



**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFP 11-158
REQUEST FOR PROPOSAL**

HOUSING AND ACCOUNTING SOFTWARE

DATE OF ISSUE: TUESDAY, JANUARY 31, 2012

QUESTIONS DUE: THURSDAY, FEBRUARY 16, 2012, 2:00 PM (EST)

PROPOSALS DUE: THURSDAY, MARCH 1, 2012, 2:00 PM (EST)

**CONTACT: ANTHONY J. CARIVEAU, CPPB, FCCN
PURCHASING MANAGER
BROWARD COUNTY HOUSING AUTHORITY
4780 NORTH STATE ROAD 7
LAUDERDALE LAKES, FL 33319
TELEPHONE: 954-739-1114, EXTENSION 1316
E-MAIL: acariveau@bchaf1.org**

TABLE OF CONTENTS

1. Introduction.....	3
2. Solicitation Background and Anticipated Schedule	3
3. Reservation of Rights	4
4. Purpose	5
5. BCHA Overview	6
6. Scope of Work.....	7
7. Minimum System Requirements and Capabilities	9
8. Cost Information.....	10
9. Vendor Questions	11
10. Awarded Vendor’s Responsibilities	12
11. Service Location	13
12. Licensing and Insurance Information	13
13. Response Submission	14
14. Administrative Terms and Conditions	15
15. Notices	16
15.3. Cost of Proposal.....	17
15.4. Amendments to Solicitation	17
15.5. Direct or Indirect Conflicts of Interest	17
15.6. Prohibition Against Gifts/Favors/Anything of Monetary Value.....	17
15.7. Compliance with Law.....	18
15.11.Public Access to Procurement Record	18
15.12.Ownership of Documents	18
15.14.Advertising.....	18
15.15.Government Restrictions.....	19
16. Evaluation Criteria	19
17. Contract Award	21
17.3. Contract Document	21
17.4. Contract Terms and Conditions	22
17.5. Unauthorized Sub-Contracting	22
17.6. Insurance Requirements	22
17.8. Contract Service Standards	22
17.9. Contract Payment	22
17.10.Invoicing Requirements	23

1. Introduction

Broward County Housing Authority (herein after, "BCHA") is a Public Housing Agency as well as an independent special district of the State of Florida established in June 1969 under the U.S. Housing Act of 1937 and Chapter 421 of the Florida Statutes. BCHA provides low-income housing assistance to residents of Broward County.

BCHA is governed by a 5-member Board of Commissioners appointed to staggered 4-year terms by the Governor of Florida and is subject to the requirements of Title 24 of the Code of Federal Regulations (herein after, "CFR") and BCHA's procurement policy. Board members are responsible for setting policy, representing the community interest, and hiring the Chief Executive Officer who is responsible for agency operations.

The mission of BCHA is to create, provide and increase high quality housing opportunities for Broward County residents through effective and responsive management and responsible stewardship of public and private funds.

The United States Department of Housing and Urban Development ("HUD"), a federal agency, partially funds and monitors operations of the BCHA. **Nothing contained in this RFP or in the contract resulting from the selection process shall be construed to create any contractual relationship between the successful Vendor and HUD.**

In addition to the provision of housing and housing assistance to low income families, BCHA has expanded its focus into the redevelopment of public housing properties, acquisition of affordable housing units, use of non-HUD sources of funding, and the creation of partnerships with both non-profit and for-profit entities.

BCHA maintains a website at <http://www.bchaf1.org> with information for clients, landlords, prospective business partners, and the public at large.

2. Solicitation Background and Anticipated Schedule

BCHA is seeking to obtain proposals from firms qualified to perform services as described within the Scope of Work below at the location listed below.

This solicitation is subject to the BCHA Procurement Policy, as revised May 26, 2010, a copy of which will be provided upon request.

Every effort will be made to maintain this schedule. However, all dates are subject to change if it is deemed to be in the best interest of BCHA.

Anticipated Solicitation Schedule Event	Date (and Time)
Public Notices in Newspaper	January 31, 2012
RFP Published to BCHA Website and Demandstar	January 31, 2012
Deadline for Receipt of Questions and/or Comments via E-Mail	February 16, 2012 2:00 PM EST
Date of Addendum for Response to Questions	February 23, 2012
Deadline for Proposal Submissions	March 1, 2012 2:00 PM EST
Evaluation Committee Review of Proposals	March 6, 2012
Interviews	March 19-29, 2012
Approval by Board of Commissioners – Anticipated Date	April 18, 2012
Effective Date of New Contract – Anticipated Date	May 1, 2012

3. Reservation of Rights

- 3.1. BCHA reserves the right to reject any or all proposals, to waive any informality in the solicitation process, or to terminate the solicitation process at any time, if deemed by BCHA to be in its best interest.
- 3.2. BCHA reserves the right not to award a contract pursuant to this solicitation.
- 3.3. BCHA reserves the right to award separate agreements based on criteria that BCHA determines to be appropriate. BCHA reserves the right to name a secondary or backup contractor to be utilized based on criteria that BCHA determines to be appropriate.
- 3.4. BCHA reserves the right to terminate a contract awarded pursuant to this solicitation, at any time for its convenience or for contractor default upon ten days written notice to the successful proposer(s).
- 3.5. BCHA reserves the right to increase or delete any scheduled items, and/or increase or reduce the quantity of any scheduled item as deemed necessary and to make other changes and modifications consistent with BCHA's policies, and the laws and regulations governing HUD programs.
- 3.6. BCHA reserves the right to determine the days, hours, and locations that the successful proposer(s) shall provide the services called for in this solicitation.
- 3.7. BCHA reserves the right to retain all responses submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the Contracting Officer.
- 3.8. BCHA reserves the right to negotiate the fees submitted.
- 3.9. BCHA reserves the right to reject and not consider any response that does not meet the requirements of this solicitation, including but not necessarily limited to:
 - incomplete responses and/or responses offering alternate or non-requested services;
 - failure to use BCHA and HUD provided forms, or
 - failure of the proposer to check for addenda or corrections and adhere to any revised requirements.

-
- 3.10. BCHA shall have no obligation to compensate any proposer for any costs incurred in preparing the response to this solicitation.
 - 3.11. In the event of legal action BCHA will not waive trial by jury.
 - 3.12. BCHA at its sole discretion will select a venue for any legal proceedings arising from this contract.
 - 3.13. This request for proposal and any subsequent contract supersedes any other agreement with contractor/vendor.

