REQUEST FOR PROPOSALS
(Revised)

HFA MULTIFAMILY SUITE OF SOFTWARE SOLUTIONS

REQUIRED BY

MISSOURI HOUSING DEVELOPMENT COMMISSION

RESPONSES DUE:
Monday, May ~~10~~17, 2010 by 5:00 PM CDT

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 RFP:

The purpose of this Request for Proposals ("RFP") is to request proposals from software vendors, software developers, and/or state housing agencies for a HFA Suite of Sofware Solutions.   Interested parties should respond in accordance with this RFP.

Submission of Proposal:

The proposal must be submitted by the Proposal Due Date noted below to:

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

Proposal Due Date: Issuance of RFP – Monday, May 3, 2010
Revised – Wednesday, May 5, 2010
Deadline for submission of vendor questions – May ~~6~~13, 2010
Deadline for MHDC responses to vendor questions– May ~~7~~14, 2010
RFP response deadline – Monday, May ~~10~~17, 2010 by 5:00 PM CDT

SECTION II: PROCEDURES AND INSTRUCTIONS

Questions: Questions regarding this RFP should be directed to the Commission in writing by mail, facsimile or electronic mail, as follows:
> James Block
> Production Data Manager-Project Lead
> Missouri Housing Development Commission
> 3435 Broadway
> Kansas City, Missouri 64111
> (816) 759-6829 (fax)
> jblock@mhdc.com

MHDC will attempt to answer all questions within two 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 RFP. 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 Proposal any time after the Proposal Due Date except in direct response to a request from the Commission for clarification.

Revisions to this RFP: In the event that it becomes necessary to revise or clarify any part of the RFP, MHDC will provide an addendum on MHDC's website at www.mhdc.com.

Expense of Preparation of Proposals: MHDC is not responsible for any expense incurred in preparing and submitting a Proposal or taking any action in connection with the selection process, or for the costs of any services performed in connection with submission of a Proposal.

Reservation of Rights: MHDC 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 Proposal; request additional information from any respondent; reject any or all Proposals; and waive any irregularities in any Proposal. **MHDC retains the right to negotiate the fees and compensation arrangements for the HFA Multifamily Suite of Software Solutions.**

Public Records: Respondents to this RFP should be aware that responses received become public records under state law once the evaluation process has been completed.

Visits and Interviews   Respondants to this RFP may be asked to schedule a visit to MHDC offices or to another location upon request by the Commission. In addition, firms responding to this RFP may be interviewed as a part of the selection process.

SECTION III: TECHNOLOGY OVERVIEW

Description   The Missouri Housing Development Commission ("MHDC") is seeking written proposals for a customized multifamily housing software suite. The software will act as the primary centralized database and functional system for MHDC's multifamily operations.

Objective/Goal   MHDC seeks to move to a software solution that utilizes modern software integration and interface technologies and is proactive to proven technology enhancements. The desire is to achieve a higher degree of systems integration and to facilitate management of multifamily applications from reservation stages through ongoing compliance. The immediate goal of this engagement is the purchase of an integrated, database-driven software system. We are seeking a proven solution that has been successfully implemented in a a similar organization(s). MHDC reserves the right to consider among other things: cost, technological capabilities, service/support, and the long-term compatibility with MHDC systems and processes in the over-all RFP evaluation.

In summary, MHDC's objectives in purchasing new multifamily software are as follows:

- To maximize process automation by providing a comprehensive package of feature-rich HFA software.
- To extend automation to functions currently performed manually.
- To maximize process linkage by providing an integrated centralized database.
- To maximize interface capabilities with minimal effort to other standard programs.

SECTION IV: SCOPE OF SOFTWARE REQUIREMENTS

Functional   The software should be able to assist with the following activities for federal and state loan, grant, and tax credit resources. It should provide detailed management and tracking for:

- Resources utilized to fund the acquisition, development, construction, and rehabilitation of affordable housing.
- Data from funding award through the compliance lifecycle; this includes but is not limited to: award, construction, and compliance.
- Construction disbursement capabilities and tracking.

- Ongoing program compliance.
- Automated testing of online annual owner/tenant compliance certifications.
- Portfolio data analysis and report generation, including standard and customized ad-hoc reporting for each of the areas described above .

Technichal   The software should meet the following minimum technical requirements:

- Microsoft ASP.NET ™ application environment.
- Microsoft SQL Server™ database.
- Ability to integrate with Microsoft CRM™.
- Local hosting on MHDC servers.
- Ongoing fixes for bugs or other issues as appropriate.
- On-line, interactive, menu driven, user-friendly and reasonably easy to learn.
- An acceptable level of data security.

