DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
815 Florida Avenue, N.W. Washington, D.C. 20001-3017 (202) 777-1600

Request for Proposals (“RFP”) From Software Vendors and Developers for Financial Management and Accounting Software Suite for the District of Columbia Housing Finance Agency

PROPOSAL INFORMATION
The District of Columbia Housing Finance Agency (the “Agency”) is soliciting competitive sealed responses from qualified software providers (“Bidders”) that have a fully developed and established software application and reporting solution for the Agency’s Financial Management Department. The software should utilize modern interfaces to maximize process automation by providing a comprehensive package of feature rich software in accordance with the terms and conditions set forth in this Request for Proposal (“RFP”) and any other terms and conditions in any contract subsequently awarded. The Agency intends that the software provider shall provide Financial Management Software, technical training, staff training, system specifications, installation, configuration, as well as ongoing support and maintenance.

A Bidder may be selected and determined through the Agency’s review of each response, considering the factors identified in this RFP and any other factors that are considered relevant. The Agency may select one or more Bidders that propose to provide all of the software solution services specified in this RFP.

BACKGROUND
The Agency was established in 1979 pursuant to the District of Columbia Housing Finance Agency Act, as amended (D.C. Code Section 42-2701.01 et seq.), to increase the supply of affordable housing in the District of Columbia (the “District”) through the issuance of revenue bonds, notes and other obligations. The Agency is a corporate body with a legal existence separate and apart from the District. The Agency is self-sustaining and its budget, finances, procurement, operations and personnel system are independent of the District government.
The Agency’s taxable and tax-exempt bond program includes but is not limited to (i) single family housing mortgage revenue bonds for acquisition, refinancing, and rehabilitation; (ii) multifamily housing mortgage revenue bonds for acquisition, construction, refinancing and rehabilitation.

The Agency also operates additional programs that include down payment and closing cost assistance, pre-development loans, construction monitoring services, multifamily mortgage loan servicing and a wide range of other technical assistance services that are available to prospective homeowners, developers and to the Washington D.C. Metropolitan Area at large.

Since 1994 the Agency has been an approved servicer and participant in the United States Department of Housing and Urban Development (“HUD”) Housing Finance Agency Risk Sharing Program under the Level II arrangement (the “Risk Sharing Program”). Under the Risk Sharing Program, as the co-mortgagee with HUD (under the risk sharing arrangement), the Agency originates, underwrites, and services multifamily mortgages and ensures program compliance with attendant federal regulations. The Agency currently has 18 projects and 20 loans with 1,464 units in its Risk Sharing Program portfolio.

For audited financial statements from the fiscal year ending September 30, 2013 and prior fiscal years, you may access the Investors Tab on the Agency’s website: www.dchfa.org

**SCOPE OF SERVICES/QUALIFICATIONS AND REQUIREMENTS**

**Business Requirements**
The software shall provide process automation and data processing solutions to the Agency’s financial management, accounting and reporting functions (“Software Solution”). For specific details and general reference, see the attached PDF Exhibits (Exhibit A - Process Inventory, Exhibit B - Functional Requirements, Exhibit C – DCHFA 2013 Financial Statements, Exhibit D - Chart of Accounts, Exhibit E – Chart of Sub Accounts, Exhibit F1 – FY2013 Annual Budget Progress Report, Exhibit F2 - FY2014 Budget – Operations, Exhibit G1 - 2nd QTR FY2014 Budget Progress Report and Exhibit G2 - 1st HALF FY2014 Budget Progress Report) which are also considered part of the Scope of Services. At minimum the Software Solution shall encompass the following major functional areas:

1. **General Ledger**
   - Program specific accounting database and processing module with financial close and reporting process for all financial and accounting activities.
• Ability to integrate or interface with other processes included in the Software Solution.

2. Cash Processing and Reconciliation
• Full cash reconciliation and automated data interface and processing between the Agency and its current or future commercial and trustee banks. The Agency currently has three trustee banks: U.S. Bank Global Corporate Trust Services (largest), Wells Fargo Bank, NA Corporate Trust Services, and Regions Bank Corporate Trust Services. The Agency’s servicing bank is Wells Fargo. The Agency’s commercial banks are: Industrial Bank, Eagle Bancorp, Inc. and Bank of Georgetown.
• Ability to integrate or interface with other processes included in the Software Solution.

