



**HOUSING AUTHORITY OF THE CITY OF TULSA**  
415 E. INDEPENDENCE  
TULSA OK 74106

**ADDENDUM #3**  
**RFP FOR PAYROLL/HRIS/TIMEKEEPING/PERFORMANCE MANAGEMENT**  
**SOFTWARE SYSTEM FOR THE**  
**HOUSING AUTHORITY OF THE CITY OF TULSA**

*Page 1 of 7*

**DATE OF REQUEST FOR PROPOSALS:** MARCH 8, 2018  
**DATE OF ADDENDUM ISSUE:** MARCH 19, 2018  
**ISSUED BY:** DENISE BRINKER, PROJECT MANAGER - CONSTRUCTION SERVICES  
**RE:** CLARIFICATION:

**THIS SCOPE OF WORK IS HEREBY MADE PART OF THE CONTRACT AS THOUGH IT HAD BEEN INCLUDED ORIGINALLY THEREIN, AND IT SHALL SUPERSEDE ANYTHING CONTAINED IN THE CONTRACT WITH WHICH IT MIGHT CONFLICT.**

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**CLARIFICATION:** *It was brought to our attention that the LEGEND for the "System Requirements" was not attached to the original RFP. LEGEND is attached as follows:*

*SEE ATTACHMENT – ONE (1) PAGE Excel Spreadsheet containing LEGEND*  
*ONE (1) PAGE Excel Spreadsheet containing space or Additional Information.*

NON-COLLUSIVE AFFIDAVIT was omitted from the original RFP. *Attached. One (1) page.*

**NOTE:** PROPOSAL DEADLINE SHALL NOT BE CHANGED

**PROPOSALS ARE DUE ON OR BEFORE**  
**APRIL 12, 2018, @ 2:00 PM**

## Legend

As a reference point, each functional requirement has been classified to assist the Bidder in understanding its significance to Tulsa Housing Authority. Accordingly, each requirements has been prioritized as 1, 2 or 3.

For each of the functional requirements within this Excel spreadsheet, please indicate with an "X" whether the functionality is:

<b>Y</b>	<b>Yes</b> - A standard feature.
<b>N</b>	<b>No</b> - Not a standard feature and unavailable from the system.
<b>CR</b>	<b>Canned Report</b> - Available without modification from a report that comes with the system.
<b>MR</b>	<b>Modified Report</b> – Will be made available by the vendor using a custom report writer and is included in the estimate of proposed implementation services.
<b>M</b>	<b>Modification</b> - Will be accomplished by the vendor through modifications to the system (memo fields, system settings, etc.) and is included in the estimate of proposed implementation services.
<b>C</b>	<b>Customization</b> - Will be accomplished by the vendor through custom programming to the system and is included in the estimate of proposed implementation services.
<b>Comment</b>	Bidders are encouraged to use the Comment section in situations where the Bidder would like to expand on their Y, N, CR, MR, M and C responses. If the additional information is extensive the Bidder may provide an index reference in the Comments column and then provide the corresponding detail within the Additional Information tab. To streamline the use of an index reference, please reference the Requirement by Row number and provide a copy of the requirement in the Additional Information tab.

**Tulsa Housing Authority**  
**#18-029**  
**Housing Management System Requirements**

Tulsa Housing Authority  
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Housing Management System Requirements

Tulsa Housing Authority  
#18-029  
Housing Management System Requirements

[illegible]

**FORM OF NON-COLLUSIVE AFFIDAVIT**

**A F F I D A V I T**

(PRIME BIDDER)

STATE OF \_\_\_\_\_ )  
 ) SS  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, bring duly sworn, deposes and says: that he is  
(Name)

\_\_\_\_\_, of the firm/company of \_\_\_\_\_,  
(Partner or Corporate Title)

the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the TULSA HOUSING AUTHORITY or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

\_\_\_\_\_  
SIGNATURE

(Bidder, if an individual)

(Partner, if a Partnership)

(Officer, if a Corporation)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission expires: \_\_\_\_\_

( S E A L )