4. Purpose

4.1. The Broward County Housing Authority (BCHA) is seeking a qualified vendor to provide an agency-wide software system that will enable management to effectively and efficiently run all aspects of housing management. All proposals submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document in its entirety. All work shall be performed in compliance with applicable standards, intellectual property regulations as established by local, state and federal agencies. Services provided by the successful vendor shall include training BCHA's staff, providing complete documentation and software tools to ensure the seamless conversion of BCHA's data to the new application software. The awarded vendor should have a thorough familiarity with the operations of a public housing authority. The application software system must clearly demonstrate the ability to conform to all requirements of the US Department of Housing and Urban Development (HUD), State of Florida, and Generally Accepted Accounting Principles (GAAP) and provide adequate internal and system controls. The successful vendor shall provide and implement a system that manages BCHA's financial and housing business processes including:

4.2. Financial Applications:

- Accounts Payable
- Accounts Receivable
- Bank Reconciliation
- Budgeting
- Capital Fund Management
- Financial Reporting
- Fixed Assets
- General Ledger
- Grants Management
- Human Resources
- Inventory
- Payroll
- Requisitions and Purchasing
- Tenant Billing

4.3. Housing Applications:

- Applicant Waiting List(s)

-
- Project Based and Tax Credit Property Management
 - Public Housing Program Management including FSS
 - Housing Choice Voucher Program Management including FSS
 - SEMAP and PHAS Reporting
 - VMS Reporting
 - PIC Management and Submission of 50058
 - HQS Inspections/HQS Handheld
 - Rent Reasonableness
 - UPCS Inspections/UPCS Handheld
 - Vacancy Tracking
 - Work Orders

4.4. **Desired Features**

- Capabilities for integration with online banking applications and facilitate direct deposit of housing assistance payments (HAP) and other vendor payments.
- Integrated document imaging system
- Online housing application for applicants
- Online landlord access to account information
- Online employee access to payroll information that may include the ability to input hours worked that tie directly to payroll.

5. **BCHA Overview**

BCHA owns and operates 373 units in 5 public housing developments, and 64 units in 1 affordable housing development. BCHA, through its affiliates operates 490 Tax Credit units at three locations. There are two additional developments in initial lease-up totaling 231 units. All tax credit properties are managed via third party management agreements. The Agency administers over 5600 Housing Choice Vouchers, 231 Mod-Rehab units, and over 300 county-based Shelter Plus Units. BCHA currently utilizes application software provided and supported by Modern Software Technology (MST). The applications specified above have all been automated using MST software, including the additional sub-systems of Section 8 landlord direct deposit, Payroll direct deposit, Section 8 HQS using handhelds, electronic reporting of IRS 1099 forms and electronic file transmission of pension data to the Florida Retirement System. An in-house module was written for accepting waiting list applications through the BCHA website with an interface to the Wait List application.

5.1. The following will enumerate additional, approximate information to serve as background information for the software modules:

- 95 full time employees, paid bi-weekly
- 800 vendors, 200 vendor checks/month
- 500 inventory items, maintained in 6 warehouses
- 300 fixed assets
- 750 work orders issued/month
- 30 requisitions/month
- 100 purchase orders/month

-
- 15 separate applicant waiting lists

5.2. **Current Hardware**

- **Server:** BCHA currently utilizes an IBM iseries i5 server, model 9406-520, with the application software written in the RPG language. This server was purchased in June of 2004.
- **PCs:** (80) Dell with the majority being Optiplex GX520s, running Windows XP Professional. BCHA is in the process of migrating users to MS Office 2010 from MS Office 2003. All have Internet access.
- **Laptops:** (12) Dell model E5510 running Windows 7 Professional or Windows XP Professional. Office 2010 is installed on the laptops. Employees that have been assigned laptops travel among the Public Housing and construction developments. All have internet access.
- **Hand-Held Units:** (10) HP iPAQ 110 Classic Handheld, running windows Mobile 6 Classic.
- **Printers:**
 - (2) Source Technology MICR printers located in the Finance Department for printing of checks.
 - (48) HP laser printers (models include 1022, 1100, 1200, 1300, 1320, 3800)
 - (18) Lexmark laser printers (models include E250, E260, W820)
 - (6) Konica Copier/Fax machines located in the Central Office and configured as network printers.
 - (6) Konica Copier/Fax machines located at each site configured as network printers.
 - Toshiba Copier/Fax machine located in the Central Office and configured as a network printer.
- **Central Office:**
 - (4) Linksys 48-port 10/100 Mbps switches
 - Cisco 2800 managed router for 3.0 Mbps MPLS
 - Sonicwall 2400 firewall
- **Six (6) Remote Offices:**
 - Adtran 3430 managed routers for 1.5 Mbps MPLS
- **Backup:**
 - Software modules and files on the IBM server are backed up daily, weekly and monthly to a cloud-based secure server and also daily to tape.
 - PC and laptop files are backed up weekly to a NetGear NAS/Ready storage device.

6. **Scope of Work**

Vendors are to provide a proposal that includes, but is not limited to the following:

- 6.1. Application Software modules as outlined in Section 4.2. and 4.3. above entitled Purpose. Features and functions of the software must be detailed in the proposal.
- 6.2. An implementation plan must be developed for each major system module. Tasks, milestones and deliverables must be identified with applicable time lines. Roles and responsibilities of BCHA and the vendor should be clearly outlined.

-
- 6.3. Complete documentation must be provided including system description, files used, file layouts, operating instructions. Documentation must remain current with software updates.
 - 6.4. A complete data conversion strategy to convert BCHA's current and 24 months of historical data to the vendor's application software. Vendor should supply a list of previous conversions from the MST software, if applicable. This list shall include the Agency Name and size (in number of vouchers and/or public housing units), and the modules that were converted. The conversion plan must state the technical assistance that will be required from BCHA. Please refer to Exhibit C.
 - 6.5. If the vendor's proposed software modules will not operate in BCHA's current hardware environment, vendors must propose a server platform and environment for their application software. Proposal and specifications should include minimum, recommended, and optimal configurations. The awarded vendor will be required to coordinate hardware delivery, installation and testing to the point of independent operation.
 - 6.6. If vendor response includes hardware, the proposal must include manufacturer support policy, and operating software and hardware maintenance information.
 - 6.7. A complete training plan must be provided. Management and power-users must be trained on system overviews, the interaction of modules, set-up of tables, etc. End users must be trained on daily operations and activities. IT staff must be trained on system set-up and the technical aspects of the hardware and software. Training plan must be specific, i.e., include number of hours and sessions and maximum number of participants per session.
 - 6.8. Acceptance Testing Plan must be provided specifying responsibilities of both parties.
 - 6.9. Provide software Service Level Maintenance Agreement. The Maintenance Agreement will go into effect at system acceptance and "go-live", per module. Proposal should include support hours, and guaranteed response times and types of support provided within the Maintenance Agreements (i.e., HUD mandated changes, software patches).
 - 6.10. Vendors must be able to demonstrate their familiarity with the applications and HUD requirements. They must document their experience with Public Housing, Housing Choice Voucher and Financial applications and provide the qualifications of staff who will be assigned to the project.
 - 6.11. Vendor shall provide a timeline for completion of conversion, training and "go live" date. Vendor shall, upon notice to proceed, immediately mobilize and commence plan implementation.