3. Accounts Payable Processing and Reconciliation
• Full cycle of accounts payable transactions, from invoice to payment to inventory check involving all methods of payment: checks, ACH, wire transfers, etc.
• Ability to integrate or interface with other processes in the Software Solution.

4. Debt and Debt Service Processing
• Integration or Interface with the General Ledger and Cash Reconciliation software.

5. Multifamily Loan Servicing, Draw Processing and Portfolio Management
• Integration or Interface with the General Ledger and Cash Reconciliation software.

6. Investment and Cash Transaction Processing and Portfolio Management
• Integration or Interface with the General Ledger and Cash Reconciliation.

• Integration or Interface with the General Ledger and Cash Reconciliation.

8. Financial reporting and portfolio reporting within and across all processes and systems included in the Software Solution, generation of financial statements and customized reports using data dictionary, field dictionary and data table relationships.

**Technical Requirements**
The software should meet the following minimum technical requirements:

1. Local hosting on Agency servers. (Microsoft Windows Server/Active Directory environment, Microsoft SQL Server).
2. Unique multi-user capability including support for up to 15 concurrent users at initial implementation, and the capacity for expansion to 50 concurrent users in the future. (See Exhibit H - Organization Chart).
3. Agency controlled, granular user and group based security permissions for access to functions and data, requiring complex passcodes that restrict privileges based on Agency guidelines.

4. Support of and/or integration with Microsoft Active Directory (AD).

5. Ability to integrate with and/or replace the Agency’s established in-house IT platform based on Microsoft Windows Server 2008 R2 and Microsoft SQL 2008 R2 with Microsoft Windows 7 Professional user workstations.
   - The software tools and services currently used to support the activities of the Finance group include: Microsoft Office 2010 – used as the standard user productivity suite, Microsoft Dynamics SL 2011 – used to support General Ledger and Accounts Payable processes, Microsoft Excel 2010, a custom Microsoft Access 2010 application to support the processing of Trustee transactions, and Ceridian payroll services.

6. Ability to provide audit trails, logs and reports for tracking user activity such as authentication, data access (including read-only) inserts, updates, and deletes.

7. Ongoing fixes for bugs and readily available support for issues as appropriate.

8. All personally identifiable information (PII) stored or processed by the system shall be encrypted using at least 128-bit encryption.


10. Each software module must provide for maximum integration and ability to interface with other modules.

11. Ability to utilize and/or compatibility with electronic signature solutions, document imaging and storage solutions.

12. Ability to identify and isolate interface and input errors and out of balance conditions before they impact data integrity.

**LENGTH OF PROPOSAL**

Any individual proposal submitted in response to the RFP may not exceed twenty-five (25) pages, single-spaced, using font size 12 and one inch all-round margins, excluding exhibits, resumes, and any examples of work requested.

**PROPOSAL ACCEPTABILITY**

Each proposal must be responsive to the RFP and be submitted with the understanding that it will form the basis for the Agency's acceptance of the services to be rendered. Each proposal should be concise, complete as to terms and conditions, and delineate the Bidder's capabilities to satisfy the requirements of this RFP. Non-responsive proposals may be rejected. Neither multiple versions nor alternate proposals will be accepted.
CONTENT OF PROPOSAL

Bidders are requested to write their proposals so that their responses correspond to and are identified with the specific sections of this RFP. Each individual proposal shall contain the following information pertaining to a Bidder:

A. **Executive Summary:**
   Bidders must submit an Executive Summary on the Bidder’s stationery, signed by an individual who is authorized to bind the company to all statements in the proposal and the services and requirements as stated in the RFP. Also, any exceptions to this RFP or its attachments must be clearly identified in the Executive Summary.

B. **Company Contact**
   - Company Name
   - Contact Name
   - Mailing Address
   - Email Address
   - Telephone Number
   - Website

C. **Company Overview:**
   A description of the Bidder’s company including: major service lines and capabilities, mission, number of employees, size of each department, etc. Additionally, the Bidder shall provide organizational documents (e.g., Articles of Incorporation), Certificate(s) of Good Standing from home jurisdiction and the District of Columbia.

