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## ADDENDUM #1

Quotations for Small Procurements  
NSPIRE V Training for the Housing Choice Voucher Program  
Solicitation No. 2024-2803

Originally Issued March 5, 2024

### **Addendum 1 – Issued March 14, 2024**

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. What is meant by submitting billing in Yardi. Will vendor have access to CMHA system for submission of invoice?  
**Vendors will have access to a Vendor Café portal to submit invoices.**
2. What is the number of attendees (employees and landlords)?  
**CMHA will have up to 35 for the staff trainings and the landlord classes will be up to 100 for each ½ day session.**
3. Does the trainer need to have been trained by HUD in NSPIRE?  
**No. CMHA will evaluate vendor's experience and qualifications as part as mentioned in the Scope.**
4. Does the trainer need to have conducted an NSPIRE Inspection?  
**No. CMHA will evaluate vendor's experience and qualifications as part as mentioned in the Scope.**
5. Will CMHA provide snacks for breaks and lunch?  
**Yes, CMHA will provide snacks for the training, lunch will be on their own.**

1627 WESTERN AVENUE, CINCINNATI, OHIO 45214

Phone: (513) 333-0670 Fax: (513) 977-5606 TDD: (513) 977-5807 Website: [www.cintimha.com](http://www.cintimha.com)

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6. What is expected task completion date?  
**All sessions should be completed by July 31, 2024.**
  7. Is CMHA amenable to 2 staff trainings to allow for half of staff time for customer service?  
**Please refer to Attachment A Scope of Work sections 2.1.6 and 2.17.**
  8. Are there any days besides Federal Holidays that must be avoided?  
**Third week of July because of audits.**
  9. Materials: Do you prefer that everyone receive a paper copy of the material, or would providing everyone with the electronic copy beforehand be sufficient?  
**Please allow for both to be provided as resources.**
  10. Is it the intention for all three sessions to be in the same timeframe to streamline the travel costs?  
**Yes.**

\*\*\*END OF ADDENDUM TO DATE 3/14/2024\*\*\*

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