

## Request for Proposals

<b>Solicitation Name and Number</b>	Enterprise Resource Planning (ERP) Software Q2000
<b>Responses Must Arrive No Later Than</b> (As KCDC's clocks indicate)	2:00 p.m. on May 8, 2020
<b>Deliver Responses to:</b>	Knoxville's Community Development Corporation Procurement Division 901 N. Broadway Knoxville, TN 37917 <b>Procurement is located behind the main office building.</b>
<b>Electronic Copies</b>	Proposers <b><i>must use</i></b> the MS Word version of this document to provide a typed response. This is available on KCDC's webpage.
<b>Responses may be Emailed to KCDC</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Printed Responses Required</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Solicitation Meeting</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Solicitation Meeting is Mandatory</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Applicable
<b>Solicitation Meeting Date and Time</b>	None scheduled at this time.
<b>Solicitation Meeting Location</b>	None scheduled at this time.
<b>Solicitation Meeting Connection</b>	None scheduled at this time.
<b>Questions About This Solicitation</b>	Submit questions to <a href="mailto:purchasinginfo@kcdc.org">purchasinginfo@kcdc.org</a> <b>KCDC will not accept questions via telephone.</b>
<b>Award Results</b>	KCDC posts both a summary of the proposals received and the resulting award decision to its web page at: <a href="http://www.kcdc.org/procurement/">http://www.kcdc.org/procurement/</a>
<b>Open Records/Public Access to Documents</b>	All documents provided to KCDC are subject to the Tennessee Open Meetings Act (TCA 8-44-101) and open records requirements.
See KCDC's webpage for addenda and changes before submitting your response	

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## General Information

### 1. Background

a. Knoxville's Community Development Corporation (KCDC) is an independent governmental entity that was chartered in 1936, and serves as the public housing and redevelopment agency for the City of Knoxville and for Knox County in Tennessee. KCDC's affordable housing property portfolio includes 26 sites with approximately 3,489 dwelling units. KCDC also oversees approximately 4,064 Section 8 Vouchers, 82 Moderate Rehabilitation units and 20 Redevelopment areas. KCDC is converting its entire portfolio to the Project Based Rental Assistance (PBRA) model and the majority of the portfolio has already been converted. KCDC is the management company for several Low Income Housing Tax Credit corporations (LIHTC): Eastport Residences LP, the Five Points 1, 2, 3, 4 LPs; Lonsdale Homes, LP; North Ridge Crossing, LP and The Vista at Summit Hill, LP. Of the 3,489 units, approximately:

- 717 units are Public Housing (50058)
- 1,101 units are LIHTC/Section 8 PBRA Housing (50059 & TIC)
- 1,618 units are Section 8 PBRA Housing (50059)
- 53 units are Project Based Vouchers

b. KCDC is soliciting proposals from qualified proposers for a Housing Management Software System (also referred to as an Enterprise Resource Planning software package-ERP) including on-going maintenance and support as well as software implementation design, planning and implementation. The ERP should include housing authority-specific modules fully capable of supporting KCDC's programs and flexible to meet KCDC's needs as a Low-Income Public Housing, Multi-Family, PBRA RAD, Tax Credit and Housing Choice Voucher Program (Section 8) agency. KCDC desires software to perform these functions:

- |                             |                       |
|-----------------------------|-----------------------|
| • Accounting/General Ledger | • Inventory           |
| • Budgeting                 | • Payroll             |
| • Family Self Sufficiency   | • Procurement         |
| • Fixed Assets              | • Real Estate         |
| • Grants Management         | • Rent Reasonableness |
| • Housing Operations        | • Section 8           |
| • Human Resources           | • Waiting List        |
| • Inspections               | • Work Orders         |

KCDC also seeks implementation design and planning as well as regular and ongoing maintenance and supporting services.

c. KCDC's current housing management software is Emphasys Software which was implemented in 1994. This software is installed on PHA-owned hardware. The proposed software solution should be proposed two ways: on premise and cloud or SAAS approach.

d. KCDC has a number of desired outcomes related to this RFP including the following:

- A flexible, stable and reliable software system, designed around best practices, that is capable of accommodating future growth, organizational changes and RAD program flexibilities.
  - A partnership with an experienced and financially stable software proposer with prior success delivering similar solutions.
  - Enhanced capability to provide efficient and effective reporting for compliance and program evaluation.
  - An end user experience that is intuitive and easy to use.
  - The capability to manage workflows and standardize routine processes.
  - The capability to automate multiple routine steps and improve program efficiencies.
  - A well-designed plan to successfully and efficiently implement the new software.
- e. KCDC will consider proposals that include products to be developed/created if it is in KCDC's best interest. However, KCDC does not want to be a "test lab" for new products and to pay for it.
- f. **Daily Operations:**  
 On a daily basis approximately 133 KCDC staff members use the existing software. Staff use the software for a range of duties, including managing the applicant waitlist, documenting program eligibility, managing tenant accounts, processing Section 8 payments to landlords, recording and tracking maintenance work orders, managing unit inspections, and tracking specialized housing programs. In addition, the software prepares and automates the submission of routine HUD reports and serves as the repository of data used by staff to generate internal reports and evaluate program performance. During a typical year the agency maintains an affordable housing waitlist with more than 9,400 applicant families, processes over \$23 million in Section 8 payments to approximately 1,000 landlords, and conducts over 7,000 Section 8 housing inspections.

Currently KCDC staff use the software for all Procurement and Human Resources functions.

## 2. **Changes After Award**

It is possible that after award KCDC will need to revise the service needs or requirements specified in this document. KCDC reserves the right to make such changes after consultation with the proposer. If additional costs arise, KCDC reserves the right to accept an/or negotiate these charges.

## 3. **Contact Policy**

**Only** contact KCDC's Procurement Division about this solicitation from the issuance of this RFP until award. Information obtained from an unauthorized officer, agent, or employee will not affect the risks or obligations assumed by the proposer or relieve the proposer from fulfilling any of the conditions of the resulting award for the purpose of this project. Such contact can disqualify the proposer from the solicitation process.

**4. Evaluation**

KCDC alone determines (using NIGP’s definition and other relevant sources as appropriate) the proposer’s “responsive” and “responsible” status prior to award. Responsible means a business with the financial and technical capacity to perform the requirements of the solicitation and subsequent contract. A responsive proposal is one that fully conforms in all material respects to the solicitation document and all of its requirements, including all form and substance.

- a. KCDC will evaluate responses with a weighted evaluation system. The categories and points assigned for each category are:

<b>FACTORS</b>	<b>MAXIMUM POINTS</b>
<b>Cost</b> Purchase/annual subscription, maintenance, customizations, travel, support, training, et cetera	30
<b>Implementation Plan, Training, Qualifications and Experience</b> <ul style="list-style-type: none"> <li>• Transition plan quality</li> <li>• Ability to provide end-user and technical level training to staff</li> <li>• Firm qualifications</li> <li>• Personnel assigned to KCDC</li> <li>• References</li> </ul>	20
<b>Software Functionality and Suitability</b> Will be based upon how well the proposed application software meets KCDC’s requirements including but not limited to the proposed operating system, database management system, and any associated tools for on-line queries and ad hoc report generation.	30
<b>Support and Services</b> Evaluation will be based on the vendor’s software, hardware, documentation, maintenance, customer support and the overall ability of the application system to support KCDC’s business processes and future growth.	20
<b>Total Points Possible</b>	<b>100</b>

- b. KCDC will review all proposals and reserves the right to request necessary additional information, modifications, waive minor technicalities, reject all proposals, reject any proposal that does not meet mandatory requirement(s) or cancel this RFP, according to KCDC’s best interests.
- c. KCDC’s Evaluation Team may elect to interview one or more proposers before making an award. Interviews will include demonstration of the proposed product. KCDC will not reimburse the proposer for the costs associated with the interview process.
- d. Exclusive or concurrent negotiations may be conducted with proposers to change the conditions, terms and price of the proposals. Exclusive or concurrent negotiations will not constitute a contract award, nor will it confer any property rights to the successful proposer.

In the event KCDC deems that negotiations are not progressing, KCDC may terminate these negotiations and may enter into subsequent concurrent or exclusive negotiations with the next most qualified firm(s).

- e. KCDC's Evaluation Team may elect to first rank proposals with a simple numeric score and then detail score only the top tier of proposals.
- f. KCDC reserves the right to not consider cost until all proposals have been evaluated as to their technical suitability for its needs. If so, KCDC will score only those judged "approved."
- g. To assist proposers in completing this RFP process as easily as possible, KCDC intends to only list the major requirements and desires for each module.  
Through the evaluation, presentation and interview sessions KCDC staff will work through the entire lists of requirements and score proposals accordingly.

**5. General Instructions**

KCDC does not insert "General Instructions to Proposers" in solicitation documents. These instructions are at [www.kcdc.org](http://www.kcdc.org). Click on "Procurement" and the link to the instructions. The proposer's submittal means acceptance of the terms and conditions set forth in KCDC's "General Instructions to Proposers."

For this solicitation the following paragraphs in the "General Instructions" document **do not** apply:

1, 10, 16, 18, 28, 43, 48, 51, 54, 63, 65, 67

**6. Insurance**

The proposer agrees to maintain at its sole expense during the term of this agreement insurance coverages and limits in accordance with the proposer's standard business practices and acceptable to KCDC. Proposer will provide KCDC with Certificates of Insurance evidencing such insurance prior to contract execution. Additionally, the successful suppliers will provide insurance certificates evidencing cyber Insurance and third Party Cyber Liability Insurance at \$2,000,000 per claim and aggregate.

**7. Length of Award**

The initial award will be for up to 5 years with an option for an additional 5 years. In the event that KCDC exercises such rights, all terms, conditions and provisions of the original contract will remain the same and apply during the renewal period with the possible exception of price.

**8. Liquidated Damages**

Reasonable reimbursement (to be determined) for damages if systems are not available for four, hours, eight hours, and any period of downtime lasting longer than eight hours for SaaS/Cloud applications.

**9. Ownership of Data**

Proposer acknowledges that all data related to this project either as provided initially by KCDC; in subsequent data transmittals from KCDC, or its designated transfers; or as keyed, delivered or otherwise created in the system, is sole and exclusively KCDC's property. The proposer makes no claim on the data.

- a. In the event that any KCDC data is transmitted to the proposer's systems or location, the proposer agrees to securely maintain the data, in such manner as is agreed to by the parties; to freely release all data at the end of the agreement for any reason; and to permanently remove all data from their systems once KCDC has issued a written receipt for the data's return. The proposer will make copies of all of KCDC's data within ten days of receipt of KCDC's written request for such data. The proposer will deliver the data via electronic media in a format mutually agreed upon by KCDC and the proposer.
- b. If the proposer fails to deliver the data within ten days of receipt of a request; or upon termination of the contract; or if the proposer fails to either securely maintain all data files while they are maintaining them or to completely erase all the data from their possession after the data has been returned to KCDC upon termination of the award; then the proposer will be liable for all costs, fees and damages incurred by KCDC as a result of the proposer's actions.

**10. Price Structure**

- a. At the end of each award year, the successful proposer may request a price change for on-going costs such as "maintenance agreements." Proof of increased cost to the successful proposer must accompany price increase requests. KCDC may, at its option accept, reject or suggest an alternative price increase.
- b. If KCDC rejects a proposed price, the successful proposer may continue with the existing pricing; suggest an alternative price increase or withdraw from the award.
- c. Proposers will hold their proposed prices firm for a minimum of 180 days.

**11. Software Source Code – Escrow (Applicable only if KCDC selects an on premise solution).**

The selected proposer, or other source code owner, must place the system source code in an escrow account and give KCDC permission, in the event of the termination of the company or its notification of abandonment of that line of business, to withdraw the source code, maintain it and make modifications as necessary to ensure a viable software application continues. The selected proposer/owner must also grant KCDC the right to audit the escrow account to insure the most current source code version is held.

- a. If the source code is not included in the purchase price, proposer(s) may be required to submit a proposed Source Code Escrow Agreement. Terms must include the following:
  - 1. Licensor must pay all escrow-related fees.
  - 2. The agreement must be a three-party agreement, one in which KCDC signs.

3. Deposited materials must minimally include the source code, compilers, programmer notes, flowcharts, utility programs, database schema, field definition, metadata and documentation.
4. The agreement must require re-deposits of upgrades, updates, and/or new releases within 30 days, with written notice given to Licensee.
5. KCDC must have verification rights.
6. The governing law must be the State of Tennessee.
7. KCDC must have the right to request the release of documents upon the following conditions: proposer fails to carry out obligations imposed in the Software License Agreement; proposer fails to support/maintain the system; proposer fails to continue to do business in the ordinary course; proposer experiences a material change of ownership; proposer files bankruptcy.
8. The escrow agent/agency must verify that they have received the data. The agent/agency is under no obligation to verify the data for completeness, accuracy, or functionality. If KCDC chooses to verify (i.e., test and operate) the data for functionality, KCDC retains the right to enter into such agreement at KCDC's expense.

### Scope of Work/Description of Minimums

#### 12. General Comments

- a. KCDC desires cost effective, highly functional, state of the art software to run its operations. KCDC is a complex operation run in a highly professional method. All of KCDC's functional areas are very reliant on technology. The modules desired include:
 

<ul style="list-style-type: none"> <li>• Accounting/General Ledger</li> <li>• Budgeting</li> <li>• Family Self Sufficiency</li> <li>• Fixed Assets</li> <li>• Grants Management</li> <li>• Housing Operations</li> <li>• Human Resources</li> <li>• Inspections</li> </ul>	<ul style="list-style-type: none"> <li>• Inventory</li> <li>• Payroll</li> <li>• Procurement</li> <li>• Real Estate</li> <li>• Rent Reasonableness</li> <li>• Section 8</li> <li>• Waiting List</li> <li>• Work Orders</li> </ul>
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- b. While KCDC prefers to award to a single proposer, KCDC reserves the right to award to more than one proposer if this best meets its needs. This means that proposers must be willing to work with other awarded proposers to achieve product interfaces if KCDC issues multiple awards.
- c. The proposed software package must be capable of fully functioning on Windows, current browsers and Android/Apple mobile platforms.



- d. The software must demonstrate conformance to all HUD requirements for housing authorities, to incorporate project-based accounting, budgeting, management, adhere to Generally Accepted Accounting Principles (GAAP) and all relevant state and federal regulations [in particular Low-Income Housing Tax Credit regulations (LIHTC)]. The system must have mobile applications for inspections and work orders, and have online tenant, owners and applicant portals. A vendor portal is also highly desired.
- e. Other desired features:
  - Report dashboards configurable for all levels of management
  - Capability to integrate with online banking applications and facilitate direct deposit of housing assistance payments (HAP), payroll and vendor payments
  - Integrated document imaging system and/or ability to integrate with Docstar’s Eclipse (KCDC’s EDMS)
  - Online vendor portal
  - Online housing applications
  - Online applicant and tenant portals
  - Online landlord portal to access account information
  - Ability to import S8 Inspection data from third-party inspections vendor
  - Ability to import third party receipts

**13. Conversion**

This project includes data conversion from the existing Emphasys Software (including its adjunct modules such as Human Resources, Procurement, Inventory, Fixed Assets) as well as the successful installation and testing of software and hardware on KCDC’s computer network. KCDC is interested in seeing proposals for the conversion of the last five years’ data as well as a complete conversion of all data. Proposer will price both options.

**14. Current KCDC Hardware and Software Environment**

The new ERP should maximize the use of existing computer hardware and communications equipment, minimizing the need for new equipment.

- a. Currently KCDC uses Emphasys Elite (release 2.0.1) software including third party partner products for Human Resources, Payroll and Procurement. Modules in use provide for:
 

<ul style="list-style-type: none"> <li>• Banking</li> <li>• Accounting</li> <li>• Housing activities</li> <li>• Human Resources (“Vista” by PDS)</li> </ul>	<ul style="list-style-type: none"> <li>• Inventory (“ProcureIT by Verian”)</li> <li>• Payroll (“Vista” by PDS)</li> <li>• Procurement (“ProcureIT by Verian)</li> <li>• Work Orders</li> </ul>
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For fixed assets, KCDC has stand-alone software called Thompson-Reuters Fixed Assets CS.

- b. KCDC’s 133 employees use the software to complete their work.

- c. KCDC is a Microsoft enterprise utilizing a wide range of Microsoft products.
- d. KCDC has approximately 115 computers, 25 laptops and 16 tablets.
- e. KCDC currently uses T-Mobile for cellular needs and mostly has Samsung devices.
- f. KCDC operates on virtual servers using VMware.
- g. KCDC envisions having its maintenance employees opening and closing work orders on their Android tablets and cell phones.
- h. Hardware and network infrastructure:
  1. WAN: Comcast 25/5 at most sites, 3 – Comcast 100/10, 1 – WOW Ethernet 5Mbps, 1-Comcast MetroE 100Mbps (Main Office).
  2. LAN: Adtran 1234P/1534P 10/100/1000 switches with fiber backbone of 2Gbps.
  3. Cable plant: CAT 5 or higher.
  4. Operating Systems: Windows 10 Pro 64 bit (on 115 PC's and 25 laptops).
  5. MS Office 2007 with an upgrade to Microsoft Office 2019 scheduled to be completed in 2020.
  6. The PHA utilizes Exchange 2013 with Outlook 2013 Clients
  7. Brand and models of network equipment:
 

Extreme Networks brand Switches are a mix of Adtran 1234P, 1534P and 1534 models.

