



CINCINNATI METROPOLITAN HOUSING AUTHORITY

SOLICITATION NUMBER 2022-8074

REQUEST FOR QUOTATIONS FOR SMALL PURCHASE  
FOR

**Customer Service and Resident Feedback Services**

DATE ISSUED	10/17/22
NON-MANDATORY PRE-PROPOSAL CONFERENCE	None
SITE VISIT/WALK THROUGH	Not Applicable
LAST DATE FOR QUESTIONS	Questions shall be submitted in writing no later than <b>11:00 AM</b> local time on <b>10/25/22</b> to <a href="mailto:procurement@cintimha.com">procurement@cintimha.com</a> .
PROPOSAL SUBMITTAL RETURN & DEADLINE	<b><u>11/1/22 no later than 11:00 AM</u></b> local time by email to: <a href="mailto:procurement@cintimha.com">procurement@cintimha.com</a>
WHAT TO SUBMIT	Submit: 1 or more files for the proposal; 1 separate file with only the Fee Submittal Form, and 1 separate file with only the Contract Award and Acceptance Form.  All submissions must be in .pdf or equivalent format. Photographs and links to attachments will not be accepted.

CMHA Reserves the right to modify this schedule at its discretion. Notification of changes will be made available to all interested parties via an email and/or by posting on CMHA's website.

**THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS REQUEST AT THE DESIGNATED OFFICE OF CINCINNATI METROPOLITAN HOUSING AUTHORITY ON OR BEFORE THE STATED TIME AND DATE WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR. THE AUTHORITY WILL IN NO WAY BE RESPONSIBLE FOR DELAYS CAUSED BY THE DELIVERY MANNER CHOSEN BY THE RESPONDENT OR CAUSED BY ANY OTHER OCCURRENCE.**



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Table of Attachments		
Attachment	Description	What to do with it
A	Scope of Work	Retain for your records
B	Fee Submission Form	<i>Complete and return</i>
C	General Terms and Conditions	Retain for your records
D	Professional References	<i>Complete and return</i>
E	Contract Acceptance and Award	<i>Complete and return</i>

### 1.0 REQUEST FOR QUOTATIONS FOR SMALL PURCHASE

Cincinnati Metropolitan Housing Authority (CMHA) hereby solicits and requests quotes from qualified contractors to provide *Customer Service and Resident Feedback Services*. This request for quotation is not an offer to buy and should not be assumed as such. The award will be made to the most responsive, responsible contractor(s) who submits the most technically acceptable proposal and meets the overall criteria.

CMHA is a metropolitan housing authority organized and existing under Ohio Revised Code §3735.27, et seq., and is governed by the U.S. Housing Act of 1937, as amended, and subject to regulations under Title 2 and Title 24 of the Code of Federal Regulations.

*CMHA reserves the right to award the contract to multiple Offerors.*

*It shall be clearly understood that all services requested in this QSP are on an “as needed basis” and that the values referred to in response to this QSP in no way constitute a guarantee of the level of effort that may be requested of the successful Offeror(s), or guarantee a certain value.*

### 2.0 ECONOMIC INCLUSION

The Authority has, within the terms of its procurement policy, established the following goals with regards to Economic Inclusion and encourages participation by MBE/WBE and Section 3 Business concerns.

- Minority-Owned Business Enterprise:
  - General Construction: 20%
  - Professional Services: 12%
  - Material/Supplies: 5%
  
- Women-Owned Business Enterprise goal 5%



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- Section 3: meet or exceed applicable benchmarks set by HUD

In furtherance of Section 3 initiatives, any hiring or training opportunities that are generated through this contract agreement should be provided to Section 3 Business Concerns or Section 3 Workers to the greatest extent feasible.

For any questions related to economic inclusion, please email [section3@cintimha.com](mailto:section3@cintimha.com).

### 3.0 ADDENDUM

All questions regarding the QSP and requirements must be submitted in writing to [procurement@cintimha.com](mailto:procurement@cintimha.com) prior to the date on the cover page. Questions will be answered in an addendum that will be emailed to all companies on our proposers' list and/or posted to our website.

