HARRIS COUNTY HOUSING AUTHORITY

AMENDMENT OF SOLICITATION

AMENDMENT # 1   **DATE**:01/19/2023

ISSUED BY: Debra McCray, HCV Director

AMENDMENT TO SOLICITATION NUMBER: Request for Proposals (QSP) # 23-01

Quotation for Small Purchases Software Services

THE DATE AND TIME SPECIFIED FOR RECEIPT OF PROPOSALS IS **UNCHANGED.**

THE SOLICITATION MENTIONED ABOVE IS AMENDED AS SET FORTH ABOVE AND BELOW. PROPOSERS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO THE HOUR AND DATE SPECIFIED FOR RECEIPT OF PROPOSALS BY SIGNING THIS FORM BELOW.

ITEM 1: Responses to written question submitted in reference to QSP 23-01.

Question 1 – Can companies from Outside USA can apply for this? (From India or Canada)

Response 1 - *Yes, provided the company has the ability to comply with and commits to comply with all information security requirements imposed by applicable federal and state law upon HCHA, including but not limited to the requirements and regulations established by US Department of Housing and Urban Development. Each bidder must be able to securely protect all personally identifiable information (PII) and similarly sensitive information the bidder may have access to. If applicable law prohibits storage of PII in servers outside the United States, the bidder must be able to comply with applicable law.*

Question 2 - Do we need to come over there for meetings?

Response – 2 *Virtual meeting may be conducted.*

Question 3 - Can we perform the tasks (related to RFP) outside USA? (From India or Canada

Response 3- *Yes, subject to the limitations identified in response to Question 1 above.*

Question 4 - Can we submit the proposals via email?

Response 4 - *Yes, to Debra McCray at debra.mccray@hchatexas.org.*

Question 5 - Is the hosting of the application on HCHA internal servers a hard requirement?

Response 5 - No, they can be hosted elsewhere, subject to the limitations identified in response to Question 1 above.

Question 6 - Would HCHA consider a cloud-based hosting solution?

Response 6 - Yes, a SaaS (Software as a Service) can be considered. In plain terms this means a website/portal you would log into, subject to the limitations identified in response to Question 1 above.

Question 7 - Is HCHA asking vendors to provide letters with the requested information directly from their clients or can the vendor provide the requested information on behalf of the references?

Response 7 - Vendors may submit information on behalf of their references.

Question 8 - *Does HCHA require software to manage financials, compliance, maintenance, etc., or any of the owned or managed units listed at https://hchatexas.org/about-us/our-properties?*

Response 8 - No, HCHA is seeking software to manage HCV Program for the program side and finance.

Question 9 - Does HCHA manage any tax-credit (LIHTC) properties? If so, how many units?

Response 9 - HCHA does not manage any properties.

Question 10 - Could HCHA please provide the total number of units in each of the following programs:
   a. HCV and HCV programs, such as VASH, NED, FUP, etc.
   b. LIPH
   c. LIHTC
   d. Multi-Family (50059)
   e. Rural Development/USDA

Response 10 - Total number of Units

   a. HCV - 4171(includes 110 PBV) VASH – 673 EHV – 243 FYI - 25
   b. N/A
   c. N/A
   d. N/A
   e. N/A

Question 11 - Are any of the above programs layered subsidy programs (i.e., LIPH with LIHTC, LIHTC with PBV, LIHTC with PBRA, etc.)? If yes, please describe the layered subsidy and provide the number of layered subsidy units.

Response 11 - Not applicable.

Question 12 - Have the LIPH units gone through RAD or Section 22 disposition? If no, is there a plan to do so?

Response 12 - Not applicable.

Question 13 - Does HCHA have an FSS program?

Response 13 - No.

Question 14 - Does HCHA have Microsoft Office 365 with PowerPoint (Cloud version)?

Response 14 - Yes.

Question 15 - Would HCHA consider the proposed software solution being hosted in a Cloud environment that allows HCHA to download the production database to a HCHA server as needed?

Response 15 – Yes, subject to the limitations identified in response to Question 1 above.

Question 16 - With regard to Section 11. Travel and Reimbursables of the QSP, please elaborate on HCHA's position about travel costs for on-site training.

Response 16 - HCHA does not release budgetary information related to the service being procured. It is the responsibility of the proposers to submit a fee schedule for the work.

Question 17 - Is HCHA open to a Software as a Service (SaaS) licensing model?

Response 17 - Yes, subject to the limitations identified in response to Question 1 above.

Question 18 - What software is currently being used to manage HCHA's physical properties/units?

Response 18 - MRI/HAPPY Software (Housing Pro) for HCV and HCV Programs.

Question 19 - Is this QSP seeking a solution to manage HCV only or physical units?

Response 19 - HCV and HCV Programs only.

Question 20 - What software is currently being used for HCHA's general ledger?

Response 20 – QSP is for HCV and HCV Programs only, general ledger not applicable.

Question 21 - Section 9. Methodology/Strategy to Accomplish Services of the QSP references Attachment A. General Scope of Services for a description of the general scope of work anticipated. The QSP also includes a similar document entitled Exhibit A. Scope of Services at the end of the QSP. Should vendors be attentive to the requirements as listed in Attachment A and disregard those in Exhibit A? Please clarify.

Response 21 – Please refer to Attachment A for Scope of Services. Exhibit A is an exhibit to the Draft Contract attached to the QSP. To the degree Attachment A and Exhibit A establish different standards or requirements, you must assume the greater or higher standard or requirement applies.

Proposer/Respondent: _____   Date: _____
Name

_____
Signature