



ADDENDUM #1

Quotations for Small Procurements
HCV HOTMA Training
Solicitation No. 2023-8050

Originally Issued November 1, 2023

Addendum 1 – Issued November 14, 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.

CHANGES:

The quote submittal due date has been extended to November 21, 2023 at 11:00 AM EST.

QSP Document section 5 Chart is revised as follows.

NO	POINTS	WEIGHTED AVERAGE	FACTOR DESCRIPTION
1	0-5	25%	The PROPOSED COSTS to provide the services requested
2	0-5	40%	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 ED – Professional References and the company’s one-page description of the company’s related experience. References should be applicable to the type of work requested in this solicitation.
3	0-5	35%	Project Management Ability/Quality Assurance: Describe how projects with multiple sites and

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			employees will be managed and how quality will be ensured.
		100%	Sub-Total Points (other than Economic Inclusion points)

QUESTIONS:

1. Please confirm that the procured training is for the HCV program only and does not include public housing or HOTMA section 103.
Yes, the is for the HCV program only.
2. Regarding item 2.1.5 in the Scope of Work document please clarify what is meant by 'certified'.
Having received a certificate of achievement on the HCV program rules.
3. The Award Criteria table on page 5 of the RFQ, line 2 references **Attachment E – Professional References**. Please confirm that should be **Attachment D – Professional References**.
Confirmed. See above.
4. Regarding item 2.1.3 in the Scope of Work, please confirm that for onsite training CMHA will provide a space suitably equipped for training.
Yes, CMHA will provide the space.
5. Does CMHA wish to have a certification exam for this training?
Yes.

END OF ADDENDUM TO DATE 11/14/2023

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