7. Minimum System Requirements and Capabilities

The proposed software must meet the following minimum requirements and capabilities:

- 7.1. Fully integrated modules.
- 7.2. Single entry of information into the system and then dispersed to all related modules.
- 7.3. User-friendly report writer to allow end-users to design and generate customized reports from data stored within the system.
- 7.4. Easily export data from the system to other software, such as Microsoft Office.
- 7.5. System must have security features to include password protection and role based security.
- 7.6. System must provide auditing controls for all activities, including “before and after” audit reports of all data changed or added to the system.
- 7.7. System must provide help and error message text in all applications.
- 7.8. Vendor must provide complete system documentation and training materials and maintain documentation as software upgrades are made available.
- 7.9. A printer-management component must be available to allow users to print to their local printers as well as network printers.
- 7.10. Software must comply with all current HUD policies. This includes all HUD forms that the application software produces.
- 7.11. HUD forms, as well as in-house forms such as Purchase Orders, Work Orders and Checks, must be resident on the server and not stored in RAM memory of each printer.
- 7.12. System should provide or interface with third-party software (Microsoft WORD is preferred) that will allow users to create letters that can access and print data from the databases and print with appropriate letterhead.
- 7.13. System must provide the capability of interfacing to a document imaging system. Plans include the implementation of a document imaging system and the selected housing and accounting software must have the capability of directly interfacing documents and reports to the imaging system.
- 7.14. The selected system must provide, at a minimum, the following on-line capability:
 - 1) Landlord access to Housing Assistance payments and inspection results.
 - 2) Employee access to payroll earnings and leave statements.
 - 3) Public housing residents access to monthly rent statements.

8. Cost Information

- 8.1. Responding vendors must provide cost information according to the following outline. Summary must include non-recurring and recurring costs over a 5 year period. Vendors shall provide a complete invoicing schedule for all goods and services.
- 8.2. Hardware: If vendor is proposing hardware, costs should include hardware and hand-held devices, shipping, installation, setup, configuration and testing.
- 8.3. Software: Software costs should be provided per module.
- 8.4. License Fees: Include annual license fees for each software module. When application software updates are made available, include installation charges, if any. If hardware is proposed, include annual license fees for operating software, database, development tools, and terminal emulation.
- 8.5. Hardware Training: Include technical and operational training for two (2) IT staff members on daily operations. Costs as related to travel and expenses should be separately stated. If hardware training is not provided, provide costs for training by hardware vendor and training locations.
- 8.6. Software Training: Vendors should base training costs on providing end-user training for all BCHA staff using the appropriate software modules. Costs as related to travel and expenses should be separately stated. Provide daily training rates. Provide number of days to train in each module and maximum number of people to be trained in each session.

8.7. The following is an Estimate of Users by Department/by Module:

Department/Module	Estimated # of Users
Executive Overview	8
Finance:	
Accounts Payable	6
Section 8 Accounting	6
Payroll	6
Purchasing	6
General Ledger	6
Fixed Assets	6
Capital Fund	11
Human Resources	5
Wait List	11 (includes Public Housing and Section 8)
Public Housing	10 (includes tenant accounting, work orders, inventory)
Section 8	30 (includes all processes for occupancy staff)
Section 8 FSS	6
Section 8 Inspections	6 (scheduling and reports)
Section 8 Handheld Inspections	11
Requisitions/Purchase Orders	22 (entering, changing, printing, approving)
Report Writer	8
Public Housing FSS	2

9. Vendor Questions

The response to the following vendor questions must be submitted as a separate attachment. Please submit your answers to items 9.1. through 9.20. below and provide as Exhibit D.

- 9.1. How many employees does your company have? List their names, how long employed, function in the business and qualifications.
- 9.2. Did your company design and program the software you are proposing. Are you a third-party vendor?
- 9.3. When was the initial date of your first installation of this software?
- 9.4. Explain how you keep current with HUD policy and form changes.
- 9.5. How often do you provide system updates? Quarterly, Annually, or as needed?
- 9.6. Is application support 24/7/365? If not, what are your hours of operation and in what time zone?
- 9.7. Do you have and sponsor a User Group? If so, do you have regularly scheduled User Group meetings, and is there a charge for attending the meeting?
- 9.8. Do you have a User Portal on your web site for users to post questions, view updates and enhancements, etc.?
- 9.9. Do you have a system to track support calls?
- 9.10. What is your policy as regard to program customization? Will you customize your software and how will you charge?
- 9.11. When customization occurs for which you have charged a customer, do you offer those program modifications to your customer base without charge?
- 9.12. Do you outsource your program development and program modifications? If so, to whom?
- 9.13. Is your user base strictly Housing Authorities?
- 9.14. Provide a list of clients you currently support. Identify the number of vouchers and public housing units as well as the modules the Agency utilizes. Please provide contact information.
- 9.15. Describe your training implementation plan using BCHA data.
- 9.16. Upon acceptance of a contract, BCHA expects implementation to begin within 30 days. State your availability to begin the implementation process.

-
- 9.17. BCHA will request the short-listed vendors to provide on-site software demonstrations to staff. Prior to the on-site demonstrations, the short-listed vendors will be provided with a list of software features and functions that BCHA staff will use to evaluate the software. How much time will you propose to complete your demonstration of all modules? Do you have available an on-line demo for our staff to review after the on-site demonstrations occurred with your sales representative?
- 9.18. Describe your system security levels. Can you grant users access to only certain menu items?
- 9.19. Vendor shall provide a copy of their most recent SAS-70 audit report or their most recent SSAE-16 audit report or an equivalent certification which would provide BCHA with a level of comfort concerning the stability and security of the software. If neither audit has been conducted, please advise if you have contracted with an audit firm for such services.
- 9.20. Explain your policy as regard to providing source code.

