Addendum No. 1: Responses to Vendor Questions

Request for Proposals: Financial Management System with Integrated Timekeeping, released October 9, 2026

Issued by Housing Forward · Addendum date: 10/23/2026

This addendum extends the proposal deadline by one week, offers each prospective vendor an optional meeting with Housing Forward, answers written questions received by October 16, 2026, and corrects the RFP where noted. It is shared with all vendors and becomes part of the RFP. Where this addendum and the original RFP differ, this addendum governs. *Items highlighted in yellow require Housing Forward input before release.*

Deadline extension and revised schedule

The proposal deadline is extended one week, to **Wednesday, November 11, 2026, 5:00 p.m. Central**. The revised schedule below replaces the schedule in Section 7.

Milestone	Revised date
RFP released	Fri, Oct 9, 2026
Written questions due	Fri, Oct 16, 2026 (closed)
Addendum No. 1 issued	**10/23/2026**
Optional vendor meetings (see below)	**Thu, Oct 29 – Thu, Nov 5, 2026**
Proposals due	**Wed, Nov 11, 2026, 5:00 p.m. Central**
Shortlist notified	**Tue, Nov 17, 2026**
Demonstrations and interviews	Week of **Nov 30, 2026**
Finalist reference checks and follow-up	Week of **Dec 7, 2026**
Vendor selection	**Fri, Dec 11, 2026**
Target go-live	Thu, Jul 1, 2027 (unchanged)

Optional vendor meeting

Each prospective vendor may request one **45-minute virtual meeting** with Housing Forward to review expectations before submitting a proposal.

- **How to request.** Email Shante Joseph (shante.joseph@housingforwardntx.org) by **Wed, Oct 28, 2026** with your company name, attendees, and two or three preferred times.
- **When.** Meetings will be held between **Oct 29** and **Nov 5, 2026** and scheduled in the order requests are received.

- **Format.** Housing Forward will give a brief overview of its current operations and priorities, then answer vendor questions. Meetings are not product demonstrations and are not scored.

- **Fairness.** The same opportunity is offered to every vendor. If a meeting clarifies or changes a requirement, Housing Forward will share that information with all vendors by addendum. Only written addenda modify the RFP.

- **Contact.** These meetings are an approved exception to the no-contact provision in Section 7. All other communication remains through the designated contact.

Attending a meeting is optional and does not affect evaluation.

Corrections to the RFP

Item	Correction
RFP release date	The RFP was released **Friday, October 9, 2026**, as shown on the cover. The "Wed, Oct 7, 2026" release date in the Section 7 schedule is an error.
Proposal due date	Extended to **Wednesday, November 11, 2026, 5:00 p.m. Central** (see revised schedule). This replaces the November 4 date in Sections 1 and 7.
K-13 priority	K-13 (integrated timesheets) is **Mandatory (M)**, consistent with Section 3 and TM-000. The "S" shown in the Section 4 checklist is an error.
K-11 priority	K-11 (fixed or estimated administrative draws with quarterly true-up) is **Mandatory (M)**, consistent with DR-002 through DR-004. The "S" shown in the Section 4 checklist is an error.
Order of precedence	Where the Section 4 checklist and Appendix A differ, Appendix A and Section 3 govern. Vendors should respond to the checklist using the corrected priorities above.

Responses to questions

Q1. Submission date

We see it is the 4th and 6th as vendor submission dates. Can you clarify the date of submission?

The RFP listed November 4, 2026. With this addendum, the deadline is extended to **Wednesday, November 11, 2026, by 5:00 p.m. Central**, submitted electronically as a single PDF to Shante Joseph (shante.joseph@housingforwardntx.org). No other submission date applies.

Q2. Differences between the checklist and the appendix

Which priorities are to be used where there are differences between the checklist and the appendix? Integrated timesheets are preferred under K-13 but mandatory in Section 3 and TM-000. Fixed administration draws and quarterly adjustments are strongly preferred under K-11 but mandatory under DR-002–004.

Section 3 and Appendix A govern. Both K-13 and K-11 are corrected to Mandatory (see Corrections above). Per Section 7, a response of N (not available) to a mandatory requirement reduces the score but does not by itself disqualify a proposal.

Q3. Current timekeeping platform and acceptable integration

What is the current timekeeping platform being used, and what constitutes an acceptable integrated timekeeping solution? Does "using the same coding dimensions, validation, workflow engine, and audit trail as the FMS" indicate that all approvals and workflows must be executed within the FMS even if the timecard data is initiated in another platform?