POE versions at all locations except for two 1534 switches at KCDC's Disaster Recovery site.

AdTran NetVanta 3140 and 3305 routers at all remote sites with IPSEC VPN tunnels back to the main office.
  8. Wireless network and capabilities. We have Wireless 802.11ac all sites. Internal network connection requires Active Directory authentication.
  9. Type of servers: Windows Server 2012R2, Windows Server 2008, Windows Server 2019 and a couple small Linux based Virtual Servers.
  10. Type of virtual environment we are running VMware 6.7.
  11. Type of SAN KCDC uses: SSD/HDD hybrid. Manufactured by Dell. EqualLogic PS6100 model.

#### 15. **Pre-Implementation Planning and Design Phase**

Upon award, the proposer will provide an implementation team to detail how the ERP will meet the project goals and system requirements. The planning and design phase will determine which modules are used and how each specific module will be used to optimize workflow and process improvements.

The phase will also review the order and sequence of implementation for each module, what efforts (including staffing, training and time) will be necessary to implement each module, what connections to other systems will be designed, what data will be stored in the system, what historical data will be imported, et cetera. The proposer will submit a fixed fee proposal for the Implementation Design and Planning Phase. The proposer will detail assumptions and expected estimate of effort. The proposer will provide implementation and related services necessary to install the new software, complete data conversion and testing, train staff, et cetera.

The proposer will also detail expectations and efforts required from the incumbent software provider. This is critical to success and the proposer must detail these expectations.

#### 16. **System Installation and Support**

The proposer is responsible for installation and testing of the system to the point of independent operation by KCDC's staff. In addition, the proposer will indicate support services necessary to ensure successful operation of the system and its components, including, but not limited to the following:

- a. Acceptance testing after installation.
- b. Maintenance support for bug fixes, enhancements and tax and regulatory compliance updates.
- c. End user and technical staff training.

#### 17. **Technical Support**

The proposer will provide ongoing and unlimited technical support and software updates to maintain compliance with federal and State of Tennessee requirements and directives. Each proposal must include a full description of all items included in the proposer's standard maintenance and support agreements including annual costs to KCDC for these services. These maintenance agreements must provide for periodic updates to the software for product enhancements, bug fixes, tax and regulatory compliance, et cetera.

The proposal should also specify the method that determines future maintenance and support agreement increases. When describing telephone support, proposals must specify all conditions (including days/times available) for its use by both end-user and technical staff. For pricing purposes, proposers will assume a total of up to 140 users

#### 18. **Submittal Instructions**

To ensure the fairness of proposal evaluations, proposers must assemble their proposals in adherence to the submittal requirements identified in this section and as detailed in this document.

- a. Place your company's name on each page and number all pages consecutively
- b. Submit one original (with all pages marked "original"), ten printed copies and one electronic copy (email or flash drive) of your submittal.
- c. Proposers **must submit** a typed version for their responses.
- d. Proposers must indicate all exceptions or partial exceptions taken.
- e. Proposers must submit information in the order listed below.

<b>Document</b>	<b>Title</b>
Solicitation Document A	General Response Section
Solicitation Document B	Affidavits
Solicitation Document C	HUD Form 5369A
Solicitation Document D	Proposer's Executive Summary
Solicitation Document E	Proposer's Capabilities and History
Solicitation Document F	Proposer's Staff Capabilities and Experience
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Solicitation Document M	General System Information and Requirements
Solicitation Document N	Proposer's Response to KCDC's Questionnaire: Accounting
Solicitation Document O	Proposer's Response to KCDC's Questionnaire: Housing
Solicitation Document P	Proposer's Response to KCDC's Questionnaire: Section 8
Solicitation Document Q	Proposer's Response to KCDC's Questionnaire: Procurement & Warehouse
Solicitation Document R	Proposer's Response to KCDC's Questionnaire: Human Resources

**THIS AND THE PREVIOUS PAGES DO NOT NEED TO BE RETURNED**

**Solicitation Document A General Response Section**

**General Information about the Proposer**

**Sign Your Name to the Right of the Arrow** 

Your signature indicates you read and agree to "KCDC's General Instructions to Proposers" ([www.kcdc.org](http://www.kcdc.org)) and that you are authorized to bind the proposer or are submitting the response on behalf of and at the direction of the proposers' representative authorized to contractually bind the proposer. I represent that the proposer or its applicable representative(s) has reviewed the information contained in this Solicitation Package and that the information submitted is accurate.

**Printed Name and Title** 


**Company Name** 

**Street Address** 

**City/State/Zip** 

**Contact Person (Please Print Clearly)** 

**Telephone Number** 

**Proposer's E-Mail Address (Please Print Clearly)** 

**Addenda**

Addenda are at [www.kcdc.org](http://www.kcdc.org). Click on "Procurement" and then on "Open Solicitations" to find addenda. Please check for addenda prior to submitting a proposal.

Acknowledge addenda have been issued by checking below as appropriate:

None  Addendum 1  Addendum 2  Addendum 3  Addendum 4  Addendum 5

**Statistical Information (Check all the apply)**

**This business is at least 51% owned and operated by a woman** Yes  No

**This business qualifies as a small business by the State of Tennessee** Yes  No   
*Total gross receipts of not more than \$10,000,000 average over a three-year period OR employs no more than 99 persons on a full-time basis.*

**This business qualifies as Section 3 business (as defined by HUD):** Yes  No   
 At least 51% owned by a person living in Public Housing) or it employs Section 3 residents for at least 30% of its employee base; or it commits to subcontract at least 25% of the project's dollars to a Section 3 business.

**This business is owned & operated by persons at least 51% of the following ethnic background:**

Asian/Pacific  Black  Hasidic Jew  Hispanic  Native Americans  White

**Prompt Payment Discount**

A prompt payment discount of \_\_\_\_\_% is offered for payment within \_\_\_\_ days of submission of an accurate and proper invoice.

**MasterCard Acceptance**

Mastercard is accepted for payment without additional fees.  Yes  No  For a fee of \_\_\_\_\_

**Conflict of Interest**

1. No commissioner or officer of KCDC or other person whose duty it is to vote for, let out, overlook or in any manner superintend any of the work for KCDC has a direct interest in the award or the proposer providing goods or services.
2. No employee, officer or agent of the grantee or sub-grantee will participate in selection, or in the award or administration of an award supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of his immediate family, his or her partner, or an organization, which employs, or is about to employ, any of the above, has a financial or other interest in the proposer selected for award.
3. The grantee's or sub-grantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from proposers, potential proposers, or parties to sub-agreements.
4. By submission of this form, the proposer is certifying that no conflicts of interest exist.

**Eligibility**

5. The proposer is eligible for employment on public contracts because no convictions or guilty pleas or pleas of nolo contendere to Sherman Anti-Trust Act violations, mail fraud or state criminal violations with an award from the State of Tennessee or any political subdivision thereof have occurred.

**General**

6. Proposer fully understands the attached offer, all pertinent circumstances respecting such offer and the proposer attests that the offer is genuine and is not a sham offer.

**Iran Divestment Act**

7. Concerning the Iran Divestment Act (TCA 12-12-101 et seq.), by submission of this bid/quote/proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to § 12-12-106.

**Accuracy of Electronic Copies**

8. If the proposer provides electronic copies of the bid/proposal/quote to KCDC, the proposer certifies that the information provided on paper and in the electronic format is identical unless specifically noted otherwise.

**Non-Collusion**

9. Neither the said proposer nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other responder, proposer, or person to submit a collusive or sham offer in connection with the award or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such award or agreement, or collusion or communication or conference with any other proposer, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against KCDC or any person interested in the proposed award or agreement.
  
10. The price or prices quoted in the attached offer are fair, proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

**No Contact/No Advocacy Affidavit**

11. After this solicitation is issued, any contact initiated by any proposer or proposer with any owner’s representative concerning this proposal is strictly prohibited-except for communication with the Procurement Division. My signature signifies that no unauthorized contact occurred.
  
12. To ensure the integrity of the review and evaluation process, respondents to this solicitation nor any firm representing them, may not lobby or advocate to owner’s staff or Board members. My signature signifies that no unauthorized advocacy occurred.

**Non-Discrimination**

13. KCDC does not discriminate on the grounds of race, color, creed, religion, sex, natural origin, age, sexual orientation or disability. Respondents to this solicitation concur with KCDC’s non-discrimination standard and extend it to any resulting award. Respondents will provide equal access to subcontractors (if needed) and solicit bids and award to them without respect to race, color, creed, religion, sex, natural origin, age, sexual orientation, or disability.

The undersigned hereby acknowledges receipt of these affidavits and certifies that the submittal in response to this solicitation is in full compliance with the listed requirements.

<b>Signed by</b> _____	
<b>Printed Name</b> _____	
<b>Title</b> _____	
<b>Subscribed and sworn to before me this date</b>	
<b>By (Notary Public)</b> _____	
<b>My Commission Expires on</b> _____	
<b>Notary Stamp</b>	

**Representations, Certifications, and Other Statements of Bidders**  
Public and Indian Housing Programs

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**1. Certificate of Independent Price Determination**

(a) The bidder certifies that--

(1) The prices in this bid have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to (i) those prices, (ii) the intention to submit a bid, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this bid have not been and will not be knowingly disclosed by the bidder, directly or indirectly, to any other bidder or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a competitive proposal solicitation) unless otherwise required by law, and

(3) No attempt has been made or will be made by the bidder to induce any other concern to submit or not to submit a bid for the purpose of restricting competition.

(b) Each signature on the bid is considered to be a certification by the signatory that the signatory--

(1) Is the person in the bidder's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

*insert*

*full name of person(s) in the bidder's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder's organization];*

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the bidder deletes or modifies subparagraph (a)2 above, the bidder must furnish with its bid a signed statement setting forth in detail the circumstances of the disclosure.

[Contracting Officer check if following paragraph is applicable]

(d) Non-collusive affidavit. (applicable to contracts for construction and equipment exceeding \$50,000) in Solicitation Document B attached

(1) Each bidder shall execute, in the form provided by the PHA/IHA, an affidavit to the effect that he/she has not colluded with any other person, firm or corporation in regard to any bid submitted in response to this solicitation. If the successful bidder did not submit the affidavit with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the affidavit by that date may render the bid nonresponsive. No contract award will be made without a properly executed affidavit.

*(2) A fully executed "Non-collusive Affidavit" [ ] is, [ ] is not included with the bid.*

**2. Contingent Fee Representation and Agreement**

(a) Definitions. As used in this provision:

"Bona fide employee" means a person, employed by a bidder and subject to the bidder's supervision and control as to time, place, and manner of performance, who neither exerts, nor proposes to exert improper influence to solicit or obtain contracts nor holds out as being able to obtain any contract(s) through improper influence.

"Improper influence" means any influence that induces or tends to induce a PHA/IHA employee or officer to give consideration or to act regarding a PHA/IHA contract on any basis other than the merits of the matter.

*(b) The bidder represents and certifies as part of its bid that, except for full-time bona fide employees working solely for the bidder, the bidder:*

*(1) [ ] has, [ ] has not employed or retained any person or company to solicit or obtain this contract; and*

*(2) [ ] has, [ ] has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.*

(c) If the answer to either (a)(1) or (a)(2) above is affirmative, the bidder shall make an immediate and full written disclosure to the PHA/IHA Contracting Officer.

(d) Any misrepresentation by the bidder shall give the PHA/IHA the right to (1) terminate the contract; (2) at its discretion, deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

**3. Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions** (applicable to contracts exceeding \$100,000)

(a) The definitions and prohibitions contained in Section 1352 of title 31, United States Code, are hereby incorporated by reference in paragraph (b) of this certification.



(b) The bidder, by signing its bid, hereby certifies to the best of his or her knowledge and belief as of December 23, 1989 that:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of a contract resulting from this solicitation;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the bidder shall complete and submit, with its bid, OMB standard form LLL, "Disclosure of Lobbying Activities;" and

(3) He or she will include the language of this certification in all subcontracts at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

(d) Indian tribes (except those chartered by States) and Indian organizations as defined in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450B) are exempt from the requirements of this provision.

**4. Organizational Conflicts of Interest Certification**

The bidder certifies that to the best of its knowledge and belief and except as otherwise disclosed, he or she does not have any organizational conflict of interest which is defined as a situation in which the nature of work to be performed under this proposed contract and the bidder's organizational, financial, contractual, or other interests may, without some restriction on future activities:

- (a) Result in an unfair competitive advantage to the bidder; or,
- (b) Impair the bidder's objectivity in performing the contract work.

*[ ] In the absence of any actual or apparent conflict, I hereby certify that to the best of my knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement.*

**5. Bidder's Certification of Eligibility**

(a) By the submission of this bid, the bidder certifies that to the best of its knowledge and belief, neither it, nor any person or firm which has an interest in the bidder's firm, nor any of the bidder's subcontractors, is ineligible to:

(1) Be awarded contracts by any agency of the United States Government, HUD, or the State in which this contract is to be performed; or,

(2) Participate in HUD programs pursuant to 24 CFR Part 24.

(b) The certification in paragraph (a) above is a material representation of fact upon which reliance was placed when making award. If it is later determined that the bidder knowingly rendered an erroneous certification, the contract may be terminated for default, and the bidder may be debarred or suspended from participation in HUD programs and other Federal contract programs.

**6. Minimum Bid Acceptance Period**

(a) "Acceptance period," as used in this provision, means the number of calendar days available to the PHA/IHA for awarding a contract from the date specified in this solicitation for receipt of bids.

(b) This provision supersedes any language pertaining to the acceptance period that may appear elsewhere in this solicitation.

(c) The PHA/IHA requires a minimum acceptance period of 90 calendar days.

(d) In the space provided immediately below, bidders may specify a longer acceptance period than the PHA's/IHA's minimum requirement. The bidder allows the following acceptance period: calendar days.

(e) A bid allowing less than the PHA's/IHA's minimum acceptance period will be rejected.

(f) The bidder agrees to execute all that it has undertaken to do, in compliance with its bid, if that bid is accepted in writing within (1) the acceptance period stated in paragraph (c) above or (2) any longer acceptance period stated in paragraph (d) above.

**7. Small, Minority, Women-Owned Business Concern Representation**

The bidder represents and certifies as part of its bid/ offer that it --

*(a) [ ] is, [ ] is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.*

*(b) [ ] is, [ ] is not a women-owned business enterprise. "Women-owned business enterprise," as used in this provision, means a business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.*

*(c) [ ] is, [ ] is not a minority business enterprise. "Minority business enterprise," as used in this provision, means a business which is at least 51 percent owned or controlled by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals. For the purpose of this definition, minority group members are:*

*(Check the block applicable to you)*

- Black Americans
- Hispanic Americans
- Native Americans
- Asian Pacific Americans
- Asian Indian Americans
- Hasidic Jewish Americans

**9. Certification of Eligibility Under the Davis-Bacon**

**Act** (applicable to construction contracts exceeding \$2,000)

(a) By the submission of this bid, the bidder certifies that neither it nor any person or firm who has an interest in the bidder's firm is a person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(b) No part of the contract resulting from this solicitation shall be subcontracted to any person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(c) The penalty for making false statements is prescribed in the U. S. Criminal Code, 18 U.S.C. 1001.

**10. Certification of Nonsegregated Facilities** (applicable to contracts exceeding \$10,000)

(a) The bidder's attention is called to the clause entitled **Equal Employment Opportunity** of the General Conditions of the Contract for Construction.

(b) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(c) By the submission of this bid, the bidder certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The bidder agrees that a breach of this certification is a violation of the Equal Employment Opportunity clause in the contract.

(d) The bidder further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) prior to entering into subcontracts which exceed \$10,000 and are not exempt from the requirements of the Equal Employment Opportunity clause, it will:

- (1) Obtain identical certifications from the proposed subcontractors;
- (2) Retain the certifications in its files; and
- (3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

**Notice to Prospective Subcontractors of Requirement for Certifications of Nonsegregated Facilities**

A Certification of Nonsegregated Facilities must be submitted before the award of a subcontract exceeding \$10,000 which is not exempt from the provisions of the Equal Employment Opportunity clause of the prime contract. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

**Note:** The penalty for making false statements in bids is prescribed in 18 U.S.C. 1001.

**11. Clean Air and Water Certification** (applicable to contracts exceeding \$100,000)

The bidder certifies that:

(a) Any facility to be used in the performance of this contract [ ] is, [ ] is not listed on the Environmental Protection Agency List of Violating Facilities:

(b) The bidder will immediately notify the PHA/IHA Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the bidder proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and,

(c) The bidder will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

**12. Bidder's Signature**

The bidder hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

(Signature and Date)

(Typed or Printed Name)

(Title)

(Company Name)

(Company Address)

**Solicitation Document D Proposer’s Executive Summary**

1. Provide a summary description of the proposal contents, your company, an overview of its history and its capabilities. Answer the question “Why should KCDC use your software?”

