



ADDENDUM #2

Request for Proposals
Temporary Staff Augmentation and Recruiting Services for
Permanent Executive and Shared Services Positions
Solicitation No. 2024-5009

Originally Issued April 13, 2024

Addendum 2 – Issued May 6, 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.

CHANGES:

The proposal submittal deadline is extended to May 10, 2024 at 11:00AM

QUESTIONS:

1. How many positions we can expect under this contract throughout the given term? **There is no minimum or maximum number of positions. The number of positions will vary based on agency needs.**
2. Share job description and level of experience for each staff profile so we can submit our accurate per hour pricing. **Job descriptions will be shared with the awarded contractors when assignments are made. Per hour pricing is a markup of the CMHA pay rate.**
3. How many positions will be required per year or throughout the contract term? **The number of positions will vary based on agency needs.**
4. If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets? **Yes.**

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5. Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance? **This is job/role dependent. Some roles that need to be on-site, some roles, once on-boarded, can work with the manager on the schedule, whether hybrid or on-site.**
6. Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes? **No, resumes are not required for proposal, only when there is a need and a job description has been provided.**
7. Could you please provide the list of holidays? **Christmas Eve, Christmas Day, New Year's Day, MLK Day, President's Day, Good Friday, Memorial Day, Juneteenth, July 4th, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Friday after.**
8. Are there any mandated Paid Time Off, Vacation, etc.? **For staff-augmentation, PTO and Vacation are not the Agency's responsibility.**
9. Do we need to provide sample/actual resumes of temporary staff with our proposal? **No, resumes are not required for proposal, only when there is a need and a job description has been provided.**
10. Will all roles be required to sit on site in the office, or is remote work for contingent workers allowed? **This is job/role dependent. Some roles that need to be on-site, some roles, once on-boarded, can work with the manager on the schedule, whether hybrid or on-site.**
11. What equipment, if any, will be provided to workers in the Administrative/Clerical, IT, Finance and Accounting, and Procurement verticals? (Will CMHA provide laptops/computers for workers, or will workers need to use their own?) **CMHA will provide equipment including computers.**
12. Can you please share the minimum estimated hours per week for all job positions? **This is job/role dependent.**
13. Is it possible to share the incumbent vendor's proposal and pricing? If yes, please share. **Proposals are available by public records request.**
14. What is the budget for this bid? OR the estimated annual spending in the past under this contract for similar services? **Please refer to Attachment A Scope of Work section 5.2.1.**
15. Is there any challenge fulfilling the needs with the existing contracts for related services or any specific improvements you are looking for? **This solicitation is for supplemental services.**
16. How many vendors would be awarded? **Please refer to Attachment A Scope of Work Section 2.2. The actual number of Pool participants chosen will depend on the number of qualified proposals received.**

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17. Is there a mandatory subcontracting goal? If yes, what is the percentage? **No.**
18. Is there any preference for the local vendor? **No.**
19. What is the work location and the working hours? **Work location will be in Cincinnati Ohio. Agency hours are Monday through Friday 8:00AM to 4:40 PM.**
20. What is the conversion Price for any temp staff moving to a permanent role? **Please refer to the proposal packet fee form. These costs must be bid by contractor.**
21. What are the invoicing terms and the point of contact for invoicing? **Please refer to Attachment B Terms and Conditions 7.**
22. Can you please specify the job positions you required for each classification that was mentioned in the RFP document? **Job descriptions will be shared with the awarded contractors when assignments are made.**
23. Can we provide a Mark-up value? **Please refer to the proposal packet fee form.**
24. Can you please provide the source where all the incumbents proposals can be seen. **Proposals are available by public records request.**
25. Could the Authority please clarify what is required under this part "However, the proposal may be in more than one electronic file"? **The electronic proposal can be submitted as one or more electronic files.**
26. Could the Authority please confirm if vendors are permitted to offer only Temporary Staff Augmentation Services? **Confirmed.**
27. Could the Authority kindly specify the location within the documentation where vendors can find the HUD Form Packet? **Please refer to the proposal packet page 4.**
28. Could the Authority please confirm the required forms that must be submitted with the proposal? **All required forms are in the proposal packet.**
29. Could the Authority please provide clarification on the appropriate section within the response where vendors should include the forms? **Proposers are required to use the format of the proposal packet.**
30. Is the certificate of Insurance required with the response? **Proof of insurance coverage should be provided if available. It is not required.**

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31. Could vendors sign the proposal forms electronically? **Yes.**
32. Do vendors need to include a Business License in the proposal response? If that's the case, can vendors include proof that we are currently in the process of obtaining it? **This is not required.**
33. Does the Authority accept remote resources to work on this engagement? **This is job/role dependent. Some roles that need to be on-site, some roles, once on-boarded, can work with the manager on the schedule, whether hybrid or on-site.**
34. Does the Authority prefer on-site resources to execute this engagement? **This is job/role dependent. Some roles that need to be on-site, some roles, once on-boarded, can work with the manager on the schedule, whether hybrid or on-site.**
35. Is the W-9 necessary with the proposal response? **Vendor registration with the proposal is optional. Any vendors selected for a contract will be required to provide a W-9 before payment can be issued.**
36. Is it required to provide the Good Standing Certificate alongside the proposal response? **No.**
37. Could the Authority please clarify if is it required to provide resumes of the Key personnel? If yes, is there a page limit for the resumes? **No, resumes are not required for proposal, only when there is a need and a job description has been provided.**
38. Could the Authority please provide the HUD Form Packet or provide guidance on where to find it? **Please refer to the proposal packet page 4.**
39. Could the Authority please grant an extension on the due date? **Please see changes section above.**
40. Can firms provide commercial references? **Yes.**
41. How can firms provide an overall hourly rate to each category for staff augmentation services if the requests might be for different levels of positions? For example, a business analyst will not be the same rate as a project manager. **Firms can bid an hourly rate or percentage markup. Please refer to proposal packet fee form.**
42. Can firms provide rate ranges for the pricing for staff augmentation services? **No.**
43. Are firms required to provide both Temporary Staff Augmentation Services and Executive Search and Recruitment Services? **No.**

