund automatically determines allocation percentage)		

Item #		Yes/No	Comment
63	Capability to process subsequent year transactions before completely closing previous year.		
64	Capability to deactivate accounts from further posting without deletion.		
65	Capability to tie GL number to FDS number and facilitate transmission to REAC.		
Item #	**Budgets**	**Yes/No**	**Comment**
66	Project Based – The software should allow for input and posting of multiple budgets within a specific fund for project based budgeting.		
67	Monthly reporting – Reporting should be available for any reporting period even if the month is closed and also the reports should be capable of combining two or more projects within a fund.		
68	Dashboard feature – A dashboard feature showing summary totals as well as detail total should be available to non-finance department personnel. The feature should be restricted to a read only and access only after security set up.		
69	Per Unit Month (PUM) – Income and expense statements must contain data showing the PUM for each project. This feature is to comply with HUD's asset management model.		
70	Financial Reporting – After monthly postings, a feature allowing the user to email statements to other users.		
	- Ability to export and import data for the budget.		
	- Able to spread automatically over 12 months		
71	Ability to enter annual approved budget amounts for each department or cost center		
72	Ability to track all actuals against approved budget amount by division, project or fund		
73	Capability to automatically allocate portions or percentages of budgets between accounts.		
Item #	**Grant Management**	**Yes/No**	**Comment**
74	Able to display all invoices and by which BLI they are related to the grant.		
75	Able to manages grants spanning multiple years.		
76	Ability to automatically update Budget and General Ledger when grant is modified.		

Item #		Yes/No	Comment
77	Ability to set milestones for each grant including target dates and actual dates.		
78	Ability to track costs by grant, phase, budget line items, budget categories and by contract.		
Item #	**Fixed Assets**	**Yes/No**	**Comment**
79	Entry – Ability to post to the fixed asset system manually or an interface from accounts payable.		
80	Ability to enter fixed assets at zero book value to track the asset.		
81	Depreciation – Monthly posting from fixed assets to the general ledger based upon the cost center/project purchased from.		
82	Ability to determine the useful life years and the method of depreciation.		
83	Balancing – Reports must be available to balance the posted fixed asset system to the general ledger system by fund/cost center/projects.		
84	Physical inventory reports – Annual physical inventories require listings of fixed assets. These reports must list the physical location of all fixed assets by site (not project charged, assets may be located at a site other than where it was purchased).		
85	Inventory tags – Ability to have the tags scanned.		
86	Warranties – Fixed asset inventories must be tracked through the system.		
87	Disposition – All disposed assets must still be maintained in a disposed file in the event of assets requiring reinstatement.		
88	Ability to produce reports at the AMP or fund level for disposal and /or additions for any part of the fiscal period.		
89	Ability to track assets by fund or account in the general ledger.		
90	Ability to reinstate a fixed asset which has previously been written off or disposed of.		
91	Integrated electronic filing system (document imaging system) to maintain warranties, purchase agreements, service contracts, etc.		
92	Ability to group assets by user defined type of asset (vehicles, office equipment, computers, etc.)		
Item #	**Requisitioning and Purchasing**	**Yes/No**	**Comment**
93	Ability to enter on-line requisitions		

Item #		Yes/No	Comment
94	Ability to automatically e-mail notifications to alert approvers when a requisition needs to be reviewed.		
95	Ability to inquire from vendor level all open and closed purchase orders		
96	Ability to inquire for user entered Buyer all open and closed purchase orders		
97	Ability to set and hold to budget parameters for a purchase order		
98	Ability to print receiving documents by: Purchase order number, date, receiver		
99	Ability to enter contracts and edit at any time		
100	Ability to track purchase orders against a particular contract.		
101	Ability to identify vendor as minority vendor		
102	Ability to enter and update vendors be restricted by security levels		
Item #	*Accounts Payable*	*Yes/No*	*Comment*
103	Record each vendor record with the following basic criteria:		
	1. Vendor Name		
	2. Attention Line		
	3. Address		
	4. City State and Zip Code		
	5. Phone Number		
	6. Tax Identification		
	7. 1099 Yes or No		
	8. Vendor Type		
	9. Minority and Classification codes		
	10. Vendor terms		
	11. Alternate address feature		
104	Automatically warns user if a duplicate entity number is entered (Social Security/ Federal Tax Identification), from any module within the software program		
105	Organize vendor database by both vendor name and unique vendor number		
106	Include list of individual invoices in each vendor's record		
107	Vendor records split between outstanding and history invoices		

