



ADDENDUM #4

Quotations for Small Procurements
Asset Management Training
Solicitation No. 2024-1873

Originally Issued October 3, 2024

Addendum 4 – Issued November 12, 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 has been extended to November 19, 2024 at 11:00AM.

The Fee Submission Form is deleted and replaced with the attached form. The Quote Packet Document has been updated.

QUESTIONS:

1. How many people will attend each session? **The number of attendees has been added to the Fee Submission Form.**
2. Can we bid for both in-person training and live webinar training options, or does training have to be in person? **Please see Attachment A Scope of Work section 1: "CMHA has the ability to request training be virtual or in person at their discretion." Webinar training may be accepted.**

END OF ADDENDUM TO DATE 11/12/2024

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Equal Opportunity Employer, Equal Housing Opportunities



QSP 2024-1873
Asset Management Training

Fee Submission Form

The fees shall be a firm fixed price inclusive of all elements required to deliver the services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. Please note that such cost is inclusive of all elements required to provide these services as specified herein and each fee proposed shall be fully “burdened” with profit and overhead costs.

Training Session	Number of attendees	Total Firm Fee Per Training Session	Training Per Additional Attendee
Customer Service	45	\$ _____	\$ _____
<u>Housing Opportunity Through Modernization Act of 2016</u> (HOTMA) the new HUD mandated rules enacted under the <u>Housing Opportunity Through Modernization Act of 2016</u> (HOTMA) that affect the public housing and Section 8 rental assistance programs. The Housing Opportunities Through Modernization Act of 2016 (HOTMA) was signed into law on July 29, 2016, amending many aspects of HUD’s rental assistance programs, streamlining processes, and reducing burdens on housing providers.	5	\$ _____	\$ _____
Public Housing Rent Calculation with Certification	20	\$ _____	\$ _____
Professionalism/ Work place Etiquette	25	\$ _____	\$ _____



**QSP 2024-1873
Asset Management Training**

PHM Training/Certification	20	\$ _____	\$ _____
Time Management specifically addressing fast paced work environments and staff struggling with meeting deadlines and competing priorities	25	\$ _____	\$ _____
OSHA for Maintenance	5	\$ _____	\$ _____
Compliance, controls and internal auditing for supervisors	5	\$ _____	\$ _____

Additional Services

Provide a firm fixed hourly rate for related services

Name/Position	Firm Fixed Hourly Rate
Consultant	\$ _____
File Reviews	\$ _____
	\$ _____
	\$ _____

The Agency anticipates that the successful proposer may need to travel to work on site (Cincinnati Metropolitan Housing Authority). If so, the proposer may seek approval for such arrangements and if so approved may charge the Agency for reimbursement of certain travel expenses. Those expenses include: travel to and from Cincinnati, Ohio, and on-site living expenses. Out-of-pocket travel costs will be reimbursed with pre-approval of the CMHA Contracting Officer. Reimbursement is limited to the General Services Administration per diem rates. If the proposer expects to charge for travel, that must be indicated on this Fee Submission Form. Expected travel costs must be provided as an attachment to the Fee Submission Form.

Notes and Exclusions:

DISCOUNT OFFERED FOR EARLY PAYMENT: _____ % if invoice paid within _____ days of properly submitted invoice as stated in the QSP.



QSP 2024-1873
Asset Management Training

PROPOSER'S STATEMENT

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Authority discovers that any information entered herein to be false, such shall entitle the Authority to not consider or make award or to cancel any award with the undersigned party. Pursuant to all QSP Documents including attachments, this Fee Submission Form, and pursuant to all Documents submitted, the undersigned proposes to supply the Authority with the services and/or products described herein for the fee(s) submitted pertaining to this QSP.

Date: _____

Company: _____

Address: _____

City, State, Zip _____

Phone: _____ Email: _____

By: _____
(Signature of Offerer)

By: _____ Title: _____
(Print Name)

Fed Tax ID: _____