Ownership   The respondent must acknowledge and agree that MHDC will own applicable source and object code and any other information of any kind and in any form which is required to make updates or modifications to the acquired software suite.

SECTION V: STRUCTURE OF PROPOSAL

A.   The Commission desires to consider Proposals in a consistent and easily comparable format as established in this RFP. Proposals not organized as set forth in this RFP may, at MHDC's discretion, be considered unresponsive. Do not refer to other parts of your Proposal in lieu of answering a specific question.

B.   Each response shall include a transmittal letter signed by an authorized representative of the firm. In the transmittal letter the respondent shall certify (i) that no elected or appointed official or employee of the Commission is financially interested, directly or indirectly, in the performance of the services specified in the RFP, (ii) that the information included in the response is true and correct to the best of its knowledge and (iii) that the person signing the transmittal letter is authorized to execute the response on behalf of the respondent.

C.   Proposals should be organized in the same manner as the individual information request contained in **Section VII: Proposal Details**. Responses to each lettered question shall begin on a separate page (e.g., answers to Question 2 should begin on a separate page from the response to Question 1).

D.   Exhibits containing additional information may be attached to provide more detail to respondent's offerings or services.

SECTION VI: EVALUATION CRITERIA

The evaluation of Proposals will take place at the MHDC office. The Evaluation Committee will evaluate the Proposals in part by considering the following factors:

A. **Capabilities of software:**

1. Ability of software to provide the features defined in **Section IV: Requirements**
2. Technological sophistication (state of the art) of the software product
3. Ability to interface with other software should be identified and will be essential
4. Ease of use – intuitive functions and tools
5. Flexibility – user definable fields and functions and open architecture; ability to integrate Vendor furnished and independent (third party) software improvements

B. **Demonstrated successful implementation with state Housing Finance Agencies ("HFA") such as MHDC and/or other local, state, or federal government agencies:**

Breadth and depth of HFA business processes, systems integration, and other requirements addressed by solution.

C. **Cost**

The lowest priced bid will not be the sole criterion used to determine who is selected. The successful Respondent's bid will be equal to or below the identified budget in **Section VII: Proposal Details**. Notwithstanding the above, MHDC reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, to award the contract as separate solutions, and to award in its best interest.

SECTION VII: PROPOSAL DETAILS

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

A. <u>Personnel and Location</u>. Provide the name, telephone number, fax number and email address of the respondent. Identify a primary contact person regarding the response and the proposed project manager for the engagement.

B.   Entity Overview.   Provide an overview of the Respondent's entity(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 entity's inclusion of minority and women participation, including the entity's employees and/or any participation with a minority- or woman-owned entity.

C.   Scope of Service.   Describe the services proposed to fulfill the requirements **in Section IV: Scope of Software Requirements**.   The responses should be as detailed as possible based on the information provided.

D.   Proposed Fees.   An all-inclusive budget has been set not to exceed $100,000.

All responses should be clear and concise. If proposal does not include the   entire fee structure, fees should be broken down and clearly define which   functional requirements are included in the base proposal, which are   considered enhancements to base proposal, and which functional   requirements   were omitted based on cost or practicality and explain why.

E.   Undocumented Workers.   Pursuant to *Mo.Rev.Stat. §285.530.2*, all respondents to this RFP shall provide MHDC with an affidavit stating that the respondent does not employ any person who is an unauthorized alien in conjunction with the contracted services, and that the respondent is enrolled in and participating in a federal work authorization program with respect to the employees working in connection with the contracted services. This affidavit shall be updated and executed again at the time the engagement of the selected respondent is memorialized in a contract. Furthermore, prior to execution of any contract contemplated herein, the respondent shall provide evidence of participation in a federal work authorization program.   Questions regarding this requirement may be directed to the commission's General Counsel, Bramwell Higgins, by phone at 816-759-6870 or email at bhiggins@mhdc.com.

AFFIDAVIT OF WORKER ELIGIBILITY POLICY

State of _____)
) ss

County of _____)

I _____ do by oath solemnly swear and affirm as follows:

1. I am the _____ of _____, a _____ _____

2. _____ does not and will not knowingly employ any person who is an unauthorized alien in connection with the services for which the Missouri Housing Development Commission has contracted with it.

3. _____ is currently enrolled in and does and, for the duration of its contract with the Missouri Housing Development Commission, will continue to participate in E-Verify (or other federally approved work authorization program) to screen all employees working in connection with the services contracted for to ensure that no unauthorized alien is employed to work in connection with said contract.

This Affidavit is given to induce the MISSOURI HOUSING DEVELOPMENT COMMISSION to enter into a contractual agreement with _____.

_____, _____

By: _____

_____, _____

Subscribed and Sworn to before me this _____ day of _____, _____.

_____
Notary Public

My Commission expires: _____