

QSP 2024-2803;
NSPIRE V Training for the Housing Choice Voucher Program
ATTACHMENT A: SCOPE OF WORK



1.0 REQUEST FOR QUOTES

Cincinnati Metropolitan Housing Authority (CMHA or the "Authority") hereby solicits and requests quotes from qualified contractors (Offeror) to provide on-site training services on HUD's NSPIRE V inspection standards for the Housing Choice Voucher Program (HCVP) staff and property owners. This request for price 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.

2.0 SCOPE OF WORK (SOW); TECHNICAL SPECIFICATIONS (T/S):

CMHA is seeking quotes from qualified, licensed independent Contractor(s) with demonstrated professional competence and experience with HUD Housing Choice Voucher Program's Housing Quality Standards (HQS) to provide professional and compliant training on HUD's NSPIRE V inspection standards at our location of 1635 Western Ave., Cincinnati, OH 45214. Contractor will provide all training material including but not limited to books, handouts, HUD Notices, all labor, equipment, goods, and supplies deemed necessary for training. CMHA's staff's training will require credentialing after the course and a test completed with a passing score, to provide the professional certification of NSPIRE V training. CMHA would like to make available an abbreviated course focused on NSPIRE V versus HQS similar training available to landlords/owners participating with its program. This training will be modified and no certification required for owners/landlords.

Training Objectives

- Review why NPSIRE was developed and types of inspections
- Educate attendees on the similarities and differences between NSPIRE and HQS
- Identify the inspectable areas under NSPIRE
- Describe the different health and safety determinations under NSPIRE
- Understand minimum habitability requirements
- Identify, review and provide understanding of each NSPIRE standard and conditions that will cause units to fail v. pass an inspection.

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2.1 GENERAL REQUIREMENTS:

- 2.1.1** Vendor must be professionally recognized in the assisted housing industry
- 2.1.2** Staff training will occur during normal working hours and must be in full compliance with the following:
 - 2.1.2.1** HUD Final Notice and published amendments for NSPIRE V.
 - 2.1.2.2** Training must be in depth, professional and compliant to all HCV program rules.
 - 2.1.2.3** Training must include visual and written information within the training presentation.
 - 2.1.2.4** Professional certifications testing and scoring.
 - 2.1.2.5** Landlord/owner training will require vendor to provide at minimum, two (2) sessions with one (1) being held during normal business hours and one (1) offered during the evening or on a Saturday.
- 2.1.3** Contractor(s) must provide, at Contractor's own expense, all equipment, labor, materials, supplies, tools, etc., necessary to perform all of the required services, under this RFP and any resulting contract.
- 2.1.4** CMHA reserves the right, if in its best interest to do so, to request a change in products (i.e. brand or type of product) used by the contractor should the produce be deficient and/or not in accordance with CMHA's Gold Standards.
- 2.1.5** Contractor(s) shall only utilize certified, trained and experienced employees to perform the services requested.
- 2.1.6** Contractor shall detail length of time for each training session. (Ex. 8 hr./1 day; 2-day training.)
- 2.1.7** Contractor must identify agenda for training to coincide with section 2.1.5 above.
- 2.1.8** Contractor's personnel shall be neat and conduct all work in a professional and efficient manner. If any employee of Contractor is deemed unacceptable by CMHA, Contractor shall immediately replace such personnel with an acceptable substitute to CMHA.
- 2.1.9** Contractor(s) shall inform CMHA Procurement within two (2) working days of any change in contact information, including but not limited to contact personnel, mailing address, physical address, phone numbers and email addresses.



3.0 Performance Standards

- 3.1 Vendor will provide clear, concise, accurate and compliant training on NSPIRE V.
- 3.2 Vendor will be prepared for each training session with necessary reading and visual materials on topic and begin promptly at scheduled time.
- 3.3 Vendor must maintain the training setting to ensure a professional, respectful environment that will allow for all material to be covered.
- 3.4 Contractor will ensure ability to perform all services awarded. A Contractor claiming inability to perform a service due to insufficient staffing is not acceptable. If 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.
- 3.5 In the event of a schedule conflict, vendors will service CMHA and/or TPS first. Failure to do so will result in the vendor being sent a Notice to Cure to complete the service. If the vendor does not complete the service within the date specified on the Notice, another vendor may be contacted to perform the service. Per Section 2.4 of the General Terms and Conditions, three warnings (Notices) will result in vendor termination. (This situation is avoidable by arranging a schedule with the Property Manager for services.)
- 3.6 Failure to complete services within the agreed-upon timeframe will result in a penalty of \$25 per day in which the service is not completed unless a contingency exists in which case you must call your CMHA contact and explain.
- 3.7 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
- 3.8 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)

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3.9 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.

4.0 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, contractors and consultants are measured. The Gold Performance Standards are:

<i>Respect</i>	<i>Timely</i>	<i>Exceptional</i>	<i>Initiative</i>
<i>Excellent</i>	<i>Quality</i>	<i>Accurate</i>	<i>Integrity</i>
<i>Value</i>	<i>Creativity</i>	<i>Accountability</i>	<i>Professionalism</i>

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

5.0 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 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.