<b>Check the box(es) below to indicate the function of the module(s) that you are proposing to KCDC</b>	
Accounting (assumed to include payables, receivables, general ledger and banking)	<input type="checkbox"/>
Budgeting	<input type="checkbox"/>
Family Self Sufficiency	<input type="checkbox"/>
Fixed Assets	<input type="checkbox"/>
Grants Management	<input type="checkbox"/>
Housing Operations	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>
Inspections	<input type="checkbox"/>
Payroll	<input type="checkbox"/>
Procurement (assumed to include Inventory)	<input type="checkbox"/>
Procurement Bid/Proposal Evaluation System	<input type="checkbox"/>
Rent Reasonableness	<input type="checkbox"/>
Waiting Lists	<input type="checkbox"/>
Work Orders	<input type="checkbox"/>
Other:	<input type="checkbox"/>
Other:	<input type="checkbox"/>

**Answer the following questions for each module proposed:**

2. Provide the specific information requested below:
  - a. Proposed product name.
  - b. Proposed product version.
  - c. Is this the most current version of the proposed product? If not, why not?
  - d. Number of customers on the proposed solution.
  - e. Number of customers added in the last two years.
  - f. Number of customers who have moved away from the proposed solution in the last two years.
  - g. How long has each proposed product component/product suite been on the market and in production status at a similar organization?

Product Component/Suite	Time on Market	Release date of most current version

- h. List a three-year history of software releases for the proposed product (include dates, versions, and major enhancements for each release).

Product/Version	Date	Major Enhancements

- i. What are your plans for future releases?
- j. Indicate research and development spending for the proposed product(s) over the past three years.

Product (Component)	R&D 2017	R&D 2018	R&D 2019

- k. Describe the provisions of your strategy for implementing new technologies that prevent current applications and functionality from becoming obsolete or orphaned.

l. Existing Software Retention

KCDC may determine that its best interest is served by retaining one or more modules of the existing software packages or of custom software created to make the existing programs more efficient. Proposers are to indicate if they can integrate other software packages into the proposed offering and if they can integrate the custom software. Please note that this statement is not an indication that KCDC has already so determined to stay with the existing modules. This is only provided as potential for the proposer’s benefit. See Appendix B.

m. Compatibility with Other Software

List all software packages that your proposed software is known to be compatible with (should KCDC decide to award to more than one proposer). Include the “brand” and “release” nomenclature.

**Note: Throughout this document, KCDC presents tables with only 1 line solely to save space. Proposers are to insert as many lines as are needed to adequately relay the information.**

Provide the following information as the presenter of this proposal. Also, provide the same information for each business entity, other than the presenter, which serves as a primary developer/provider of the products, product implementation, and support services represented with this proposal.

1. Provide a narrative history of your company.
2. Indicate the number of years your company has been in this business.
3. Indicate the number of clients your company serves on the proposed software release.
4. Indicate the total number of clients your company serves on its software (pertinent to this RFP).
5. What is your client retention rate for the past 5 years? Define measurements used to calculate.
6. Are there any judgments, claims or suits pending or outstanding by or against your company? If yes, provide details.
7. Provide a brief narrative describing why your company is best qualified to supply the requested software.
8. How many governmental entities are currently using the proposed product?
9. Provide a list of all public housing authorities and affordable housing management companies (or comparable) installations, within the last three years, in which the company has more than 1,000 apartments.
10. What is the average size of public housing authorities (units/employees) where the proposed product is in use?
11. Provide a list of or affordable housing companies using the software. Include a count of the number of clients using the version proposed for KCDC.
12. Describe any "user's groups" established to provide feedback and suggestions about your software.

Proposers are to provide the information listed below. Also provide the same information for each business entity, other than the proposer, which serves as a primary developer/provider of the products, product implementation and support services represented with this proposal.

1. Provide an organizational chart for the company.
2. Total number of employees.
3. Number of administrative employees.
4. Number of software programmers on staff. Indicate their educational backgrounds.
5. Number of installers (if this varies by module so indicate with specifics by module) and years - experience working with the proposed product(s). Indicate the time zone(s) where staff are located.
6. Type and number of employees committed to the proposed product and support.
7. Provide a staffing plan including their education backgrounds and accomplishments.
8. Describe the ability to maintain key project personnel in place for the duration of the project.
9. If key personnel are not available for work for a continuous period exceeding 30 calendar days, or are expected to devote substantially less effort to the work than initially anticipated, what provisions do you have to notify KCDC and, subject to the concurrence of KCDC, replace such personnel with personnel of equal or better ability and qualifications?
10. IF proposing a SaaS solution:
  - Indicate the location of the primary data center and backups
  - Indicate the service level agreement and up-time guarantees

Provide details of the pre-implementation phase, including implementation planning and design phase and the software implementation services of the project. The details must include:

- General implementation approach
- Your estimated level of effort (number of staff, number of hours, et cetera)
- Required tasks
- Support strategy for on-going training and implementation of updates
- Staffing requirements for the proposer, KCDC and others
- A summary of all relevant steps included in software implementation including data conversion, testing, training, et cetera and a preliminary recommendation on the sequence for implementing the modules.
- Attach a high-level project schedule (assuming a start date of January 2021), with milestones for each implementation phase.
- Manner in which set up and options will be accomplished—for instance, how will you let KCDC staff know the implications of choosing option X versus choosing option Y. Include any user friendly set up guides that includes option descriptions
- Describe the terms and conditions of your technical support service contract.
- Describe your help desk services and hours of availability (eastern time zone).
- Describe your problem management and escalation procedures. Include information about logging and tracking calls, average response time, and acknowledgment and confirmation to the customer.
- Describe your on-line knowledge base of questions and answers about service/support issues that is accessible to clients? Can clients access the base 24 hours a day? Describe any innovative training/self-service methodologies employed during and after implementation.

Proposers who already have software in place at KCDC, are to detail:

1. Any steps to be taken to install newer or different software.
2. Efforts that will be taken to assist other proposers if they are selected for all or a portion of KCDC's software needs.

## Solicitation Document H Proposer's Support Details

Provide details of how you propose to support and maintain the offered software including, but not limited to:

1. Installation and testing of the system to the point of independent operation by KCDC's staff.
2. Providing support services necessary to ensure successful operation of the system and its components, including, but not limited to the following:
  - a. Acceptance testing after installation.
  - b. Maintenance support and communications plan for bug fixes, enhancements, patches, and tax and regulatory compliance updates.
  - c. End user and technical staff training plus the method of delivery.
3. How technical support and updates, to maintain compliance with federal and State of Tennessee requirements and directives, will be provided.
4. Detail your standard maintenance and support agreements. These maintenance agreements must provide for periodic updates to the software for product enhancements, bug fixes, tax and regulatory compliance, et cetera.
5. When describing telephone and email support, proposals must specify all conditions (including days/times available) for its use by both end-user and technical staff. For pricing purposes, proposers will assume a total of up to 140 users
6. Detail support options for system outages:
  - Level I System is down and requires immediate support within 30 minutes
  - Level II Major functionality of the system is impacted or portions are down and requires support within 60 minutes
  - Level III Non-mission critical processes are impacted with support within 4 hours.



The proposal must include at least **five** specific references of similar accounts (PHAs and/or affordable housing management companies of a similar size and complexity). KCDC may contact and/or visit these references for product demonstrations and discussions.

Present information in this format:

1. Entity Name.
2. Contact name, phone number and email address.
3. Number of apartments and staff.
4. If a PHA, indicate if all or a portion are PBRA and/or Tax Credit units.
5. Costs: "purchase" and maintenance fees.
6. Description of the contract (such as modules used, et cetera).
7. Date service began.
8. Date service ended (if applicable).

Alternatively, if the proposed software does not have five references, proposers may provide as many references as possible and explain why five references are not available. Be detailed as to how your software has equivalence to the five requested references and/or why it is a better option.

Describe the Technical Architecture of the software including information on the following:

1. Application Architecture - List proposed modules and graphically show how they relate to each other and any other software proposed. Describe how the various programs are structured (e.g. Service-Oriented Architecture).
2. Development - Describe any proposed programming languages, database backend, third party components / modules, report writers, query functions, etc. that are intended to extend the housing management solution to meet KCDC's needs.
3. Security, Backup/Disaster Recovery & Business Continuity - Describe the security environment, backup capabilities, disaster recovery options (e.g. Software as a Service at Contractor Site), et cetera. KCDC handles much sensitive data (SSNs, DOBs, names, bank accounts, et cetera) that pass through the business software continually. KCDC needs sensitive data to be locked down and secured.
4. Describe security methods/protocols/systems you have in place to ensure sensitive data such as SSNs, DOBs, names, bank accounts, et cetera, are secured for all modules/web portals/systems.
5. Describe how you prevent data from being breached or compromised.
6. Describe methods you would use to notify KCDC of potential data breach.
7. Describe how you fix data breach problems. What corrective steps do you take after you have been informed that data has been breached or compromised?
8. Development platform - Describe the code language (e.g. NET, Java, ASP.Net, C#, Delphi, Windows forms or browser based, et cetera) and the provision of SDKs to product customers.
9. Forms - Describe standard forms included with the system and what design tool is used to modify or augment the forms and if the tool is proprietary.
10. Software Releases - Provide current release number, history of software releases (date software first released, date of last release, date of next software release, expected frequency of releases), software upgrades (mandatory or optional).
11. Use of Software - Explain the conditions under which KCDC will utilize the software (i.e. purchase modules with ongoing maintenance, rent or lease, et cetera).
12. Technology Roadmap - Describe the software product 3-5 years from now and any proposed or potential changes to the structure or underlying database, including company acquisition or organization restructuring.

13. Software Interface - Describe how KCDC will have the ability to interface with the software (i.e. API, web services, etc.) from external code.
14. Software Warranty Provide information about software warranty including when it starts, duration, exceptions or limitations.
15. Provide details on your cloud-based capacity and capability including security and scalability. Also describe whether the SaaS is done directly through your company or through an independent third party.

KCDC will evaluate costs on a 5-year cost basis and proposers must itemize all costs. If you can provide either option, provide the cost for each option. Provide total costs (but separate the fee components). If applicable provide costs for application acquisition, maintenance and estimates of server hardware/software and telecommunications costs, both acquisition and on-going maintenance. Describe your assumptions for each scenario. Specifically, at a minimum, provide the following:

1. Software pricing model {i.e. initial license fee plus annual maintenance, pay-as-you-go, software as a service, user based, per unit based).
2. Client licensing model and structure (user versus access only, named user versus concurrent user).
3. Available volume discounts based on number of users.
4. RAD conversion fees (if any conversions are still needed by the time the new software is installed).
5. Optional software costs.
6. Implementation, planning and consulting.
7. Provide an itemized breakdown of all proposed software from the core system, optional modules, and third party. Notes:
  - a. If annual maintenance varies by year, provide details.
  - b. Provide separate pricing for each module.
  - c. Provide any discounts for the purchase of multiple modules.
8. List the required modules for the base system and additional modules that are necessary to meet KCDC's core requirements.
9. List training categories indicate if they are bundled or unbundled, and state the cost in dollars. Be sure to break out technical training for IT support staff separately from user training costs.
10. Provide an itemized breakdown of all proposed software from the core system, optional modules, and third party items. If the annual maintenance varies by year, provide details.
11. List the required modules for the base system and additional modules that are necessary to meet KCDC's core requirements as outlined in the Application Software section of the RFP.
12. Include any other costs which are required.

**NOTE: Provide this document in a separate sealed envelope within the proposal package.**

Provide a detailed narrative about your software conversion experience and capabilities showing packages that you have previously converted. If you have specific conversion experience from Emphasys Elite products, detailed it in this section.

**The following information applies to all of the remaining sections.**

The proposer will use these appropriate single letter responses in the “Response” box. The definition of these response letters is:

- |                           |   |
|---------------------------|---|
| <b>Y – Yes</b>            | The product has this ability in the current version.  |
| <b>N – No</b>             | The product does not have this ability in the current version.  |
| <b>M – Modification -</b> | Proposer will make a modification to current version capabilities to specifically address this requirement.                 |
| <b>F – Future</b>         | There are explicit, documented plans to include this ability in future versions within the next 12 months.                  |
| <b>T – Tool</b>           | There is a third party tool supplied with the product and/or database that can provide this ability in the current version. |

If the response to a requirement needs elaboration or explanation, insert a brief under “comment.” Proposers must explain all “N” and “M” responses. All “T” responses must describe the specific tool(s) required.

## Solicitation Document M General System Information and Requirements

In addition to a single letter response (Y, N, M, F or T) some of these questions require a written response. For those add pages at the end of this section or if practicable, enlarge each line as necessary. A list of current reports is herein in as Appendix A.

	<b>Requirement</b>	<b>Response</b>	<b>Comments</b>
	<b>General</b>		
1.	Secured browser from any location		
2.	Software modules integrate with each other and core system.		
3.	Data entry fields are arranged in a logical manner for ease of data entry (tab order), with pertinent information summarized on the home screen or user dashboard.		
4.	All software modules have easy to use help tools.		
5.	Functional dashboard reporting for executive/management view.		
6.	User friendly, flexible and robust reporting generator that has the ability to create custom reports as needed from the canned reports.		
7.	Provide audit trails and tracking logs for user activities in the system.		
8.	Ability to print to network printers.		
9.	Ability to set levels of security for users {i.e. not everyone can change certain data fields, not everyone can do account adjustments), by application, menu item/function, reports and by user or role.		
10.	Ability to restrict access by individual users, departments and positions.		
11.	Availability of a functional test/training environment that has all the components and modules of production system. Test environment can be refreshed with a copy of our live data upon request.		
12.	A fully integrated document imaging system with the ability to archive, organize, view, print, email, and fax documents directly from the system.		
	<b>Conformability</b>		
13.	Ability for KCDC to create and define (user/custom) data fields to accommodate legal requirements or regulatory changes.		
14.	Ability to incorporate regulatory agency definition and rule changes in a highly responsive, non-intrusive and timely update process.		
15.	Ability to interface with existing KCDC applications including but not limited to: <ul style="list-style-type: none"> <li>• KCDC's EDMS software (Eclipse)</li> <li>• Microsoft Active Directory</li> <li>• KCDC's Print Management software: Papercut</li> </ul>		
	<b>Extensibility and Configuration</b>		
16.	Ability to easily configure software using parameter tables without modifications to the source code.		

17.	Ability to allow for configuration to business rules, policies, workflow, and user interfacing through the use of tables, templates, definition files, lists, parameter files, or other extensible data structures.		
18.	Ability to retain configuration performed using extensible provisions whenever new versions of the application software are installed.		
19.	Ability to control and configure system applications through user-definable and user-maintainable tables of codes.		
20.	Ability to ensure through version tracking and control so that modules remain compatible as upgrades to the selected modules occur.		
21.	Ability to determine query context by clicking on any data aware grid or edit field.		
	<b>Consistency and Commonality</b>		
22.	Provision for consistent tools for configuration in all components.		
23.	Ability for users to view consistent names, titles, and layouts on screens reports and database column names.		
24.	Provision for all components to use consistent navigation features.		
25.	Provisions for screens and reports with similar organization in presentation of the data.		
26.	Database normalization level.		
27.	Are stored procedures, triggers and functions unencrypted?		
	<b>Reporting</b>		
28.	A method of seeing what users are doing through logging or reporting.		
29.	Include in the Appendix section a list of all standard reports, with select examples of reports.		
30.	Describe whether reporting is performed against a data warehouse or data mart, versus against a live or in-production table.		
31.	Describe the report writers and reporting methods that are available for the proposed product(s).		
32.	Ability to produce comprehensive management reporting for all areas within the organizational process.		
33.	Ability to produce both standard and ad hoc reports.		
34.	Ability to design and implement both on-line ad hoc queries and batch reporting programs as required by user.		
35.	Ability for report generator to allow user to select data, choose fields, and create calculated fields.		
36.	Ability to reconcile reports from different components in the system.		
37.	Do all reports allow for exporting to Excel and PDF format?		
	<b>Documentation</b>		
38.	Provision for web-based online documentation and training materials.		
39.	Provision for well-written, comprehensive, and detailed documentation that serves as a complete technical and user reference library of the application.		