10. Awarded Vendor's Responsibilities

- 10.1. The selected Vendor shall be responsible for the professional quality, technical accuracy, timely completion, and coordination of all services, as provided for herein, furnished by the Vendor and its principals, officers, employees, and agents. In performing such services, Vendor shall follow practices consistent with generally accepted professional and technical standards.
- 10.2. In the event that the Vendor fails to complete the work within the timeframe set forth, and the approved implementation plan, and in compliance with the specifications and requirements contained within this solicitation, BCHA reserves the right to pursue alternate remedies which may include the termination of the contract for default.
- 10.3. BCHA reserves the right in its sole discretion to adjust the implementation plan.
- 10.4. All software and work furnished shall be of good quality and free from any defects and shall at all times be subject to BCHA's inspection and approval. Neither BCHA's inspection nor failure to inspect shall relieve contractor of any obligation hereunder. Upon completion of work, if in BCHA's or any inspecting entity's reasonable opinion, any work fails to conform to specifications, or is otherwise defective or unsatisfactory, Vendor shall promptly remedy the same at Vendor's expense.
- 10.5. All deficiencies in software and service shall be immediately corrected by the Vendor. All corrections shall be made within two (2) business days after such deficiencies are reported to the Vendor by BCHA personnel.
- 10.6. All employees of the Vendor shall be considered to be, at all times the sole employees of the Vendor, under his sole direction and not an employee or agent of BCHA. BCHA may require the Vendor to remove an employee if it deems the

employee to be careless, incompetent, insubordinate or otherwise objectionable and whose continued employment on BCHA property is not in the best interest of BCHA.

10.7. BCHA shall reserve the right to demand and receive a change in personnel assigned to the work if BCHA believes that such change is in its best interest and in the completion of the assigned work.

10.8. The Vendor shall be responsible for maintaining satisfactory standards of employees' competency, conduct, courtesy, appearance, honesty, and integrity, and shall be responsible for taking such disciplinary action with respect to any employee, as may be necessary.

10.9. Vendor shall have in its employ, or under its control, sufficient qualified, experienced and competent personnel to perform work promptly and in accordance with a schedule or work program, as approved by BCHA. Vendor shall employ only such workers as are skilled in the tasks to which they are assigned. Vendor shall be responsible for overseeing the work of all workers.

11. Service Location

The services specified within the scope of work will be rendered primarily at the BCHA's Headquarters, 4780 North State Road 7, Lauderdale Lakes, Florida 33319-5860.

12. Licensing and Insurance Information

Before a contract pursuant to this RFP is executed, the apparent successful Vendor must hold all necessary, applicable professional licenses required by the State of Florida and all other regulatory agencies necessary to complete the Services. The Vendor shall obtain, at the Vendor's expense, any permits, certificates and licenses as may be required in the performance of the work specified. All required licenses shall remain active and valid during the entire duration of the subsequent contract. BCHA may require any or all Vendors to submit evidence of proper licensure.

12.1. Proof of Insurance shall be provided to BCHA prior to the execution of a contract. Unless otherwise stated by BCHA, the successful proposer (s) will be required to obtain and maintain the following insurance coverage during the entire Contract Term:

12.2. Proposer shall submit an original certificate evidencing the proposer's current Worker's Compensation carrier and coverage amount. Elective exemptions or coverage through an employee leasing arrangement will NOT satisfy this requirement.

12.3. An original certificate evidencing General Liability coverage evidencing a minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000 with a deductible of not greater than \$1,000.

- 12.4. Employer's Liability: (a) \$1,000,000 bodily injury for each accident (b) \$1,000,000 bodily injury by disease for each employee (c) \$1,000,000 bodily injury disease aggregate.
- 12.5. Professional Liability: Professional Liability insurance in the amount of not less than \$1,000,000 per claim; \$2,000,000 aggregate.
- 12.6. Vendor agrees, and hereby authorizes its insurer, to notify BCHA of any substantial change in such insurance coverage described herein. Substantial change includes, but is not limited to, events such as cancellation, non-renewal, reduction in coverage, or receipt of a claim against such coverage with a potential recovery in excess of twenty percent (20%) of available coverage.
- 12.7. The premium cost of all insurance purchased by the Vendor for protection against risks assumed by virtue of the contract shall be borne by the Vendor and is not reimbursable by BCHA.
- 12.8. BCHA reserves the right, but not the obligation, to review and revise any insurance requirements, including limits, coverages and endorsements, based upon insurance market conditions affecting the availability and affordability of coverage. Additionally, BCHA reserves the right, but not the obligation, to review and reject any insurance policies, certificates of insurance, or insurer failing to meet the criteria stated herein.

13. Response Submission

- 13.1. All responses submitted pursuant to this solicitation shall be formatted in accordance with the following table. Each category shall be separated by numbered index dividers (which number extends so that each tab can be located without opening the response) and labeled with the corresponding tab reference also noted below.

Tab	Contents
1	Form of Proposal: Exhibit A of this solicitation document.
2	Form HUD-5369-C: Certifications and Representations of Offerors, Non-Construction Contract found at http://www.hud.gov/offices/cpo/forms/hud5369c.pdf .
3	Profile of Firm Form: Exhibit B of this solicitation document with IFS Form W-9, license, and insurance certificates.
4	Data Conversion Form: Exhibit C of this solicitation document. See Section 6.4.
5	Response to Vendor Questions: Submit Response as Exhibit D. See Section 9.
6	Client References: Submit References as Exhibit E.
7	Cost Information: Submit Fee Proposal as Exhibit F. See Section 8.
8	Proposer's Certification: Exhibit G of this solicitation document.

- 13.2. It is preferable and recommended that the response be bound in such a manner that BCHA can, if needed, remove the binding to make copies then return the response to its original condition. BCHA suggests that either comb type binding or three ring binding be used.
- 13.3. Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation.

-
- 13.4. **All information must be incorporated into a response to a specific requirement and clearly referenced.** Any information not meeting these criteria will be deemed extraneous and will in no way contribute to the evaluation process.
- 13.5. All information presented in response to this RFP must be included in the submitted response. There can be no information that is linked to a website that requires reviewers to access the website for consideration of content. Any such conditions will not be considered as part of the Vendor's proposal. BCHA may award a contract on the basis of initial offers received, without discussions; therefore, each initial offer should contain the Vendor's best terms from a cost or price and technical standpoint.
- 13.6. All responses shall be submitted to the contact person and address and by the date specified on the first page of this solicitation document.
- 13.7. The proposer shall submit **one original signature copy (marked "ORIGINAL") and five (5) exact copies.** The original and all exact copies shall have the same cover, binding method, and extended tabs.
- 13.8. The vendor shall ensure that the response is received by the time and date indicated on the first page of this solicitation document. The package shall clearly indicate the solicitation number and title. Submissions received after the noted deadline will not be accepted. The official US time at <http://www.time.gov> shall determine receipt within deadline.
- 13.9. Do not fold or make any additional marks, notations, or requirements on the documents to be submitted. Vendors are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if such additional marks, notations, or requirements are entered on any of the documents submitted, such may invalidate that response.
- 13.10. By virtue of completing, signing, and submitting the completed documents, the vendor is stating agreement to comply with all of the conditions and requirements set forth within those documents.

