

**PUBLIC NOTICE
REQUEST FOR QUOTE**

Provo City Housing Authority, PCHA, is soliciting quotes from qualified firms/companies to submit a sealed competitive Quote for an internet-based solution that will allow PCHA to conduct business remotely with applicants, tenants, and landlords. Since the beginning of the COVID 19 pandemic, PCHA has been seeking ways to manage our units, programs, tenants, applicants, and financials with less in-person contact. Our main focus is on Tenant, Applicant, and Landlord “portals” and online payments systems with the following requirements and specifications that will also integrate with our current Tenmast software system.

Quotes should include the following programs features:

<ul style="list-style-type: none"> • Applicant Portal <ul style="list-style-type: none"> ○ On-Line Applications for multiple housing programs ○ Download/Upload Forms ○ Upload requested verification documents ○ Update contact information ○ Review and update application and contact information • Resident Portal <ul style="list-style-type: none"> ○ Update contact information ○ Submit Income Changes ○ Perform Recertifications ○ Upload Documentation 	<ul style="list-style-type: none"> ○ Sign Documents Online ○ Review Inspections ○ Review FSS Information ○ Online Payment System • Landlord Portal <ul style="list-style-type: none"> ○ Owner Information ○ Caseworker Information ○ Completed and Scheduled Inspections ○ Unit Information ○ Payment History ○ Download/Upload Forms
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If a Proposer’s online portal solution will not interface with our current Tenmast software system, we encourage you to quote your comprehensive housing solution that encompasses all of the program features below in addition to the portals as described above.

Quotes for a portal solution or a comprehensive housing solution will be accepted until 4:30pm, June 25, 2020 at the Provo City Housing Authority located at 688 West 100 North, Provo, Utah 84601 or via electronic submission to contact@provohousing.org. Proposer shall submit (1) copy to the attention of Cindy Daley, Deputy Executive Director.

Comprehensive housing solution Quotes should list provider hosted and client hosted pricing and include the following programs features:

<ul style="list-style-type: none"> • Waiting List • Section 8 • Low Income Public Housing • Multi-Family Housing Program • Maintenance Work Order • Materials Inventory • Fixed Assets 	<ul style="list-style-type: none"> • Tax Credits • Payroll • Single General Ledger • Accounts Payable • Purchase Orders • Grants
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<ul style="list-style-type: none"> • Bank Reconciliation • Common PH, HCV, LIHTC Reports • Custom Report Writer • Rent Reasonableness • Family Self Sufficiency • HQS Inspections/HQS Handheld • UPCS Inspections/UPCS Handheld 	<ul style="list-style-type: none"> • On-Line Applications • Landlord Portal • Applicant Portal • Resident Certification Portal • Online Payment System • Training, Support and Data Conversion
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PCHA has 883 vouchers, 50 S+C vouchers, 248 Public Housing Units, and 239 LIHTC/other units.

Quote should be abbreviated and limited to no more than (10) pages and must contain the following:

- Section 1
 - Company Overview
- Section 2 Scoring – 40%
 - Portal or Comprehensive Housing Solution
 - Percentage of clients converted on time
 - Percentage of cost overruns (additional costs for items changed or added)
- Section 3 Scoring – 10%
 - Security features of the Portal solution
 - Security features and certifications of the comprehensive hosting solution, if offered
- Section 4 Scoring – 10%
 - List of Clients
 - List of Clients converted from Tenmast
 - References
- Section 5 Scoring – 20%
 - Customer Service responsiveness
- Section 6 Scoring – 10%
 - Project timeline
- Section 7 Scoring – 10%
 - Cost Quote
 - Include Annual Support / Maintenance Fees

Quotes must be valid for sixty (60) days from the date of submission. Price may or may not be the determining factor in the selection process. The award may be made to the supplier whose quote is determined to be of highest value in terms of quality and price. In addition to the 10 pages above please include a Sample Maintenance Agreement and Contract. Proposer may include PDF copies of product marketing literature or internet links to same.

Mandatory contract forms will be executed following the award of contract no later than July 15, 2020.

The PHA reserves the right to accept and/or reject any or all of the RFQs submitted for its consideration. Any quote not supported by the information requested in the RFQ, or not complying with the RFQ requirements, may not be considered. The PHA reserves the right to request any additional information that it deems necessary in order to make a decision on any quote

Questions regarding the RFQ should be directed to Cindy Daley at contact@provohousing.org