D. **Prior Experience:**
   Describe in detail previous experience with similar organizations that have substantial activity in the issuance of mortgage revenue debt, origination and servicing of multifamily mortgage loans, investment and cash management, as well as origination of single family loans. Clearly indicate how many years of experience the Bidder has working with these entities involving these activities of similar size and scope. Describe how this experience demonstrates the ability to provide the services outlined for the respective activities in this RFP’s scope.

E. **Product Architecture and Compliance:**
   Bidders must present a detailed architecture design for the proposed solution along with a text description and annotated diagram(s). Bidders must specify where each area of the Scope of Services is addressed by the solution. Descriptions and diagrams must
clearly identify middleware products, interfaces, message formats and component function. Also, include any hardware and software requirements necessary for the solution to operate in order to achieve the Agency’s requirements. Any inabilities to address an area of the Scope of Services and/or exceptions to standards must be summarized separately in the Executive Summary along with rationale for any proposed exceptions.

F. **Management and Development Team:**
The Bidder must identify the specific individuals who will be assigned to this project, including senior supervisors, management, developers, and any additional technical staff. Attach a descriptive resume for each individual named.

Provide an organizational chart of the proposed team, showing roles, proposed working relationships, and responsibilities as they pertain to each task referred to in the Scope Section. Be sure to clearly identify a Project Supervisor responsible for overseeing the project and acting as the agency’s main point of contact.

Replacement of any personnel shall be with personnel of substantially equal ability, qualifications and experience and only with the prior written consent of the Agency. The Agency will reserve the right to terminate the Contract without penalty if key personnel are changed without such consent.

G. **Implementation Plan:**
Describe the policies and management approach, along with critical success factors to be used for the development and implementation of your proposed solution to assure maximum effectiveness, efficiency and benefit to the Agency. Include a detailed approach and implementation plan that addresses, at minimum: conversion and importing of existing data, creating system interfaces, parallel processing or alternate approaches, reporting, risk management, user and administrator training, proposed project timeline, and any other solution categories the Bidder deems necessary or relevant. Additionally, show the estimated number of working hours for staff specified in item “F” that will be allocated to complete each of these tasks, as well as the estimated number of working hours required from Agency personnel to fully implement the Software Solution.

H. **Project Plan Administration:**
Describe the project management approach and plan for coordinating and communicating with the Agency’s primary contacts along with status, issue, results, budget, timeline and milestone tracking, and other reporting to the primary contacts.
The Agency will identify these primary contacts following contract selection. The Bidder will maintain progress/schedule documentation for all tasks under this RFP. This documentation will include charts and/or other appropriate report formats as needed to properly track and report progress and activity.

1. All documentation prepared by the Bidder must be submitted in printed hard copy and in Microsoft Word electronic format. The Agency and the Bidder must mutually agree upon alternative electronic formats.

2. The Bidder must submit written monthly summaries or progress reports that outline work accomplished, hours expended, work to be accomplished during the subsequent reporting period, issues/problems, risks and significant deviation from previously agreed upon work plans. Each monthly progress report will contain the following:
   - Activities and Deliverables of the past month summarizing the actions taken and progress made on the project during the past month.
   - Percent completion for each task defined in the work plan.
   - Risks and issues identified during the past month and plans or activities to mitigate the risks and resolve the issues.
   - The resolution of previously identified issues.
   - Planned activities and deliverables for the following month summarizing activities scheduled to meet the project delivery and performance requirements.
   - Issues, problems and/or difficulties anticipated and suggested solutions.
   - Assumptions or constraints identified by the Bidder.

I. **Testing Approach:**
Bidders must propose appropriate conversion and testing methodologies to provide verification of complete, accurate and timely system performance; including converted data, interfaces with other systems, Electronic Data Interfaces (e.g., trustee, servicing and commercial banks utilized by the Agency), system processing, reports and other output, etc., prior to the system going live. Describe tools, approaches, issue tracking/resolutions, and other provisions that will be used to ensure completeness, accuracy, and timely deliverables. Bidders must create test plans that illustrate timing of test activities relative to ongoing implementation activities and/or description of the proposed process, as well as roles and responsibilities for all work involved. Testing activities can include unit, integration and system test activities as deemed appropriate by Bidders. Submitted material should also indicate the proposed strategy for implementing and controlling an adequate test/staging environment.
J. **Service Level Agreements (SLAs):**
Include a discussion of your proposed SLAs for implementation/deployment, as well as the continued maintenance/support of your proposed solution. Also include proposed penalties for missed SLAs. Include parameters and Key Performance Indicators (KPI) such as:
- Availability (Uptime)
- Response time
- Turnaround time
- Prioritization/Escalation
- Maintenance
- Performance Reporting

