

SOL 2023-8036;
Procurement Technical Assessment Services
ATTACHMENT A: SCOPE OF WORK



Cincinnati Metropolitan Housing Authority (CMHA or the “Authority”) hereby solicits and requests quotes from qualified independent 3rd party process auditors (Offeror) to provide procurement technical and assessment services. This request for quotation is not an offer to buy and should not be assumed as such.

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.

1.0 Scope of Work

CMHA currently maintains a procurement department that consists of three members. CMHA also maintains a purchasing department that includes three warehouses. That department also is responsible for purchasing, inventory, storage, the vehicle fleet, and the campus facilities. CMHA also maintains a construction department that consists of eight members and a development department that consists of six members.

2.0 Description of Services

The goods, services and/or activities contemplated in this solicitation shall include the following:

2.1 Solicitation and Contract Review

Review CMHA’s solicitations and contracts for construction, non-construction, design, consulting, supplies, equipment and the related goods and services germane to CMHA’s and its affiliates housing and other business activities. Twenty non-construction and twenty construction solicitations/contracts will be reviewed while taking into account pertinent HUD regulations, federal, state and other procurement and solicitation Best Practices. The Contractor will then provide a report of any issues found and suggestions for best practices.

2.2 Procurement and Related Technical Support Activities

Review CMHA’s current procurement protocols, strategies, processes and procedures, and personnel related to CMHA’s solicitation of goods and services. These activities may also include, but not be limited to:

- assess and redesign CMHA’s Procurement Policy and related procedures;
- draft updated procurement procedures;
- revise CMHA’s standard contracts, internal procurement documents and protocols;
- enhance and/or develop additional procurement policies, plans, strategies and techniques that may enhance CMHA’s procurement

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- performance;
- provide supplemental procurement professionals to assist with procurement or related projects; and
- provide other procurement technical assistance, selected training and services for other procurement related initiatives and activities.

All of the activities shall take into account pertinent HUD regulations, federal, state and other procurement and solicitation Best Practices.

2.3 Audit Preparation and Interface

Design, train and prepare CMHA for Office of Inspector General, and related audits, reviews, investigations and/or inquiries. These activities may include, but not be limited to:

- acting as CMHA’s day-to-day interface and representative with third party auditors or examiners;
- design strategies to maximize CMHA’s success, management and response to auditors, reviews and other inquiries;
- advocating for CMHA with third party auditors or examiners;
- providing CMHA with Best Practices strategies, protocols or procedures related to audits, reviews or related inquiries; and
- assisting with the drafting of formal responses, appeals and negotiations flowing from third party audit or examiner activities.

3.0 COVID-19 Requirements for Work

Contractors entering CMHA-occupied offices must wear PPE (if requested by the CMHA, if not vaccinated, and/or per CDC guidelines), including but not limited to a mask that covers their mouth and nose. The mask should be worn throughout the entire period of service delivery.

Contractor is to practice social distancing while on site. In addition, Contractor personnel shall be neat and, if applicable, wear uniforms with the company name and an ID badge.

CMHA will issue badges to individual employees with their picture.

4.0 Performance Standards

- 4.1** Contractor will ensure ability to perform all services awarded under all contracts awarded by CMHA and/or TPS. Contractor claiming inability to perform a service due to insufficient staffing is not acceptable. If a Contractor is unable to do the work for which they submitted a quote/proposal, the Contractor’s contract for that work will be cancelled in whole or that part of the contract will be inactivated and no longer considered for award.
- 4.2** Failure to report for work in proper uniform (if applicable) and with an appearance and condition that is neat and professional may result in a penalty of \$15 per service.

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- 4.3 Failure to comply with all of the requirements in the resulting contract and/or the requirements in the purchase order may result in a reduction of the consultant’s fee by 10% for that service
- 4.4 Invoices are to be submitted within two weeks after completion of the service (see *Invoicing* in the General Terms and Conditions). If invoices are submitted late, the amount to be paid shall be reduced:

Number of days to submit invoice to CMHA after completion of work or receipt by CMHA in Yardi (whichever is later)	Performance Deduction from Invoice
<30	0%
>30	30%
>60	50%
>90	75%
>120	100% (No payment)

- 4.5 CMHA may waive the fee reductions at their discretion after discussing extenuating circumstances with the Contractor. Such waiver shall be in writing at the time of the service and may be considered by CMHA in the award of future work under this contract and award of future contracts.

5.0 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, independent 3rd party process auditors and consultants are measured. The Gold Performance Standards are:

Respect Timely Exceptional Quality
Initiative Excellent Accurate Integrity
Value Creativity Accountability Professionalism

It is the Authority’s intent that the contractor will also adhere to these standards.

- 6.0 **Unauthorized Sub-Contracting Prohibited:** The contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this contract (including, but not limited to, selling or transferring the contract) without the prior written consent of

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Procurement. Any purported assignment of interest or delegation of duty, without the prior written consent of Procurement shall be void and may result in the cancellation of the contract with CMHA/TPS, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by Procurement.