108	Invoice number query by vendor		
109	Each invoice record can have an unlimited number of line items		
110	Real-time and/or batch posting and data entry		
111	Multiple levels of holds for invoices		
112	Automatic warning of duplication of Accounts Payable invoices		
113	Automatic posting of a current payment to a future accounting period		
114	Global payment of invoices to be run by due date		
115	Set-up features for recurring payments that are amendable		
116	Lay out every item printed on the check to match AMHA's existing check stock		
117	MICR check encoding		
118	Positive Pay bank verification capability		
119	Produce check registers with multiple levels of detail		
120	Automatic check voiding and invoice reinstatement		
121	Unlimited banks and bank accounts with the ability to print checks from any account creates interfunds between funds and projects for A/P entries.		
122	ACH payment files to Landlords		
123	ACH payment files to Vendors		
124	ACH pre-note functionality to test the file submissions prior to funds transfer		
125	Tab-based screens with drill-down and shortcut icons		
126	The Accounts Payable program to integrate with the Tenant Accounts Receivable, Purchase Order, Inventory Control, and General Ledger programs so data is entered only once		
127	Generate separate vendor and landlord audit reports prior to 1099 production		
128	Combine vendor and landlord data from Accounts Payable and Section 8 programs		

Item #		Yes/No	Comment
129	Produce 1099 form for each tax entity (individual or organization)		
130	Print 1099 forms and mailers and produces a Magnetic Media data submission file for transmission to the IRS		
131	Archive 1099 history		
132	Process 1099 MISC forms via laser printer		
133	Ability to distribute costs across funds and projects based on agency defined distribution rules (percentages to each).		
134	Integrated electronic filing system (document imaging system) to original invoices, vendor contracts, 1099s, W-9s, etc.		
135	Able to have separate fund checking accounts and for the public housing to have one central bank account for all public housing projects (minimum of 25) rather than individual project accounts.		
136	Ability to enter manual check into the system.		
Item #	**Tenant Accounting**	**Yes/No**	**Comment**
137	Automatic posting of payments to resident's accounts		
138	Maintain security and pet deposits		
139	Ledgers with current and past transactions on all accounts (both active and vacated). Complete audit trail for all activity on tenants accounts		
140	Customized letters for notifying residents of billing on their accounts (Pull information directly from file)		
141	Periodic reporting module to provide audit tracking and review information for both daily and monthly financial data		
142	Process for month end reports and printing rent statements		
143	Lockbox payment processing for several funds		
144	Ability to enter alternate addresses for residents for either evictions or second party processing paperwork		
145	Ability to enter and bill residents living in units owned by Housing Authority that are not under any HUD program		
146	Ability to manually enter payments on residents in several funds if they will not process through the Lockbox process		

Item #			
147	Ability to charge maintenance charges, etc.		
148	Ability to set up repayment agreements for either rent, maintenance charges, or pet deposits		
149	Ability to apply late fees to accounts in different programs (different rules for separate programs)		
150	Ability to interface to Accounts Payable for automated Tenant UAP check processing.		
151	Ability to integrate with other software modules ie. Wait list, Recertifications, General Ledger, Inspections, Work Order, Custom or third party report writer.		
152	Maintains audit trail on resident accounts.		
153	Prepares delinquent listings and notices.		
154	Automatically posts maintenance charges from the work order program.		
155	When moving in a resident, automatic check to determine if unit is vacant.		
156	Tracks lease terminations – court dates and court numbers. Provides summary reports to take to court.		
157	Able to update the utility allowances in the unit records without affecting the resident's rent calculation. (Desired)		
158	Duplicate Existing Tenant Rent Statement		
Item #	***Public Housing Inspections***		
159	Follows the complete UPCS inspection protocol.		
160	Prints resident notification letters.		
161	Integrates with work order system to generate work orders, if needed.		
162	Tracks inspection dates.		
163	Reports to produce inspection results reports.		
164	Integrates with handheld computers for "paperless" inspections recorded directly to data files in the field.		
Item #	***Housing Choice Voucher Program***	*Yes/No*	*Comment*
165	Reports can be maintained on PIC submissions that help to maintain 95% or higher on all submissions rates.		

