

**COLUMBUS METROPOLITAN HOUSING AUTHORITY**

**880 East 11th Avenue**

**COLUMBUS, OHIO 43211**

**DATE: March 3, 2020**

**RFP# 2020-005**

**TO ALL BIDDERS:**

**The specifications are hereby amended and supplemented by this addendum, which forms a part of the contract documents and should be considered in preparation of bid.**

**ADDENDUM # 1**

1. This RFP submission date has been extended to Friday March 27, 2020 @ 11:00am.
2. On page two there is a reference to submitting and electronic copy, there is also a reference for a hard copy which submission is acceptable?
  - a. Hard copy submission is required
  - b. Page two reference is a typo
3. 2.2.1 references a 2019 GP upgrade this is not available, which upgrade is CMHA seeking?
  - a. The latest version available of GP
4. Is CMHA's GP fee up to date?
  - a. Yes
5. What is your GP enhancement plan?
  - a. Upgrade to be implemented within the next 18 months
6. On page four there is reference to Deliverables, please provide details each, Chart of Accounts Cleanup, what are you issues?
  - a. No clean up required at this time
  - b. CMHA may require consulting services for items listed in section. Services requested will be based on CMHA Finance projects\*
7. Will the awarded provided be required to implement the A/R?
  - a. No, services not required at this time
8. 2.4.1.1 references Security and Role Configuration, does this include field security?
  - a. No it does not.
9. What is your current security and role configuration?
  - a. Tasks: Generally out of the box tasks with addition of 3<sup>rd</sup> party related tasks
  - b. Roles: Out of the box roles with addition of custom and 3<sup>rd</sup> party related roles
10. What are your current custom rolls and task?
  - a. Tasks: Generally out of the box tasks with addition of 3<sup>rd</sup> party related tasks
  - b. Roles: Out of the box roles with addition of custom and 3<sup>rd</sup> party related roles
11. What are you current 3d party products related to security and configuration?
  - a. No third-party products used for GP security and/or configuration
12. How many users does CMHA currently have?
  - a. Currently licensed for 25 concurrent users; reducing to 15 concurrent users

13. What is CMHA's desired changes for security?
  - a. No current security changes required at this time
  - b. CMHA is open to recommendation
14. How many open A/R records are current being brought in?
  - a. Excel
  - b. PHAMS
  - c. Data Pushed
  - d. This process is handled internally
  - e. CMHA may require consulting services for items listed in section. Services requested will be based on CMHA Finance projects \*
15. How many customers does GP manage?
  - a. There are three types of accounts
  - b. G - customers are contractors – 1099 (3,500)
  - c. L – customers are landlords & T – customers are tenants (14,000)
  - d. Receivables from other PHA's (100)
16. Is Safepay a current product CMHA is using?
  - a. Yes
17. What are the requirements for Safepay?
  - a. Configure as it is configured today
18. In reference to Grant Management what support is required?
  - a. No services are needed at this current time, may request services in future \*
19. What Grant Types does CMHA current manage?
  - a. HUD Grant
20. Will CMHA want the provider to manage Grant status, pre-awards, etc..?
  - a. This is an internal process
  - b. Consultant services may be requested for implementation process\*
21. Will CMHA want to restrict transaction related to Grants?
  - a. This is an internal process
  - b. Consultant services may be requested for implementation process\*
22. Will CMHA require any actions regarding grant budgets?
  - a. This is an internal process
  - b. Consultant services may be requested for implementation process\*
23. How does CMHA current manage their grant reporting?
  - a. Excel
24. Will the awardee be required to do any reporting?
  - a. All reporting will be completed by internal staff
25. 2.4.1.7 Implement cash flow forecasting, please provide requirements?
  - a. Adaptive Insight software will be used for forecasting in future
26. Which products does CMHA plan on using for forecasting GP or Adaptive Insight?
  - a. Adaptive insight
27. 2.4.1.4 Is CMHA using AP Accrual Smartlist Builder Report?
  - a. No
28. The deliverable that reference workflows, what kind do you plan to implement?
  - a. Blue Requisition Form workflow:
  - b. Invoice Processing flow from mail room:
29. How many workflow steps will be needed for each implementation?
  - a. Blue Requisition Form workflow:
  - b. Invoice Processing flow from mail room:

30. Is CMHA currently using EFT?
  - a. Yes
  - b. Section 8
31. Who is CMHA's current Financial Institution?
  - a. US Bank
32. Does CMHA storing EFT vendor information in GP?
  - a. Yes
  - b. Information is stored in the vendor card
33. How many bank accounts does CMHA have?
  - a. One
34. How many vendors does CMHA have in EFT?
  - a. 5,000
35. What is Temp Housing MICR account used for in GP?
  - a. Not applicable currently
  - b. Consultant services may be required in the future \*
36. Will the awardee need to set up a new check book?
  - a. NO
37. If so, will temp housing be the only one that will need set up?
  - a. NO
38. 2.4.1.12 what is the intent for the unit accounts?
  - a. Not applicable currently
39. Will 2.4.1.12 be used for accrual purposes?
  - a. Not applicable currently
40. Will 2.4.1.12 be used in Adaptive insight?
  - a. Not applicable currently
41. 2.4.1.13 what type of general cleanup is CMHA requiring?
  - a. Consulting services will be required \*
42. Will Adaptive Insight product support the cleanup?
  - a. Consulting services will be required \*
43. What is TValue, please provide details?
  - a. Budgeting
  - b. Loan amortization
  - c. Not applicable currently
44. Please provide Adaptive insight product details?
  - a. Adaptive automates consolidations and integration of data from other systems and enables collaboration and real time updates
  - b. Adaptive insight software is being Implemented, product details are limited
45. Which GP version is CMHA currently using?
  - a. 201602
46. How many GP data bases does CMHA have?
  - a. Two, one for production and one for test
47. What is CMHA current GP data base size?
  - a. 50 GB
48. What 3<sup>rd</sup> party products are you using with GP?
  - a. Reference page 29
  - b. Nolan is another product
  - c. Some products listed are modules not plug ins
49. Does TValue integrate with GP, if not should it?

- a. No
  - b. This product stands alone
  - c. Not related to scope
50. Does CMHA have any custom integrations for GP, provide a list?
- a. PHAMS (via stored procedures)
  - b. Integration Manager (Cass Utility Bills)
  - c. Upcoming: PHAMS Replacement (Internally developed software)
  - d. New software to be implemented mid/late 2020
51. Where in GP is PHAMS being brought into?
- a. Directly via SQL procedures to SY00500, PM10000, PM10100, etc
52. What custom reports are you currently using in GP?
- a. Purchase Orders via Forms Printer
53. How many GP users do you currently have?
- a. Current 25 users
  - b. Goal Users 15
54. What Green Shades Module is CMHA using?
- a. Not applicable currently
  - b. Greenshades Center for Federal 1099s.
55. 2.4.3. What is your GP system list price?
- a. \$127,250.00
  - b. GP Partner 16%
    - i. \$20,360
    - ii. Add-ons \$6,305.50
56. What is your current renewal date for GP?
- a. June 1<sup>st</sup>
  - b. Term

\* CMHA may require consulting services for items listed in section 2.1.1. Services requested will be based on CMHA Finance projects. CMHA cannot guarantee any minimums for consulting services..