<b>Customization</b>			
40.	Indicate if KCDC’s custom programming (i.e., budget, capital fund, year-end programs, et cetera-see the Appendix) will interface with the proposed software?  Or indicate which of the listed items (see the Appendix) is performed by the new software at the same level as KCDC currently has through the custom programming.		
<b>Portal Capability</b>			
41.	Does your product have an umbrella portal entrance into the various modules? If Yes, describe, and respond to the following “ability to provide” points. If No, place an X next to the entries in the table.		
42.	Ability to provide single sign-on to the total system, and all its component parts based on person’s role		
43.	Ability to customize which objects are displayed on the portal entry		
44.	Ability to add other applications to this portal		
<b>System and Application Architecture</b>			
45.	Describe your ability to retain all user made changes to business rules, standard screens and standard reports when new releases of base software occur.		
<b>Infrastructure</b>			
46.	<b>In tabular form:</b> List all supported hardware/operating system platforms and operating system versions for your product. Provide specifications in terms of processors, processor speed, memory requirements, and other sizing and capacity factors to assist KCDC in budgeting for and acquiring hardware. List which industry standard benchmarks or guidelines measures you are using to establish this recommendation. (For KCDC on premise solutions utilizing a Windows operating system, Windows Server 2019 is preferred). KCDC uses Citrix XenApp 7.16 to deploy Elite as an application since it is windows. If the proposer proposes a Windows application versus a web application, then they need to support Citrix Microsoft’s Remote Desktop Services.		
47.	<b>In tabular Form:</b> List all supported Mobile hardware/operating system platforms and operating system versions for your product. Provide specifications in terms of processors, processor speed, memory requirements, and Android/iOS builds along with any other factors that will assist KCDC in budgeting for and acquiring hardware.		
48.	Describe what the certified virtual server environments are for production deployment of the proposed system. Include in your response whether or not the proposed system is specifically compatibility with VMWare and the version, if applicable. (For KCDC on premise solutions, virtual servers are strongly preferred utilizing VMWare version 6.5 or higher.)		



49.	<b>In tabular form:</b> List all desktop operating systems that you simultaneously support on a single installation/version of the application. Indicate hardware/operating system platform and version if that is a consideration for support. Note that KCDC has Windows 8.1 and Windows 10 Pro.		
50.	<b>In tabular form:</b> List all certified browsers and corresponding versions for use with your application, and describe any required browser add-ons, function enablement, et cetera.		
51.	<b>In tabular form:</b> List all third party desktop products and versions that are required for full client functionality of the system. If the third party product is only for specific application functionality and may be limited to a subset of the users, indicate as such.		
<b>Database</b>			
52.	What technology does your relational database management system (RDMS) use to ensure integrity and completion of all transactions? Transactions should be able to roll back in the advent of a software crash. KCDC should not have to restore.		
53.	<b>In tabular form:</b> List all hardware/operating system platforms upon which your product's database(s) is/are supported. Indicate whether each configuration is actually in production at an institution relatively our size.		
54.	Ability to recover the database or a subset to a specific point in time.		
55.	Ability to purge and archive unneeded data.		
56.	Ability to distribute the application among multiple servers.		
57.	Ability to authorize user accounts/ids, passwords, and access rights from a single central control point.		
58.	Ability to attribute each transaction to a specific user. A method of seeing what users are doing through logging or reporting.		
59.	Provision for reliable and secure method for user authentication that conforms to standard such as Kerberos, biometric ID, et cetera.		
60.	Provision for encryption capability option that prevents unauthorized access to data.		
61.	Ability to backup and restore the entire database and subsets of the database while users are accessing the system.		
62.	Ability to export or import database fields from MS Office products using OLE standard.		
63.	Database is ODBC compliant		
64.	Database is SQL compliant		
65.	Describe how your software connects to the database. Does it use integrated security? Is each program user added to the DB as a user?		
<b>Business Continuity</b>			
66.	Describe the licensing requirements for redundant sites beyond the main site.		

67.	Identify the features of your product that support ease of movement to an alternative site for disaster recovery.		
68.	Describe additional services that you offer to support and assist KCDC to restore functionality and capacity if an incident exceeds KCDC's capability to respond.		
	<b>User Interface</b>		
69.	Ability to customize individual user menus to only show the options which a user has the security to access.		
70.	Ability for non-technical users to create ad hoc queries to extract data from all functional areas of the system at the same time (i.e., menu or drop down selection querying, et cetera).		
71.	Simple user interface with minimal number of clicks required to complete a given task.		
72.	Provides time / date fields that are displayed in a standardized manner.		
73.	Provide intelligent purge routines for all modules		
74.	Provide a complete test environment (with production data not more than one month old) for all modules. Development and training environments too.		
75.	Ability to include barcodes/QR Codes into all letters, including but not limited to Inspection cover sheet, Tenant letters and Vendor/landlord letters.		
76.	Ability to append picture of the head of household for ID purposes on the main tenant screen and the inspection cover sheet.		
	<b>System Management</b>		
77.	Considering typical transaction volumes of approximately 100 users for an organization of compatible size and complexity to KCDC, what hardware capacity recommendations can you make for the platforms you support that gives a user a one-second response for the simplest action of a single record retrieval?		
78.	How does the proposed solution provide the capability to run in a state of "graceful degradation" during a partial disaster where less than all hardware components are running?		
79.	Ability to recover the database or a subset to a specific point in time.		
80.	Ability to back-up and restore the entire database and subsets of the database while users are accessing the system.		
81.	Ability to access all components of the job scheduling system and manage all jobs from a single location in addition to control from the originating module.		
82.	Provision for one-job scheduling mechanism to share by all jobs from all modules.		
83.	Ability to run batch jobs while users are accessing the application.		
84.	Ability to record and track on-line versions between modules.		

85.	Ability to support automated on-line distribution of all files and software releases to all clients and servers from a designated server.		
86.	Ability to distribute the database among multiple servers.		
87.	Ability to monitor and tune the application to enhance response time and other performance metrics.		
88.	Ability to provide a suite of tools to monitor and control all production processes.		
89.	Provision for error logs and messages to assess performance related events.		
90.	Ability to authorize user accounts/ids, passwords and access rights from a single and central point of control.		
91.	Ability to delegate authorization of access to modules of the application to departments responsible for that level of authorization.		
	<b>Interfaces</b>		
92.	List which standard data interface formats and methods you natively support (XML, CSV, EDI, et cetera).		
93.	Does your application provide a standard API for interface development? If yes, does it allow for outbound files, inbound files or both?		
94.	Describe any existing standard interfaces for each of the above or a proposed mechanism for accomplishing each of them.		
	<b>System Security</b>		
95.	Describe and provide details of security processes, procedures and measures employed to prevent unauthorized access to software systems and databases. Proposers may submit company directives and policies to supplement the response.		
	<b>System Support</b>		
96.	KCDC requires this application, when in the production environment, to be operable for the workday minus up to one hour during normal business. Describe the provision you make to provide this support level.		
97.	In the event of an extended service outage, describe provisions to compensate KCDC for direct costs incurred to compensate for the outage.		
98.	<b>In tabular form:</b> KCDC requires a system availability of least 99.9% based on ten hours per day, five business days per week. Describe what methods you use to support the system remotely (e.g. VPN, et cetera).		
99.	Describe the terms and conditions of your technical support service contract.		
100.	List the locations of the nearest support offices in the Eastern Time zones and the number of support people at each location.		
101.	List the levels of technical support, times of the day each level is available, and method of contact.		

102.	Describe your problem management and escalation procedures. Include information about logging and tracking calls, mean response time, and acknowledgment and confirmation to the customer.		
103.	Is there a toll-free telephone number for clients to call with questions or concerns about ongoing service and support? What times are available for its use?		
104.	Is there an email or web form for clients to use for questions or concerns about ongoing service and support?		
	<b>Warranty &amp; Maintenance</b>		
105.	What level of customer technical support services and response times are provided as part of the product's basic license fees, and what additional cost services or extended warranties are available?		
106.	Are all enhancements and upgrades of licensed software delivered as part of the client's annual maintenance contract? If not, explain what costs, including consulting costs, might be required. List the typical frequency of major upgrades, minor releases and bug fixes, and state whether upgrades are cumulative.		
107.	Describe any discount schedules or special entitlements for the maintenance agreement.		
108.	Attach terms and conditions for the warranty and extended warranty in an appendix.		
	<b>Document Imaging</b>		
109.	Ability to scan, view, print, email and/or fax archived documents to Field Staff prior to applicant moving in.		
110.	A fully integrated document imaging system with the ability to archive, view, print, email, and fax documents directly from the system.		
111.	Scanning of paper documents.		
112.	Direct archiving of reports.		
113.	Items outside the system on computers can be archived, such as digital pictures and Microsoft office documents		
114.	Provide for unlimited number of notes about tenants to indicate balances owed or previous problems with residents		
115.	Ability to include capability to attach electronic files, such as digital images and electronic documents, directly to specific entities, (i.e. applicant, landlord, unit, et cetera) without using a separate application.		
	<b>Validation Program</b>		
116.	Provide a validation program that is fully compliant with the current HUD-50058 Technical Reference Guide		
117.	Provide Rental Integrity Monitoring (RIM) audit verification procedure.		

## Solicitation Document N Accounting Requirements

KCDC has software requirements for accounting, accounts payable, accounts receivable, banking, budgeting, capital planning, finance, fixed assets, grants, payroll and other related functions. KCDC wants a comprehensive solution which integrates with the general ledger and provides for the important software requirements identified in this section, requiring less data entry redundancy and the capability to drill down and roll up from detail to summary data.

KCDC requires a fully integrated Accounts Payable system with interfaces to and from the General Ledger, Procurement, Inventory and Contract modules. Currently KCDC maintains approximately 800 vendors in the Master File, including both Public Housing tenants and actual materials and service type vendors.

KCDC is looking for a software module that will accept data electronically from financial institutions and perform the reconciliation process, which interfaces with the general ledger and all modules that generate checks and/or electronic payments. This requires a reporting tool that empowers the end user with the ability to query the database and create reports as needed.

KCDC has the following minimum software requirements:

	Requirement	Responses	Comments
	<b><i>General ledger accounting software capable of supporting multiple chart of accounts, specific to public housing authorities consisting of numerous projects, properties, programs and grants such as:</i></b>		
1.	Low Rent Public Housing programs including Capital Fund Grant management		
2.	Section 8 Vouchers programs		
3.	Section 8 Project-based programs		
4.	HUD Multi-family Projects		
5.	Low Income Housing Tax Credit projects		
6.	Various business activity programs		
7.	Various State and Local programs		
8.	Various stand-alone corporations		
	<b><i>Capable of the following:</i></b>		
9.	Robust audit trail features		
10.	Full integration with all grant program systems as mentioned above		
11.	Multiple assignable code fields for current and future reporting formats and protocols		
12.	Robust data-base-driven, client-designed reporting		
13.	Full drill-down capability from top level to base transactions		
14.	Data and report date ranges of any periods and duration		
15.	Easily downloadable to Excel without rigorous formatting requirements		

16.	FDS upload tool ready		
17.	MFH financial reporting ready		
18.	Budget integration with GL		
19.	Encumbrance integration with GL		
20.	Managing programs with various fiscal year ends		
21.	Auto interfund capability with transactions		
22.	Close out periods (month/FYE): Ability to one fund or all at once		
23.	Account Set Up and Maintenance: The ability to set up many accounts at once		
24.	Account Purge or remove from display capability		
25.	Additional items: (1) Trial balance detail, trial balance summary and by FDS, by budget, with Excel export capability in usable format (2) FDS setup tied to account setups (3) FDS scoring calculations (4) Allocation process capability (5) Import transactions via Excel for posting (6) Recurrent entry capability		
	<b>Budgeting Module</b>		
26.	Capable of allocations and distributions over varying months		
27.	Capable of allocations and distributions over various programs		
28.	Flexible budget to actual reporting		
29.	Trend analyses with at least 3 year of actual data for comparisons with ability to regenerate actual data		
30.	Budget creation and management workflow		
31.	Capital fund budget interface with HUD systems		
32.	Budget integration with GL		
33.	Encumbrance integration with GL		
34.	Additional items: (1) Multi-year budget capability for grants (2) Approval hierarchy (3) View/Distribute accounts over multiple budgets (4) Budget groupings for consolidated budget reporting (5) Account groupings from detailed budgets (6) Easy budget revision capability		
	<b>Accounts Payable Module</b>		
35.	Integrates with procurement system and GL		
36.	Meets all customary needs of tenant account processing		
37.	Integrates with housing systems (PH, S8, MFH, TC)		
38.	Banking integration capability		
39.	Processes driven by workflow		
40.	Allow for multiple payment methods (checks, direct deposit, et cetera).		

41.	Additional items: (1) Vendor management/Tracking capabilities such as MBE, WBE, Section 3, 1099 classifications (2) 1099 processing (here or banking)		
<b>Accounts Receivable</b>			
42.	Integrates with housing systems (PH, S8, MFH, TC) and GL		
43.	Meets all customary needs of tenant account processing		
44.	Banking integration capability		
45.	Processes driven by workflow		
46.	Additional items: (1) Aging schedule (2) Payment method detail tracking		
<b>Banking Module</b>			
47.	Automated reconciliations		
48.	Process integration with GL		
49.	Allow for multiple payment methods including credit card transactions		
50.	Additional Items: (1) Void process (2) Reconciliation process		
<b>Fixed Asset System (optional)</b>			
51.	Real time additions, deletions, transfers		
52.	Automated depreciation computation and posting		
53.	Additional items: (1) Setups tied to fund and accounts (2) Desired reconciliation process with GL		
<b>Reporting Capabilities including but not limited to:</b>			
54.	All HUD required reports		
55.	FASPHA for the FDS tool/set up		
56.	FASSUB for the MFH reporting/set up		
57.	Additional Items: Financial Statements with Month, YTD and comparison to budgets with differences		
58.	Intuitive financial report for interested parties including potential investors.		
<b>Payroll System</b>			
59.	Process payroll requiring multiple allocations, funds and withholding types		
60.	All payroll related transactions posted to the GL at variable levels of detail		
61.	Manages ACH direct deposit		
62.	Automatic leave and sick leave tracking and accrual		

63.	Audit reports, Validation reports and payroll reports easily downloadable into Excel for analysis and reconciliation		
64.	Handles all governmental reporting requirements. W-2, W-3, 941, SUTA, et cetera.		
65.	Highly flexible and adaptable to changing needs including allocations methodologies, funds, withholdings and benefits		
66.	Time entry by multiple cost centers-automated		
67.	GL distribution preview prior to posting		
68.	Interface with HR module for best practice internal controls		
69.	Accommodates numerous earnings codes, deduction codes, fringe benefits		
70.	Ability for Payroll to override deductions for specific employees. For example, to adjust an insurance payment		
71.	Additional Payroll: (1) Both employee and employer reporting for gross wages, total earning, deductions, taxes, et cetera		

## Solicitation Document O Housing Requirements

KCDC administers and prioritizes the Public Housing and Section 8 wait lists according to HUD regulations and PHA policy. An application database and a software module are needed that has business rules that will prevent duplicate entries and will crosscheck social security numbers of all family members for verification of the applicant. A system that will track the steps of the application and wait list processes, preventing the execution of steps out of order and a system that provides the ability to sort waiting lists by a variety of user-defined criteria is required. The Public Housing Intake Department maintains multiple waiting lists by individual projects, and the Section 8 Intake Department maintains their waiting lists by Program (Section 8, Mod-Rehab, VASH, et cetera). All reports produced must be able to drill-down to the Program level, and the specific Wait List within a Program. The software must have a reporting tool that empowers the end user with the ability to query the database and create reports as needed. As a future requirement, the department anticipates deploying an imaging system to control document storage and archiving.

Between 07/01/17 and 06/30/18 KCDC issued approximately 26,380 work orders for the units it manages. KCDC believes this number to be representative of a typical year.



<b>Applicant and Leasing</b>			
	<b>Requirement</b>	<b>Responses</b>	<b>Comments</b>
	<b><i>Application and Leasing</i></b>		
1.	Ability to track units including type of unit		
2.	Ability to group units by status		
3.	Ability to track denials, schedule appeals, and make interview notes on denied applicants during informal reviews		
4.	Ability to track occupancy/vacancy		
5.	Ability to search for available units both by site and across agency by bedroom size, whether a HCA Unit, etc.		
6.	Ability to create customized letters for residents and applicants to auto-generate and populate		
7.	Ability for applicants to fill out rental applications online via Applicant/Tenant Portal		
8.	Ability to apply application to more than one rental category (i.e. applicant may meet specific criteria and is eligible to apply to more than one contract)		
9.	Track eligibility requirements for applicants, including the AMI % Range applicable to HH		
10.	Track reason for application being rejected with reason code drop down		
11.	Ability to enter name onto a waiting list		
12.	Track applicant on multiple waiting lists (as there are 3 separate contracts) without re-entering same information		
	<b><i>Track waiting list criteria to include the following:</i></b>		
13.	Application date & time		
14.	Head of Household		
15.	Unit Size (select from 3 or more options)		
16.	Accessible needed Y/N		
17.	Income Level: ELI, VLI, LI		
18.	Statutory preference Y/N		
19.	Last contact date		
20.	Notes		
21.	Removed from wait list: date & time		
22.	Ability to generate reports for some or all of the waiting lists based on criteria selected from one screen.		
23.	Ability to generate mail merge letters from waiting list.		
24.	Ability to generate a HUD Voucher for TRACS submission at any time, with up to date information.		
	<b><i>Ability to track vacancy information to include the following:</i></b>		
25.	Unit number		

26.	Type of residence (Large 1 Bedroom, Small 1 Bedroom, Studio, ADA)		
27.	Resident Name		
28.	Date of intent to vacate		
29.	Reason to vacate (dropdown list)		
30.	Move out date		
31.	Estimated date unit will be ready		
32.	Waitlist resident awaiting the vacated unit		
33.	Effective date for waitlisted to become resident		
34.	Notes		
35.	Ability to generate vacancy reports based on the above criteria		
36.	Automated notices based on PBRA Guidelines - Initial Notice, 120 Day, 90 Day, 60 Day, Termination of Assistance		
37.	Ability to generate and schedule annual re-certifications including workflow associated and documenting results		
38.	Ability to track tenant profile data: name, phone number, email, et cetera.		
39.	Ability to lock a tenant record from sight due to VAWA protections.		
40.	Ability to track tenant move in date		
41.	Track tenant unit and contract details		
42.	Ability to track resident demographics to include:		
	<b><i>Average age of residents</i></b>		
43.	Sex Male/Female		
44.	Race (White, African American, Hispanic, Asian, American Indian/AK Native, Other/Multiple, Did Not Report) NOTE: Must Be Able To Check All That Apply		
45.	Rent Income (Full Rent, Assisted Living including fees, subsidized)		
46.	Veteran Status		
47.	Disability Status		
48.	Track current number of applications on file by status		
49.	Track Move-Out Reasons (i.e. death, higher level care, moving with family, eviction- behavior, eviction – non-payment, et cetera).		
50.	Track entire Notice to Vacate Process through legal and eviction process.		
51.	Functionality to allow residents to submit credit card, automatic withdrawal, debit card, and check payments.		
52.	Ability to transfer one resident from one building/entity to another.		
53.	Ability to track rent charges to resident.		
54.	Ability to track subsidies on rent.		