K. **Security:**
Describe the architecture, approaches and methods used to ensure the security, privacy, confidentiality, integrity and continued availability of data handled throughout your proposed solution.

L. **Technical Support and System Maintenance:**
Bidders must provide details of their warranty period and ongoing (post-warranty) product maintenance/support policies, procedures and options. The description should include, but not be limited to, frequency of regularly scheduled upgrades and/or policies on implementation of routine or emergency fixes. Bidder and Agency responsibilities must be clearly listed. Any staff and system requirements that the Agency needs to establish and/or maintain must be specified. If warranty period support provides different service levels or requires different procedures, then the services and procedures for both warranty support and ongoing maintenance/support must be separately listed and identified.

Annual support plan renewal must be offered and pricing metrics must be identified, including known or estimated annual increases. The Bidder must warranty timely responses and remediation of technical problems and should provide support during the Agency’s business hours.

M. **Documentation:**
Describe the variety of documentation that will be produced and provided to the Agency as part of the project (e.g., data dictionary, field dictionary, system administration manuals, user manuals, training materials, etc.).
N. References:
Provide a list of your clients who are members of the National Council of State Housing Agencies (NCSHA), National Association of Local Housing Finance Agencies (NALHFA), or other local housing finance agencies and authorities. Give specific examples of your company’s experience implementing new software solutions to these organizations, if applicable. List separately, all implementation projects relating to these organizations done by the professionals to be assigned to this project within the last ten (10) years. Indicate start/end dates of working relationships, company name, and telephone number of the principal client contact. The Agency reserves the right to contact any known former or current client.

O. Insurance Requirements:
Before the commencement of any work, or the providing of any service, the Bidder shall provide the Agency with a valid Certificate of Insurance showing evidence of the following coverages and amounts with such insurance companies that have A.M. Best ratings of at least A (VII) or better:

**Workers’ Compensation & Employers Liability Insurance** (as required by the state)
- Workers’ Compensation: Statutory
- Employers Liability: Bodily Injury by Accident: $100,000 each accident
  - Bodily Injury by Disease: $100,000 each employee
  - $500,000 policy limit

**Commercial General Liability Insurance** (Primary & Umbrella)
Commercial General Liability Insurance or equivalent with limits of not less than One Million and 00/100 Dollars ($1,000,000) per occurrence, combined single limit for bodily injury, personal injury and property damage liability coverage including the following: all premises and operations, products/completed operations (for a minimum of two (2) years following contract completion) explosion, collapse, independent contractors, separation of insureds, defense and contractual liability. The Agency shall be named as an additional insured on a primary, non-contributory basis for liability arising directly or indirectly from services.

**Performance Bond**
The Agency requires that the company submit a performance bond in the amount of 100% of the contract. This bond shall be made to the Agency and shall be held as security for the performance of the contract. The bond shall be issued by a surety carrier that is acceptable to the Agency. The performance
bond shall be submitted within ten (10) business days of the date of the award letter. Failure to submit a performance bond shall be cause for declaring the contract null and void.

P. **Equal Opportunity and Affirmative Action:**
   Bidders must provide documentation for their equal opportunity and affirmative action policies.

Q. **Local Small and Disadvantaged Firm or Individuals/Joint Venture Relationships:**
   It is the goal of the Agency to promote and assist participation by local, small and disadvantaged business enterprises licensed by the D.C. Department of Small Local Business Development ("DSLBD") as a Certified Business Enterprise ("CBE") (D.C. Official Code § 2-218.01 et seq.).

   The Bidder will be required to comply with all applicable requirements as set forth in the Small and Certified Business Enterprise Development and Assistance Amendment Act of 2014 (D.C. Law 20-108). Any Bidder seeking to submit a bid response or proposal as a CBE must submit its CBE number and a copy of the letter(s) of certification issued by the DSLBD.