166	Month-end processing can be performed while users are logged in the system		
167	Automated Briefing Packages - A complete briefing package is created to include Voucher, Request for Tenancy and HA specific documents.		
168	Automatically calculates Earned Income Disallowance		
169	Tracks full history of Earned Income Disallowance and automatically determines when a certification is required		
170	Does your system offer an Online Landlord Portal?		
	If Yes, can Landlords:		
	View check history with detailed information?		
	Re-print vouchers and 1099s?		
	View property information for their units?		
	View contract information (HAP, TTP, URP, etc) for each unit?		
	View upcoming inspection schedules?		
	View detailed results of property inspections, including deficiencies?		
	Communicate with inspectors?		
	Download various forms as defined by the housing authority?		
171	Portability, including Port-ins and Port-outs, and the ability to automatically generate HUD Form 52665 at the click of a button.		
172	Electronic memorandums that document, date, and time stamp user notes and "off-line" activities.		
173	Family Language indicator		
174	Check/Direct Deposit detail to have more information on the check stub		
175	Adjustments to HAP and UAP to have more information print on check stub.		
176	Letters that are to be used by all staff that have been approved by the forms/letter committee to have the capability to add or change information on the letter (Merge).		
177	Historical data for units that have been on the program (Tenant/Landlord History).		
178	Capability to key monthly recurring adjustments with an area to key information in as to why these adjustments are recurring.		

179	Check processing to be efficient as well as accurate in payments to be disbursed with reports to back up any and all payments and deductions.		
180	Landlord and owner screens should be one screen with the ability to key in notes.		
181	Software should alert staff member when they have keyed a previous change in for a tenant as well as alert them if an adjustment is in the system to be paid from that previous change.		
182	Software should have the capability to invoice a Landlord that owes money to the housing authority.		
183	Type 13 – 50058: Inspection dates must up-date any pending 50058.		
184	Data validation prior to PIC submission: System verification required to prevent PIC errors to the greatest extent possible.		
185	Automatically up-date ages of all household members when keying based on effective date of 50058		
186	Flag any incomplete fields required by PIC and block further processing until complete with valid entries		
187	Retroactive rent and utility payments: Generate calculations automatically based on updated information.		
188	Utilization: Real time reporting of end of month and first-of-month utilization for VMS reporting as required by HUD, including "drill down" feature to reconcile numbers.		
189	SEMAP Requirements for Annuals and HQS: "Hot list" of annual re-exams 120 days prior to annual re-exam date, with a count-down of days remaining until the re-exam date for those not keyed/completed.		
190	SEMAP Requirements for Annuals and HQS: "Hot list" of HQS inspections due, i.e. 240 days after the last annual inspection date, with a count-down to the deadline for completion.		
191	Correct accounting/invoicing adjustments for landlords: Flag landlords (EIN) no longer participating in the program with balances due to automatically deduct any balances when a new unit is put under contract. Include automatic generation of a letter invoice to the landlord explaining the deduction.		
192	Capable of producing VMS data for HUD reporting.		
193	HAP charged to correct month for reporting.		
194	Mid Month HAP tracking and reporting.		

Item #		Yes/No	Comment
195	Voucher count for end of month along with the 1st of the month.		
Item #	**Recertifications**	**Yes/No**	**Comment**
196	Maintain individual records which contain complete income, assets, expenses and references to include:		
	Personal, bank and credit		
	Track community service		
	Automatically calculates Earned Income Disallowances		
	FSS tracking and maintenance		
197	History of past 50058's and history of unit, listing past residents even if they have moved out.		
198	This module needs to integrate with the Tenant Accounting module.		
199	Ability to put certifications on hold, start/complete another certification for the same tenant, and resume the original certification.		
200	Tracks needed signatures on lease riders, for all adult members in the unit.		
201	Supervisors can track the progress of recertifications.		
Item #	**Wait List**	**Yes/No**	**Comment**
202	Need to verify Social Security Numbers for both accuracy in the PIC system and also that the applicant is not a resident in any other of our subsidy programs. Needs to be able to check for duplicate subsidy in other Housing Authorities or programs.		
203	Estimate rent calculations using the income, assets, expenses and deductions.		
204	Ability for applicants to apply online via website and have application information flow into Wait List program.		
205	Ability to pull vacant unit information daily. To identify and schedule them quickly with the developments is critical to our lease up time.		
206	To identify clients that need accessible housing and units that meet these needs.		
Item #	**Contract Administration**	**Yes/No**	**Comment**
207	Project Based Section 8 (New Construction)– 50059 processing capability and Voucher submission processing.		
208	Market-Rent or non-subsidized portfolio.		
209	Post Rent/HAP to accounts.		

