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## ADDENDUM #1

Quotations for Small Procurements  
Leadership Training Program  
Solicitation No. 2023-8044

Originally Issued October 4, 2023

### Addendum 1 – Issued October 17, 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. How many people can be expected under the bucket (Vice President, Director, Assistant Director, Middle Management, and Supervisor job roles)? Can you supply approximate numbers for each title? **Approximately 60.**
2. What according to you is the optimum class size? What is the class capacity available? **20 is the preferred size.**
3. In Attachment A, Scope of Work, paragraph 1.5 Duration, it states that “The training program should be designed to be completed on an ongoing basis quarterly...throughout the fiscal year...” Should our bid be based on one training program per quarter for a total of four for the year? More or less? **Attachment B-Fee Submittal Form specifies “price per training class”; therefore, your price should be per class.**

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Equal Opportunity Employer, Equal Housing Opportunities

(NOTE: Due to the highly interactive learning methods used, class size will need to be limited to no more than 12 participants. Please clarify if this is within your expectations.) **We would like to see class sizes be at 20.**

4. In Attachment A Scope of Work, paragraph 3.5 Invoices, “Yardi” is referenced. What is Yardi? **Yardi is the software program CMHA utilizes for accounting, procurement, etc.**
5. Please clarify if they are on seeking virtual trainings? Would you be open to a “kick off session” and followed by virtual training? **We would like to have both virtual and onsite training.**
6. Can you provide more insight and details on the population you serve? **CMHA is a public entity that was formed in 1933 to provide federally subsidized housing and housing assistance to low-income families, within Hamilton County, Ohio. CMHA currently has approximately 205 employees, owns and/or manages over 5,000 affordable housing units, and administers rental assistance for almost 12,000 privately owned rental units through the Section 8 HCV programs.**
7. Can the Cincinnati Metropolitan Housing Authority provide the organization’s values, goals and description of their specific leadership challenges? **Please see the attached values. The areas where leadership development is needed are outlined in the training topics within the scope of work.**
8. Is there is incumbent for this work? Or is this a continuing solicitation for current work being done with CMHA? **No, there is no current incumbent providing this service.**
9. Are there specific leadership theories or practices that CMHA would envision being integrated into the training and development? **CMHA’s Management Philosophy is “Management by Objectives.”**
10. Would the target audience mentioned in Section 1.2 of Attachment A be available for executive coaching, separate from the training? **Yes.**

11. Are there any training certifications required for instructors? **CMHA is looking for certified trainers with expertise in leadership development.**
12. Would the same people attend the training each quarter? **Yes.**
13. Is there a preference for the ratio of in-person to online engagement? **This can be discussed with the selected vendor.**
14. Is it assumed that participants are available during working hours for training? **Yes, training will be conducted during CMHA working hours.**
15. Would the trainer maintain rights to the content created for the leadership training? **CMHA would maintain the rights to the content created. See Section 31-Rights in Data (Ownership and Proprietary Interest) of Attachment C- Terms and Conditions.**

\*\*\*END OF ADDENDUM TO DATE 10/17/23\*\*\*



## **MISSION**

To be a leader in the housing industry by providing exceptional housing opportunities while achieving high levels of customer satisfaction, promoting self-sufficiency and neighborhood stability, and being a long-term asset to the community. We will achieve this by developing public/private partnerships, creating entrepreneurial opportunities and by employees and residents holding themselves to our Gold Standards of Excellence.

## **VISION**

To shape our future by utilizing sustainable funding models to develop quality, affordable housing solutions in partnership with our community stakeholders.

## **GOLD PERFORMANCE STANDARD**

The CMHA Gold Performance Standard refers to the principles and values against which the agency performs. It's how every CMHA employee will be measured, from the top down, as well as our partners, vendors, contractors, and consultants. We will conduct our work with integrity, professionalism, accuracy and exceptional quality. We will take the initiative to seek creative problem-solving and continuous improvement. We will hold ourselves and each other accountable. We will provide timely and accurate communication both internally and externally. And above all, we will treat one another with the respect and dignity that each of us deserves.

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