   Firms may respond as joint ventures. If a joint venture arrangement has been entered into with a CBE for purposes of responding to this request bidders will be required to provide DSLBD’s certification of the joint venture agreement prior to the Agency entering into any contract with the joint venture. Please also include the following information in your response:

   1. The information requested in sections B, C, D, F, N and O of this RFP must be provided for all joint venture partners.
   2. The nature of the joint venture agreement and the amount of work to be performed by each firm. Please also state the specific tasks each firm will be primarily responsible.
   3. Identify the person who will have primary responsibility for overall or primary coordination with Agency staff.
   4. The fee-sharing agreement between the firms.

The Agency encourages established firms or individuals to joint venture with minority and women owned firms. However, the submission of a joint venture proposal does not
in any way prohibit the Agency from selecting one or more firms based on each firm’s demonstrated expertise, cost-efficiencies and needs of the Agency.

In the case of a pre-established relationship, each firm must be qualified to perform its work with the highest level of skill and diligence required to fulfill responsibilities owed to the Agency.

R. **Price Proposal:**
Shall be submitted and signed by an official authorized to bind the Bidder. The proposal should be a firm-fixed-price bid that provides a “not to exceed” amount (“NTE”), set by the winning Bidder(s) (“Vendor”) and accepted by the Agency, for all services to be rendered by the Vendor, except any additional services, as may be specifically requested by the Agency in writing (“Additional Services”). Bidders shall print and submit the itemized price breakdown provided (Exhibit I – Price Proposal) with their proposal package, outlining:

1. “Not to exceed amounts” for the overall project as well as each category. (e.g., current and ongoing licensing costs, itemized software and hardware costs, consulting, project management, installation/implementation, testing, reporting, ongoing maintenance, travel, training, and any other categories the Bidder deems necessary)
2. Hourly rates for Additional Services broken out to include titles and/or levels of staff necessary to complete the project. (e.g., Executives, Sr. Supervisors, Managers, Developers, Programmers, Trainers, and any other titles/levels specific to the Bidder).

**CHANGES TO THE RFP**
Nothing stated at any time by any representative of the Agency will effect a change in or constitute an addition to this RFP unless confirmed in writing by the Agency.

**RIGHTS OF THE AGENCY**
The Agency reserves the right: (i) to amend, modify, withdraw, or cancel, in whole or in part, this RFP, if the Agency deems it in its best interest to do so; (ii) to accept or reject any and all proposals; (iii) to waive or revise any requirements of this RFP; (iv) to require supplemental statements or information from any responding party; (v) to extend the deadline for submission of responses; (vi) to negotiate or hold discussions with any bidder regarding the proposed services and contract costs, including any additional infrastructure, interface or data conversion costs within a multi-system setup, if applicable; (vii) to correct deficiencies which do not completely conform to the instructions; (viii) to investigate the qualifications and experience of any responding Bidder; and (ix) to select one or more bidders for all or part of...
the requested services, to contract with any responding Bidder or to proceed otherwise. The Agency may exercise the foregoing rights at any time without notice and without liability to any Bidder or any other party for its expenses incurred in the preparation of proposals or otherwise. Proposals shall be prepared at the sole cost and expense of the Bidder.

CONFIDENTIALITY AND ACCESS TO PUBLIC RECORDS
Bidders submitting proposals must agree to keep confidential the information in their respective proposals and any information received from the Agency.

Please be advised that responses are a matter of public record. Bidders should give specific attention to the clear identification of those portions of their proposal that are considered confidential, proprietary commercial information or trade secrets and provide justification why such materials, upon request, should not be disclosed by the Agency under the District of Columbia Freedom of Information Act (D.C. Code § 2-531, et seq.). This information is to be limited to a separate section in the proposal to facilitate the public inspection of the non-confidential portion of the proposal.

EVALUATION CRITERIA
The Agency will review each proposal to determine which, if any, is most advantageous to the Agency’s needs. Any Bidder submitting a proposal must be prepared to work with other bidding firms.

