



CINCINNATI METROPOLITAN HOUSING AUTHORITY

SOLICITATION NUMBER 2023-8019

REQUEST FOR QUOTATIONS FOR SMALL PURCHASE

FOR

Translation and Interpreter Services

DATE ISSUED	5/4/23
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 11:00 AM local time on May 11, 2023 to procurement@cintimha.com .
PROPOSAL SUBMITTAL RETURN & DEADLINE	May 18, 2023 no later than 11:00 AM local time by email only to procurement@cintimha.com

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	INTENTIONALLY BLANK	
E	Professional References and Experience Summary	<i>Complete and return</i>
F	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 *Translation and Interpreter 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

This request for quote is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended. Preferences may be given in accordance with 24 CFR 135 and the CMHA procurement policy.

Contractor shall utilize Section 3 residents as defined in the attached Section 3 forms to perform the requirements under this QSP to the greatest extent feasible and shall document such efforts quarterly. There is a 30% goal for hiring Section 3 residents on any contract(s) resulting from this QSP. Contractors will be evaluated on its performance at achieving this goal and such evaluation shall be a factor in future awards.



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Any Section 3, MBE, SBE, or WBE qualified vendor should state specifically such status. Quotes from small business enterprises and minority business enterprises are encouraged.

For any questions related to economic inclusion, please email section3@cintimha.com.

3.0 ADDENDUM

All questions regarding the QSP and requirements must be submitted in writing to 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 E)
- C. A summary of the company's relevant experience and the company's technical capabilities as described below (Section 5.0 Award Criteria) (Contractors may utilize page 2 of Attachment E-Professional References and Experience Summary to respond to the questions.)
- D. Copies of licenses applicable to the scope of work of this QSP (if any)

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, project management ability, 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

NO	POINTS	WEIGHTED AVERAGE	FACTOR DESCRIPTION
1	0-5	50%	The PROPOSED COSTS to provide the services requested



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2	0-5	25%	Relevant Experience: 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 and the <u>company’s one-page description of the company’s related experience</u> . References should be applicable to the type of work requested in this solicitation.
3	0-5	25%	The proposer’s Technical Capabilities (in terms of personnel and training): <ul style="list-style-type: none"> • Include how staff are retained, screened, trained and monitored. • Describe the Minimum Qualifications required for a translator/interpreter assigned to this work, including education, related experience, etc. • Include a list of languages that the contractor can provide.
		100%	Total Points

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,



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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 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 The Authority’s Motto and 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 that the contractor will also adhere to these standards.