



2017 REQUEST FOR PROPOSALS ENTERPRISE BASED SOFTWARE

Sealed proposals and supportive information
must be sent to the attention of:
Gerald Minott, Executive Director
Muskegon Housing Commission
1080 Terrace Street
Muskegon, Michigan 49442
By 11:30 A.M. EST
Thursday, June 1, 2017
Fax and email proposals will not be accepted.

Proposals that are received after the date and time specified will be
returned unopened.

REQUEST FOR PROPOSALS – Enterprise-Based Software – The Muskegon Housing Commission (MHC) is a public housing authority located in Muskegon, Michigan. The MHC administers approximately 160 Housing Choice Vouchers, 39 VASH Vouchers, 6 off-site duplexes and operates 160 units at its Hartford Terrace Apartment Complex.

MHC is currently seeking proposals from qualified, licensed and insured entities to provide an enterprise-wide software application system that will enable management to effectively and efficiently run daily housing management operations. The application system must clearly demonstrate the ability to conform to all requirements of site-based accounting, budgeting and management to all requirements of Housing and Urban Development (HUD) and Generally Accepted Accounting Principles (GAAP). Awarded firm must be willing to sign agency’s Professional Services Contract.

Proposal Requirements

Each proposer shall submit a proposal that fully details how he/she will provide the items below:

Table 1

Section	Function	Task Description (Not all inclusive)
1	Applicant List	Waiting List Management (including preference placement)
2	Occupancy and Rent Calculation	Certification Manager; Rent Calculations; 50058 creation; Automated PIC 50058 Submissions; Error Checking and Reporting; over-income alerts
3	Tenant Accounts Receivable	Complete tenant accounting system tracking charges, bills, and payment history
4	Section 8 (HCV) Tenant and Landlord	Various Section 8 HCV Programs; Management; HAP Processing; VMS and VMS input data tracking
5	Rent Reasonableness	Comparisons to determine reasonable rent charges
6	Family Self-Sufficiency	Track participants; HUD forms; escrows; activity; trainings and goals
7	General Ledger	Fully integrated, self-balancing, double entry ledger system built for PHA’s; QuickBooks compatible
8	Accounts Payable	Track Invoices; Generate Payments; Manage Cash Flow; Manage Vendors
9	Work Order	Work Order management, including inventory use, labor, PHAS codes and billing
10	Consumable Inventory	Inventory specifications, counts and restocking alerts
11	Public Housing (PH) Inspections	PH UPCS Inspection Scheduling, Performance, and Management including yearly inspection due reminder
12	Section 8 HCV Inspections	Section 8 HCV HQS Inspection Scheduling, Performance, and Management including yearly inspection due reminder
13	Ad-HOC	Custom Reports, letters, forms for Section 8 HCV and PH;
14	Agency Forms Migration	Agency forms such as Purchase Orders, Work Orders, Statements, letters, receipts, bills, checks, vouchers, etc.
15	Mass Mailing System	Applicant, Participant, Landlord and Vendor mass mailing system
16	IRS	1099 Module
17	Mobile Applications	Section 8 HCV HQS Inspection Mobile App via mobile device/tablets/Bluetooth for main system uploading and reporting
18	Mobile Applications	Public Housing UPCS Inspection Mobile App via mobile device/tablets/ Bluetooth for main system uploading and reporting
19	Mobile Applications	Work Order Mobile App via mobile device/tablets/ Bluetooth for main system uploading and reporting

Each proposal’s submission must include each section with individual cost (a la carte) and detailed description of task functions, any contractor fees and costs including technical support/assistance cost (if applicable) both during peak and off-peak hours as well as any discounted pricing for any all-inclusive packages or models. In addition, proposal must clearly specify if software is sole-sourced, and/or can another vendor maintain software, time for file transfer from old to new system and staff training on new system if not included with software fees and costs.

Quantities

All quantities entered by the MHC herein (especially within the immediate preceding Table No. 1) and within the corresponding Pricing Items are for calculating purposes only. The Agency does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP, as the ensuing professional contract will be a Requirements Contract and on a task order basis, any amount of services the Agency requires.

Price Escalation

Pertaining to the ensuing professional contract, there shall be no escalation of the proposed unit costs allowed at any time during the awarded contract periods. The successful proposer guarantees, by submitting a proposal, that he/she will hold all proposed costs for the period of time it takes the successful proposer to provide the detailed services.

Proposer’s Responsibilities—Equal Employment Opportunity and Supplier Diversity

Both the Contractor and the Agency have, pursuant to HUD regulation, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors.

Within 24 CFR 85.36(e) it states:

(e) Contracting with small and minority firms, women's business enterprise and labor surplus area firms.

(1) The grantee and sub-grantee will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.

Proposal Evaluation

Evaluation	Points	Factor Description
1	40	Proposed cost and fees
2	25	Demonstrated experience and successful past performance with PHA’s or non-profit agencies (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means.
3	15	Technical Capabilities (in terms of personnel, equipment and materials)
4	10	Demonstrated Understanding of Agency Requirements
5	10	Quality of Work and Professional Appearance
	100 Total Possible Points	

Selection Evaluation

All proposals must include a minimum of (3) Housing Authorities or Non-profit agencies that currently or previously used the products and software proposed within proposal requirements.

Right to Negotiate Final Fees

The MHC shall retain the right to negotiate the amount of fees that are paid to the Contractor, meaning the fees proposed by the top-rated proposer may, at the Agency's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the Agency has chosen a top-rated proposer. If such negotiations are not, in the opinion of the Director successfully concluded within 5 business days, the Agency shall retain the right to end such negotiations and begin negotiations with the next-rated proposer. The Agency shall also retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top-rated first, then next-rated following until a successful negotiation is reached).

Proposal Submission

Request for Proposal is due by 11:30 a.m.(EST) Thursday, June 1, 2017 to: Gerald Minott, Executive Director, Muskegon Housing Commission, 1080 Terrace Street, Muskegon, Michigan 49442; Attn: Enterprise-Based Software Proposals. Proposals must be submitted with (2) original copies. Contract will be for two (2) years with a one (1) year possible renewal. Bids will be opened at 11:45 a.m. on Thursday, June 1, 2017. The MHC reserves the right to reject any and all bids. EOE.