Housing Forward currently records time in **[current timekeeping tool]**, separately from payroll (Paycor/Payflex) and the general ledger (QuickBooks Online). Allocation of staff time to grants is performed manually.

An acceptable solution is either (a) timesheets native to the FMS, or (b) time captured in another platform through a vendor-supported, pre-built integration. Under option (b), approvals may be completed in the originating time platform only if all of the following are met:

1. **Shared coding.** Employees can select only grant, program, activity, and funding values synchronized from the FMS, with the FMS validation rules applied at entry (e.g., expired awards and invalid employee/grant combinations are blocked before submission). No free-text or locally maintained codes.

2. **Approval record carried into the FMS.** Each approved timesheet arrives in the FMS with its full approval history (approvers, timestamps, rejections, delegations, comments), viewable by drill-down from the posted labor transaction.

3. **No rekeying.** Approved time posts to labor distribution automatically, without manual export, import, or re-entry.

4. **Controlled corrections.** Changes after approval are routed through a workflow with reason, approval, and audit trail, and flow automatically to labor, grant reporting, and draws (TM-010, TM-011).

Vendors proposing option (b) must name the time platform, state who supports the integration, and describe how each condition above is met.

Q4. Allocation of PTO and other non-productive time

Is PTO and other nonproductive hours allocated the same as the award, or are they allocated using a different method, such as an overhead pool or allocation based on productive allocation?

Housing Forward's current practice is **[current practice, e.g., leave charged in proportion to each employee's productive time for the same pay period]**. Consistent with 2 CFR 200.431, leave costs must be allocated equitably to all related activities, including federal awards.

The system must support, at a minimum, configurable allocation of paid leave and holidays (1) in proportion to the employee's productive time distribution for the same pay period, and (2) through a fringe benefit or leave pool allocated by rate. Vendors should state which methods are standard, how the method is set (organization-wide, by employee group, or by leave type), and how leave stays distinguishable from productive time in grant reporting (TM-008).

Q5. Time corrected after a period closes or a draw is submitted

What should happen when time is corrected after a fiscal period closes or a draw is submitted? Should the original period reopen, should an adjustment post in the current period while retaining original service dates, and how should submitted draws be corrected?

- **Closed fiscal periods.** Closed periods should not be reopened for routine time corrections. The correction should post as an adjustment in the current open period, keep the original work dates and a link to the original timesheet, and carry the approval and reason required by TM-010. Reopening a period remains a permission-controlled exception (GL-007).

- **Grant reporting.** Grant and award reports must be able to report the adjustment by original service date, so period-of-performance and budget-period tests use the date the work was performed.

- **Submitted draws.** Submitted draws are not altered. The system should identify the over- or under-reimbursement caused by the correction, link it to the original draw, and carry the approved adjustment into the next draw or quarterly true-up (DR-004). If the affected award has ended or cannot absorb the adjustment, the system should flag it for refund or other resolution.

Q6. HUD SAGE deliverable

What is the required HUD SAGE deliverable? Is the requirement a financial supporting report, an upload file, direct submission, or a broader report that combines financial and program data? Is there any relation to HUD Sage and Sage Intacct?

The requirement is a **financial supporting report**, not an upload file or direct submission. HUD Sage is HUD's online reporting system for annual performance reports. For each grant and operating year, the FMS must produce expenditures by HUD eligible cost category (e.g., rental assistance, leasing, supportive services, operating, HMIS, administration) and match by source and type, generated directly from posted transactions (GR-009, RP-008). Housing Forward staff will enter or reconcile these figures in Sage. Program and client data come from HMIS and are out of scope.

HUD Sage has no relation to Sage Intacct or any other Sage Group product. The RFP is vendor-neutral.

Q7. Administrative draw formula

What is the administration draw formula? Does "1/12 of the 5% allowance" apply to an annual budget, the total award, or another base?

The base is the **approved administrative budget for the award's current budget period**, not the total multi-year award. For a 12-month award, the monthly draw equals the approved administrative budget divided by 12. For example, a $1,200,000 award with an approved 5% administrative budget of $60,000 yields a $5,000 monthly draw, reconciled quarterly to actual eligible administrative cost.

The system must allow each award to set the administrative percentage or amount, the base, the number of periods, and the start month. If the administrative budget is amended, the remaining balance should be re-spread over the remaining periods from the amendment's effective date.

Q8. Grant revenue-recognition policies

What grant revenue-recognition policies must the system implement?