14. Administrative Terms and Conditions

In order to maintain a fair and impartial competitive process, BCHA shall avoid private communication concerning this procurement with prospective Vendors during the entire procurement process. From the issue date of this RFP until the final award is announced, Vendors are not allowed to communicate about this RFP for any reason with any BCHA staff except through the RFP Point of Contact named below, during the Pre-Proposal Conference (if any), as otherwise defined in this RFP or as provided by existing work agreement(s). Prohibited communication includes all contact or interaction, including but not limited to, telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. BCHA reserves the right to reject the proposal of any Vendor violating this provision.

-
- 14.1. Vendors shall address all communication and correspondence relating to this solicitation to the contact person named on the cover sheet of this document. Vendors shall not make inquiry or communicate with any other BCHA staff member or official, including the Audit Committee and the Board of Commissioners, pertaining to this solicitation. Failure to comply with this requirement may be cause for BCHA to disqualify from consideration a response submitted by the proposer doing so.
 - 14.2. All questions shall be submitted via e-mail to the contact person named on the cover sheet of this document. Questions will not be accepted via telephone. Responses to questions shall be made via the form of addenda which will be posted on the BCHA website and on Demandstar.
 - 14.3. Unless an answer or information is provided by BCHA in writing as part of an addendum, such information shall have no effect and may not be relied upon by the Vendor.
 - 14.4. All questions, requests for information or clarification pertaining to this solicitation must be addressed via email to the contact person listed on the cover page of this solicitation.

15. Notices

- 15.1. All notices, demands, requests, and claims pertaining to the award of this contract must be addressed in writing to:

**Anthony J. Cariveau, Purchasing Manager
Broward County Housing Authority
4780 North State Road 7
Lauderdale Lakes, FL 33319-5860**

- 15.2. Any actual or prospective Vendor may protest the solicitation or award of a contract for serious violations of the principles of the BCHA Procurement Policy. Any protest against a solicitation must be received before the due date for the receipt of bid proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contract award is posted on BCHA's website, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter no later than ten (10) working days following receipt of the bid protest/award. The Contracting Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant. Following the issuance of the written decision, the contractor may appeal the initial decision to BCHAs' CEO. BCHAs' CEO shall then issue a decision on the appeal no later than ten (10) working days following receipt of the request of the appeal. The decision of BCHAs' CEO shall be final, and no further appeal shall be authorized within BCHAs.

15.3. Cost of Proposal

All costs incurred, directly or indirectly, in response to this solicitation, to include the preparation, submittal, or presentation of the proposal, shall be the sole responsibility of, and borne by, the Vendor. The cost for developing the proposal and participating in the procurement process (including the protest process) is the sole responsibility of the Vendor. BCHA will not provide reimbursement for such costs.

15.4. Amendments to Solicitation

If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. It is the responsibility of the Vendor to monitor BCHA's website for any addenda issued. Each Vendor must acknowledge all addenda issued on BCHA's website so as to ensure that addenda are considered in their proposal response. All Vendors are encouraged to frequently check BCHA's website for additional information.

15.5. Direct or Indirect Conflicts of Interest

Vendor shall certify that except as otherwise disclosed, neither it nor any of its subcontractors include persons who have an interest, direct or indirect in this proposed contract and who during his or her tenure or for one (1) year thereafter are:

- 15.5.1. A present or former member of BCHA's Board of Commissioners or any member of the Board of Commissioner's immediate family;
- 15.5.2. Any BCHA employee who formulates policy or who influences decisions with respect to BCHA's project(s) that are connected to this proposed contract, or any member of the employee's immediate family, or the employee's partner;
- 15.5.3. Any public official, member of the local governing body, or State or local legislator (including members of the Broward County Board of Commissioners, or Florida legislator), or any member of such individuals' immediate family;
- 15.5.4. A member of or delegate to the Congress of the United States of America (defined as an individual appointed to oversee a territory or possession of the United States of America, such as Guam) or a resident commissioner;

NOTE: "*Immediate family*" member means the spouse, mother, father, brother, sister, or child of a covered class member whether related as a full blood relative, or as a "half" or "step" relative (e.g., half-brother or stepchild).

15.6. Prohibition Against Gifts/Favors/Anything of Monetary Value

No BCHA employee can accept or solicit for themselves or for others, anything of value from Vendor or any person, corporation, or other entity doing business with or attempting to do business with BCHA.

15.7. Compliance with Law

While conducting business with BCHA, Vendor shall comply with all applicable Federal, State and local laws, regulations, ordinances and requirements, applicable to the work described herein including, but not limited to, those applicable laws, regulations and requirements governing equal employment opportunity strategies, subcontracting with small and minority firms, women's business enterprise, and labor surplus area firms, equal opportunity for businesses and unemployed and underemployed persons as referenced in Section 3 of The Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u ("Section 3"), the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Davis-Bacon Act, and shall provide for such compliance in the contract documents as required. It is the policy of BCHA that all vendors that conduct business with BCHA must be authorized and/or licensed to do business in Florida. Vendor is responsible for contacting their local city and county authorities and the State of Florida to ensure that Vendor has complied with all laws and is authorized and/or licensed to do business in Florida. All applicable fees associated therewith are the responsibility of Vendor.

15.8. Proposers are subject to Instructions to Offerors – Non-Construction, HUD Form 5369-B, at <http://www.hud.gov/offices/cpo/forms/hud5369b.pdf>.

15.9. Proposers are subject to General Contract Conditions – Non-Construction, HUD Form 5370-C, at <http://www.hud.gov/offices/cpo/forms/hud5370c.pdf>.

15.10. Proposers are subject to 24 CFR 135, Economic Opportunities for Low- and Very Low-Income Persons commonly referred to as Section 3, at http://www.access.gpo.gov/nara/cfr/waisidx_98/24cfr135_98.html. The proposer shall be required to, as detailed therein, "to the greatest extent feasible ... provide economic opportunities to low- and very-low income persons," meaning, if the proposer must hire anyone to help with the work, he/she must submit a work plan showing how he/she will give first preference to such jobs to Section 3 persons.

