



ADDENDUM #1

Quotations for Small Procurements
Financial Consultants for Development
Solicitation No. 2024-4808

Originally Issued July 30, 2024

Addendum 1 – Issued 8/8/24

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. The first page of the QSP says the submission must be in .pdf or equivalent format and emailed to procurement@cintimha.com. Section 8.0 of the QSP says "the contractor shall submit one hard copy and one electronic copy of its proposal and other submissions...". Is a hard copy required? If yes, who should it be addressed to? **CMHA is only accepting electronic copy submittals emailed to Procurement@Cintimha.com.**
2. The experience summary in the quote packet (page 7 of the pdf) for the above mentioned solicitation requests a "quality plan as requested in Section 4 of the QSP document." However, Section 4 of the QSP says " 4.0 QUOTE FORMAT All quotations should be submitted using the Attachment C Quote Packet." There is not an Attachment C in the quote packet. What are you requesting for these sections of the two documents? **Attachment C is Attachment B-Fee Submittal Form in the Quote Packet. This was a typo. Technical responses to Section 5.0-Award Criteria in the QSP can be recorded on page 7-Experience Summary in the QSP Packet or submitted separately.**

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

3. The contract acceptance and award for in the quote package (page 8 of the pdf) requests acknowledgement of forms. The names and/or numbering seem to be different from the information in the QSP and quote packet.
 - Attachment A: Statement of Work - Confirm this should be Attachment A: Scope of Work in the QSP since there isn't an attachment A in the quote packet. **Confirmed.**
 - Fee Submission Form - Confirm this is referring to Attachment B: Contractor's Fee Submission Form in the quote packet. **Confirmed, see response above.**
 - Attachment B: General Terms and Conditions - Confirm this is referring to Attachment B: CINCINNATI METROPOLITAN HOUSING AUTHORITY GENERAL TERMS AND CONDITIONS in the QSP. **Confirmed.**
4. Are pdf pages 36 and 37 part of the general terms and conditions in Attachment B in the QSP? **Yes.**
5. What is the correct name and address that should be listed on a certificate of insurance for proof of insurance coverage? **Proof of insurance is needed only; CMHA will provide additional information to the awarded entity.**

END OF ADDENDUM TO DATE 8/8/24