Question: Can you please confirm the deadline for submitting questions about the RFP is Wednesday, October 2, 2024? It is listed as Tuesday, October 2, 2024 and I wanted make sure I do not need to send them today.

Answer: the last day to ask questions about our RFP is **Wednesday**, October 2, 2024 at 5 pm.

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Question: Could you please provide a breakdown of the 150 end users by department? This information will help us accurately quote the necessary training for the County of Riverside team.

Answer: In Executive Management, there are 4 main users.

In our Fiscal Department there are 13 users and we are planning on adding 2 more positions to our fiscal team

For our HCV Program, we have 75 users. We will be adding 5 additional positions in the near future.

For our property management team, we have 5 users. These 5 users will also need access to Purchase Orders and some components of the Tenant Receivable side.

We also administer several grant funded program and would like the new software to include grant management functions such as tracking of grant expenses. There are about 15 users who would use this if it is available and offered in your software package.

The 150 is the maximum users that we anticipate having, but for now we have a little over 100 users.

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Questions & Answers:

- Number of security roles: 2
- Do you submit 50059s? NO
- Do you have Tax Credit units? NO
- Do you need supplemental data converted? Supplemental data for Tenants and Owners is anything that is not included on the 50058, such as tenant phone number, owner address, direct deposit info (if applicable) YES, we would like all information that is currently in our current software system converted over to the new software system.
  What supplemental data do you want converted? Examples: active Waiting List, year to date balances for owners, open inspections, supplemental data for tenants and owners (as mentioned above) All Document Imaging data converted into new software and including data from IMS21 Vanguard System which is not currently integrated into WinTen2+/Tenmast software system.

- Will you need any custom financial integration? NO, we expect this system to already include a full financial module.
- Are there any other Custom Programming needs? Ex: custom documentation (not standard HUD docs), custom export, custom reports As needed per HUD's requests
- Number of Users for the financial modules (Accounts Payable = 2, General Ledger =11, Purchase Order = 20):
- Number of Users for Fixed Assets module: 3
- Financials Metrics

1. Number of Entities: One whole entity with four different divisions (funds)
2. Number of Chart of Accounts: We currently utilize GL Codes and have 1,142 G/L codes.
3. Number of Vendors: 5,658
4. Avg. Monthly AP Transactions: 400

- Fixed Assets Metrics
   1. Companies/Entities: One whole entity with four different divisions

   2. Number of Financial Books: One book to include all four divisions (funds)

   3. Tax Books Required: Not required except 1099 reporting

   4. Number of Assets: We have three types of assets; land, buildings, and equipment. We have about 400 asset items.