



1004 Illinois St. Hot Springs, AR 71901 (501)624-4420 FAX (501)244-3075  
EXECUTIVE DIRECTOR: LINDA LANGAN

**Request for Proposal for  
Housing Authority Management & Accounting  
Software- With Data Migration**

**Addendum No. 01**

**April 27, 2026**

The Housing Authority of the City of Hot Springs “HACHS” is hereby clarifying and answering questions regarding the Request for Proposal.

**Clarification 1:** In regard to Attachment A, it states that the completed questionnaire must files under Tab No. XX of the “hard copy” tabbed proposal submittal. There is no hard copy needed for this RFP. Please place the completed questionnaire under Folder 3 “Scope of Services.”

**Clarification 2:** This RFP does not take consideration for fee accounting services. Fee accounting services would be a separate procurement.

**Clarification 3:** The submission deadline is May 8<sup>th</sup>, 3 pm CST. The RFP will be submitted in a zipped folder to [cgoodin@hshousing.org](mailto:cgoodin@hshousing.org)

**Clarification 4:** If you received the RFP and then an amended RFP, the amended RFP changed the submission date from April 30<sup>th</sup> to May 8<sup>th</sup>. Other than that, the RFPs are identical to each other.

**Clarification 5:** The Boycott Isreal form will be for the awarded vendor when it signs into contract. It is not needed for RFP submission.

**Question 1:** Under Scope of Services, are there specific third-party vendors you’re looking to integrate with?

**Answer:** There are no specific third-party vendors in mind.

**Question 2:** How many end users are required for the software? For the accounting software, how many users are required?

**Answer:** The total end users for all software will be up to 13 users. If the accounting software users have a different rate than the others, then up to 5 users can be used including fee accountants and auditors.

**Question 3:** Will you need Fixed Assets Accounting software? If so, how many users will need access and what is the approximate fixed assets you currently have.





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**Answer:** Yes, we will need a Fixed Assets Accounting module as part of the software. Up to 4 users, including fee accountants and auditors, will need access to the module and there are approximately 40 items listed in our fixed assets inventory.

**Question 4:** Do you submit any units to TRACS or only to PIC?

**Answer:** We submit only to PIC.

**Question 5:** For the 365 PBV RAD units, can you please clarify what you mean by administrative duties? How many properties make up the 365 units?

**Answer:** We manage the wait list for PBV RAD applicants. It is currently one property under a management company that has three sites. We currently pay the Section 8 Hap invoices to the management company. We don't manage the property at this time, but there could be a time in the future when we do so.

**Question 6:** In terms of accounting software, what is the total number of entities you have?

**Answer:** We have Housing Authority of the City of Hot Springs and our non-profit Hot Springs Public Facilities Corporation. The software must have the capability to have financials for both entities.

**Question 7:** How many unique financial books do you have (GAAP, Fed, AMT)?

**Answer:** For the purposes of the RFP, we are looking for the accounting software as listed in Section 3. For any unique financial books, we plan to use fee accountants which will be a separate procurement.

**Question 8:** On Attachment A under Training, can you please clarify what you mean by "End-User", "Intermediate User" and "Technical Level"?

**Answer:** "End-User" will be final user, or someone who will use the software daily. "Intermediate-User" is a user who will be someone who can access the software but will not be using it daily, i.e. fee accountants and auditors. Technical level training refers to any training for full-time HACHS staff for software that is not part of everyday use. Basically, we want to know if the bidder offers training for all skill levels.

This addendum **DOES NOT** change the original bid date, time, or location.

**END OF ADDENDUM**

*We do business in accordance with the Federal Fair Housing Law which states: It is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin.*