



ADDENDUM #3

Request for Proposals
Direct Placement Recruitment
Solicitation No. 2024-5017

Originally Issued October 30, 2024

Addendum 3 – Issued November 18, 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. On Staff Aug Services Fee Submission Form, can you clarify exactly the pricing you are looking for. Are you looking for an average hourly rate to CMHA for any potential position within each classification? As the RFP does not identify specific positions, ie for Information Technology a help desk is very different from a cost/pricing perspective than a senior developer. If you are looking for a fixed rate, can we provide and indicate a not to exceed rate that would cover any type of skill set and seniority? **Yes, this is acceptable.**
2. On Staff Aug Services Fee Submission Form, can you explain what is meant by a 'fixed, firm cost for additional services'? **If you have fixed augmentation rates by department. If covered by (1), it is okay to leave blank.**
3. On the Temp To Hire Placement Services, can you explain what is meant by Percentage Premium as well as conversion fees? Typically in a temp to hire arrangement, the Staff Aug rates apply prior to conversion and then the conversion rates apply. Please explain. **This section is mainly looking at for your charge rate over and above what the presented candidate is receiving for remuneration.**
4. On the Recruitment section, can you explain the difference between the recruitment proposed fees and firm fixed premium on direct placements? **Some firms charge a fixed rate and some charge a percentage. Please provide what your firm charges.**

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5. Could you kindly provide the number of positions required under each category, along with the titles and detailed descriptions for each role, to allow us to prepare accurate pricing? **This information will not be provided. Volume of positions cannot be guaranteed at this time as it is dependent on the business need and also if there is attrition.**
6. Could you share details of the incumbents, including current hourly rates? **This information was provided in Addendum 1.**
7. Could CMHA please confirm if vendors already awarded under contract 2024-5009 are required to submit a bid for this new opportunity as well? **This is not required.**
8. Could the Authority please confirm the required forms that must be submitted with the proposal? **The required forms are in the proposal packet.**
9. Could the Authority please provide clarification on the appropriate section within the response where vendors should include the forms? **Proposal format should follow the proposal packet.**
10. Could vendors sign the proposal forms electronically? **Yes.**
11. Could the Authority please grant an extension on the due date? **The due date will not be extended.**
12. Could CMHA please clarify the process for vendors to acknowledge addenda within their proposal responses? **The addenda can be acknowledged on the Contract Acceptance and Award form in the proposal packet.**
13. Could the CMHA clarify if the positions/staff provided will be on the contractor's payroll or the CMHA payroll? **Contractor's payroll.**
14. Will the incumbents be favored for award? **No there is no preference for incumbents.**
15. Can the firms submit commercial references? **Yes.**
16. Can firms provide hourly rate ranges for the pricing? **Please submit pricing in the format requested on the Fee Submission Form.**
17. Could the CMHA please confirm that in the fee submission form for staff augmentation service, the firm has to provide their Bill Rate and the Markup% for the pricing in the Firm Fixed Fee Premium Section? **The markup percentage should be provided in this section.**

18. Could the CMHA please clarify if the firm can choose positions or is the CMHA looking for vendors to provide all the positions? **Please propose rates only for the positions you wish to provide.**
19. Could CMHA clarify the basis for calculating the firm-fixed premium percentage mentioned in the fee submission form for staff augmentation pricing? What specific percentage are firms expected to provide? **The markup percentage for each category.**
20. Could CMHA confirm whether vendors need to submit both the proposal response and the proposal packet, or if the proposal packet alone will be considered as the complete response? **Please submit the proposal packet. You can add pages as necessary.**
21. Is it mandatory for a firm to meet the MWBE participation goal outlined in Section 2.0: Economic Inclusion Participation of the RFP? **No.**
22. If a firm is certified as a Minority-Owned Business by the National Minority Supplier Development Council (NMSDC) and NCRTA, does this qualification satisfy Section 2.0: Economic Inclusion Participation requirements, or must all stated goals be met? **There are no required goals for this solicitation. Goals are aspirational only.**
23. Could CMHA clarify what the firm-fixed premium percentage in the Temp-to-Hire Placement Services section represents and how firms should calculate it for each classification? **This is a markup percentage for each category.**
24. Your terms are missing a cap on liability and the indemnity in clause 11 is broad enough to make MP liable for acts and omissions of temps. To proceed with temp supply, we would need to request an amendment to clause 11 and clause 13 as follows:
11 – I recommend requesting the following caveat: This indemnity shall not apply to the extent any liability, loss, or claim is caused by the negligence, willful misconduct, or breach of CMHA or its officers, employees, agents, or Board of Commissioners. Additionally, the Recruiting Firm shall not be liable to indemnify CMHA Indemnitees for any acts or omissions of temporary staff or contract labor supplied by the Recruiting Firm under this Agreement while such personnel are under the supervision, direction, and control of CMHA.
13 – I recommend requesting that 13.1 is made mutual and inserting the following wording in clause:
 - 13.2 Nothing in this agreement limits or excludes the Parties' liability for:
 - (a) death or personal injury caused by their negligence;
 - (b) fraud or fraudulent misrepresentation; or
 - (c) any other liability which cannot be limited or excluded by applicable law.
 - 13.3 Notwithstanding anything else in this Agreement, the liability of the Parties to each other under or in connection with this Agreement flowing from one event or a series of connected events, whether arising under contract or by way of indemnity negligence or



otherwise, shall be limited to an aggregate liability equal to 200% of the fees paid or payable in the calendar year in which the event giving rise to the breach of this Agreement occurred.

13.4 For the avoidance of doubt, the Parties agree and acknowledge that while on assignment the temporary staff/contractor labor will be under the direction, supervision, management and control of CMHA and the indemnities provided by the Recruiting firm under this Agreement (including but not limited to clause 11) shall not apply to the extent that and where the damages, demands, losses, liabilities, charges, costs, claims, expenses, fines, fees, penalties, proceedings, actions, or judgments that arise from, in connection with or as a result of the negligence or breach of contract of CMHA (including but not limited to instruction, decision or direction).

The requested changes will not be made.

END OF ADDENDUM TO DATE 11/18/24

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