55.	Ability to track miscellaneous charges to a resident for cleaning, et cetera.		
	<b>Ability to log calls/tenant interactions to tenant to include:</b>		
56.	Caller name		
57.	Issue		
58.	Call type		
59.	Notes		
60.	Response/Action Taken		
61.	Ability to track customer/tenant issues as tickets		
62.	Ability to assign a ticket number upon logging issue		
63.	Ability to update the ticket for actions taken		
	<b>Inspections and Worker Orders</b>		
64.	Ability for the system allow a user to create an inspection report.		
65.	Ability to route Work Orders to staff electronically and record Work Orders electronically in the field.		
	<b>Ability to track inspections to include the following:</b>		
66.	Unit to be inspected		
67.	Tenant name		
68.	Date of the inspection		
69.	Number of rooms to be inspected (bedrooms, bathrooms, patio, living room, kitchen, other)		
70.	Notes		
71.	Ability to generate inspection reports		
72.	Ability to generate inspection sheet		
73.	Ability to attach pictures and notes to inspection		
74.	Integrated with all other modules		
75.	Ability to generate work orders in the field from cell phones/tables (device agnostic) for maintenance and other service activities		
76.	Ability to create work orders for contracted service providers		
77.	Ability to create preventative maintenance work orders		
78.	Ability to create corrective work orders		
79.	Ability to create work orders for installation / change outs of meters, boiler units, roof top A/C units, etc.		
80.	Ability to create turn on and shut off work orders (for services)		
81.	Ability to record all work order activity to appropriate GL accounts based on work order type		
82.	Ability to create multiple work order formats with different fields based on building and department issuing or work order type		
83.	Ability to define work order types specifying appropriate building, department, division, and type of work		

84.	Ability to assign work order type to work order		
85.	Ability to assign work order priority		
86.	Ability to track work order start date		
87.	Ability to track work order end date		
88.	Ability to assign service technician or technicians to work order based on work order type (only employees of specified work order department & division)		
89.	Ability to add additional team members to current work orders.		
90.	Ability to attach documents/pictures to a work order		
91.	Ability to track status of work orders (open, closed, waiting for parts, etc.)		
92.	Ability to enter problem description on work order		
93.	Ability to enter description of problem resolution on work order		
94.	Ability to enter notes and comments on a work order		
95.	Ability to enter instructions on a work order		
96.	Ability to evaluate costs of different maintenance/project scenarios over a time period based on level of risk/priority		
97.	Ability to access work orders from a shop workstation or mobile devices (Androids)		
98.	Ability to add additional task codes to current work orders and an alert system to notify the assigned team member that a revision to the original w/o has been made.		
99.	Ability to print a range of work orders (by date, by type, etc.)		
100.	Track labor and parts costs for each work order		
101.	Ability to reopen closed work order to make corrections		
102.	Ability to enter labor start time for work order task		
103.	Ability to enter labor end time for work order task		
104.	Generate work order with technician information (vs. resident information)		
105.	Ability to work on multiple work orders at the same time		
106.	Ability to generate a work order which would include type of work, location, hours, employees, materials and inventory used (i.e. costs).		
107.	Ability to generate a purchase order if an item within a part list is out of stock or needed		
108.	Provide online work order capability for use by employees in remote locations		
109.	Ability to track key fobs issued to resident		
110.	Generate report of open work orders from office computers and/or cellular devices		

111.	Generate report of closed work orders office computers and/or cellular devices		
112.	Generate report of work orders by department, division, and type for specified time period office computers and/or cellular devices		
113.	Generate report of hours per work order office computers and/or cellular devices		
114.	Workflow to route work order to appropriate department based on work order type		
115.	Workflow to route work order to contracted service providers		
116.	Interface for use / deployment on a mobile device such as a smartphone, tablet or iPad		
117.	Ability for data collection on field devices to be synchronized when Internet connection is available		
118.	Ability to block off certain team members for individual types of work orders (vacant unit turnover, electrical, plumbing, et cetera).		
119.	Ability to select labor/materials as "billable" in the field on handheld device when damages are due to resident neglect/vandalism.		
120.	Built-in alert to send email to supervisor(s) if a closed work order has resident charges attached to it.		
121.	Built-in alert to send email to supervisor if a closed work order has stock attached to it so stock #s may be verified for accuracy.		
122.	The Work Order system interfaces as appropriate to the Tenant Accounting and Inventory systems (i.e. removes items to complete work orders from inventory).		
123.	The ability to track preparation time is critical: i.e., the time from work order issuance to its completion.		
124.	Ability to block off certain team members for individual types of work orders (vacant unit turnover, electrical, plumbing, et cetera).		
	<b>Reports and Systems Issues</b>		
125.	Generate rent roll report		
126.	Generate delinquency reports		
127.	Generate report of rental receipts for specified time period		
128.	Generate leasing activity reports		
129.	Ability to generate lease expiration report		
130.	Generate occupancy listing		
131.	Ability to generate vacancy reports		
132.	Generate move in / move out reports		
133.	Ability to generate a unit status report		

134.	Generate reports for unit turnover		
135.	Generate report of unit availability		
136.	Generate resident statistics reports based on resident demographics		
137.	Report of residents that move on to higher level of care by building		
138.	Report of residents moving in with family members by building		
139.	Generate report of evictions by building		
140.	Generate report of new residents by building		
141.	Interface to allow rendering on mobile devices		
142.	Ability for multiple users to be accessing the same entity at the same time		
143.	Functionality to provide configurable dashboards for reporting key metrics for all system modules		
144.	Ability for the end user (non-IT) to create their own ad-hoc reports with an easy to use report designer		
145.	Functionality for a data dictionary to be available to facilitate custom reporting & self-service reporting		
146.	Ability to schedule reports to be generated and delivered by email		
147.	Functionality for robust workflow approval capabilities within each module & across all modules		
148.	Ability to design role based workflows and associated approvals		
149.	Ability to configure workflows to allow for multiple levels of approvals & notifications		
150.	Ability to provide alert & reminder functionality for workflows & approvers		
151.	Automated assignment of a status to a workflow step (ex. waiting approval, approved, denied, etc.)		
152.	Generate reports of workflow / approval activity		
153.	Ability to add user defined fields to screens throughout the application and report on those fields		
154.	Ability to attach documents to records throughout all modules direct from source documents (vs. saving to hard drive first)		
155.	Ability to have multiple screens / modules open at one time with the ability to process transactions in multiple screens / modules		
156.	Customizable menus / favorites to establish role driven views		
157.	Ability for user to personalize their user interface (ex. increasing font sizes, using keyboard shortcuts etc.)		
158.	Ability for users to modify their own data entry screens (ex. hiding unused fields, moving fields for efficient data entry, etc.)		

159.	Ability to perform data entry using keyboard with minimal mouse utilization (ex. tabs, hard returns, etc.)		
160.	Ability to remove unused data fields from user's screens		
161.	Ability to establish required fields for data entry screens		
162.	Ability to configure default fields (ex. date field defaults to current date, etc.)		
163.	Functionality for the system to provide robust search functionality across all modules (global search)		
164.	Ability to perform wild card or keyword searches		
165.	Ability for drill down capabilities across all modules and for all transactions to include drilling down to all source documents and attachments		
166.	Ability to utilize Active Directory as source for security credentials and single sign on		
167.	Ability to define specific user access based on individual and group profiles		
168.	Ability to allow non-employees to have read only access to the system (for Fund Accounting needs)		
169.	Generate a report of tenant move out reasons		
170.	Ability to set field level security across all modules		
171.	Ability to require user passwords		
172.	Ability to require complex user passwords		
173.	Ability to enforce minimum password length		
174.	Ability to restrict re-use of passwords for a specified period of time		
175.	Automated process for user password changes after period of time		
176.	Automatic lock out from the system after number of failed password attempts		
177.	Automated password recovery process		
178.	Configured to log out users after period of inactivity		
179.	Complete audit trail throughout the system for all transactions and Masterfile changes		
180.	Ability to support secure electronic / digital signatures		
181.	Supports database encryption		
182.	Supports encryption of data in transit		
183.	Provides for a true cloud deployment model		
184.	Provides an on premise deployment model		
185.	Provides a hosted environment deployment model		
186.	Ability to utilize multiple browsers (i.e. Internet Explorer, Chrome, FireFox, et cetera)		
187.	Ability to support multiple environments/databases during implementation: Testing, Training, Live		

188.	Ability to utilize data conversion templates to support the data conversion (master files and transaction files)		
189.	Utilize pre-defined data validation rules to enforce database integrity in data conversion		
190.	Ability to access tutorials and help screens within the system		
191.	Timely system updates by software provider to ensure compliance with all regulatory requirements (HUD for example)		
	<b>Customer Service Functionality</b>		
192.	Ability for residents to enter concerns such as rent issues, work order requests, et cetera.		
193.	On-line application functionality available on-line.		
194.	On-line application status checking functionality available online.		
195.	On-line re-certification functionality available on-line.		
196.	On-line interim re-certification functionality available on-line.		

### Solicitation Document P Section 8 Requirements

The Section 8 Programs are federal rental assistance programs administered through the U.S. Department of Housing and Urban Development (HUD) and local housing authorities. To efficiently fulfill their responsibilities to the public and to the federal government, the Section 8 Department is in need of software that automates the subsidy payments process, provides event notifications (to landlords, participants, or management), and interfaces with GL. The department requires a system that allows the entry of 50058 data during the applicant interview for immediate validation. The department need automated inspections scheduling and the ability to hold landlord payments for failed inspections. For portability issues, the Section 8 department needs automated billing, tracking, and posting of receivables. The Section 8 department requires a reporting tool that provides the end user with the ability to query the database and create reports as needed. The following table lists the more specific needs of the Section 8 department.

<b>Section 8 Housing Assistance</b>			
	<b>Requirement</b>	<b>Response</b>	<b>Comments</b>
1.	Application data includes applicant number, applicant name, social security number, residence and mailing address, 2 contact telephone numbers, applicant type (elderly, disabled, handicapped), veteran status, previously assisted, local preferences, reasonable accommodation requests, race, status code, driver's license and car license plate, prior KCDC resident data, and family member name, social security number, birth date, birth place, relationship code, citizenship, source of income and annual amount.		



2.	Data for Section 8 applicants must include Voucher Number issued, Issued/ Extended/ Withdrawn dates and the Inspection schedule number related to the initial inspection of the unit.		
3.	The system checks all household members to identify those members that are currently on other KCDC Waiting Lists or housed in a KCDC Public Housing or Section 8 program.		
4.	The system must check the Ineligible database for vacated tenants that owe a balance or who terminated for cause and display an alert message to the user. In the case of applicants with unpaid balances, the unpaid balance must display.		
5.	System provides the ability to automatically assign a sequentially numbered application number or have the user assign the application number.		
6.	System should be capable of accessing applicant information by Application Number, Social Security Number and Applicant Name.		
7.	System should be capable of inquiring on all family members by name or by social security number.		
8.	Capability for PHA to maintain a table of Withdrawal and Ineligible codes and descriptions.		
9.	Capability for PHA to maintain a table of Local Preferences and corresponding descriptions. Public Housing or Section 8 can be designated as preference. System must be capable of assigning multiple preferences to an applicant.		
10.	System collects applicant data in 50058 format, with intelligence to only ask for information needed for specific program for which applicant is being screened		
11.	System must have the capability to assign preference points based on each preference and then by application date and time.		
12.	System must have the capability to assign position numbers to each applicant on each wait list based on preferences and application date and time.		
13.	System must print waiting lists for each program and each waiting list within that program within a date range, sorted by any of the following data fields: <ul style="list-style-type: none"> <li>• Date and time applied</li> <li>• Preference, date and time applied</li> <li>• Position number</li> <li>• Alphabetical order</li> <li>• Social security number</li> <li>• Bedroom size</li> <li>• Elderly/disabled</li> </ul>		

	Wait List report should specify whether the applicant is in the Low, Very Low, or Extremely Low income categories, which a PHA maintained table defines. Summary must state the percentage of applicants within the above income categories. This process should be obtained by a simple query with user defined selection criteria		
14.	<p>Automated letters for various processes which include but not limited to:</p> <ul style="list-style-type: none"> <li>• Scheduling appointment letter for an applicant or group of applicants based on date/and time of application and preference</li> <li>• Eligible (approval) / Ineligible (denial) letters</li> <li>• Income Verification Letters to employers and banks</li> </ul> <p>System records a note specifying the user ID, date/time and retain the letter in its entirety for possible reprinting. System must be able to pull any field from the applicant file and print on the letter.</p> <p>Letter production must be user friendly, compatible with MS Word. (Batch Correspondence)</p>		
15.	Provide method to select an applicant or group of applicants, by user defined status codes and by date range, for contact by letter. This method should provide the ability to generate lists and a variety of form letters to the applicants, as well as mailing labels.		
16.	Ability to schedule a user selected number of applicants for interviews on a selected date and time.		
17.	Interface with tenant occupancy (public Housing or Section 8) database when placement occurs. The system must move all applicable data from the application database to the Occupancy database without having to re-enter any data.		
18.	When an applicant moves to a Section 8 or Public Housing program, system should produce a HUD form 50058 (new admission or port-in).		
19.	The system should have the ability to add comments and notes to the applicant record, recording the user ID and date of entry.		
20.	Separately maintain the applicant status (pending eligible, issued, et cetera) for each program (Public Housing, Section 8, et cetera.), and each waiting list pertaining to that program.		
21.	System should have capability for applicants to apply on-line thru the KCDC website, and for the on-line applications to be downloaded to the KCDC software application. Or the software should have its own pre-application and application portals		

22.	System should have the capability of allowing the applicant, via a secure internet interface, to view the status of the application. Also, allow the applicant to submit address or telephone number changes to the Intake department.		
23.	System should provide for the printing of HUD form 52517 Request for Tenancy Approval and form 52641 Hap contract for Section 8 applicants and fill-in all applicable fields.		
24.	For Section 8 applicants, when issuing a Voucher, system will display available vouchers and allow the user to select an available Voucher, or enter the Voucher number to be issued.		
25.	For section 8 applicants, print HUD form 52646.		
26.	For section 8 applicants, when a Voucher is issued, produce a HUD form 50058 transaction code 10.		
27.	For section 8 applicants, when a Voucher is withdrawn or expired, produce a HUD form 50058-transaction code 11.		
28.	For Section 8 applicants, ability to input a Request for Inspection. Provide inquiry screens for user to access and track scheduling and results of the Inspection.		
29.	The housing software should have the capability to interface with an imaging system.		
30.	Provide list of all withdrawn/rejected applicants by Program and wait list within program, and reason for withdrawal/rejection.		
31.	Provide list of vouchers expiring within a user-defined number of days.		
32.	Report of Vouchers Issued to Section 8 applicants.		
33.	Report of applicants moved-in within a date range, by program and wait list within program.		
34.	Ability to verify Social Security Numbers for accuracy in the PIC system and that the applicant is not a resident in any other of our subsidy programs. Needs to be able to check for duplicate subsidy in other Housing Authorities or programs.		
35.	Ability to estimate rent calculations using the income, assets, expenses and deductions.		
36.	Tied to Tenant Accounting: Ability to update the utility allowances in the unit records without affecting the resident's rent calculation.		
37.	Tied to Tenant Accounting: Tenant portal so residents can view their accounts		
38.	Tied to Tenant Account: Ability to add tenant/landlord payment holds		
39.	Data obtained from wait list/application module must be migrated to the Section 8 files when a tenant moves in.		