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44. If firms are providing both Temporary Staff Augmentation Services and Executive Search and Recruitment Services should different proposal response be submitted? **No.**
45. If firms are providing both Temporary Staff Augmentation Services and Executive Search and Recruitment Services should the references be for both services or can firms provide references for one of the services? **The proposer shall submit a listing of 5 former or current professional references for which the proposer has performed similar or like services to those being proposed herein within the past year.**
46. The proposal packet requests an Experience Summary which states "Please provide a summary of your company's approach and understanding of the task, experience and qualifications, and previous client satisfaction as requested in Section 4 of the RFP document." Could the Authority please clarify if firms need to submit what is requested in the Evaluation Criteria under this summary? **Yes.**
47. Is the Authority looking for firms that can provide all of the services requested? **The proposal can be submitted for some or all of the requested services.**
48. In the Evaluation Criteria under Previous Client Satisfaction it states "Ideally, Recruitment Firm will submit a copy of a former plan or report for a similar scope." If a firm is just bidding on Staff Augmentation Services are they required to provide this plan/report? **Yes.**
49. Could the Authority please confirm that what needs to be submitted as a proposal response is the proposal packet with respective answers to each section? **Yes.**
50. If a firm is not bidding on all services should N/A be listed in the cost proposal? **The Sections with no bid should be left blank.**
51. If interviews are held, will they be virtual or onsite interviews? **Virtual.**
52. Do we have to provide actual resumes of candidates placed with our clients under 'Previous Client Satisfaction' Evaluation Criteria? **No, resumes are not required for proposal, only when there is a need and a job description has been provided.**
53. Will the agency extend the due date of the RFP? **Please see changes section above.**
54. Are there specific formats or templates that proposals must follow beyond the basic PDF format requirement? **Proposers are required to use the format of the proposal packet.**
55. Is there a preferred budget breakdown or cost structure (e.g., fixed fee, time and materials) that you desire in the proposals? **Please refer to the proposal packet fee form.**

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56. How will changes in scope or unforeseen services be handled in terms of contract adjustments and billing? Any changes to the contract would be made by change order. **Please refer to Attachment B Terms and Conditions 7.**
57. Can you elaborate on the terms regarding the extension options beyond the initial contract term? **Please refer to Attachment A Scope of Work section 5.0.**
58. What are the specific security protocols and technology standards required for handling CMHA's data during recruitment processes? **Please refer to Attachment B Terms and Conditions 18.15.10.**
59. Are there preferred platforms or tools for video conferencing and electronic communications with candidates? **The Agency uses Zoom and Microsoft Teams.**
60. Do we have to fill the 'Disclosure of lobbying activities' with the RFP? Can we simply mention N/A if a vendor does not have any lobbying activity/ covered Federal action? **Please refer to the instructions on proposal form page 10 for instructions on when the form is required.**
61. Is the vendor required to provide the Certificate of Insurance with the RFP or at the time of award? **Proof of insurance coverage should be provided if available. It is not required.**
62. In the 'Staff Augmentation Services' Fee submission form, should the \$ value include cost of W2, taxes, benefits, profits, etc. that vary based on the pay rate on the individual role under the classification? **The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc.**
63. In the 'Staff Augmentation Services' Fee submission form, should the vendor only include its gross margin excluding the benefits and taxes in the \$ / hour box? **The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc.**
64. What is the difference between the Firm fixed premium % and conversion fees % in the 'Temp to Hire Placement Services' Fee submission form? **Firm fixed premium is a markup of the employee's rate. Conversion fees are a percentage to convert the employee to an agency employee.**
65. With the addition of supplemental services under this procurement, does the Housing Authority anticipate any additional funding beyond the current \$1,800,000 annual spend? If yes, can you provide an estimate of the additional amount? **Please refer to Attachment A Scope of Work section 5.0.**

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66. Are candidate resumes required at the time of proposal submission? If yes, do we need to submit actual resumes for proposed candidates or can we submit sample resumes? **No, resumes are not required for proposal, only when there is a need and a job description has been provided.**

67. Could you please share the contact information for a Point of Contact responsible for this project from the department of Cincinnati Metropolitan Housing Authority? **This information will be provided to awarded contractors.**

68. Could provide a briefer explanation of the following statement: “Ideally, Recruitment Firm will submit a copy of a former plan or report for a similar scope.”? **This refers to plans/reports prepared for similar contract scopes of work.**

69. Can you provide a copy of the proposal of the previous/current vendors providing temporary staffing, including rate/cost sheets. Can you provide the current contract, pay and/or bill rates? **Proposals are available by public records request.**

70. Could you please specify the format of the proposal? **Proposers are required to use the format of the proposal packet.**

END OF ADDENDUM TO DATE 5/6/24

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