



RFP ADDENDUM #2

To: All Bidders

From: Rita V. Brousseau, Chief Procurement Officer

Date: November 5, 2020

Re: RFP 2020-5 Resident Tracking and Management Software

This Addendum modifies and forms a part of the Bid Set documents dated October 19, 2020.

This Addendum consists of the following: Two (2) typed pages.

Where any items called for in the bid documents are supplemented here, the supplemental requirements shall be considered as added thereto. Where any original item is amended, voided, or superseded here, the other provisions of such items not specifically amended, voided, or superseded shall remain in effect.

This RFP has been extended and is now due on or before 11:00 AM on Thursday, November 12, 2020.

Answers to bidder's questions:

- Question:** What type of data would you like converted from Elite? We would like the resident profiles converted from Elite?

Answer: Please see the attached excel sheet.
- Question:** Do you intend to use the resident tracking and management software for other programs besides Jobs Plus? If so, how many total users do you anticipate will need access to the system?

Answer: The resident tracking and management software will be used for several programs including Jobs Plus Program, Family Self Sufficiency, ROSS Grant and THP. We anticipate at least 6 users.
- Question:** In 5.1 Minimum Evaluation Criteria, RFP states, "Proposals not meeting any one of the criteria below will automatically be disqualified and will not be evaluated or considered...Software Vendor has been in the business of providing case management software for a minimum of 5 years?"

Would you consider a company that has less than five years but has



personnel on staff with more than five years in this type of business?

Answer: No, LHA will not waive this requirement.

4. **Question:** Does LHA require “wet” (i.e., ink) signatures on accompanying attachments with the response? Are electronic copies of signatures sufficient?

Answer: Electronic copies are acceptable.

5. **Question:** Could LHA please clarify what the expectation is for submission for the “Certificate of Authority”? And is this also labeled as “Certificate of Corporate Vote of Authorization”?

Answer: A Certificate of Authority (or Vote), sometimes called a Secretary’s Certificate is required so that LHA is aware of who is authorized to sign contracts on the company’s behalf.

6. **Question:** With a due date of 11/5, our firm must print and ship our response no later than 11/3. We would respectfully request a one-week extension to the deadline, to ensure we are able to prepare a thoughtful, cohesive response, following receipt of answers to vendor questions.

Answer: RFP Deadline has already been extended via Addendum #1 to November 12, 2020 by 11:00 AM.

7. **Question:** With regard to data conversion, what is the number of participants for which data will be migrated from Emphasys or other sources, and in what format will the data be provided?

Answer: Approximately 2000 resident profiles will be migrated into the system between the Jobs Plus Program, Family Self Sufficiency, Ross Grant, and THP program participants.

NOTE TO ALL BIDDERS: YOU MUST ACKNOWLEDGE RECEIPT OF ALL ADDENDA ON YOUR BID SUBMISSION FORM WHERE INDICATED OR INCLUDE A COPY OF ADDENDA IN YOUR BID SUBMISSION.

Last Name

First name

Unit

Head of Household

DOB w/year

Move-In date

Cell Phone

Home Phone

Email

Gender

Race

Hispanic - Non Hispanic

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