



## ADDENDUM # 1

To: File 2011-208-51-5087

RFP for: Risk Management Information System (RMIS)

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The following questions are asked:

**Question 1:** Specification Section B (RFP page 28/38) reads “Compare claim administration” while row 13 in the Risk Management Survey (RFP page 38/78) reads “Complete claims administration.” Please confirm if these should match, and if so, which is correct. Our goal is to confirm whether any claims will be fully administered in-house by SAHA staff or if all reserves, payments, and settlements will be processed by the four carriers listed.

**Answer 1:** Property, Liability, and auto claims below our deductible may be administered in house by SAHA staff.

It should state the following in the specifications and the survey:

- Complete claims administration and compare claims to others for benchmarking.

**Question 2:** How many properties in total are managed/tracked by SAHA?

**Answer 2:** 95 properties are currently in the portfolio but subject to change.

**Question 3:** How many individuals in the field are typically responsible for providing/updating Cost or Risk values for each round of updates?

**Answer 3:** Less than 10 administrators and approximately 500 users.

**Question 4:** What is SAHA’s preferred initial term for the “firm-fixed contract” (page 13 “Term and Type of Contract Award”)?

**Answer 4:** The contract is for 1 year with 4 additional options to extend the contract in 1 year intervals. The total contract is for up to 5 years.

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**Question 5:** For Certificate of Liability tracking, how many individual “insured” (e.g., tenants, vendors, contractors, etc.) does SAHA actively manage at any point in time?

**Answer 5:** 150 currently but subject to change

**Question 6:** Do the insured typically fall into a predefined risk profile to determine insurance requirements?

**Answer 6:** Yes this applies to multiple categories such as vendors and properties.

**Question 7:** Does SAHA have an existing direct contract with DocuSign for electronic signatures?

**Answer 7:** Yes.

**Question 8:** Please confirm whether the following list of required ongoing data feeds is correct:

1. Texas Mutual: claims/incidents

Answer: Yes

2. Texas Political Subdivision: claims/incidents

Answer: Yes

3. Housing Authority Insurance Group: claims/incidents

Answer: Yes

4. LocalGovU: claims/incidents

Answer: No, employee training records

5. HTVN: employee training records

Answer: Yes

6. Elite: property and tenant records

Answer: Yes

7. Yardi: property and tenant records

Answer: Yes

8. JD Edwards: two-way accounts payable/finance data

Answer: Yes



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**Question 9:** Please provide clarification on what SAHA requires for respondents to demonstrate that they can comply with all applicable deferral, state, and local laws, rules, regulations, ordinances, and codes (Tab 2, Experience).

**Answer 9:** Hold all applicable state and federal licences and registrations for services and software requested in the RFP.

**Question 10:** Please confirm that Form 1295 does not need to be submitted as part of a respondent's proposal.

**Answer 10:** No it doesn't. This will be done later after the award of the contract. The Conflict of Interest Questionnaire needs to be sent in with the proposal.

**Question 11:** Please confirm if a San Antonio Business License is necessary even if the respondent is properly qualified to conduct business in Texas.

**Answer 11:** No, a San Antonio Business License is not required.

**Question 12:** The RFP has a requirement that the Contractor must be familiar with federal guidelines issued by HUD known as the "General Conditions of the Contract for Construction" (see form HUD 5370). Please confirm this is not applicable to this RFP requesting a SaaS solution.

**Answer 12:** The HUD documents attached are for Non-Construction (form HUD-5370-C).

**Question 13:** The M/WBE Utilization statement is required to be completed for submission for a proposal. However, we ask for an exception/waiver for this requirement. The specifications and necessary requirements for performing the contract make it impossible or economically infeasible to divide the contract to enable Origami to use MBEs and/or WBEs in accordance with the applicable participation. We have several government agencies at local, state, and federal level that we currently work with under our existing SaaS model without MBE/WBE participation.

**Answer 13:** We cannot give a waiver. The response to this section is a scoring factor. Vendors can include suppliers or service providers they use for their daily operations. Identify what efforts you can or will make to identify and utilize SWMBEs.



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**Question 14:** Please confirm if a digital signature with validation stamp is acceptable for the original signed copy.

**Answer 14:** No, a physical proposal must be sent in as requested in section VIII. Responses in the RFP with an original “ink” signature.

By: Shayne Everett-Endres  
Shayne Everett-Endres, Purchasing Agent

Date: January 04, 2021