Housing Forward follows U.S. GAAP for not-for-profits. Most government grants are treated as conditional contributions under ASC 958-605. The system must support:

- **Cost-reimbursable grants.** Revenue recognized as allowable costs are incurred, with a grant receivable for costs incurred but not yet drawn.
- **Advances.** Amounts received before costs are incurred recorded as refundable advances (liabilities) until earned.
- **Fixed or estimated draws.** Revenue still follows actual eligible cost. Differences between amounts drawn and costs incurred stay in receivable or refundable advance until the quarterly true-up.
- **Exchange contracts.** Any fee-for-service or exchange arrangements recognized under ASC 606.
- **Unconditional contributions.** Private contributions with donor restrictions tracked by restriction and released when the restriction is met.

Revenue recognition must be configurable by award (DR-008). **[Confirm]**

Q9. Systems replaced, retained, or integrated

Which existing systems will be replaced, retained, or integrated?

System	Current use	Status
QuickBooks Online	General ledger, AP, AR, reporting	Replace
Offline spreadsheets	Grant tracking, allocations, draw support	Replace

Current timekeeping tool	Staff time recording	Replace, or retain only if it meets the Q3 conditions
Subrecipient invoicing tool	Subrecipient invoice intake and review	Retain; future integration (see below)
Rental payment tool	Rental assistance payments	Retain; future integration (see below)
Paycor/Payflex	Payroll processing	Retain and integrate (IN-001)
Susser Bank	Banking, ACH, positive pay	Retain and integrate (IN-002)
HMIS	Client and program data	Retain; no integration required
Identity platform	Sign-in and user management	Retain; integrate for SSO/MFA (SC-002)

Subrecipient invoicing and rental payment tools. Housing Forward will keep both tools, and integration with the FMS is not required at go-live. Housing Forward expects to integrate them in the future, so vendors should describe:

- How invoice and payment data from these tools could flow into the FMS without rekeying (API, file import, or pre-built connector), with award, cost category, and subrecipient coding applied
- How the FMS would keep the payment and draw status of these transactions in sync
- Interim options at go-live, such as a scheduled file import or summary journal with supporting detail
- Estimated effort and cost for future integration, priced as an optional item

Q10. Cash by fund and award

Does "cash by fund/award" require a self-balancing balance sheet for each fund, separate bank accounts, or an allocation of pooled cash? How should shared cash, interfund balances, and temporary funding deficits appear?

Grant and other government funds are held in pooled operating cash at Susser Bank. Private donations are held in a separate bank account. Separate bank accounts by award are not required.

- **Fund level.** The system must produce a self-balancing balance sheet for each fund (e.g., unrestricted, each major restricted funding stream), with each fund's share of pooled cash tracked through automated due-to/due-from entries.

- **Private donations.** Cash in the separate donations account must be identifiable by bank account and fund, and reconciled separately. Transfers between the donations account and pooled operating cash must be recorded with their fund and restriction impact.

- **Award level.** A full balance sheet per award is not required. The system must report each award's cash position (drawn and received, less disbursed), receivable, and refundable advance.

- **Temporary deficits.** When an award has spent more than it has received, the deficit appears as a receivable on the award and a due-from balance funded by unrestricted cash, and is reported, not blocked.

Vendors should describe how pooled cash is allocated and whether interfund balancing is automatic.

Q11. Conversion of active grants

For active grants, how many years and transactions must be converted? Must history become original transaction types with attachments and approvals, or can detailed grant history reside in a linked reporting structure?

- **Scope.** Approximately 25 active awards. History must be converted from the earliest start date among active awards (expected to be **[fiscal year]**) through cutover, about **[number]** general ledger lines per year. Housing Forward will confirm volumes during discovery.

- **Form of history.** Historical transactions do not need to be recreated as original transaction types. Converted detail may be loaded as journal-level transactions, provided each line keeps date, payee, amount, account, award, cost category, draw reference, and the original QuickBooks transaction ID.

- **Open items.** Open AP, open purchase orders, receivables, and draws in process must convert as live documents that can be worked in the new system.

- **Attachments and approvals.** Legacy attachments may stay in the legacy archive (MG-010) with an index linked to the converted transaction ID. Legacy approval history is not required, since it currently resides in email.

- **Linked reporting structure.** Acceptable only if grant-to-date, budget-to-actual, and draw reporting in the FMS includes converted history without manual combination, and users can drill to the converted detail. A separate data warehouse that staff must combine by hand does not meet MG-003.