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## ADDENDUM #1

Request for Proposals  
Contract Labor Services  
Solicitation No. 2020-5001

Originally Issued September 14, 2020

### Addendum 1 – Issued September 23, 2020

To Offerors:

The following additions, deductions, changes and corrections to the proposal and specifications for the above referenced project shall hereby be incorporated into the work, and their affect on the proposal shall be reflected in the Offeror's proposal. Offerors shall also verify this fact by indicating the receipt of the addendum in their proposal.

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### **CHANGES:**

**In the event a placement is made for Touchstone Properties Services (TPS), the Touchstone Property Services, Inc. General Terms and Conditions has been added as Attachment C-1. Paragraph 20.4 of the document includes a table showing which TPS properties/entities are taxable are which are not. Pursuant to Section 7.6, invoices for TPS services should be emailed to [touchstoneap@cintimha.com](mailto:touchstoneap@cintimha.com).**

**Attachment E-Contract Acceptance and Award has been modified to include both CMHA and TPS. This update replaces the previous version of Attachment E.**

### **QUESTIONS:**

1. Is it possible to share detailed Job Descriptions for the Administrative/Clerical Support, Management, and Information Technology? This will help us understand your requirements in detail and we can provide a better response. **This information is provided when a staffing request is made by CMHA.**
2. Please confirm if the submission is to be done only electronically and no hard copies are required. **Section 3.2 of the RFP Form confirms this:**

1627 WESTERN AVENUE, CINCINNATI, OHIO 45214

Phone: (513) 333-0670 Fax: (513) 977-5606 TDD: (513) 977-5807 Website: [www.cintimha.com](http://www.cintimha.com)

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**3.1 Proposal Submission:** *All proposals must be emailed to the designated Authority office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 original signed proposal which shall consist of one or several files, along with the fee information in a separate electronic file and the executed Contract Award and Acceptance in a separate electronic file addressed to*

[procurement@cintimha.com](mailto:procurement@cintimha.com)

*The electronic copy should include at least three files: one for the proposal; one for the fee information; and one for the contract award and acceptance. However, the proposal may be in more than one electronic file. The subject line of the email must clearly denote the RFP number and must have the proposer's name. Proposals received after the published deadline will not be accepted.*

3. Please let us know the size of this contract in terms of the number of positions, spend, the average duration of each position. **It is dependent upon the needs of the organization.**
4. How many awards are you planning to make? **Per the second paragraph in Attachment A-Scope of Work, The Authority intends to select a pool of Contractors to provide Contract Labor Services. The actual number of pool participants chosen will depend on the number of qualified proposals received.**
5. Is the MBE certification only allowed by an Ohio certifying agency or is it acceptable from any state within the United States? **MBE certification is accepted from any certifiable organization within and outside of Ohio.**
6. Is the registration with the State of Ohio and/or City of Cincinnati required with the proposal or we can submit after getting an award? **Per 2020-5001 RFP Form, Item #3 in the table under Section 3.0-Proposal Format, The proposer must provide current proof of insurance and licensing requirements including the Registration with the State of Ohio and/or City of Cincinnati. If your business is located outside of Ohio, then provide the applicable state's business registration with your proposal.**

\*\*\*END OF ADDENDUM TO DATE 9/23/20\*\*\*

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