40.	Ability to capture and maintain information to facilitate Portable Voucher billings, including Housing Authority name and address, contact person, and administrative fees, phone and fax numbers, email address, PHA number.		
41.	Data regarding participation of assisted persons in Family Self-Sufficiency program services as mandated by HUD policy.		
42.	Allow look-up of tenants by tenant ID number, name, social security number, or address.		
43.	<p>Ability to capture and maintain the following information for each family:</p> <ul style="list-style-type: none"> <li>• Family composition using HUD defined relationship categories, birth date, sex, social security number, ethnicity, disability status, birthplace, alien registration numbers, income and sources of income, assets and deductions</li> <li>• Telephone numbers</li> <li>• Emergency contacts</li> <li>• Tenant owned vehicle numbers</li> <li>• Program entry date</li> <li>• Email address</li> <li>• Lease effective and ending dates</li> <li>• Move-out date and reason for move-out</li> <li>• Staff ID of worker assigned to the family</li> <li>• Last re-exam date</li> </ul> <p>Re-exam month</p>		
44.	<p>Ability to capture and maintain the following contract information:</p> <ul style="list-style-type: none"> <li>• Tenant ID</li> <li>• Owner/Agent number and name</li> <li>• Contract Rent</li> <li>• Tenant Rent</li> <li>• HAP Payment</li> <li>• Utility Allowance</li> </ul> <p>Voucher Size</p>		
45.	<p>Ability to capture and maintain unit data to include:</p> <ul style="list-style-type: none"> <li>• Address</li> <li>• Census tract</li> <li>• Last HQS inspected date</li> <li>• Structure type</li> <li>• City code</li> <li>• Last HQS pass or fail code</li> <li>• Last passed HQS inspection date</li> <li>• Bedroom size</li> </ul> <p>Unit entry date</p>		

46.	<p>Ability to capture and maintain the following information for each owner/agent:</p> <ul style="list-style-type: none"> <li>• ID number</li> <li>• Owner name</li> <li>• Owner address</li> <li>• Owner telephone and fax numbers</li> <li>• Email address</li> <li>• Direct Deposit routing and account number, and type of account</li> </ul> <p>Tax ID number</p>		
47.	<p>Ability to maintain the following data in user defined tables:</p> <ul style="list-style-type: none"> <li>• Payment Standards</li> <li>• FMR</li> <li>• Reasons for moving-out</li> <li>• Users, to include staff ID and phone number</li> <li>• Utility allowances (by type of unit)</li> <li>• Agency calendar of holidays</li> </ul> <p>Bank name and address file (for asset verification)</p>		
48.	<p>Provide automated maintenance of utility allowances utilizing multiple tables by structure and bedroom size as defined by HUD. Provide ability to make date sensitive changes to utility allowance tables. Must be capable of making retroactive calculations back to a specified date or changes effective as of a future date and provide an audit trail. (HAP recovery tool) Support user defined fields</p>		
49.	<p>Ability to inquire on a tenant and display check history for payments made to the owner or utility allowance checks.</p>		
50.	<p>Provide a search function of the Unit History showing owner #, tenant, rent, utility payments, and inspections performed for all tenants who have occupied the unit.</p>		
51.	<p>Master Allocation Log by voucher and bedroom size.</p>		
52.	<p>The system should print HUD form 52646 when issuing a voucher, and create a transaction code 10 50058 for transmission to PIC.</p>		
53.	<p>The system should create a transaction code 11 form 50058 when a voucher is withdrawn or expired.</p>		
54.	<p>The system should provide or interface with third-party software (WORD/PDF is preferred) that will allow the users to create letters that can pull data from the Section 8 databases. Letter must print with the letterhead of the Agency. Also interface with third -party software for Inspections.</p>		

55.	The system allows the user to download HUD forms when updates occur. HUD forms should be resident on the server, not in printer RAM.		
56.	The software provider's updates must maintain pace with changes in business rules from HUD.		
57.	Produce owner/agent 1099 paper forms, and an electronic file for transmission to IRS and audit listing.		
58.	Allow for re-printing of selected 1099s throughout the year (and previous years) at the request of the owner/agent.		
59.	Provide automated printing of landlord direct deposits and tenant utility allowance payments. Produce appropriate check registers and summarization by allocation.		
60.	Provide the ability to produce landlord payments by direct deposit; produce appropriate direct deposit listings and format file for transmission to ACH electronically.		
61.	Provide detailed HAP and UAP registers of cash disbursements by check number, owner or tenant name and number, date paid, description of expenditure and amount.		
62.	Capability to hold payment to landlords held for legal action.		
63.	Software must be able to apply HUD eligibility and rent calculation formulas and return correct tenant rent payments.		
64.	The calculations must be program sensitive and provide different calculations for county and federal programs to include Certificate calculations, Voucher calculations, and Mod- Rehab calculations, Project Based Voucher and Homeownership calculations		
65.	System must provide an efficient way of prorating the HAP and Utility payments if a tenant moves in mid-month.		
66.	Capability to generate a hardcopy 50058 and screen display an historical 50058 in its entirety.		
67.	Capability to optionally generate tenant and landlord PHA composed letters when processing a rent calculation.		
68.	Calculate tenant rent payments based on family income and status descriptions entered. System must be sensitive to program differences, i.e., vouchers, Project Based Voucher, Homeownership Vouchers, Moving To Work (Tiered Rents) Mod Rehab and FSS. Utilize utility allowance schedules.		
69.	Provide Portability billing and receipt capability.		
70.	System must be able to generate a report that will facilitate the reporting to the HUD VMS system. Report must be on an MTD basis for all landlord and utility payments by appropriate groupings of allocations.		

71.	Track Hard-to-House families, and other similar data for which reports to HUD are required		
72.	Ability to maintain private rental market survey information, by census tract, structure type, and number of bedrooms to provide a bank of comparable unit data.		
73.	Provide Search function to comply with HUD's requirement for comparability and rent reasonableness.		
74.	Provide a report that reflects rent comparisons for a subject unit based on census tract, structure and bedroom size and print 3 comparison properties within the closest square footage.		
75.	Ability to assign points to appliances and amenities for a subject property and compute total points for the unit.		
76.	Ability to maintain a database of all addresses in the jurisdiction of KCDC and automatically look-up an address when a tenant moves in or transfers in order to obtain the census tract.		
77.	Ability to request special inspections such as complaints and emergencies and produce HUD form 52580 Inspection Checklist.		
78.	Ability to download inspections into hand-held devices via a batch of inspections scheduled for an inspector for a particular day		
79.	Verify that inspections occur on every property before it approves for the Section 8 program.		
80.	System should maintain a list of all units on suppression and the reason for holding the unit (change of ownership, inspection, et cetera).		
81.	Provide a landlord web portal for landlord payments history inquiry for both paid and unpaid HAP amounts and the reason for non- payment by an owner or agent number, unit number and tenant ID.		
82.	The system provides a simple way import all reports into Excel.		
83.	Ability to track and print Contracts including: Individual Development Service plan for contract holder and other participating members FSS start and end dates		
84.	Ability to create reports, including the following Goal tracking Services received Cost of service (tracking how much services cost) Referrals 50058s completed within a given time period (to find FSS participants with changes)		
85.	Ability to track employment, including wage history (increase for household, not just the FSS participant)		

86.	Ability to perform escrow calculations on Port-in/Port-out participants		
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**Solicitation Document Q Procurement and Warehouse Requirements**

KCDC’s Procurement Division software generates requisitions and allows Procurement staff to convert them to purchase orders which are automatically transmitted to vendors. Software must provide this functionality including authorizing payments and reports. Thus the software must integrate with the Inventory, Fixed Assets, Accounts Payable, and General Ledger functionality.

KCDC also needs software to maintain, update and order inventory. The inventory module must interface with the General Ledger, Procurement and Work Order modules. Currently KCDC maintains 26 warehouses. The “Main Warehouse” stocks 10 items (appliances) and the sites emulate this model. The IT warehouse stocks 11 items.

Finally, KCDC desires software to issue, receive and evaluate bids and proposals electronically without the need for paper submission. KCDC requires that this package may or may not be standard with a standard procurement module.

Procurement			
	Requirement	Response	Comments
1.	Ability to capture and maintain requisition data such as requestor name, date, suggested proposer, description of items/services desired, quantity, unit of measure, price, account number(s) and the ship to address.		
2.	Ability to capture/maintain purchase order data such as data brought over from a requisition, contract number, quote number, KCDC’s account number, quantity, date received, quantity backordered, partial/final shipment, vendor name, terms, deliver to address, special instructions, contact name.		
3.	Requisition approval chains with the ability to have alternate approval chains for specific items; alternate approver if the primary approver is unavailable and email notice to approvers.		
4.	Ability for procurement officials to alter requisitions (cost, vendor, text, et cetera).		
5.	Interface the Purchase Order with Inventory, if the item is a stocked item, to retrieve the item description, price, proposer’s unit of measure, and quantity on hand.		
6.	Interface from Accounts Payable to update the purchase order with invoice number, date of invoice, amount of invoice, date paid, check number.		
7.	Allow the combining of requisitions into one purchase order.		
8.	Allow for automatic, sequential numbering of requisitions.		



9.	Create purchase orders based on data from the requisition. Automatically assign a purchase order number.		
10.	Allow warehouse locations to record receipt of stocked materials delivered. Allow partial receipts.		
11.	Generate and email purchase orders to vendors. Allow for printing if desired.		
12.	Allow users to customize the purchase order format to produce a professional grade purchase order acceptable to KCDC.		
13.	Automatically maintain data on purchase order status, i.e. open, partial receipt, closed, et cetera.		
14.	Track the purchase history of a stocked item.		
15.	Able to link purchase orders to contracts and track spend.		
16.	Identify KCDC's tax-exempt status on the Purchase Order.		
17.	User must have the ability to enter notes on a requisition and purchase order.		
18.	Maintain default-shipping addresses by employee.		
19.	Receive products by line item on the purchase order and process partial receipts.		
20.	Able to delete line items on the purchase order.		
21.	Email vendor if purchase orders are altered or canceled.		
22.	Able to delete/cancel a purchase order if in the 'open' status.		
23.	Allow for releases against contracts.		
24.	Track back-ordered items		
25.	Fully integrated with Accounts Payable, Fixed Assets, Inventory Control, Capital Fund and Work Order		
26.	Define user security for levels.		
27.	Produce outstanding purchase order reports on demand.		
28.	Generate purchasing activities reports by department.		
29.	Track purchase orders by grant and budget line.		
30.	Track costs by project		
31.	Track purchase orders by project		
32.	Track costs by budget line item		
33.	Track expenditures by vendor type: SBE, WBE, DBE		
	<b>Contract Management</b>		
34.	Track contracts by contract number		
35.	Track payments made on a contract		
36.	Track retention withheld and to reduce percentage of retention withheld on Periodic Estimate payments to vendors		
37.	Add or subtract from retention withheld to cover contingencies		
38.	Track the number, amount and description of each change order.		
39.	Interface with the Finance module to obtain budget information and to reconcile project costs and retainage balances.		

40.	Enter general information about the vendor: name, address, EIN/Social Security, Contact, Service Type, et cetera.		
41.	Enter all change order information for each contract: Change order numbers and date, time changes, budget changes, description of changes, HUD approval date, resolution number and date, new start and end dates.		
42.	Enter contract information: number, obligated amount, maximum, original value, contingency amount, Board resolution number and date, start and projected end dates, funding source, contract finalization date, HUD approval date, task assignments with start date, completion date, cost for each task and allow for a vendor performance rating.		
43.	Interface with accounts payable module to obtain information on payments made to the vendors and the amounts withheld as retention.		
44.	Input data on product warranties once jobs are completed.		
45.	Customizable report, available in Excel, which provides original award amounts, billings, payments & retainage, change orders, percentage complete, balance remaining.		
<b>Warehousing</b>			
46.	Maintain stock adjustments by item number/by warehouse to include quantity, cost, date.		
47.	Maintain inventory stock for items located in more than one warehouse.		
48.	Ability to forecast re-order quantities by warehouse based on reorder points, maximum quantity and quantity on hand.		
49.	Capability to use the LIFO Cost methods.		
50.	Maintain stock issue data: item number, warehouse, quantity issued, cost, work order number, issue date.		
51.	Maintain data on items on order by warehouse including the purchase order number, vendor, order date.		
52.	Maintain stock receipt data: item number, warehouse, receipt date, quantity received, unit of measure, requisition number, purchase order number, and proposer number		
53.	Automatically update inventory stock levels upon entry of adjustments.		
54.	Ability to capture and maintain the following information on inventory items: <ul style="list-style-type: none"> <li>• Item number (alpha-numeric)</li> <li>• Description</li> <li>• Stock Unit of Measure</li> <li>• Manufacturer's Part Number/Model</li> <li>• Cost</li> </ul>		

	<ul style="list-style-type: none"> <li>Quantity on hand (agency total and by warehouse)</li> <li>Reorder point by warehouse</li> <li>Maximum quantity by warehouse</li> <li>Preferred vendor</li> <li>Last purchase price and date</li> <li>General Ledger expense account number</li> </ul>		
55.	Maintain a record of data maintenance to include item additions, item deletions and changes to description of the item, item number, unit of measure, cost of the item, preferred proposer number, reorder point, user ID and date.		
56.	Automatically update inventory stock levels when receipts are entered.		
57.	Allow inventory adjustments for damages, shrinkage and obsolescence.		
58.	Ability to inquire/look-up items by vendor, item number and description.		
59.	Relieve inventory through an interface with the Work Order Software to retrieve data on materials usage on completed work orders.		
60.	Automatically update inventory stock levels upon entry of stock issues from Work Order Software.		
61.	Permit transfer of materials among warehouses. Generate appropriate general ledger transactions.		
62.	Allow all users to create ad hoc reporting queries.		
63.	Software allows for the input of physical counts from hand-held device and maintains count discrepancy.		
64.	While a warehouse is in 'physical inventory status' disallow quantity on hand changes.		
65.	Interfaces with the purchase order software.		
66.	Stock catalogs by sort options for each warehouse and agency wide.		
67.	Report of "Dead Stock" based on user-defined times.		
68.	Report of Inventory Quantity on Hand and valuation by warehouse and agency wide.		
69.	Produce physical inventory count worksheet.		
70.	Print Bar-Code Labels.		
71.	Usage report to determine re- order points by warehouse.		
72.	Report of items on order by warehouse with item number, requisition and purchase order numbers, name, number, quantity and price.		
73.	Defined user security for each of the following levels: <ul style="list-style-type: none"> <li>Inquiry/Reports</li> <li>Entry of new inventory items (Add mode)</li> <li>Modification of existing items (Change mode)</li> <li>Stock adjustments</li> </ul>		

<b>Bid/Proposal System</b>			
74.	Provides the ability to create bids electronically -i.e. text, attachments, specifications, et cetera		
75.	Allows interested suppliers to securely submit bids and proposals.		
76.	Holds submitted bids or proposals until the appointment time.		
77.	Allows procurement staff to review, organize, and otherwise conduct routine submittal processes on the submissions		
78.	Allows procurement staff to assemble review and scoring teams so that the team can electronically review, compare and score received bids and proposals.		
79.	All such functions are to state of the art and user friendly.		

## Solicitation Document R Human Resources

KCDC's Human Resources Division (HR) uses software for hiring, administration, benefits, terminations, compensation, position control, worker's compensation, employee evaluation, employee training, progressive discipline, benefits reconciliation, applicant tracking, benefit administration and leave tracking. The ability to query KCDC's enterprise wide database facilitates and simplifies many of HR's reporting tasks. HR typically has special needs for both system security and confidentiality of data on the one hand and transparency of process on the other hand. Event notification using e-mail and paperless workflow tracking aids productivity and eliminates redundant chores.

