

REQUEST FOR INFORMATION

HFA MULTIFAMILY SUITE OF SOFTWARE SOLUTIONS

REQUIRED BY

MISSOURI HOUSING DEVELOPMENT COMMISSION



Strength, Dignity, Quality of Life

MISSOURI HOUSING
DEVELOPMENT COMMISSION

RESPONSES DUE:

Friday, November 20, 2009 by 5:00 P.M. CST

SECTION I: INTRODUCTORY INFORMATION

Missouri Housing Development Commission:

In 1969, the 75th General Assembly of Missouri, in the face of a general housing shortage severely affecting low and moderate income persons, established the Missouri Housing Development Commission (“MHDC” or the “Commission”) in order to increase the availability of decent, safe and sanitary housing at prices within the means of low and moderate income persons. The Commission is a governmental instrumentality of the state of Missouri and a body corporate and politic. The Commission’s authority is derived from Chapter 215 of the Revised Statutes of Missouri, as amended and supplemented.

What We Do:

MHDC’s Multifamily division is comprised of the Rental Production and Asset Management departments.

MHDC’s Rental Production Multifamily Programs encompass financing tools for the development of affordable housing which include federal and state low-income housing tax credits (“LIHTC”), HOME loan and grant funds, Fund Balance loans, and Risk Share insurance coupled with tax exempt bonds. Developers may also utilize other MHDC programs such as the Affordable Housing Tax Credit and Missouri Housing Trust Fund as appropriate for the financing of a development. The project is tracked and monitored from application approval through the construction phase.

MHDC’s Asset Management group oversees a portfolio of more than 2,000 affordable housing project investments throughout the state of Missouri, to ensure project compliance with state and federal regulations. This group provides expertise and oversight, monitoring housing program compliance from lease-up through ongoing annual operations. The group also oversees Section 8 contract administration

Purpose of RFI:

THIS IS NOT A SOLICITATION FOR SUCH PRODUCTS OR SERVICES.

Information that any interested party wishes to submit will be done so voluntarily with the understanding that this Request for Information (“RFI”) is for information gathering purposes only and is not a formal solicitation. A formal Request for Proposals (“RFP”) may be issued as a result of, and subsequent to this RFI. There will not be a contract executed as a result of this RFI. If an RFP is issued, the information provided may assist MHDC in developing the RFP. This RFI does not obligate MHDC to reply to the RFI responses, to issue an RFP, or to include any RFI provisions or responses provided by vendors in any RFP.

The intended purpose of the RFI is to allow interested vendors an opportunity to present information about HFA Multifamily Software solutions they currently provide related to the requirements and questions listed within the document.

Similarly, cost information, which may be submitted, will be used solely for the purposes of performing a market analysis and establishing a budget for the initiative. Cost information presented during this information gathering process will not be considered as responsive to any solicitation subsequently issued by MHDC.

Submission of Proposal:

Five (5) printed copies and one electronic copy of the proposal must be submitted by the Proposal Due Date noted above to:

*James Block, Data Production Manager – Project Lead
Missouri Housing Development Commission
3435 Broadway
Kansas City, Missouri 64111*

Responses must be submitted in printed bound form, along with one electronic copy on a CD-ROM, in a sealed envelope marked “HFA Multifamily Suite of Software Solutions RFI” and shall include all information required pursuant to this RFI. The envelope shall be marked with the name of the firm submitting the Proposal.

(Neither faxed copies nor electronic submissions will be accepted.)

Relevant Dates:

Issuance of RFI – Monday, October 26, 2009
Deadline for submission of vendor questions – November 16, 2009
Deadline for MHDC responses to vendor questions– November 18, 2009
RFI response deadline - November 20, 2009 by 5:00 P.M. CST

SECTION II: PROCEDURES AND INSTRUCTIONS

Questions:

Questions regarding this RFI should be directed to the Commission in writing by mail, facsimile or electronic mail, as follows:

James Block
Data Production Manager – Project Lead
Missouri Housing Development Commission
3435 Broadway
Kansas City, Missouri 64111
(816) 759-6828 (fax)
jblock@mhdc.com

MHDC will attempt to answer all questions within 2 business days.

Standards of Conduct:

Please refer to the Commission’s “Standards of Conduct” for information regarding contact with MHDC Commissioners or staff in connection with this RFI. The Commission’s “Standards of Conduct” are available on MHDC’s website at www.mhdc.com.

Modifications to Proposals:

Respondents may not modify or correct its response any time after the response due date, except in direct response to a request from MHDC for clarification.

Revisions to this RFI:	In the event that it becomes necessary to revise any part of the RFI, the Commission will provide an addendum on MHDC's website at www.mhdc.com.
Expense of Preparation of Proposals:	The Commission is not responsible for any expense incurred in preparing and submitting a response or taking any action in connection with the selection process, or for the costs of any services performed in connection with submission of a response.
Reservation of Rights:	The Commission reserves the right to conduct any investigation of the qualifications of any firm that it deems appropriate, negotiate modifications to any of the items proposed in the response, request additional information from any respondent, reject any or all responses, and waive any irregularities in any responses.
Public Records:	Firms responding to this RFI should be aware that responses received become public records under state law once the evaluation process has been completed.
Visits and Interviews:	All firms responding to this RFI must be prepared to schedule a visit to MHDC offices or to another location upon request by the Commission. In addition, firms responding to this RFI may be interviewed as a part of the evaluation process.

SECTION III: SCOPE OF INFORMATION REQUESTED

Firms responding to this RFI should prepare clear and complete responses to each of the following questions and information requests. Brevity and clarity of responses will be appreciated.

- A. Personnel and Location. Provide the name, telephone number, fax number and email address of the respondent and identify a primary contact person regarding the response.
- B. Firm Overview. Provide an overview of the respondent's firm(s), including the full legal name of the institution(s) and the state(s) of organization. Is the firm(s) a minority- or woman-owned business? Describe firm's inclusion of minority and women participation, including the firm's employees and/or any participation with a minority- or woman-owned firm.
- C. HFA Multifamily Software Solution. See Section IV for details.
- D. Other Clients and References. List at least three relevant related clients for whom you currently provide similar services. Please provide contact information for clients who serve as references.

- D. Experience. Describe in detail the respondent's experience in providing software solutions requested.
- E. Scope of Service. Describe in detail any additional services offered.
- F. Proposed Fees. State a fee schedule upon which the respondent would base its charges to MHDC.
- H. Additional Information. Include any relevant information not already provided.

SECTION IV: HFA MULTIFAMILY SOFTWARE SOLUTION

MHDC is seeking responses from responsible vendors for the purpose of gathering information in regard to the installation/conversion, training and continued support of a fully programmed housing management administrative software solution. Software should be able to assist with the following activities for federal and state loan, grant and tax credit resources:

- The analysis, allocation and disbursement of resources utilized to fund the acquisition, development, construction, and rehabilitation of affordable housing in Missouri.
- Project and asset management for affordable housing developments.
- Servicing and management of MHDC rental housing loans, including servicing of construction financing.
- Data analysis, generation of data reports, and compliance reporting.
- Staff and task management including but not limited to progress tracking, milestone tracking and internal and external document tracking.
- The ability to track data from funding application submission through the compliance lifecycle. This includes but is not limited to: Application, Construction, Compliance, Asset Management, and Section 8 Contract Administration.

In summary, MHDC's objectives are as follows:

- Maximize process automation by providing a comprehensive package of feature-rich HFA software modules.
- Extend automation to functions currently performed manually.
- Maximize process linkage by providing a set of integrated software modules.
- Maximize interface capabilities with minimal effort to other standard software programs.