An evaluation system will be utilized to review the proposals. In evaluating proposals, the Agency places high value on the following factors, not necessarily in any order of importance:

1. Strength of subject matter expertise of Bidder.
2. Quality of work and Software Solution, based on past performance and reference checks.
3. Costs to the Agency.
4. Demonstrated ability to meet the Agency’s implementation, training, and SLA goals in a timely and responsive manner.
5. Availability and adequacy of qualified staff and resources.

EVALUATION PROCESS
The Agency will form a proposal evaluation team (the “Committee”). Individual Committee members shall evaluate and rank the response independently. Points shall be assigned to each item identified in the Evaluation Criteria section of this RFP. The individual Committee members shall evaluate the responses by reviewing the answers to each item and assigning
points up to the maximum points allowed for each item. The Committee shall not use items without points assigned in computing the numerical score, but shall use them for informational purposes as part of their evaluation and recommendation process, or as a basis for possible disqualification. The Committee shall then meet as a group to evaluate and discuss their discrepancies in scoring. Based on the criteria for selection, the Committee members shall rank each response, with the highest rank being “1”. The Committee will schedule oral interviews with the top two (2) Bidders, allowing a presentation from each Bidder and a forum for the Committee to ask questions and seek any clarification necessary before making recommendations to the Agency’s Board of Directors. In addition, the Committee may make recommendations, as well as provide the ranking information to the Agency’s Board of Directors for use in making the final selection.

**SELECTION AND APPROVAL**
The approval and final selection will be made by the Agency’s Board of Directors at a public meeting.

**CONTRACT REQUIREMENT**
The Bidder selected (“Vendor”) may be required to execute a contract prescribed by the Agency, and shall be subject to all relevant laws of the District of Columbia and requirements of the Agency. Absent a separate contract, this RFP in its entirety, along with the entirety of any responses received by the Vendor, shall constitute the Financial Management Software Contract between the Vendor and the Agency (“Contract”). This RFP in its entirety shall be incorporated by way of reference into a final contractual document, as applicable, along with any additional documents issued by the Vendor and executed by the Agency. By submitting a proposal in response to this RFP, a Vendor shall be deemed to have accepted the terms of this RFP. Any exceptions to this RFP must be clearly identified in the Executive Summary submitted with the proposal. A proposal that takes exception to these terms may be accepted or rejected in Agency’s sole discretion.

**CONTRACT TYPE**
The Contract awarded as a result of this solicitation shall be a **Firm-Fixed-Price Contract**. The Contract will provide for a “not to exceed” amount, set by the Vendor and accepted by the Agency, for all services to be rendered by the Vendor, except any Additional Services, as may be specifically requested by the Agency in writing.

**COMPENSATION AND METHOD OF PAYMENT**
The Vendor shall be paid upon submission and approval by the Agency of an invoice containing appropriate detail, such as job classification, hours expended, and hourly rates as described
below. All hourly rates provided shall be all-inclusive, including direct and indirect charges. Once accepted by the Agency, the proposed pricing for the Software Solution and related services outlined in this RFP will not be subject to change except for the Additional Services category, for which the Agency reserves the right to negotiate separately the rates and hourly commitment based on the specifics and complexity of the requested services. The Vendor agrees to accept payment for its Software Solution and services in the form of a check, ACH or electronic wire. The Agency operates on a net 30 payment policy.

**VENDOR RESPONSIBILITIES**
The Vendor will assume sole responsibility for all work to be performed under the Contract and will be the sole point of contact for the Agency with regard to contractual matters.

**WORK PRODUCTS**
All products, including work flows, statements, reports, and all other written materials regarding the Agency or submitted by the Agency to the Vendor under the terms of this Contract are the property of the Agency, and shall be returned at the end of the Contract or upon completion of any services with or without a specific request of the Agency in the original format, or, if acceptable to the Agency, as an electronic or hard copy, usable by the Agency.

**OWNERSHIP OF THE SYSTEM**
All data, technical information, materials gathered, developed, prepared, used or obtained by the Agency and provided to the Vendor in the performance of the Scope of Services and stated in this RFP, regardless of the state of completion, which are prepared for or are the result of the services required under this RFP shall be and remain the property of the Agency. When specifications require the Vendor to develop software for the Agency, the Vendor must acknowledge and agree that the Agency is the sole owner of such developed software with exclusive rights to use, alter, or distribute the software without restriction. This requirement applies to source code, object code, and documentation. In installations where the Vendor’s intellectual property is modified and custom-tailored to meet the needs of the Agency, the Vendor must offer the Agency an application license entitling the Agency to use the software without restriction. The Vendor acknowledges and agrees that the term of all software licenses provided to the Agency shall be perpetual unless stated otherwise in the Vendor’s proposal.

