



District of Columbia Housing Authority

1133 North Capitol Street, NE Washington, DC 20002-7599

202-535-1000

Tyrone Garrett, Executive Director

AMENDMENT

AMENDMENT NO. 1

ISSUED: November 15, 2017

SOLICITATION NO.: 0018-2017
Enterprise Resource Planning (ERP) Systems Solution

The District of Columbia Housing Authority (DCHA) hereby amends the subject solicitation after proposal closing, but prior to award. Based upon the complexity of the scope and proposals received in response to the solicitation, DCHA adds a Product Demonstration by revision to the Proposal Content, Evaluation Criteria and Timetable within the solicitation as detailed in Attachment A.

Respondents are encouraged to visit our website at www.dchousing.org to stay informed of future procurement of similar items and current DCHA business opportunities.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

END OF AMENDMENT NO. 1

Cheryl Moore
Contracting Officer

**Attachment A
DCHA RFP 0018-2017
Enterprise Resource Planning (ERP) Systems Solution
Amendment No. 1**

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SECTION C- INSTRUCTIONS, CONDITIONS AND NOTICE TO RESPONDENTS

C.4 CONTENT OF PROPOSALS

G. Functional Fit

This section is worth 80 points out of 487.5 total points in the Evaluation Factors described in Section E.

Provide narrative discussion of the functional fit of Respondent product based on a review of DCHA's System Solution Checklist and current operational procedures included in Appendix I and the other requirements of this RFP (including with respect to required interfaces to third party systems). Respondents should review the Appendix I and RFP materials and indicate the extent to which their products fit DCHA's specifications and current and proposed procedures, and identify clearly any gaps. For identified gaps, an approach to bridging the gaps should be proposed based on information known at the time of the submission. This section must address the Respondent's and the solution's ability to implement and provide functionality that allows DCHA to meet HUD and other regulatory requirements applicable to it as a housing authority.

ADD

Respondent shall prepare and deliver Product Demonstration that represents ERP Solution Proposed. Respondents can have up to 1 day and ½ for their Product Demonstration and factor into this, time for questions and responses. Respondents should present on site at DCHA headquarters.

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SECTION E -EVALUATION FACTORS FOR AWARD

E.3 TECHNICAL AND COST EVALUATION AND SELECTION CRITERIA

E.3.1 Breakdown of Technical and Price Evaluation Factors

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**Attachment A
DCHA RFP 0018-2017
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<p>Functional Fit Provide narrative discussion of the functional fit of Respondent product based on a review of DCHA’s System Solution Checklist and current operational procedures included in Appendix I and the other requirements of this RFP (including with respect to required interfaces to third party systems). Respondents should review the Appendix I and RFP materials and indicate the extent to which their products fit DCHA’s specifications and current and proposed procedures, and identify clearly any gaps. For identified gaps, an approach to bridging the gaps should be proposed based on information known at the time of the submission. This section must address the Respondent’s and the solution’s ability to implement and provide functionality that allows DCHA to meet HUD and other regulatory requirements applicable to it as a housing authority.</p> <p>ADD <i>Appendix I and Product Narrative is worth 30 of the 80 Points for Functional Fit.</i></p> <p>ADD Respondent shall prepare and deliver Product Demonstration that represents ERP Solution Proposed. Respondents can have up to 1 day and ½ for their Product Demonstration and factor into this, time for questions and responses. Respondents should present on site at DCHA headquarters.</p> <p><i>Product Demonstration is worth 50 of the 80 Points for Functional Fit.</i></p>	<p>80</p>
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SECTION F-TIMETABLE (SELECTION PROCESS)

F.1 TIMETABLE (**)

AFTER	Evaluation Period	Begin November 1, 2017
ADD	Product Demonstrations	Begin November 27, 2017
BEFORE	Submission Date for Board Committee Review	TBD