	<b>Category</b>	<b>Feature</b>	<b>Response</b>	<b>Comment</b>
1.	ACA Compliance	Complete Administration of ACA tracking and reporting		
2.	Benefits	Benefit Enrollment Management--current and open		
3.	Benefits	Calculates Benefit Coverage Amounts		
4.	Benefits	Calculates Benefit Premium Amounts		
5.	Benefits	Dependent and Beneficiary Management		
6.	Benefits	Generates Employee Benefits Statement		
7.	Benefits	Integration of HR modules and payroll		
8.	Benefits	Online Open Enrollment Wizard		
9.	Benefits	Tracks Benefit Plan Eligibility		
10.	Benefits	Unlimited Plans and Coverage Levels		
11.	Compensation	Complete Administration of Pay Rates, Ranges, et cetera		
12.	Compensation	Salary Administration including Mass Pay Updates		
13.	EEO	Tracks Data and Generates EEO-4 report		
14.	Employee Information	Employee Document Upload		

	Category	Feature	Response	Comment
15.	Employee Information	Employment and Personal Information with Historical Tracking		
16.	Employee Information	Tracks Disciplinary History		
17.	Employee Self-Service	Access to Pay Advices, W-2, 1095 etc.		
18.	Employee Self-Service	Landing Page Flexibility to Serve as Company Intranet		
19.	Employee Self-Service	Remote Access		
20.	Employee Self-Service	Submit Paperless Changes		
21.	Employee Self-Service	User-Defined Access, Security, and Business Rules		
22.	Human Resources	E-forms with workflow and Adobe Sign		
23.	Human Resources	Generates Organization Chart		
24.	Human Resources	Generates Organization Directory		
25.	Learning	Training Course Administration and Tracking		
26.	Manager Self-Service	Access to view, approve, and/or change info within security group		
27.	Recruitment	Applicant Document Upload		
28.	Recruitment	Applicant Evaluation		
29.	Recruitment	Applicant Tracking		
30.	Recruitment	Auto-Response Emails		
31.	Recruitment	Branded Company Job Site		
32.	Recruitment	Easy Transfer of Applicant Data to Employee Database		
33.	Recruitment	Hiring Manager Access to Applicants by Job Requisition		
34.	Recruitment	I-9/IRCA		
35.	Recruitment	Job Board Gateways		
36.	Recruitment	Job Postings		
37.	Recruitment	Job Requisitions		
38.	Recruitment	Mass Email to Applicants		
39.	Recruitment	Mobile Applications		
40.	Recruitment	Onboarding and Offboarding Automation		
41.	Recruitment	User Defined Questions for Applicants		
42.	Reporting Capabilities	Comprehensive Set of Standard Reports with Base System		

	Category	Feature	Response	Comment
43.	Reporting Capabilities	Dashboard Analytics		
44.	Reporting Capabilities	FMLA Reporting		
45.	Reporting Capabilities	Historical Tracking, including point-in-time analysis		
46.	Safety	Tracks injuries and generates OSHA 300 Report		
47.	Security	System Validation of Data for Consistency		
48.	Security	User Defined Security Profile for Each User		
49.	Talent Management	Succession Planning Administration		
50.	Talent Management	Tracks Behavioral Tests, Competencies, and KPIs		
51.	Talent Management	User Defined Performance Reviews		
52.	Time	Easy Time Entry with Mobile Access		
53.	Time	Full Integration with Payroll		
54.	Time	Manager Time Review and Approval		
55.	Time	Paid Time Off Accrual and Tracking		
56.	Utilities	System Automatically builds history as changes are entered		
57.	Additional items	Electronic employee records maintained in system		
58.	Additional items	Workflows for HR approval processes (i.e., personnel action changes, employee requisitions etc.)		

## Appendix A List of Reports

<b>Low Income Public Housing</b>
Authorization to release Info 40-53080.rpt
Certification of Application 40-53080.rpt
Community Service 40-53170.rpt
community service 40-54170.rpt
Final Rex Notice 40-53080.rpt
Initial Premier Notification 40-53080.rpt
Notice Annual Rex 40-53070.rpt
Notice Inspection 40-53070.rpt
Reex Action Summary 40-53070.rpt
Reex Action Summary 40-53080.rpt
Rent Change Notice 40-53070.rpt
Rent Change Notice 40-53070Old.rpt
<b>Section 8</b>
Authorization to release Info 40-40030.rpt
Certification of Application 40-40030.rpt
<b>Wait List</b>
AL-NC-UpdateLetterApril2016-40-51050.rpt
Approval 2015 40-51050.rpt
Deny 2015 40-51050.rpt
FingerprintLetterRevised 40-51180.rpt
MassUpdateLetter 40-51050.rpt
NoSHow 2015 40-51050.rpt
request for additional Info 40-51050.rpt
Review 2015 40-51050.rpt
ScreeningPassedLetter-40-51180.rpt
ScreeningPassedLetter.rpt
SixBedroomScreeningHoldLetter 40-51050.rpt
SixBedroomUpdateLetter 40-51050.rpt
Test wl letter 40-40120.rpt
Test wl letter 40-51180.rpt
Test wl letter 40-51180.rpt 1
Test wl letter 40-51180 withdrawn.rpt
UpdateLetter-Adm.24Rev (4-7-2015) 40-51050.rpt
UpdateLetterS8ChoiceMobilityPreApp-40-51050.rpt
UpdateLetterS8OnlinePreApp-40-51050.rpt
UpdateLetterS8OnlinePreApp-EXPORT-MailService.rpt

Update Letter 40-51050.rpt
Update Letter 40-51180.rpt
WL Mail Service Data Export Online Pre-App Minus S8.rpt
WL Mail Service Data Export.rpt
WL-SuspendedLeasing40-51050.rpt
WUpdateLetter-EXPORT-MailService.rpt
<b>Accounting</b>
23-60010.rpt
Art-Alvin-Check-Sigs.bmp
Ben Tracee Signature.bmp
Briefings Run Anytime.rpt
KCDC 13-20050.rpt
KCDC 19-50050.rpt
KCDC 19-50050.rpt.old
KCDC 19-50210 WithSort Option.rpt
KCDC 19-50210.rpt
KCDC 19-50320.rpt
KCDC 19-50330.rpt
KCDC 19-50390.rpt
KCDC 20-50020.rpt
KCDC 20-50020.rpt Old
KCDC 20-50110.rpt
KCDC 30-day Rent Eviction Notice - Copy.rpt
KCDC 30-day Rent Eviction Notice.rpt
KCDC ARCode Listing.rpt
KCDC Bank Draft.rpt
KCDC Batch Listing.rpt
KCDC BatchReceiptsListing.rpt
KCDC Briefings Run Anytime.rpt
KCDC Deposit Listing.rpt
KCDC EndBalBegBal.rpt
KCDC FDSLListing.rpt
KCDC GL Account Desc Overrides.rpt
KCDC Late Fee Participant Exclusion Listing.rpt
KCDC Late Fee Participant Listing.rpt
KCDC Late Rent Tracking Detail.rpt
KCDC Late Rent Tracking.rpt
KCDC MoveOutSummary.rpt
KCDC Offer and Issue.rpt
KCDC Overall Pct Delinquent.rpt



KCDC Pct Delinquent.rpt
KCDC Pct DelinquentJamie.rpt
KCDC Pmt Method Totals.rpt
KCDC ReceiptDrawerDeposits.rpt
KCDC ReceiptDrawerDeposits.rpt old
KCDC Refund Reconciliation.rpt
KCDC Rent Roll.rpt
KCDC Request for Refund.rpt
KCDC Resident Balances.rpt
KCDC Resident Ledger.rpt
KCDCARAcctStatement.rpt
KCDCWLMailingLabels.rpt
KCDC 1099SummaryAuditByModule.rpt
KCDC 1099SummaryAuditByModuleNew.rpt
KCDC 14-20170.rpt
KCDC 16-50080.rpt
KCDC 17-50020.rpt
KCDC 19-50510-PBRA-ORG.rpt
KCDC 19-50510-PBRA.rpt
KCDC 19-50510.rpt
KCDC 21-70011.rpt
KCDC 21-70020.rpt
KCDC 23-60010.rpt
KCDC Alt Payee Billing Statement-ORG.rpt
KCDC Alt Payee Billing Statement.rpt
KCDC ARagedRec.rpt
KCDC HAPR.rpt
KCDC OpenCommitmentsAsOfDate.rpt
KCDC PhasAR.rpt
KCDCS 8PrgmMgtWithDetail.rpt
KCDC VendorClassifications.rpt
KCDC WOBilling Statement.rpt
mcgCrystalMilo.BAK
mcgCrystalMilo.ini
OpenAPBalOnClosedCommitments.rpt
Check Register Report.rpt
mcgCrystalAccounting.ini
<b>Accounts Payable</b>
KCDC - AP Invoice Listing.rpt
KCDC - AP Payment Requests Without a PO.rpt

KCDC - AP W9 Mailing Labels.rpt
KCDC - Invoice Counts.rpt
KCDC - PO Audit.rpt
KCDC - VendorsWithInvNotOnDD.rpt
KCDC 23-60015 Unbatched Commitments.rpt
KCDC 23-60040 Aged Commitments.rpt
KCDC-16-50030.rpt
KCDC 14-50050.rpt
KCDC 14-50110.rpt
KCDC 14-50260.rpt
KCDC-ActiveVendors.rpt
KCDC-AllVendors.rpt
KCDC BatchedCommitments.rpt
KCDC VendorsNotOnACH.rpt
KCDC Vendors On ACH.rpt
mcgCrystalProcureIT.ini
POs Received NOT Reconciled.rpt
Vendor 1099 Listing.rpt
CaaSecFunctions.dll
KCDCSendPmtNotificationEmails.exe
KCDCSendPmtNotificationEmails.exe.BAK
KCDCSendPmtNotificationEmails.exe.config
Telerik.Reporting.dll
Telerik.ReportViewer.WinForms.dll
Telerik.WinControls.dll
Telerik.WinControls.GridView.dll
Telerik.WinControls.UI.dll
TelerikCommon.dll
TelerikData.dll
<b>Accounts Receivable</b>
KCDC AR Pmt Method Totals By Rec Drawer.rpt
KCDC Pmt Method Totals for AR.rpt
KCDC Receipt Pmt Method Details.rpt
KCDC Reg AR Pmt Method Totals.rpt
KCDC Unposted Cash Receipts.rpt
KCDC ARReceiptBatch.rpt
old KCDC Reg AR Pmt Method Totals By Rec Drawer.rpt
CAA MPartsInvoices.rpt

<b>Bank Book</b>
CAA BatchTrans.rpt
KCDC Pmt GL Variances.rpt
KCDC-16-50100.rpt
<b>CAA Reports</b>
CAA Comparative Income Statement.rpt
CAA Financial Statements Setup.rpt
CAA RT Financial Statements Missing Acct Numbers.rpt
CAA RT Income Loss Trend.rpt
CAA RT Managers Detail Report No Comments.rpt
CAA RT Managers Detail Report.rpt
CAA RT Standard Balance Sheet.rpt
CAA RT Standard Comparison Balance Sheet.rpt
CAA RT YE Budget Variance.rpt
CAA Standard Income Statement NUP.rpt
CAA Standard Income Statement.rpt
CAA Cost Analysis.rpt
<b>Custom Programs</b>
KCDC - Requisition Editor.Ink
KCDC POEdit.exe
KCDC POEdit.ini
KCDC Section3 - Shortcut.Ink
mcg070105.dll
mcgFldIF.dll
<b>Section3</b>
KCDC Section3.Ink
KCDC Section3.exe
KCDC Section3.ini
mcg070105.dll
mcgFldIF.dll
KCDC - Certification Labels.rpt
KCDC - FSS Labels.rpt
KCDC - FSS Participants By Status.rpt
KCDC - Upcoming FSS Certifications.rpt
<b>General Ledger</b>
05-01-2017 Mgt Fees.xls
caa HUDForms93479-93481.rpt
KCDC GL SubLedger Audit Listing.rpt
KCDC-GL BB JE.rpt
KCDC 21-70010 with Budgeting.rpt

KCDC 21-70011NOGrouping.rpt
KCDC 21-70020.rpt
KCDC AFSDData.rpt
KCDC AFSSetups.rpt
KCDC GLJvs.rpt
KCDC HCVAdminFees.rpt
KCDC InvestIntRec Purch Redemption.rpt
KCDC SecDepReconciliation.rpt
<b>HAP Recovery</b>
KCDC CAA HAPRecovery.rpt
KCDC CAA HAPRecoveryRepaymentMissed.rpt
KCDC HAPRecoveryOverpaymentNotice.rpt
<b>Inspections</b>
KCDC Invalid Biennial Inspection Dates.rpt
KCDC-Complaint Inspections.rpt
<b>Inventory</b>
mcg070105.dll
mcgCrystal.exe
mcgCrystalViewer.ini
Physical Count Worksheet.rpt
ShortcutmcgCrystal.lnk
<b>LEAP</b>
Leap Certification Status Report.rpt
Leap Court Charges.rpt
Leap Court Docket.rpt
Leap Detainer & WRIT Filing Log Summary.rpt
Leap Detainer & WRIT Filing Log.rpt
Leap Hearing Record.rpt
Leap Hearing Status.rpt
Leap Multi-Status Report.rpt
Leap NGNTV Status Report.rpt
Leap No Show Informal.rpt
Leap Probation Status Report.rpt
Leap Referrals.rpt
Leap Rescind Informal.rpt
Leap Uphold Informal.rpt
<b>LIPH</b>
ADA Features.rpt
Certifications Listing By Date.rpt
Fair Housing Requirements.rpt

Full-Time Student Listing.rpt
Homeless At Admission.rpt
KCDC - AMI 50%.rpt
KCDC - Assigned Worker.rpt
KCDC - Beneficiary Report.rpt
KCDC - BuildingUnitEntrance List.rpt
KCDC - CAC All.rpt
KCDC - Certification Count by Development.rpt
KCDC - Children Age Range.rpt
KCDC - Debts Owed Entry Info Form.rpt
KCDC - Developments Average Income.rpt
KCDC - Dmd Dbt Res with Sec Dep Bal.rpt
KCDC - EID Listing.rpt
KCDC - Elderly and Disabled Households.rpt
KCDC - EmployerReportAdm.Mgmt 7A.rpt
KCDC - Excluded From MTCS.rpt
KCDC - Fair Housing Requirements Date Range.rpt
KCDC - Fair Housing Requirements.rpt
KCDC - Final Notice of Re-examination.rpt
KCDC - Flat Renters Listing.rpt
KCDC - Hispanic Listing.rpt
KCDC - Homeless Applicants Who Moved In.rpt
KCDC - Homeless Applicants Who Moved Into LIPH.rpt
KCDC - Homeless at Move In.rpt
KCDC - Homeless at Move In2.rpt
KCDC - Households with Minors.rpt
KCDC - Inspection Status Report - Copy.rpt
KCDC - Inspection Status Report.rpt
KCDC - Inspections Date Range.rpt
KCDC - KPD Trespass List.rpt
KCDC - LINC Exemption.rpt
KCDC - LIPH Cert Audit.rpt
KCDC - LIPH Demand Debit Listing.rpt
KCDC - LIPH LL Reference.rpt
KCDC - Member Listing with Income.rpt
KCDC - Missing Effective.rpt
KCDC - Move Outs By Reason.rpt
KCDC - Noncitizens on Prorated Rent.rpt
KCDC - Notice of Annual Inspection 31 Letters.rpt
KCDC - NoticeofAdjustmenttoRentandFamilyComposition.rpt

KCDC - NoticeofAnnualRe-examinationMgmt 48.rpt
KCDC - Occupancy Rate By Property.rpt
KCDC - Open Certifications.rpt
KCDC - Over-Under Housed Listing.rpt
KCDC - Paint Dates.rpt
KCDC - PHAS - Unit Turnaround.rpt
KCDC - Project Posting Variances.rpt
KCDC - Re-Exam Listings By Date.rpt
KCDC - Recertification Listing by Date.rpt
KCDC - Resident Birthdays.rpt
KCDC - Resident Detail Information.rpt
KCDC - Resident Labels.rpt
KCDC - Resident Listing - Simple - OLD.rpt
KCDC - Resident Listing - Simple.rpt
KCDC - Resident Listing Including Rent.rpt
KCDC - Resident Listing.rpt
KCDC - Resident Member Listing-USPS.rpt
KCDC - Resident Member Listing.rpt
KCDC - Residents Having Zero Income.rpt
KCDC - Screenings.rpt
KCDC - ScreeningsAll.rpt
KCDC - Statistics and Demographics.rpt
KCDC - Street Listing By Development.rpt
KCDC - Street Unit Listing.rpt
KCDC - Tenant Accounting Monthly Activity.rpt
KCDC - Tenant Birthdays.rpt
KCDC - Unit Turnaround.rpt
KCDC - Utility Reimbursements.rpt
KCDC 19-10130.rpt
KCDC 19-50050 Summary.rpt
KCDC 19-50050.rpt
KCDC 20-50200.rpt
KCDC Inc Limit Pcts.rpt
KCDC LIPH Zero Income Renters.rpt
KCDC Min Rent Long-term Hardship.rpt
KCDC Monthly Vacancy.rpt
KCDC Moveout File Processed.rpt
KCDC Phone Number Search.rpt
KCDC Positive Balance Aged Receivables.rpt
KCDC Receipt Amounts 19-50350.rpt

KCDC Resident Rent Change Letter.rpt
KCDC Unit Counts By Development.rpt
KCDC Unit Status By Address-Bedroom.rpt
KCDC Unit Status Details.rpt
KCDC-DebtsOwedPaidInFull.rpt
KCDC 19-50400.rpt
KCDC Alt PayeeFutureBillingStatement.rpt
KCDC BatchReceipts.rpt
KCDC DetailedUnitListing.rpt
KCDC EconomicRecovery.rpt
KCDC InvalidUtilVendors.rpt
KCDC LateFeeProcessHistory.rpt
KCDC LIPH TenantBalancePmtRequest.rpt
KCDC PctOfRentsCollected.rpt
KCDC SDPmtActivity.rpt
KCDC SDReceiptsBank.rpt
KCDC UnitMoveInOutDetails.rpt
KCDC Unprocessed Moveout Files.rpt
mcgCrystalProcureIT.ini
Move Out Summary.rpt
Non Payment Rent Late Fee Letter.rpt
NoticeofAdjustmenttoRentandFamilyComposition-Developments.rpt
NoticeofAdjustmenttoRentandFamilyComposition.rpt
Paint Dates.rpt
PBRASub.rpt
Resident Member Listing Bedroom.rpt
Unit Listing By Bedroom Size.rpt
<b>Multi Family</b>
KCDC - Cert Time Audit.rpt
KCDC - Gross Rent Change Letters.rpt
KCDC - Market Rate Tenants - Zero HAP.rpt
KCDC - MF Cert Audit.rpt
KCDC - MF Choice Mobility Letters.rpt
KCDC - MF Choice Mobility Report.rpt
KCDC - MF PreRentRun 19-50040.rpt
KCDC - Voucher Validation Report.rpt
KCDC MF PropertyRentRolls.rpt
KCDC MF UnitStatusAndFamilyMemberInfo.rpt
KCDC MF UtilReimb 19-50080.rpt
KCDC RAPPayments.rpt

