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## ADDENDUM #1

Request for Proposals  
Tenant Screening Services  
Solicitation No. 2025-1007

Originally Issued February 27, 2025

### Addendum 1 – Issued March 11, 2025

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.

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### QUESTIONS:

1. Can you provide the total number of apartment units currently being managed by CMHA? **The Authority currently owns and/or manages over 5,000 affordable housing units, and administers rental assistance for almost 12,000 privately owned rental units through the Section 8 HCV programs. A breakdown of the number of apartments is not available at this time.**
2. Could you please send me a short guide for the 3 documents required for electronic submission of the proposal with sample pages. **A link to training videos on How to Submit a Quote is provided at this link: <https://cintimha.com/business-opportunities/resources/current-solicitations/> . Click on How to Submit a Quote listed on the left side of the screen.**
3. Could you also provide a guide for the maximum and minimum range of fees for the services indicated in the packet for the Tenant Screening Services. **There is no historical data as this is the first time CMHA has solicited these services.**

1627 WESTERN AVENUE, CINCINNATI, OHIO 45214

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4. Can I get all the insurance required at the time the contract is awarded? **The contractor will be notified to obtain contract-compliant insurance after award of a contract.**

\*\*\*END OF ADDENDUM TO DATE 3/11/25\*\*\*

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