ADDENDUM NO. 1


Commodity: Close Management Software for Public Housing Authority

For Delivery to: Richmond Redevelopment and Housing Authority

Issue Date: September 18, 2019

Bid Due Date: October 24, 2019 at 2:00 PM Sharp EST

The above Request for Proposal is hereby changed to read the inclusion of the following:

1. In IV. Statement of Needs – A. Detailed Functional, General, and Technical Requirements (pages 5 and 6):
   Attachment I is mentioned and included, but not in Excel format as referenced. Can vendors have this in Excel for ease of use to fill it out properly? (RRHA) The excel spreadsheet has been attached to the e-mail.

2. Financial Consolidation and Financial Reporting Paragraph
   a. What challenges are you trying to address around consolidations and financial reporting? (RRHA) The challenges are being able to identify and eliminate intercompany transactions instead of processing manually. Also being able to report on multiple companies when some of them have different fiscal years.

3. Intercompany Transactions Paragraph
   a. What challenges are you trying address around Intercompany? How many different companies and GLs are you managing? (RRHA) Clarification is that RRHA has approximately 80 departments/properties within the agency. We want to be able to eliminate the intercompany transactions when consolidating reports.

4. In V. Proposal Preparation and Submission Instructions:
   a. RFP Response (page 8): there is a reference to “One (1) original and ten (5) copies,” please let us know if 5 or 10 copies are required of us? Should be 5 copies (RRHA) Addressed during the pre-bid conference.

5. Proposal Participation (page 8 and 9): Do vendors need to both site the page of the RFP and parrot back the text of the RFP? (RRHA) Yes. Refer to page B3 on page 8 of 55 of the RFP document.

6. In Attachment I:
   a. Can we have more clarity on what column the response codes (listed on page 6) are to be placed? Half of the columns have no label (RRHA) Columns have been updated with labels. See attached Excel document.
9. In XII. Pricing Schedule (Cost Proposal), pages 28-29: very little is given around what is expected here; is there a pricing document for vendors to reference or fill out? **(RRHA)** No, there are no pricing documents for vendors to reference. Refer to the RFP Documents.

10. Does the Housing Authority have an approved Budget for this RFP? Yes If so, how much? Is this an acceptable question to ask?

11. How is the Housing Authority allocating the Budget for Software and implementation related expenditures? Perpetual license (typically larger Fixed up front with X% annual Maintenance), SaaS (Annual spend amount less than perpetual for some duration – standard 3 years)? Propose the pricing for both situations.

12. How many users are expected to interact with the software (input, query, report)? Approximately 10 users

13. Does the Housing Authority plan on integrating security with LDAP/Active directory? Yes

14. Does the Housing Authority plan on integrating security with Single Sign-On? No

15. Does the Housing Authority require the solution to be FedRAMP certified for a Cloud hosted solution? (FedRAMP, short for Federal Risk and Authorization Management Program, is an authorization for federal government agencies that helps to pre-qualify that service providers and vendors can deliver cloud services with the levels of security required by the US government. Larger State and Local agencies are beginning to evaluate security based on this Federal Security certification. 80% of certifications are provided at the Moderate Level vs Low and High). If yes, which level would the Housing Authority prefers and/or have a requirement for (Low/Moderate/High)? No

16. Since the Housing Authority appears to open to Subscription on-premises or Subscription in the Cloud, does the Housing Authority have a current hosting environment (Azure, AWS, etc.) or onsite server environments with available storage for software? We have Azure for Outlook.

17. And does the Housing Authority have a preference for how to consume the Budgeting software? Perpetual, or Subscription On Premise or Subscription in the Cloud (typically referred to as SaaS)? Prefer to lease the software with a hosted “cloud” option that incorporates all software upgrades and patches (Subscription in the Cloud).

