



Request for Information

For

Public Housing Inspection Software

For

HOUSING AUTHORITY OF THE CITY OF SAN ANTONIO, TEXAS AND AFFILIATED ENTITIES

Date Issued: March 13, 2019

RFI #: 1903-208-76-4898

Closes: March 22, 2019 at 11:00 AM

Prepared by:

Department of Procurement
of the
San Antonio Housing Authority
818 South Flores Street
San Antonio, Texas 78204

President and CEO..... David Nisivoccia

- 1.0 The Housing Authority of the City of San Antonio, Texas and its affiliated entities (the “San Antonio Housing Authority or SAHA”) hereby invites independent Contractors to submit information for Public Housing Inspection Software.**
- 2.0 SAN ANTONIO HOUSING AUTHORITY (SAHA) CONTACT:** All questions or request for documents pertaining to this RFI shall be addressed to Charles Bode, Asst. Director of Procurement and General Services, telephone 210-477-6703, fax 210-477-6167 or e-mail at charles_bode@saha.org.
- 3.0 APPLICABILITY:** By submitting a response, the respondent understands that this is not a solicitation for purchase and that the Agency has the right to utilize the information submitted for any future solicitations, if any, to procure a product(s) of this type and capabilities.
- 4.0 SAHA’s RESERVATION OF RIGHTS: SAHA reserves the right to:**
 - 4.1** Not issue a subsequent solicitation.
 - 4.2** Issue a solicitation for the purposes of procuring this or similar products based on the information received.
 - 4.3** Determine the date and timing of any solicitation, if issued.
- 5.0 BIDDER’S RESPONSIBILITY:** Each respondent is requested to carefully review and comply with all instructions provided herein, or provided within any named attachments or addenda.
- 6.0 DEADLINE:** Responses are due at the time and date posted herein. SAHA reserves the right to extend the posted deadline at any time prior to the deadline.
- 7.0 QUESTIONS:** All questions concerning this RFI must be submitted in writing five (5) days prior to the closing deadline.
- 8.0 FORMS:** Responses shall be submitted utilizing the forms included herein. Submission of information on forms other than the SAHA forms is OK but use of our forms is preferred. Submission on other forms however may result in missed or misinterpreted data.
- 9.0 COSTS:** SAHA does not compensate respondents for any costs that may be incurred in responding to this RFI.
- 10.0 Responses may be hand delivered to:**

**San Antonio Housing Authority,
Attn: Charles Bode
Asst. Director of Procurement
818 S. Flores, San Antonio, TX 78204
Or Faxed to: Attn. Charles Bode at 210-477-6167
Or Emailed to: charles_bode@saha.org**

ATTACHMENT A

Scope of Information

The San Antonio Housing Authority (SAHA) seeks information related to the capabilities of currently available cloud based Public Housing Inspection Software with the goal of improved maintenance, REAC and UPCS scoring.

Please complete the attached table indicating your firm's software capabilities. You may include any additional information as attachments.

Please explain your pricing structure that addresses the following data:

Is your price based by the number of housing units? SAHA currently has 5337 housing units in its public housing portfolio.

Is your price charged on a per property basis without regard to the number of housing units? SAHA currently has 56 properties that would utilize this software.

Is your pricing charged by the number of end users?

Are there a price breaks for a certain # of users (ex.: 5, 10, 20 etc.)?

Is there an enterprise level license you offer? What is the basis for the fee associated with the enterprise license option (ex. per month, per year) that is not associated with either the number of units, properties or end users?

Inspection Software Desired Features

Item	Feature	Complies	Notes, Comments
1	Secure Cloud Based including storage		
2	Can be utilized on-line or off-line		
3	Works with Android and IOS		
4	Works on multiple devices (PC, Cell, Tablet)		
5	Ability to log into a dashboard website from anywhere		
6	Emailable Customer support		
7	Property condition inspections		
8	Housekeeping inspections		
9	Due Diligence inspections		
10	Move-in/Move-out inspections		
11	Unit make ready inspections with estimated cost		
12	Create inspections from mobile device		
13	Ability to create customizable inspection checklist		
14	File audits		
15	Customizable reports (exportable to excel, pdf) with our logo		
16	REAC inspection predictive scoring		
17	Ability to create a customizable agency specific inspection and ratings utilizing this software		
18	Email report directly from device		
19	E-signature feature for Resident signature		
20	Unlimited Digital Photos Per defect instantly connected to inspection findings and not stored on device once report is uploaded		
21	The ability to add captions to pictures in the inspection software		
22	Easily updated property information (Adding and deleting units, buildings etc.)		
23	Unit inspection tracking and history		
24	Ease of use for inspector.		
25	Able to tell inspector if an item was missed during an inspection		
26	Downloaded inspection displays property information.		
27	Price list for make ready inspections and resident chargeback		
28	Email notification to inspector when an inspection is created		
29	Multiple inspectors (2 minimum) on an inspection can upload results into one report.		
30	Predefined notes		
31	The ability to mark items fixed during a REAC inspection		
32	Create a follow up inspection from a previously completed inspection report		
33	Ability to reopen a closed inspection from the mobile app		
34	Available through a Purchasing Cooperative		
35	Cost Structure provided		