

# REQUEST FOR PROPOSALS

**Debt Accounting Software & Services**

**REQUIRED BY**

**MISSOURI HOUSING DEVELOPMENT COMMISSION  
DIVISION OF INFORMATION TECHNOLOGY**



*Strength, Dignity, Quality of Life*

**MISSOURI HOUSING**  
DEVELOPMENT COMMISSION

**ISSUANCE DATE:**

**April 22, 2014**

**DUE DATE:**

**May 16, 2014**

**3:00 P.M. CDT**

## **SECTION I: INTRODUCTORY INFORMATION**

### **Missouri Housing Development Commission:**

The Missouri Housing Development Commission (“MHDC” or the “Commission”) was established in 1969 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 Section 215.030, *et seq.*, of the Revised Statutes of Missouri, as amended and supplemented.

The Commission administers a variety of state and federal funding sources to finance the purchase of single family homes for owner occupancy and to finance the construction and rehabilitation of affordable rental housing for low-income Missourians. Funding is made available through a combination of issuing tax credits, sale of bonds to provide mortgages, providing grants, and making low-interest loans. Sources include the federal Low Income Housing Tax Credit, Missouri Low Income Housing Tax Credit, HOME Investment Partnership Program, federal Risk-Share insurance, Affordable Housing Assistance Program and proceeds of bond sales, as well as the Commission’s own general fund balances. The Commission’s activities are governed by the laws and regulations of each particular funding source as well as Commission policy.

### **Purpose of RFP:**

The purpose of this Request for Proposals (“RFP”) is to request proposals from vendors for software and services for implementing and supporting a debt accounting system.

MHDC has approximately \$900 million in debt outstanding comprised of single family mortgage revenue bonds, multifamily housing revenue bonds, refunding bonds and conduit issues. Bond structures include serials, term bonds with sinking fund schedules, planned amortization (PAC) bonds and monthly pay through bonds. The trust indentures include provisions for bond redemptions based on mortgage loan prepayments and optional redemption after a ten-year lock-out period.

### **Proposal Due Date:**

May 9, 2014, by 3:00 P.M. Central

**Submission of Proposal:**

One printed copy and one electronic copy of the proposal must be submitted by the proposal due date noted above to:

James Kalthoff, Director of Information Technology  
Missouri Housing Development Commission  
3435 Broadway  
Kansas City, Missouri 64111  
[jkalthoff@mhdc.com](mailto:jkalthoff@mhdc.com)

**SECTION II: PROCEDURES AND INSTRUCTIONS**

**Questions:**

Questions regarding this RFP should be directed in writing by email to:  
Cynthia Flood  
Accounting Operations Manager  
Missouri Housing Development Commission  
3435 Broadway  
Kansas City, Missouri 64111  
cflood@mhdc.com

Any questions must be submitted prior to May 11, 2014. Any questions submitted beyond that date will not be answered.

**Standards of Conduct:**

This RFP is considered a “Competitive Matter” as that term is defined in the Standards of Conduct. Further, every Respondent, including, but not limited to, their respective principals, key employees and agents acting on their behalf are considered “Interested Parties” (as defined in the Standards of Conduct). As a result, every Respondent (including, but not limited to, its principals, key employees and agents) under this RFP is obligated to abide by the rules and restrictions imposed by the Standards of Conduct, including the rules governing contact with Commissioners and MHDC employees. The failure of any Respondent to abide by the rules and restrictions established by the Standards of Conduct may result in the disqualification of that Respondent’s Response. Therefore, you are strongly encouraged to review and familiarize yourself with the Standards of Conduct. The Standards of Conduct is available on MHDC’s website at [www.mhdc.com/about/commission/policies/standards\\_of\\_conduct.htm](http://www.mhdc.com/about/commission/policies/standards_of_conduct.htm).

Furthermore, pursuant to the Standards of Conduct, any Response under this RFP shall disclose the name of the individual, entity and/or entities having ownership interests in the Respondent. All entities identified in this disclosure shall be reduced to their human being level irrespective of the number of entity layers which may be present for any disclosed entity. Notwithstanding the previous sentence, to the extent any Respondent under this RFP is a publicly traded corporation, such a Respondent may limit this disclosure to all board members, officers (and other key employees) and any shareholders owning or controlling ten percent (10%) or more of the corporation. Questions regarding this

requirement or any other requirements or restrictions imposed by the Standards of Conduct may be directed to the Commission's General Counsel, Weylin Watson, by phone at 816-759-6624 or email at [wwatson@mhdc.com](mailto:wwatson@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 MHDC 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/rfp](http://www.mhdc.com/rfp).
- 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.
- Review and Selection Process:** All responses to this RFP will be reviewed by MHDC staff. All respondents will be notified of the result of the review process.
- 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.

