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## ADDENDUM #3

Request for Proposals  
Contract Labor and Executive Search Services  
Solicitation No. 2023-5007

Originally Issued August 8, 2023

### Addendum 3 – Issued August 24, 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.

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## QUESTIONS

- 1. Are you currently using a VMS? CMHA currently uses Vendor Café and Yardi as its Vendor Management System.**
- 2. Is the due date September 5th as stated in the RFP or September 4th as stated via email? A corrective email was sent immediately after stating September 5, 2023 as the due date.**
- 3. Please provide background and drug screening requirements. The background and drug testing requirements are explained in Section 1.1.2.2, 1.1.2.3, 1.1.2.4 of the RFP and Section 19.1 of Attachment C-CMHA and TPS General Terms and Conditions.**
- 4. Are vendors permitted to use their own time keeping systems? Yes, as long as CMHA managers have the ability and/or access to approve the timesheets.**
- 5. Will redlines of the agreement be accepted? If you have any requests to change the language in the solicitation, those requests should be addressed**

1627 WESTERN AVENUE, CINCINNATI, OHIO 45214

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**during this question and answer period so that all vendors are submitting their proposals under the same terms for fair competition. Please note that no changes to any of the HUD terms or federally required terms can be accepted.**

- 6. Can you please provide job descriptions? Job descriptions will be provided as requests are made.**
- 7. Are there any positions in the solicitation that are in a Bargaining Union or Labor Union? If so, who is required to submit the Union fees? No.**
- 8. If the invoicing is submitted properly and is not paid in 30 days will CMHA pay the late payment fees to the vendor? CMHA will not pay any late fees to the vendor. The vendor can avoid delays on payments by strictly adhering to Section 1.2.2-Fees of the RFP and Section 7-Invoicing of Attachment C-CMHA and TPS General Terms and Conditions. CMHA is planning on modifying the invoicing process which should reduce or eliminate most delays.**
- 9. Is it possible to receive the Purchase Order number at the same time the vendor receives the order? Please see the contract terms and conditions – no work should be done without a Purchase Order, either initially, or on a continuing basis. Please alert the Procurement Department if you are being asked to provide services without an approved Purchase Order or if services are requested beyond the amount of the Purchase Order. The only exception to these rules is life-safety abatement.**
- 10. Pertaining to the Economic Inclusion Participation forms, an MBE can either be certified by the City of Cincinnati and/or the State of Ohio. The DBE/MBE/WBE and SBE can be certified by any other governmental certification entity. Is this correct? Yes.**
- 11. Can a vendor use one subcontractor if a subcontractor is certified MBE and WBE? Yes. However, the subcontractor must be included in the proposal if the work will exceed 10%.**

12. Do you anticipate any specific number of awards for Contract Labor, Recruitment, CP, and CH? **CMHA will award every vendor that submits a proposal that is determined to be responsive and responsible and passes an evaluation as explained in the RFP, Section 4.0-Proposal Evaluation. CMHA is seeking a pool of contractors with varying strengths to fulfill the needs of the Agency.**
13. Attachment B-Fee Submission Form, Contract Labor Services Conversion Fees has two columns labeled “Contractor fill-in”. What is the purpose of these columns and do we need to fill in both columns? **If you have conversion fees based upon different time frames than those listed, please fill in the time frame and conversion fee.**
14. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again? **The current contracts (there is a pool) are nearing their expiration. The current contractors are eligible to submit proposals and will undergo the same evaluation process as new proposers. See Question #21 for rates.**
15. Can you please let us know the previous spending of this contract? **From 12/1/2021 through 7/31/2023, current contractors have been paid \$2,532,824.52.**
16. What is the estimated budget of this RFP? **As stated in the RFP, Section 5.1.2.1, the Not-to-exceed Maximum Amount (NMCA) is \$1,800,000 annually for the pool of contractors.**
17. Is it mandatory for vendor to have any previous experience with CMHA in past? **No.**
18. Is there any mandatory subcontracting goal for this project? **No.**
19. We are NMSDC certified MBE and WBENC certified WBE firm based in Michigan. Do we qualify for 10 points allotted for Economic Inclusion



**Participation? Yes, but the Section 3 forms must be completed and will be scored by the CMHA Economic Inclusion Coordinator.**

**20. Do we require to submit the vendor registration form even if we are already registered on CMHA portal? No.**

**21. Please confirm if we can get the proposals or pricing of the incumbent(s). The average rates of the incumbent contractors are provided below.**

### Contract Labor Services

Classification	AVERAGE RATE
Administrative/Clerical Support	52.29%
Maintenance/Janitorial/ Building and Grounds Specialists	49.00%

### Direct Placement Services

Classification	AVERAGE RATE
Administrative/Clerical Support	18.57%
Maintenance/Janitorial/ Building and Grounds Specialists	17.33%

### Conversion Fees

Classification	AVERAGE RATE
Administrative/Clerical Support	16.14%
Maintenance/Janitorial/ Building and Grounds Specialists	15.50%

### Conversion Fees

Classification	AVERAGE RATE
Administrative/Clerical Support	7.91%
Maintenance/Janitorial/ Building and Grounds Specialists	6.25%

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## Temporary Labor

Classification	
Administrative/Clerical Support	36.93%
Maintenance/Janitorial/Building and Grounds Specialists	40.88%
Management	NA
Accounting	NA
Information Technology	NA

## Executive Recruiter- Temporary Placement

Description	AVG RATE
Executive Department (COO, VP(s) of Operations, Programs or Administration)	43.00%
Finance and Accounting	44.25%
Information Technology	37.33%
Legal	42.50%
Human Resources	43.00%
Procurement and Purchasing	43.00%
Inventory & Warehouse	35.00%
Fleet and Facility	20.00%
Real Estate Acquisitions and Development of Housing	46.67%
Construction Administration and Project Management	37.50%
Affordable to Market Housing Administration and Property Management	50.00%
Housing Choice Voucher Program Administration	50.00%
General Maintenance	NA
Call Center/Customer Service	45.50%

Recruitment	
% Firm Fixed Premium	19.25%
\$ Firm Flat Fee per Placement	\$20,000.00 (IT ONLY)

\*\*\*END OF ADDENDUM TO DATE 8/24/23\*\*\*

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