18. Does the Housing Authority have an IT staff responsible for server/software uptime and software upgrades? Yes

19. In a hosted software environment option, does the Housing Authority have a preference for a single tenant hosted environment over a multi-tenant environment (colocation of software, so the limited system resources are provided to the most demanding “neighbor”)? A single tenant hosting option on a highly rated, highly secure Cloud hosting offering that allows for upgrades and patches to done on the customer timeline.

20. In a hosted environment, does the Housing Authority require a specific guaranteed uptime as it pertains to the cloud environment with service credits if the uptime isn’t met? Yes

21. In a Disaster scenario, would the Housing Authority prefer “best efforts” to recover the data or specific stated objectives to the minute to ensure rapid and a stable operation? Best efforts

22. When the data is at rest (especially when handling sensitive Employee data), is data encryption preferred to other methods like “encoded” which leaves a higher security risk? Data encryption
b. Are we as the vendor allowed to enter comments/notes in the last column since there is only one note posted by RRHA in that column? Many require additional comments (RRHA) included an additional column on the updated Excel document.

c. In the mandatory column, many do not have a label of “yes/no,” will those be updated so we know if it’s required or not? (RRHA) They have been updated.

d. In 7.0 the response codes don’t match up with what is being asked here (RRHA) The response codes will not match up with the Applications section of the document. However, that section needs to be addressed in the response. Refer to page 13 of 55 of the RFP document.

e. 8.1 Implementation team experience: we are asked to provide resumes and descriptions of our full team elsewhere in the bid, are we also required to enter it here? (RRHA) No. However, your comments can reference where you’ve included that information. Refer to item D3c on page 10 of 55 of the RFP document.

f. 8.6 Implementations references: is this in addition to the 4 references we are asked to provide on page 11, section h?

   i. What does “HD/D” mean under Finance Priority? (RRHA) Highly Desirable and Desirable

   ii. Can you estimate the number of users including Preparers, Approvers, Management and Audit that will need access to the system? (RRHA) We anticipate having 10 users. Some of them will have multiple functions.

h. 1.20 and 1.21

   i. Are there specific challenges or reconciliations you are trying to address with the matching capabilities? (RRHA) Yes If so, what are these reconciliations? (RRHA) Some examples of these reconciliations are fixed assets, land held for resale, depreciation, prepayments and receivables. A lot of the reconciliations are manual and we need them automated.

   ii. What data sources are you comparing? (RRHA) General Ledger and the Subsidiary Ledgers

   iii. What type of file formats (excel, csv, txt, BAI or BAI2, etc.) do you receive this information in? (RRHA) Excel

   iii. Are manipulations performed on these data sources? (RRHA) Yes • What volume of transactions are you reconciling? (RRHA) Varies depending on the account being reconciled.

i. 1.31

   i. Are there specific challenges with journal entries you are trying to address? (RRHA) The journal entry process is very paper intensive. We are looking to address that issue. Additionally, we are looking for the system to create correcting journal entries.

   ii. How do you handle recurring journals? (RRHA) Our accounting software, Yardi, has the capabilities of creating recurring journal entries.

j. 1.33

   i. How are your consolidations currently performed? (RRHA) Consolidations are performed manually using Excel after the data is pulled from our accounting software.

7. Do you have a consolidations software or is this being managed in excel or Yardi? (RRHA) The consolidations are managed in Excel after customized reports are downloaded from Yardi.

8. How many companies and GLs are you consolidating? (RRHA) Clarification is that RRHA has approximately 80 departments/properties within the agency. We want to be able to eliminate the intercompany transactions when consolidating reports.
23. All proposals to be submitted to the Issuing Agency mailing address has changed to:

Richmond Redevelopment and Housing Authority  
Attn: Dorothy Morris  
Procurement and Contract Administration  
901 Chamberlayne Parkway  
Richmond, Virginia 23220

Note: An acknowledgement of this addendum shall be attached to your bid.

Dorothy Morris, VCA  
Contract Specialist of Procurement and Contract Administration

________________________________________________________________________________
Name of Firm

Signature Title  
Date