KCDC UnitMoveInOutDetails.rpt
<b>Payroll</b>
Employee Names Titles and Pictures.rpt
<b>Portal PDFs</b>
Notice of Reasonable Accommodation Form.pdf
<b>Procurement</b>
Bid Listing.rpt
Contract Item Listing - Active.rpt
Direct Withdrawals Report.rpt
Direct Withdrawals Report2.rpt
KCDC - Contract Items Listing.rpt
KCDC - Departmental Cost Splits.rpt
KCDC - Form HUD-2516.rpt
KCDC - In Stock Value.rpt
KCDC - Main Warehouse Sales.rpt
KCDC - Minority Vendor Payment Reports.rpt
KCDC - Open PO's as of Date.rpt
KCDC - Physical Count By Warehouse.rpt
KCDC - Physical Count Worksheet By Category-ORG.rpt
KCDC - Physical Count Worksheet By Category.rpt
KCDC - PO Listing With Account Codes - Construction Only.rpt
KCDC - PO Listing With Account Codes.rpt
KCDC - Purchase Order Invoice Date Comparison.rpt
KCDC - Purchase Order Invoice Date ComparisonOLD.rpt
KCDC - Purchase Order Listing by Requisitioner.rpt
KCDC - Purchase Order Report by Vendor.rpt
KCDC - Section 3 - Detail.rpt
KCDC - Section 3 - Summary.rpt
KCDC - Section 3 - Vendors With Section 3 Status.rpt
KCDC - Vendor Payment Summary.rpt
KCDC - Vendors Paid (By Zip Code).ORG.rpt
KCDC - Vendors Paid (By Zip Code).rpt
KCDC - Warehouse In Stock Value.rpt
KCDC - Warehouse Inventory Audit.rpt
KCDC - Warehouse Transfer Report.rpt
mcgCrystalProcureIT.ini
ProcureIT User Group Listing.rpt
<b>Property Scorecard</b>
KCDC PropertyScoreCard.rpt



<b>Rent Reasonableness</b>
KCDC - Program Unit Ratings - Leased.rpt
KCDC - Rent Increases RR.rpt
KCDC - Rent Reasonableness Unit Ratings.rpt
KCDC - RR - Features List.rpt
KCDC - RR - Rent Adjustments.rpt
KCDC - RR - Rent Savings From Comps.rpt
KCDC - RR - Surveys Open.rpt
KCDC RR Rent Adjustments By DateRange.rpt
KCDC RR Rent Adjustments.rpt
KCDC S8 40 Percent Denials.rpt
KCDC S8 Unit Ratings By DateRange.rpt
KCDC S8 Unit Ratings By Year.rpt
<b>Section 8</b>
14-20220.rpt
CAA S8PropertyListing.rpt
HAP Ledger Voucher.rpt
KCDC - Enhanced Vouchers Listing.rpt
KCDC - HAP Payees in Default Payment Group.rpt
KCDC - Incoming Non-Billable Portables.rpt
KCDC - Incoming Non-Billable Portables2.rpt
KCDC - KUB Move In Listing.rpt
KCDC - KUB Move Out Listing.rpt
KCDC - Owner does not equal HAP Payee.rpt
KCDC - Residents NO Assigned Worker.rpt
KCDC - Residents NO Lease Start Date.rpt
KCDC - Residents with Annual Reexamination Searching.rpt
KCDC - Residents with Children in Low Poverty Areas.rpt
KCDC - S8 Recertification Listing by Date.rpt
KCDC - S8 Recerts With a Member Turning 18.rpt
KCDC - SEMAP - Random Resident.rpt
KCDC - Specials Listing.rpt
KCDC - Tenants with Effective Annual Searching Certification.rpt
KCDC - Upcoming Certifications - ALL Workers.rpt
KCDC - Utilities Account-Payment Type-FIXEDCerts.rpt
KCDC - Utilities Account-Payment Type.rpt
KCDC - Voucher Holders Who Have Never Been in a Unit.rpt
KCDC 14-10040.rpt
KCDC 14-10200 Open Certs Only.rpt
KCDC 14-10200.rpt

KCDC Active Port Outs.rpt
KCDC FSS Escrow Summary.rpt
KCDC FSS FY Escrow Summary.rpt
KCDC HAP Payees LastPayment.rpt
KCDC HAP Payees to Purge.rpt
KCDC Invalid Payment Groups.rpt
KCDC Issued Not Under Contract.rpt
KCDC Issues Not Paid Within 120 Days.rpt
KCDC Mayor's Initiative Mailing Labels.rpt
KCDC Mayor's Initiative.rpt
KCDC PBV Inc Issues Not Marked as PBV.rpt
KCDC Rent Worksheet 13-10055.rpt
KCDC Resident Labels By Increment.rpt
KCDC S8 Certification Listing by Date and Type.rpt
KCDC S8 Certification Utility Audit.rpt
KCDC S8 EOP Reason Counts.rpt
KCDC S8 Lease-up Activity Summary.rpt
KCDC S8 Minimum Rent Savings.rpt
KCDC S8 Moveins Without a Matching Cert.rpt
KCDC S8 Posted Adjustments Audit.rpt
KCDC S8 Posted Adjustments Listing.rpt
KCDC S8 Prepayment Balance.rpt
KCDC S8 Promissory Warning Letter.rpt
KCDC S8 Promissory.rpt
KCDC S8 Tax Credit Rent Exceeds Pmt Standard.rpt
KCDC S8 Unmatched Utility Records.rpt
KCDC S8 Vouchers Issued and Never Under Contract.rpt
KCDC S8 Zero Income Residents.rpt
KCDC Specials Listing.rpt
KCDC Specials Mailing Labels.rpt
KCDC Utilities Use-ALL.rpt
KCDC VMS Period Adj Detail.rpt
KCDC VMS Prior Period Adjustments.rpt
KCDC Voucher Success Rate By Cal Year.rpt
KCDC Voucher Success Rate By FY.rpt
KCDC VPS Listing - Leased Up.rpt
KCDC Zero HAP.rpt
KCDC-14-10250.rpt
KCDC-RentChangeReqResultLetter.rpt
KCDC-S8NoUtilsAssigned.rpt

KCDC 1099Amounts VS HAP.rpt
KCDC 14-20220.rpt
KCDC 14-30040.rpt
KCDC 14-50180.rpt
KCDC AssetVerification 14-20240.rpt
KCDC - CertificationsCompletedByCaseWorker.rpt
KCDC - EID CertsToReview.rpt
KCDC - HAPRegisterSummary.rpt
KCDC HAP Ledger.rpt
KCDC HAP vs 1099Amounts.rpt
KCDC IncomeVerification 14-20260.rpt
KCDC Ineligible Citizens.rpt
KCDC RentChgNoticeToTenantAndOwner.rpt
KCDC ResidentsWithGrossRentGTPmtStd.rpt
KCDC S8NextCertDateNEFirstOfMonth.rpt
KCDC S8NonCitizens.rpt
KCDC S8PaymentBatchAudit.rpt
KCDC S8PrgmMgtWithDetail.rpt
KCDC S8ResidentAndOwnerLabels.rpt
KCDC S8ResidentAndOwnerLabels.rpt-OLD
KCDC S8ResidentAnniversaries.rpt
KCDC S8ResidentIncomeUnder200PerMonth.rpt
KCDC S8ResidentIncomeUnder200PerMonthComparison.rpt
KCDC S8 AnnualReporterLetter.rpt
KCDC S8 CensusTracts.rpt
KCDC S8 DroppedOffDocumentsLetter.rpt
KCDC S8 EvictionNotices.rpt
KCDC S8 PortabilityBillingLetter.rpt
KCDC S8 TenantLandlord30DayNotice.rpt
KCDC S8 TenantLandlord30DayNotice.rpt orig
KCDC S8 WLWithdrawalNotice.rpt
KCDC S8 WLWithdrawalNotice.rpt old
KCDC VMSIssueCounts.rpt
KCDC - WLS8BreakdownByBedrooms.rpt
Lease Up.rpt
mcgCrystalS8.ini
Owner Phone Number Listing.rpt
Residents NO Lease Start Date.rpt
Upcoming Annual Reexams.rpt
Upcoming Annual Reexams.rpt old

Voucher Issuances.rpt
Working Disabled Residents.rpt
KCDC - S8Deposit.rpt
<b>Stop Loss Reports</b>
CAA RT COCC Managers report.rpt
CAA RT COCC YE Budget Variance.rpt
CAA RT KCDC-RM Central Office Stop Loss.rpt
CAA RT Stop Loss Trend COCC.rpt
CAA Financial Statements Missing Acct Numbers.rpt
CAA Financial Statements Setup.rpt
CAA KCDC-RM Central Office Stop Loss.rpt
CAA RT Financial Statements Missing Acct Numbers.rpt
CAA RT Managers Detail Report No Comments.rpt
CAA RT Managers Detail Report.rpt
CAA RT Managers report.rpt
CAA RT Stop Loss For Most Funds.rpt
CAA RT Stop Loss Trend.rpt
CAA RT YE Budget Variance.rpt
CAA Stop Loss For Funds 51 and 68.rpt
CAA Stop Loss For Most Funds.rpt
CAA Stop Loss Trend COCC.rpt
CAA Stop Loss Trend.rpt
Debug COCC Stop Loss.rpt
<b>Wait List</b>
13-10055.rpt
CAA WL Demographics.rpt
KCDC - Agency Plan Waiting List Information.rpt
KCDC - Status Report by Caseworker.rpt
KCDC - Waiting List Labels.rpt
KCDC - WLApplication - 13-10020.rpt
KCDC 13-10010 - Backup081617.rpt
KCDC 13-10010-2.rpt
KCDC 13-10010-Jeff.rpt
KCDC 13-10010.rpt
KCDC Purge Online Pre-App.rpt
KCDC Purge.rpt
KCDC Re-Screen Listing.rpt
KCDC VASH Mailing Labels From WL.rpt
KCDC WL Children Under 5.rpt
KCDC-FUP Eligible Applicants.rpt

KCDC-WLLabelsByWLandPosition.rpt
KCDC-WLMROfferLetter.rpt
KCDCWLMailingLabelsForAllElderlyHouseholds.rpt
KCDCWLMailingLabelsForElderlyHH.rpt
KCDC AgencyPlanWaitingList.rpt
KCDC - WLAlphaSort.rpt
KCDC - WLBreakdownByBedrooms.rpt
KCDC - WLLastScreenDate.rpt
KCDC - WLLIPHAvgDaysToHouse.rpt
KCDC - WIStatusChange.rpt
Near Elderly Move To Elderly.rpt
Screening Passed Letter - Dynamic SQL Prompt.rpt
Screening Passed Letter.rpt
Single Listing.rpt
Total Families On WL With Homeless Count.rpt
<b>Work Orders</b>
KCDC - Emergency Work Order Status.rpt
KCDC - Work Order Status.rpt
KCDC - CompletedWOSummaryByEmployee.rpt
KCDC - WoActivity.rpt
Task Codes Listing.rpt
Work Order Status.rpt

## Appendix B List of Modules/Applications

Program Name	Description	Module	Requires Integration
CAAARMPartsInv.exe	Custom AR invoicing program	AR	YES
CAABatchTrans.exe	Allows for batch entry of certain payment types	BB	YES
CAABudgetRevisoning.exe	Budget Revisoning program	GL	YES
CAACapFundsTracking.exe	Tracks capital funds and expenditures	GL	YES
CAAEExportGLDetailByDates.exe	Exports all GL detail transaction for specific date period	GL	YES
CAAEExportGLDetailByFiscalYear.exe	Exports all GL detail transactions for a fiscal year	GL	YES
CAAFASSFDSScoring.exe	FASS and FDS scoring program	GL/LIPH	YES
CAAFDSSubmissionUploadTool.exe	FDS calculation and spreadsheet upload tool	LIPH	YES
CAAFinStmts.exe	Financial statement setup program	GL	YES
CAAHAPRecovery.exe	Calculates HAP and UAP recovery amounts	S8	YES
CAAIncVerificationTracking.exe	Tracks income discrepancies reported by HUD EIV	S8	YES
CAAMFNoticeProcessing.exe	Automatically Sends and tracks notices of annual certification for MF residents	MF	YES
CaaMgrBdgtRptReview.exe	Managers budget review program	GL	YES
CAAPropertySchedule.exe	Property and insurance schedule tracking system	Housing	YES
CaaRptPrmProc.exe	Financial statements reporting program	GL	YES
CAAS8HOBalanceReporting.exe	S8 homeownership tracking	S8	YES
CAAPgmRptStp.exe	Setup program for custom Crystal print engine	OS	POSSIBLY
CaaRunPgrmRpt.exe	Custom Crystal reports print engine	OS	POSSIBLY
KCDCArCodePmHudProjectLink.exe	Links projects to AR Codes for use by custom reports and program	LIPH/MF	YES
KCDCArRecon.exe	Section 8 reconciliation program	S8	YES
KCDCBankRec.exe	Custom bank reconciliation program	Multiple	YES
KCDCBatchReceipts.exe	Custom batch receipts program	Housing	YES

KDCBCORequests.exe	Allows for online entry of BOC changes requests	Housing	YES
KDCCashBalances.exe	Calculates estimated cash balances over time	GL	YES
KDCCashReconciliation.exe	Reconciles GL cash to subledgers	Multiple	YES
KDCCensusTractAddOn.exe	Allows for assigning low poverty and minority values to census tracks	S8	YES
KDCCollectionsUpload.exe	Tracks collections and generates upload spreadsheet for collections vendor	Housing	YES
KDCGLAllocationDistributions.exe	Custom investments allocation processing program	GL	YES
KDCInvestments.exe	Tracks KCDC investments and generates GL transactions	GL	YES
KDCCLEAP.exe	Legal, eviction and reasonable accommodation tracking and reporting program	Housing/WL	YES
KDCMainStreamUpdates.exe	Program to automatically add/remove applicants from S8, NED and FUP applications	S8	YES
KDCMinRentIncProjections.exe	Minimum rent projections program	Housing	YES
KDCPCardImport.exe	Imports Pcard entries to Elite from website	Misc.	NO
KDCPropertyScoreCard.exe	Rating system for housing developments	Housing	YES
KDCQrtImport.exe	Imports quality rating data	S8	YES
KDCRecap.exe	Recaps batch postings by FY for housing properties	Housing	YES
KDCRRUpdateUnitFeatures.exe	Allows for importing and updating rent reasonableness non-assisted unit features	RR	YES
KDCS8Deposits.exe	Program to allow for entry of S8 deposits from HUD. It automatically generates the appropriate GL distributions for Funds and accounts to be affected by the deposit	S8	YES
KDCSection3.exe	Section 3 reporting program	LIPH	YES
KDCTAFDA.exe	Program to automatically generate and track TAR allowance for doubtful account transactions	Housing	YES

KCDCTarGLReconciliation.exe	Reconciles housing program subledgers to GL	GL/Housing	YES
KCDCTresPassList.exe	Tracking program for people charged with trespassing on KCDC properties	Misc.	NO
KCDCVistaAudits.exe	Auditing program for automatically pulling together changes in payroll records over time.	Payroll	YES
KCDCVMSProcessing.exe	Custom KCDC VMS tracking tool	S8	YES
KDCDCclaims.exe	Tracking program for GL, Auto and property claims	Misc.	NO
KDCDCDashboard.exe	Generalized dashboard program for financials, resident demographics and work order info	Misc.	YES
KCDCMonthlyDistributions.exe	Automated allocation and distribution program for various fees and reconciliations	GL	YES
KCDCMonthlyRAPAmounts.exe	Program for generating MF RAP invoices	MF/AR	YES
KDCDCPHASReporting.exe	Program for tracking PHAS scores	LIPH	YES
KCDCPrePaidRentAllocations.exe	Program to automatically generate pre-paid rent allocations on a monthly basis	GL	YES
KCDCSendPmtNotificationEmails.exe	Sends email notices of direct deposit payments along with attachments to portal vendors	AP	YES
KCDCWLUpdateElderlyStatus.exe	Program to allow for auto assignment of near elderly preference	WL	YES
AP	Accounts Payable		
AR	Accounts Receivable		
BB	Bank Book		
GL	General Ledger		
Housing	Both Low Income Public Housing and Multi-Family Housing		
LIPH	Low Income Public Housing		
MF	Multi-Family		
OS	Operating System		
RR	Rent Reasonableness		
S8	Section 8		
WL	Wait List		