15.11. Public Access to Procurement Record

The laws of the State of Florida, including the Florida Open Records Act, require procurement records and other records to be made public unless otherwise provided by law.

15.12. Ownership of Documents

All documents and information generated, prepared, assembled or encountered by or provided for pursuant to this RFP are the property of BCHA. Vendors shall not copyright, or cause to be copyrighted, any portion of any said document submitted to BCHA as a result of this RFP.

15.13. Advertising

In submitting a proposal, Vendor agrees not to use the results from it as a part of any commercial advertising. BCHA does not permit Vendors to advertise or promote the fact of your relationship with BCHA in the course of marketing efforts, unless BCHA specifically agrees otherwise.

15.14. Government Restrictions

In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the goods offered, it shall be the responsibility of the successful Vendor to immediately notify BCHA in writing specifying the regulation which requires an alteration. BCHA reserves the right to accept any such alteration, including any reasonable price adjustments occasioned thereby, or to terminate the contract at no expense to BCHA.

16. Evaluation Criteria

The proposed evaluation is an initial process designed to elicit a short list of vendors; with the contract awarded not necessarily to the Vendor of least cost, but rather to the Vendor with the best combination of attributes (i.e., qualifications and experience, technical approach, and cost), based upon the evaluation factors specifically established for this RFP. *The establishment, application and interpretation of the above evaluation criteria shall be solely within the discretion of BCHA.* Vendors must provide all information outlined in the Evaluation Factors to be considered responsive. Proposals will be evaluated based on the responsiveness of the Vendor's information to the Evaluation Factors which will demonstrate the Vendor's understanding of the Evaluation Factors and capacity to perform the required services of this Request for Proposals. The maximum points that shall be awarded for each of the Evaluation Factors are detailed and described below.

The following factors will be utilized by BCHA to evaluate each submission received. Award of points will be based on the documentation that the proposer submits within the submission.

Factor	Points	Description
A	25	Experience, Strength, and Qualifications of Firm as it relates to this solicitation including financial viability
B	25	Firm's Technical Response to RFP's Scope of Services
C	25	Conversion including the ability to deliver and install software within acceptable time frame
D	15	Training Services
E	10	Fee Proposal
Total	100	

Scoring Guide:

0% - No Response

50% - Marginal

70% - Acceptable

85% - Exceeds Acceptable

100% - Outstanding in all Respects

16.1. Evaluation Factor A – Experience, Strength, Qualifications and Financial Viability.

Provide a brief history of the firm and its past experience as it relates to the requirements of this solicitation. Describe the firm's experience in completing projects similar in scope and complexity. Describe the qualifications and experience of personnel to be assigned to this project. Firm should also describe financial viability to complete scope of work and continue ongoing support. Provide the last two year's audited financial statements.

16.2. Evaluation Factor B – Firm's Technical Response to RFP's Scope of Services.

This evaluation factor will score the proposed software (and hardware, if applicable) in regard to meeting the requirements of the Housing Authority.

16.3. Evaluation Factor C – Conversion Including the Ability to Deliver and Install Software within Acceptable Time Frame.

This evaluation factor will score the firm's approach and capacity to convert the existing data. Please refer to item 6.4. and Exhibit C.

16.4. Evaluation Factor D – Training Services

This evaluation factor will score the firm's approach to staff training. Please refer to item 6.7.

16.5. Evaluation Factor E – Fee Proposal – Cost and Payment Terms

State your proposal cost as referenced in Section 8, items 8.1. to 8.7. and complete Exhibit F. Please be sure to provide a cost per module as required by item 8.3.

16.6. Evaluation Method and Award Process

Each proposal will first be evaluated for responsiveness (i.e., meets the minimum of the published requirements). BCHA reserves the right to reject any proposals deemed as not minimally responsive.

16.7. BCHA will form an Evaluation Review Committee to review proposals and make recommendation to the Board of Commissioners for selection based on but not limited to the evaluation factors set forth above. Factors not specified in the RFP will not be considered. BCHA reserves the right to waive any minor irregularities or technicalities in the proposals received. Proposals shall be evaluated on an individual basis against the requirements stated in the RFP.

16.8. After evaluations, the committee will determine the top proposals that have a reasonable chance of being selected for award considering both the technical aspects and fee proposal. These Vendors will be chosen for an onsite software demonstration and interview. Final award will be approved by the BCHA Board of Commissioners. Contract negotiations may, at BCHA's option, be conducted prior to or after the Board of Commissioner's award.

16.9. BCHA will make a determination of whether, in the opinion of BCHA, the Vendor is capable of undertaking and completing the RFP scope of work delineated within

this RFP in a satisfactory manner. BCHA will award a contract only to a responsible Vendor that has the ability to successfully perform under the terms of this RFP. BCHA's determination includes an assessment of the Vendor's technical resources/ability to perform the scope of work in accordance with the RFP requirements. The responsibility determination also includes consideration of a Vendor's integrity, compliance with public policy, past performance with BCHA (if any), and eligibility to perform scopes of work that are funded by the Federal, State or local government (e.g., debarment/suspension for any Federal, State or local government).

16.10. Should the individual members of the Evaluation Review Committee be made known to the vendor in any manner prior to submission or during the review process, the vendor shall not make contact with the committee members, or their proposal may be rejected.

16.11. All persons having familial (including in-laws) relationships with principals and/or employees of a proposer entity will be excluded from participation in the evaluation committees. Similarly, any persons having an ownership interest in and/or contract with a proposer entity will be excluded from participation in the evaluation committees.

16.12. In the event of ties, determination of the top-ranked vendor will be made in accordance with BCHA procurement policies and HUD guidelines.

16.13. Notification of the results of the evaluation including the name of the successful vendor will be posted on BCHA's website and on the Demandstar website.

17. Contract Award

17.1. BCHA Authorized Procurement Authority

All contracts where the base contract amount or any option exceeds \$35,000 are required to be approved by the Board of Commissioners. In addition all contract modifications in excess of \$35,000 require approval by the Board of Commissioners.

17.2. Contracting Officer ("CO") and Contracting Officer's Designee

Acceptance of services will be the responsibility of the Contracting Officer ("CO"), who also serves as BCHA's Chief Executive Officer, or designee. The Contracting Officer is responsible for final approval and acceptance of all services rendered.

While the CEO is responsible for ensuring that BCHA's procurements comply with the BCHA Procurement Policy, the CEO may delegate all procurement authority as is necessary and appropriate to conduct the business of the BCHA.

17.3. Contract Document

BCHA and the successful vendor will execute BCHA's contract. All provisions within this solicitation document are included in the terms of the contract by reference.

