



ADDENDUM #1

Request for Proposals
HCV Compliance Services
Solicitation No. 2023-2003

Originally Issued January 10, 2023

Addendum 1 – Issued January 30, 2023

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.

QUESTIONS:

1. Would CMHA accept a proposal for just performing a one-time SEMAP certification audit without providing the other services listed in the Scope of Work? **No, this solicitation is for ongoing program audits and training.**
2. Are the supporting documents able to be accessed remotely? Some documents are. HCV tenant files, waiting list information, inspection logs, etc.
Most of the documents can be accessed remotely but there may be an occasional need to come on site.
3. Does CMHA require monthly on-site visits or can testing and training be performed remotely?
Most testing and some training can be done remotely but there may be an occasional need to come on site.

1627 WESTERN AVENUE, CINCINNATI, OHIO 45214

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

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4. Does CMHA perform and submit the SEMAP testing, which the awarded vendor of this contract will test and verify? Or is the awarded vendor performing the SEMAP certification for CMHA?

This is a service to ensure compliance with program rules to help ensure that our SEMAP testing provides a favorable rating of high performer due to the vendor's ongoing monthly program audits. The vendor will not have to conduct the testing or certification for the certification.

5. Under General Requirements 3.1, is the required number of resident files equal to the annual requirement for SEMAP purposes divided by 12, or is there an increased amount required per month?

For audit and compliance purposes the agency is looking for 15% of files for each area per month.

6. Section 4.0 requires vendors to wear masks when entering CMHA-occupied units. Does this refer to CMHA business offices only? Is there a requirement for the vendor to enter housing units to complete any aspect of the testing?

This may be necessary for HQS compliance. This will be discussed with the awarded vendor.

7. What do you have budgeted for the current year for these services?

Please refer to Attachment A Scope of Work section 7.2.1. The current budget is \$150,000.00 annually.

8. The Fee Submission Form asks for a per file amount for onsite internal audits and ongoing remote consulting/compliance reviews. Are you expecting the vendor to absorb all costs associated with travel, lodging, mileage, per diem for onsite internal audit work?

Yes. Please refer to Attachment B Fee Submission Form. The fees shall be a firm fixed price inclusive of all elements required to deliver the services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. Please note that such cost is inclusive of all elements required to provide these services as specified herein and each fee proposed shall be fully "burdened" with profit and overhead costs.

9. The Fee Submission Form asks for a per file amount for monthly training on common errors discovered from the audit. Generally, our training costs are billed at an hourly or per person rate. How are you proposing to bill training at a per file rate?

Price bid in the second column should be the flat rate fee for one monthly training session.

10. The Fee Submission Forms asks for a review of all HAP Contracts and leases, TICs and addendums if applicable including HUD model leases to ensure compliance.

This is only for HCV 50058 move ins to ensure documents are properly signed and in the file.

END OF ADDENDUM TO DATE 1/30/2023