### **SECTION III: OVERVIEW**

**Description:** MHDC is asking for proposals from qualified parties to provide software and services for a debt accounting system, with features including, but not limited to:

#### Software Requirements

- Provide subsidiary ledger recordkeeping of all debt transactions from issuance through redemption and/or maturity.
- Provide calculations and recordkeeping for odd payment schedules (interest only, semi-annual, etc.).
- Provide Sinking Fund schedules, including historical revision information and updated Sinking Fund schedules.
- Forecast debt service payments.
- Account for debt by bond issue / series.
- Maintain historical transaction records of fully redeemed and refunded bonds.

- Provide electronic export of data required for municipal securities disclosure reporting via the MSRB EMMA (Electronic Municipal Market Access) repository.
- Provide month-end interest payable accruals.
- Amortize discounts and premiums.
- Calculate debt service reserve requirements.
- Calculate and amortize Deferred Amounts on Refunding, representing the difference in the carrying value of refunded debt and its reacquisition price, in accordance with GASB Statement No. 23.
- Provide export of transactions for integration with the General Ledger (Microsoft Dynamics GP2013).
- Integrate easily with the Trustee, including import of transaction data.
- Provide electronic export of data and reports (prefer download to Excel).
- Install on Microsoft Server 2008 or above.

#### Services Requirements

- Provide on-site and remote assistance in the installation, conversion and operation of “the Software.”
- Assistance will include:
  - Preparation of a detailed project plan;
  - Consultation on configuration and establishing proper software infrastructure;
  - Consultation and assistance in the conversion of data;
  - Preparation of an interface that will allow accurate and efficient integration of data between MHDC’s Trustee’s database and the Software;
  - Preparation of an interface that will allow accurate and efficient integration of data between the Software and MHDC’s General Ledger (Microsoft Dynamics GP 2013);
  - Technical support for the installation of the Software;
  - Project management to coordinate activities and resources between Provider and MHDC.
- Train staff to use the Software in an efficient and effective manner.
- Train staff to create and prepare reports using the Software.
- A Maintenance and Support agreement will accompany the purchase of the Software license that will provide MHDC with on-going telephone support and access to fixes, enhancements, patches and upgrades.
- It is anticipated that installation of the Software will occur in the fall of 2014.

## **SECTION IV: RESPONSES TO THIS RFP**

In your response, please address and identify the following items (see also Section VI Structure of Responses):

1. Company Background
  - a. Please provide a corporate summary including length of time in business.
  - b. Please provide your most recent Annual Report/ financial statement.
  - c. Provide firm ownership information as required by MHDC's Standards of Conduct Policy as referenced in Section II herein by completing Exhibit 1 (attached) in spreadsheet format to include a listing of your firm's owners/shareholders.
2. Company Services
  - a. Primary services offered directly by your organization.
  - b. Describe your product support.
3. Description of ability to fulfill the software and services requirements as detailed in Section III: Overview.
4. Implementation
  - a. Describe your planning, installation and testing of your proposed solution.
  - b. Provide all hardware specifications.
  - c. Provide all HDD space requirements.
  - d. Provide all and third-party software requirements.
5. Pricing Options
  - a. Software solution licensing, with three concurrent users.
  - b. Maintenance pricing.
  - c. Implementation costs.
  - d. Training costs.
  - e. Hardware cost estimates based on requirements (estimate only, understanding may be purchased from third party).
  - f. Third-party software cost estimates based on requirements (estimate only, understanding may be purchased from third party).

## **SECTION V: FEDERAL WORK AUTHORIZATION PROGRAM**

Federal Work Authorization Program. Pursuant to *Mo.Rev.Stat. §285.530.2*, firm(s) selected pursuant to this RFP shall provide MHDC with an affidavit stating that the firm does not employ any person who is an unauthorized alien in conjunction with the contracted services, and that the firm is enrolled in and participating in a federal work authorization program with respect to the employees working in connection with the contracted services. Prior to execution of any agreement contemplated herein, the firm shall provide evidence of participation in a federal work authorization program. Questions regarding this requirement may be directed to the Commission's General Counsel, Weylin Watson, by phone at 816-759-6624 or email at

[wwatson@mhdc.com](mailto:wwatson@mhdc.com). In your proposal, please indicate whether your firm is currently enrolled in and participating in a federal work authorization program such as E-Verify.

## **SECTION VI: STRUCTURE OF RESPONSES**

- Provide responses to Section IV. Proposals not responding to all or parts of this section may, at MHDC's discretion, be considered unresponsive. Do not refer to other parts of your proposal in lieu of answering a specific question.
- Provide requested information and Section V. More information and a sample affidavit for this requirement are available at: <http://www.mhdc.com/notices/rfdcuw>.
- Provide 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.
- Provide any MBE/WBE status.
- Provide any additional exhibits that may contain information to supply more detail to respondent's offerings or services.

## **SECTION VII: EVALUATION CRITERIA**

The proposals will be reviewed by MHDC staff. The Proposals will be evaluated on a variety of factors, including:

- Capabilities presented in proposal encompassing items described in this RFP.
- Cost of software and implementation services to be provided.
- Adherence to Section VI.
- Previous experience working with MHDC.
- Previous experience in working with housing finance agencies.
- State of Missouri business presence.
- MBE/WBE status.