17.4. Contract Terms and Conditions

The contract that BCHA expects to award as a result of this RFP will be based upon the RFP, the contract terms and conditions, the Proposal submitted by the successful Vendor and any subsequent revisions to the Vendor's Proposal and the contract terms and conditions due to negotiations, written clarifications or changes made in accordance with the provisions of the RFP, and any other terms deemed necessary by BCHA, except that no objection or amendment by a Vendor to the RFP requirements or the contract terms and conditions shall be incorporated by reference into the contract unless BCHA has explicitly accepted the Vendor's objection or amendment in writing.

17.5. Unauthorized Sub-Contracting

The successful vendor shall not assign any right, nor delegate any duty for the work proposed pursuant to this solicitation document (including, but not limited to selling or transferring the contract) without the prior written consent of BCHA. Any purported assignment of interest or delegation of duty, without the prior written consent of BCHA shall be void and may result in the cancellation of the contract with BCHA, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract.

17.6. Insurance Requirements

Prior to award but not as a part of the proposal submission, the successful vendor will be required to provide an original certificate evidencing insurance coverage as described in Section 12. above, naming BCHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of BCHA as an additional insured under said policy. Licensing and insurance requirements will be examined and approved by the BCHA Vice President of Human Resources and Risk Management prior to contract award.

17.7. Right to Negotiate Fees

BCHA shall retain the right to negotiate the amount of fees that are paid to the successful vendor, meaning the fees proposed by the top-rated vendor may, at BCHA's option, be the basis for the beginning of negotiations. Such negotiations shall begin after BCHA has chosen the top-rated vendor. If such negotiations are not, in the opinion of BCHA, successfully concluded within five business days, BCHA shall retain the right to begin negotiations with the next highest rated vendor.

17.8. Contract Service Standards

All work performed pursuant to this solicitation must confirm and comply with all applicable federal, state, and local laws, statutes, and regulations.

17.9. Contract Payment

In accordance with payment schedules, vendor will submit invoices to Accounts Payable Department, Broward County Housing Authority, 4780 N. State Road 7, Lauderdale Lakes, Florida, 33319. Modules will be tested and accepted by BCHA before payment is made.

BCHA will make no advance payments for the goods and/or services that are subject of this RFP, unless otherwise noted in the contract. Invoices may be submitted on no more than a monthly basis.

17.10.Invoicing Requirements

- 17.10.1. Contractor invoices shall reflect the prices established for the items on this Contract for all orders placed by BCHA even though the Contract number and/or correct prices may not be referenced on each order. Only properly submitted invoices will be officially processed for payment. Invoices submitted without required information will be returned for entry of the missing information and will not be paid until properly completed.
- 17.10.2. All invoices must be itemized showing: Vendor's name, remit to address, purchase order number, service location (site name), and prices per the contract, itemized in order to facilitate contract auditing.
- 17.10.3. Each invoice must detail the service and location at which performed accompanied by a copy of the work order signed by the designated Manager or Contact Person indicating satisfactory completion of work. A separate invoice must be submitted for each date and location.
- 17.10.4. BCHA will pay the properly completed and authorized invoice within thirty days of receipt.
- 17.10.5. BCHA will pay invoices by check or ACH.

LAST PAGE OF DOCUMENT

PLEASE SEE EXHIBITS A – G

**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFP-11-158
REQUEST FOR PROPOSAL
HOUSING AND ACCOUNTING SOFTWARE**

PROPOSAL SUBMISSION FORM – EXHIBIT A

Instructions: The items listed below must be completed and included in the Proposal submission. 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 proposal submission.

X=Included	Tab	Contents
	1	Proposal Submission Form: Exhibit A of this solicitation document.
	2	Form HUD-5369-C: Certifications and Representations of Offerors, Non-Construction Contract found at http://www.hud.gov/offices/cpo/forms/hud5369c.pdf
	3	Profile of Firm Form: Exhibit B of this solicitation document. Note that this document has two pages.
	4	Data Conversion Form: Exhibit C of this solicitation document.
	5	Response to Vendor Questions as listed in Section 9 of this solicitation document: Vendor shall submit response as Exhibit D.
	6	Client References: Vendor shall submit references as Exhibit E.
	7	Fee Proposal: Cost Information, addressing requirements as listed within Section 8 of this solicitation document as Exhibit F. See items 8.1 through 8.7.
	8	Proposer’s Certification – Exhibit G of this solicitation document.

CHECK (✓) BELOW IF YOU HAVE SUBMITTED THE REQUIRED:

 _____ **ONE (1) ORIGINAL AND** _____ **FIVE (5) COPIES OF YOUR PROPOSAL.**

By completing and submitting this form and all other documents within this proposal submission, the undersigned proposer hereby certifies and understands that:

1. he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if BCHA discovers that any information entered herein to be false, such shall entitle BCHA to not consider or make award of to cancel any award with the undersigned party;
2. as described within the Reservation of Rights section of the RFP, BCHA reserves the right to reject and not consider any response that does not meet the requirements of this solicitation, including but not necessarily limited to incomplete responses and/or responses offering alternate or non-requested services, failure to use BCHA and HUD provided forms, or failure of the proposer to check for addenda or corrections and adhere to any revised requirements;
3. he/she is agreeing to abide by all terms and conditions pertaining to this solicitation document as issued by BCHA including an agreement to execute a contract form; and
4. he/she has the ability to sign and bind the firm or company to the services to be performed within the fees proposed.

Signature	
Title	
Date Signed	
Printed Name	
Firm or Company	

**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFP-11-158
REQUEST FOR PROPOSAL
HOUSING AND ACCOUNTING SOFTWARE**

PROFILE OF FIRM FORM – EXHIBIT B

1. Proposer Information

Name of Firm	
Address	
City, State, Zip	
Telephone	
Fax	
E-Mail Address	
Year Established	
Year Established in Florida	
Former Names (if applicable)	
Parent Company and Date Acquired (if applicable)	

2. Complete and attach IRS Form W-9, found at <http://www.irs.gov/pub/irs-pdf/fw9.pdf> . This completed form should be submitted with the proposal, or must be submitted within three (3) working days of the BCHA's request.

3. Debarred Statement: Has the firm, or any principal ever been debarred from providing any services to the federal government, any state government, or any local government agency?

Yes No

If yes, please attach a full detailed explanation, including dates, circumstances and current status.

4. Disclosure Statement: Does this firm or any principal(s) have any current, past personal or professional relationship with any Commissioner or Officer of BCHA?

Yes No

If yes, please attach a full detailed explanation, including dates, circumstances and current status.

