

Housing Authority Management and Accounting Software RFP

RFI Response 1-10-25

- A Contingent Fees Statement is listed on the Table of Contents under Appendix A but is not included in the attachments. If this is required, can you please provide a copy? **A contingent fee statement is not required.**
- Are you willing to waive the requirement for the new contract to be executed on the Agency form? **HAJC is willing to review a vendor provided contract.**

- Number of Users for the Housing and Maintenance modules: **Thirty**
- Number of security roles: **Eight**
- Subsidy types and total units/numbers associated with each subsidy type: **Housing Module = 1,800 units. There are 275 of these units with Project-Based Voucher Subsidy. Housing Choice Voucher Module = 2,500 Vouchers.**
- Number of Mobile Inspections Users: **HCV Module = 6 users for HQS/NSpire Inspections. Housing & Maintenance Module = 45 users for housekeeping/maintenance inspections (if available).**
- Do you need supplemental data converted? Supplemental data for Tenants and Owners is anything that is not included on the 50058, such as tenant phone number, owner address, direct deposit info (if applicable) **HCV Module will require conversion of all client and landlord contact information including email address, mailing address and phone number. Housing & Maintenance Module will require conversion of all client contact information including email address, mailing address and phone number.**
- What supplemental data do you want converted? Examples: active Waiting List, year to date balances for owners, open inspections, supplemental data for tenants and owners (as mentioned above) **HCV Module will require conversion of all active waiting list data, open inspections, and portability balances. Housing & Maintenance Module will require conversion of all waiting list data.**
- Will you need any custom financial integration? **Financial Module will require integrations with Harper's Payroll. Housing & Maintenance Module will require integration with all required Oregon Housing and Community Services (state finance agency) forms, multiple UA Tables, multiple rent tables.**
- Are there any other Custom Programming needs? Ex: custom documentation (not standard HUD docs), custom export, custom reports All Depts. **Yes – Integration with Harpers Payroll, and File Vision.**
- Financials Metrics
 1. Number of users for financial modules: **Ten total users in Financial Modules.**
 2. Number of Entities: **Fifty separate entities each with their own balance and revenue statements.**
 3. Number of Chart of Accounts: **Presently, HAJC has 5800 active GL accounts.**
 4. Number of Vendors: **Presently, HAJC has 2200 active vendors.**
 5. Avg. Monthly AP Transactions **HAJC averaged \$1.25 million including 1,200 invoices per month in 2024.**
- Fixed Assets Questions **Fixed Assets Module will not be utilized at this time. Questions 1 – 5 below are not applicable.**
 1. Number of Users for Fixed Assets:

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2. How many assets?
3. Which currency/currencies?
4. Financial books (Internal GAAP, Fed Tax, AMT, ACE, State, etc):
5. Number of companies/entities with fixed assets: