

Broward County Housing Authority
4780 North State Road 7
Lauderdale Lakes, FL 33319

Q & A

The following questions (shown in *italicized text*) pertaining to the RFP-11-158 for Housing and Accounting Software were submitted to the BCHA by prospective proposer(s). The BCHA's responses are presented here (shown in **bold text**) to provide equal access to public information. The submitters' names and email addresses have been removed due to privacy requirements.

1) *Does your Agency have asset management? If so, how many total AMPs are reported on your Financial Schedule?*

Yes, we have Asset Management with a total of 4 active AMPs.

2) *Please list the title of each column BHCA reports on the Financial Data Schedule to REAC-FASS.*

- Project Total (aggregate total)

- 14.871 Housing Choice Vouchers

- Component Units

- Business Activities

- 14.239 HOME Investment Partnerships Program

- 14.218 Community Development Block Grants/Entitlement Grants

- 14.181 Supportive Housing for Persons with Disabilities

- 14.238 Shelter Plus Care

- 14.856 Low Income Housing Assistance Program Section 8 Mod Rehab II

- COCC

- Sub-total

- ELIM

- Total

3) *How many people would need access to the General Ledger Software?*

We have six (6) people in the Finance Department that would need full access to the General Ledger. These employees need the ability to post batches, input journal entries, input budgets, create GL accounts, close a period, etc.

We have another (12) people in various other Departments that need access to the General Ledger for inquiry and reports (income and expense reports, budget reports, etc).

4) *Is all data contained in the MST system or do you have data in other formats that would need to be converted? If so what kinds, of data and what formats is it stored in?*

All data to be converted is stored in the MST system.

5) *Does BCHA perform any utility meter readings?*

No. However, we do record the monthly meter consumption for the master water meters at the Public Housing Sites. The consumption is recorded at the time the AP invoice is entered into the Accounts Payable System.

6) *Based on the RFP, we understand that you are seeking to replace your existing (custom) online housing application program. Is there any data to convert from that system, or is all the data in MST?*

See question # 4 above - All data is in MST.

7) *Other than MST and the custom-built online housing application program, does BCHA have data residing on any other programs (such as other software systems, MS Word, MS Excel, etc.)? If so, what system(s) and or what purpose(s)?*

See questions #4 and #6 above - All data is in MST.

8) *Section 8.7 provides a breakdown of users by functional area, which is very helpful to provide BCHA with an accurate training plan. Can you provide a total number of users as well (we are assuming that some of the users in the list provided in Section 8.7 are counted in multiple functional areas, and we are seeking a total number of users/workstation)?*

Yes, the number of users specified in Section 8.7 are counted in multiple areas. We have a total number of 92 users, with access to the MST system. Users have custom menus, depending on their job position, in order to provide access/inquiry to only the data they require to fulfill their position functions.

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