



## **CINCINNATI METROPOLITAN HOUSING AUTHORITY**

### **SOLICITATION NUMBER 2022-8006 REQUEST FOR QUOTATIONS FOR SMALL PURCHASE FOR**

# **Attachment G – Technical Requirements**

## **1.0 TECHNICAL REQUIREMENTS OVERVIEW**

Cincinnati Metropolitan Housing Authority (CMHA) uses the Yardi Voyager 7S system as its Enterprise Resource Planning platform. All resident, applicant, property, waitlist, financial, landlord, procurement and vendor data is maintained in the Voyager system.

Yardi Voyager supports a series of import routines which allow external collected data to be imported in the Voyager platform.

Data collected by the waitlist vendor must follow the format and structure provided in the Import File format section.

## **2.0 IMPORT FILE FORMAT**

Waitlist data collected by the waitlist vendor must be provided in an Excel 2013 or later format (\*.xls). The specific template to be used is “Waiting List Import Template.xls” and is organized as follows:

2.1. Applicant Tab – This tab contains the key demographic data and personal information for the applicant. The vendor will generate a unique ID for each applicant.

2.2 Preference Tab – This tab contains the Preferences chosen by each applicant. The format is one line per applicant ID and preference. For example, if Applicant A chooses one preference, then there will be one line in the Preference Tab for that applicant and that preference. If Applicant B chooses three preferences, then there will be three corresponding lines in the Preference Tab to represent Applicant B-Preference 1, Applicant B-Preference 2 Applicant B-Preference3.

## **3.0 IMPORT FILE REQUIREMENTS**

A subset of the total applicants will be created using a vendor designed lottery program. This lottery program must generate a random list of selectees without regard to time and date signed up.

The final list will be in the format described in Section 2.0 IMPORT FILE FORMAT. In addition, the vendor will provide CMHA with a spreadsheet of every applicant that was not selected in the lottery.