**INDEMNIFICATION**
The Vendor agrees to indemnify and hold harmless the Agency from all liability which may hereafter be incurred by reason of dissemination, publication, distribution, or circulation of any information, data, or records pertaining in any way to the Contract by the Vendor and its employees, agents, or assigns.
CONFLICT OF INTEREST
Each Bidder warrants that there are no relevant facts or circumstances that give rise or will give rise to a conflict of interest. Bidders shall disclose a list of clients with projects that have received financing or financial assistance from the Agency and a list of all employees, partners, managers, and supervisors that have an ownership interest in any project that has received financing from the Agency. The Vendor who is awarded the Contract has a continuing obligation to disclose to the Agency the above information through the term of the Contract and subsequent renewals. The Agency will make a determination as to whether a conflict of interest exists. If it is determined that there is a conflict of interest, and that conflict of interest cannot be resolved, the Agency may reject the offer. If a conflict arises during the term of the Contract or any subsequent renewals, the Agency reserves the right, in its sole discretion, to terminate the Contract if the conflict cannot be resolved to the Agency’s satisfaction.

EQUAL EMPLOYMENT OPPORTUNITY
It is the policy of the Agency to provide equal employment opportunity ("EEO") to all employees, contractors, vendors, and bidders. The Agency does so without regard to race, color, religion, gender, gender identity or expression, national origin, age, disability, marital status, veteran status, personal appearance, sexual orientation, political affiliation, genetic information, place of residence or business, or any other status protected by applicable federal or state law.

SCHEDULE
The following schedule has been established by the Agency. However, the ultimate timing and sequence of events resulting from this RFP will be determined by the Agency.

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<tr>
<th>Event</th>
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<tbody>
<tr>
<td>RFP Issued</td>
<td>8/24/2014</td>
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<tr>
<td>Bidder Questions Deadline</td>
<td>11/4/2014 by 5:00 p.m. ET</td>
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<tr>
<td>Proposal Submissions Deadline</td>
<td>11/19/2014 by 5:00 p.m. ET</td>
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The deadline for submission of proposals is November 19, 2014 at 5:00 p.m. ET. Proposals must be received at 815 Florida Avenue, N.W., Washington, D.C. 20001 on or before the deadline.

DURATION OF OFFER
Proposals submitted in response to this RFP are irrevocable for a period of one hundred twenty (120) business days following the deadline for submission.
PROPOSAL SUBMISSION AND DEADLINE REQUIREMENTS
Please submit nine (9) printed copies of your proposal and all related information in a sealed
envelope/package, via certified mail directly to:

Maria K. Day-Marshall
Interim Executive Director
District of Columbia Housing Finance Agency
815 Florida Avenue, N.W. Washington, D.C. 20001
Attention: Jackie Reid

All proposal packages should be clearly marked “Proposal for Financial Management Software”
so that they can be segregated from other mail.

QUESTIONS
Questions from Bidders will ONLY be accepted via email at biddermail@dchfa.org and must be
submitted by November 4, 2014. Any communication with the Agency relating to this RFP must
be submitted through the biddermail@dchfa.org mailbox. Questions received through any
other means such as telephone, mail or fax, or after November 4, 2014 will not be accepted or
responded to. The email above will be checked twice per business day, at 9:00 a.m. and at 2:00
p.m. ET. It is the Agency’s goal to answer all questions within two (2) business days of receipt.
However, the Agency will decide whether an answer can be given, as well as turnaround time
based on availability of time to research and communicate an accurate response. The Agency
will notify the submitting Bidder in cases where an answer cannot be provided or will require
more than two (2) business days to research. All questions and answers, as well as this RFP and
any additional information deemed necessary by the Agency, will be posted to and available on
the Agency’s website: www.dchfa.org. It is the Bidders responsibility to review all information
posted to the Agency’s website prior to submitting a proposal.