5. Please indicate the structure of your company.

- | | |
|---|--|
| <input type="checkbox"/> Publicly Held Corporation | <input type="checkbox"/> Non-Profit Organization |
| <input type="checkbox"/> Privately Held Corporation | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Government Agency | <input type="checkbox"/> Sole Proprietorship |

6. Non-Collusive Affidavit: The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal fee of affiant or of any other proposer, to fix overhead, profit, or cost element of said proposal

fee, or that of any other proposer or to secure any advantage against BCHA or any person interested in the proposed contract; and that all statements in said proposal are true.

7. Licensing and Insurance Information

Business License Jurisdiction, Number, and Expiration Date	
Worker's Comp Carrier, Policy Number, and Expiration Date	
General Liability Carrier, Policy Number, and Expiration Date	
Professional Liability Carrier, Policy Number, and Expiration Date	
Vehicle Insurance Carrier, Policy Number, and Expiration Date	

8. Copies of license and insurance certificates in accordance with Section 12, should be submitted with the proposal.

9. Verification Statement: The undersigned proposer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if BCHA discovers that any information entered herein to be false, such shall entitle BCHA to not consider or make award of to cancel any award with the undersigned party.

Signature	
Title	
Date Signed	
Printed Name	
Firm or Company	

**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFP-11-158
REQUEST FOR PROPOSAL
HOUSING AND ACCOUNTING SOFTWARE**

DATA CONVERSION FORM – EXHIBIT C

Response to Section 6.4: Vendor shall supply a list of previous conversions from the MST software, if applicable. **Complete one exhibit for each conversion.**

Agency Name: _____

Vouchers: _____

Public Hsg Units _____

<u>Modules Converted:</u>	(place X in appropriate column)	YES	NO
Accounts Payable		_____	_____
General Ledger		_____	_____
Fixed Assets Master		_____	_____
Inventory		_____	_____
Work Orders		_____	_____
Payroll		_____	_____
Purchase Orders		_____	_____
Requisitions		_____	_____
Section 8		_____	_____
Public Housing Tenant Accounting		_____	_____
Wait List		_____	_____

**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFP-11-158
REQUEST FOR PROPOSAL
HOUSING AND ACCOUNTING SOFTWARE**

RESPONSE TO QUESTIONS – EXHIBIT D (Items 9.1. through 9.20.)

Attach additional sheets if necessary.

**BROWARD COUNTY HOUSING AUTHORITY
 SOLICITATION NUMBER RFP-11-158
 REQUEST FOR PROPOSAL
 HOUSING AND ACCOUNTING SOFTWARE**

FEE PROPOSAL - EXHIBIT F-1

The undersigned vendor 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 BCHA discovers that any information entered herein to be false, that shall entitle BCHA to not consider or make award or to cancel any award with the undersigned party.

Further, by completing and submitting the proposal submittal, and by entering and submitting the costs where provided, the undersigned vendor is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by BCHA, in hard copy.

Pursuant to all RFP documents, all attachments, and all completed documents submitted by vendor, including these forms, addendums, and all attachments, the undersigned proposes to supply BCHA with the services described herein for the fee(s) entered in the document that follows.

Staff Prices:

Hourly staff pricing will be utilized for any additional work that may be requested by BCHA in the future. The actual amount required will be only as requested and may be none at all. Please list by function (training, programming, etc.), job title and hourly rate.

Function	Title	Hourly Rate

Name: _____ Signature: _____

Title: _____ Date: _____

Exhibit F-2

	A	B	C	D	E	F	G	H
1	Exhibit F-2		Maintenance/Support/License Fees					
2		Non-Recurring One Time Fee	Year 1	Year 2	Year 3	Year 4	Year 5	Total 5 Year Cost
3								
4	Hardware:							
5	Server							
6	Hand-held devices							
7								
8	Software:							
9	Server Operating Software							
10								
11	Application Software:							
12	PH Wait List							
13	PH Tenant Mgmt							
14	PH FSS							
15	PH Hand-Held Inspections							
16	Section 8 Wait List							
17	Section 8 Owner Mgmt							
18	Section 8 Tenant Mgmt							
19	Section 8 FSS							
20	Section 8 Hand-Held Inspections							
21	Section 8 Rent Reasonableness							
22	Accounts Payable							
23	Budgeting							
24	Capital Fund							
25	Financial Reporting							
26	Fixed Assets							
27	General Ledger							
28	Grant Management							
29	Human Resources							
30	Maintenance Inventory							
31	Payroll							
32	Requisitions							
33	Purchase Orders							
34	Tax Credit Property Management							
35								
36	Training:							
37	Hardware							
38	Travel/Exp for Hardware							
39	Application Software							
40	Travel/Exp for App. Software							
41								
42	Data Conversion							
43								
44	Project Management							

**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFP-11-158
REQUEST FOR PROPOSAL
HOUSING AND ACCOUNTING SOFTWARE**

PROPOSER'S CERTIFICATION – EXHIBIT G

By signing below, Proposer certifies that the following statements are true and correct:

1. He/she has full authority to bind Proposer and that no member of Proposer's organization is disbarred, suspended or otherwise prohibited from contracting with any federal, state or local agency;
2. Items for which Proposals were provided herein will be delivered as specified in the Proposal;
3. Proposer proposes to furnish and deliver in accordance with the terms, conditions, and specifications embodied herein, all of which terms, conditions, and specifications are hereby accepted and made a part of this Proposal, all materials and supplies, which are described on the Proposal worksheets herein and opposite of which prices have been entered, at the price or prices quoted, subject to valid price reductions as hereafter defined, as ordered for delivery, by BCHA;
4. Proposer agrees that this Proposer shall remain open and valid for at least a period of 90 days from the date of the Proposal Opening and that this Proposal shall constitute an offer, which, if accepted by BCHA and subject to the terms and conditions of such acceptance, shall result in a contract between BCHA and the undersigned Proposer;
5. He/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discounts, trip, favor, or service to a public servant in connection with this Proposal;
6. Proposer, not the firm, corporation, partnership, or institution represented by the Proposer, or anyone acting for such firm, corporation or institution has violated the antitrust laws of the State of Florida or the Federal Antitrust laws, nor communicated directly or indirectly the Proposal made to any competitor or any other person engaged in such line of business;
7. Proposer has not received compensation for participation in the preparation of the specifications for this RFP, and
8. The individual or business entity named in this Proposal is eligible to receive the specified payment and acknowledges that this Contract may be terminated and payment may be withheld if this certification is inaccurate.

Seal if by Corporation

Signature	
Printed Name	
Title	
Date Signed	
Firm or Company	
Company Phone, Fax, & Email Address	