### 4.0 QUOTE FORMAT

All quotations should consist of, at a minimum:

- A. A completed Fee Submission Form (Attachment B)
- B. A list of references (Attachment D)
- C. A summary of the company's relevant experience and the company's technical qualifications as described below (Section 5.0 Award Criteria) **The 2<sup>nd</sup> page of the References Form may be completed for this item.**
- D. Contract Acceptance and Award Form (Attachment E)

### 5.0 AWARD CRITERIA

Award shall be made to the responsive and responsible contractor(s) that submits the best value to the Authority using price and other factors listed below as determined by a committee of Authority employees. Factors which will be considered include: fees, relevant experience, and technical capabilities.

The following evaluation criteria will be utilized to evaluate each proposal:

- 5 = Excellent
- 4 = Above Average
- 3 = Average
- 2 = Below Average
- 1 = Poor
- 0 = Non-Responsive



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NO	POINTS	WEIGHTED AVERAGE	FACTOR DESCRIPTION
1	0-5	50%	The <b>PROPOSED COSTS</b> to provide the services requested
2	0-5	25%	<b>Relevant Experience:</b> Firm's experience in the operation of projects of this or greater scope. The evaluation of this criterion will be based upon Attachment E – Professional References <b>and the company's one-page description of the company's related experience.</b> References should be applicable to the type of work requested in this solicitation.
3	0-5	25%	<b>Technical Capabilities:</b> Describe how you would perform the required services.
		<b>100%</b>	<b>Sub-Total Points</b>

### 6.0 CONTRACT

The Authority will not execute a contract on the successful proposer's form of contract. See *Attachment C for Small Purchase General Terms and Conditions* and *Attachment F for Contract Acceptance and Award*. By submitting a response, the successful proposer agrees to the terms in this QSP and the attachments.

All contract documents, including any contractor supplied agreements shall be reviewed by the Procurement Officer and Contracting Officer prior to execution. Please note that contracts are limited to \$50,000.00 over the term of the contract. The term shall not exceed three years.

### 7.0 RIGHT TO REJECT QUOTES

CMHA reserves the right to reject any or all quotes, to waive technicalities, and to accept any quote deemed to be in its best interest. CMHA also reserves the right to seek additional or new quotes and to waive informalities and minor inequities in quotes received.

### 8.0 PUBLIC RECORD

All bids/proposals submitted to CMHA are subject to the Ohio Public Records Law (O.R.C. 149.43) and the Sunshine Act (5 USC 522(b)) and may be subject to disclosure to the public. Information in proposals that would be deemed a trade secret or otherwise not subject to disclosure under public records laws shall be clearly indicated as such by the contractor, including citations from the Ohio Public Records Law or the Sunshine Act for the exemptions. Also, the contractor shall submit one hard copy and one electronic copy of its proposal and other



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submissions, which has been redacted of all trade secrets and other information not subject to disclosure pursuant to a public records request. Failure to do so may subject the entire contents to disclosure under public records laws.

### 9.0 GOLD PERFORMANCE STANDARDS

In 2012, the Authority implemented its motto “Being an Asset to Hamilton County” in addition to establishing Gold Performance Standards which consist of the principles and values by which the Agency performs and how our partners, vendors, contractors and consultants are measured. The Gold Performance Standards are:

<i>Respect</i>	<i>Timely</i>	<i>Exceptional</i>	<i>Initiative</i>
<i>Excellent</i>	<i>Quality</i>	<i>Accurate</i>	<i>Integrity</i>
<i>Value</i>	<i>Creativity</i>	<i>Accountability</i>	<i>Professionalism</i>

It is the Authority’s intent to procure services from a contractor that shares these standards and can clearly demonstrate what they can bring to this project that no other planner can offer.

The contractor’s proposal and overall presentation will be a direct reflection of their understanding of the Authority’s Gold Performance Standards, i.e. quality, creativity and professionalism that the Authority may expect of the contractor as evaluated in the Gold Performance Standard Evaluation Factor.