



ADDENDUM #4

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 4 – Issued May 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.

QUESTIONS:

1. How many positions were used in the previous contract? **This information will not be provided.**
2. How many total resources temporary staff were engaged in current contract? Please confirm. **Approximately 13.**
3. Is there any specific certifications OR licenses are required from preferred vendor? Please confirm. **There are no specific licenses required for this scope of work. General license requirements can be found in Attachment B Terms and Conditions provision 9.5.**
4. What are the titles of positions that CMHA has hired contingent labor for in the past? **Staff Accountant, Sr. Staff Accountant, Administrative Support, Assistant Property Manager, Property Manager.**
5. Please clarify what a "Full Background Check" will entail, as identified in Section 1.1.2.3 - for example, do you require fingerprinting? **National background check and 10 panel drug screen testing. For any position that will be required to drive a driving records check.**
6. How will these requisitions be released to the recruitment firms? Will there be scheduled intake calls with the hiring managers, or will there be a portal that agencies will submit candidates

1627 WESTERN AVENUE, CINCINNATI, OHIO 45214

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

Equal Opportunity Employer, Equal Housing Opportunities



- through? **CMHA will send email communications with the scope of the assignment for each request to staffing firms.**
7. Will the awarded vendor take over any payroll of incumbent candidates? **No.**
 8. How many roles do you anticipate to recruit for yearly during this contract? **This will be determined by the staffing needs of the agency.**
 9. What are your most commonly requested positions? **Administrative Support and Finance positions.**
 10. What will be the contract staffing process? The requirement will be sent to all the awardees at the same time or vendors will be chosen randomly to send the requirement. **The requirements will be sent to all vendors who indicates their ability to fill the requested job role in their submitted proposal.**
 11. What are the overtime terms and orientation process if required for any role? **The overtime terms will be pursuant to the FLSA and will require prior approval from CMHA.**
 12. Please share the type of background check and drug test required. **National background check and 10 panel drug screen testing. For any position that will be required to drive a driving records check.**
 13. Will there be a kick-off meeting once the contract is awarded? **No.**
 14. Does the Authority accept offshore resources to work on this engagement? **No.**
 15. What types of positions will be released under each classification? **This will be determined by the staffing needs of the agency.**
 16. If a firm is bidding for a specific category do they have to offer all of the job classifications under each category or can firms pick choose one/some classifications? **Firms should just bid on the job classifications they are able to fill.**
 17. Can you specify the expected volume of temporary and permanent positions needed annually? **This will be determined by the staffing needs of the agency.**
 18. Are there specific qualifications or certifications required for the temporary roles, particularly in specialized areas like IT or finance? **This will be provided in the scope of the assignment with each request sent to the staffing firms.**

1627 WESTERN AVENUE, CINCINNATI, OHIO 45214

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

Equal Opportunity Employer, Equal Housing Opportunities

19. What are the key performance indicators (KPIs) you will use to measure the success of the recruitment services provided? **The quality of candidates submitted. See Attachment A Scope of Work section 3.0.**
20. Could you provide more details on the cultural diversity expectations and any specific cultural competencies required for potential candidates? **CMHA is an equal opportunity employer and staffing firms are expected to meet this requirement when submitting candidates for consideration.**
21. What are the core values and long-term goals of CMHA that potential candidates should align with? **Please refer to Attachment A Scope of Work section 4.0.**
22. How does CMHA envision the role of the recruitment firm evolving over the contract period in response to changing staffing needs? **This information will not be provided.**
23. Do we have the opportunity to break down the labor categories into low, medium and high bill rates for different skill levels? For example, procurement clerk, procurement analyst, procurement manager. **No. Please bid according to the fee submission form.**
24. Do you require any specific certification or License from the consultants? If yes, can you please provide a list of it? **There are no specific licenses required for this scope of work. General license requirements can be found in Attachment B Terms and Conditions provision 9.5.**
25. Please clarify the types of roles you anticipate within the Procurement, Central Purchasing, and Warehouse departments? **Potentially Distribution Specialists in the warehouse and Administrative Support in Procurement and Central Purchasing.**

END OF ADDENDUM TO DATE 5/14/24