Item #		Yes/No	Comment
210	M/I and M/O accounting.		
211	Applications/Waiting List – multiple waiting lists w/preference points ranking, income targeting categories.		
212	Application data transfers to move in data.		
Item #	**Low Income Housing Tax Credit Compliance and Property Management**	**Yes/No**	**Comment**
213			
214			
Item #	**Contract Administration**	**Yes/No**	**Comment**
215	HUD compliance and error checking prior to completion of 50059 and/or voucher processing.		
216	Manual and automated adjustments on Voucher processing.		
217	Capability to receive TRACS error messages.		
218	Work Order system – capability to track individual staff person data also needs to allow multiple line items per work order for tracking.		
219	Interface to A/P module to automatically generate utility allowance checks.		
220	History of previous 50059s are stored and available for viewing.		
221	Verification processing – ability to automatically generate for each household member w/merged data (would prefer some type of tracking system).		
222	Special Claims processing, vacancy loss processing.		
223	202c TRACs compliance.		
224	iMAX TRACs submission.		
225	Waiting list history (showing who and when moved in).		
Item #	**Work Order**	**Yes/No**	**Comment**
226	User-defined fields		
227	User-defined and 1000 (minimum) task code capability		
228	User-defined work descriptions on a pull-down menu		
229	Unlimited lines and character spacing in the work order description area		
230	Handheld Computer Work Order functionality		

231	Available space for side notes that do not appear on the printed work order (Desired)		
232	Ability to assign an employee to a Home AMP		
233	Automated Inter-Fund Billing		
234	Generate work orders by unit #, address, AMP/site or tenant name		
235	Generate multiple work orders for one address by selecting the address only once		
236	Have multiple work items and multiple employees appear on a single work order (Desired)		
237	Designate "Pet In Unit" once for an address and have the designation default on subsequent work orders for the same address.		
238	Copy and paste a work description from one work order to another (Desired)		
239	Ability to notify someone of a Skilled Trades work order issued for their area by someone in another area (FYI with "Read only" capability).		
240	Ability to repeat standard labor information for the same employee when entering several labor entries on one work order (e.g. employee #). (Desired)		
241	Inventory and labor together on the work order for cost per work order (Desired)		
242	Track the date, time and function performed by users of a specified work order (Desired)		
243	Track data to determine PHAS percentages by AMP or multiple selection criteria and produce a worksheet containing a breakdown of same. (Desired)		
244	Flag or color-code emergency work orders not abated within 24 hours		
245	Flag non emergency work orders not completed within 3 days. (Desired)		
246	Ability to schedule monthly, weekly and daily planned periodic maintenance		
247	Preventive maintenance scheduling		

Item #	Payroll	Yes/No	Comment
248	Option to specify a start time to appear on all preventive/periodic work orders (Desired)		
Item #	**Payroll**	**Yes/No**	**Comment**
249	**Does your software have a Payroll Module?**		
250	Meet all federal reporting requirements.		
251	Meet all state of Ohio reporting requirements.		
252	Meet all OPERS reporting requirements including employer paid PERS pickup of empoyees portion.		
253	Ability to process multiple city tax codes per employee, per pay period.		
254	Ability to handle 457 & Section 125 pre-tax deductions.		
255	Ability to interface to bank(s) for direct deposit and/or print checks		
256	Does the Payroll module interface to the General Ledger Module?		
257	Do benefit costs follow pay period payroll allocation expenses?		
258	Can benefit costs be interfaced to the General Ledger Module?		
259	Can your Payroll module process direct charges to specific cost centers as well as to a default allocation table?		
260	Can file maintenance be performed on employee payroll allocation as needed? (Bi-weekly)		
261	Ability to track Vacation time?		
262	Ability to track Sick time?		
263	Ability to track Comp time?		
264	Ability to track Unrestricted time?		
265	Can you pay employee's multiple rates within the same pay period? Ie. Out of class rate differential		
266	Does your software have a Time and Attendance module?		
	If Yes, please answer the following:		
	Ability to accrue Comp time at one rate (1.5) and expend it on an hourly basis?		
	Can employee time be captured electronically?		
	Can manual file maintenance be done to the data?		

	Can this function be controlled with security?		
	Can exception time be pre-scheduled?		
	Can your software manage multiple vacation entitlement/accrual rates?		
267	**Does your software provide an Online Employee Portal?**		
	If Yes, please answer the following:		
	Can employees view their payroll history?		
	Can employees view their available leave time?		
	Is this feature controlled by security so that employee's cannot view other employee's information?		