



## ADDENDUM #1

Request for Proposals  
Recertification Services  
Solicitation No. 2025-1006

Originally Issued March 27, 2025

### Addendum 1 – Issued April 14, 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. Could you please confirm if I'm required to meet all the listed insurance requirements, or if only the Professional Liability and/or Errors & Omissions insurance is necessary? **All of the listed insurance coverages currently apply.**
2. I will be conducting the recertifications independently and do not plan to hire any additional staff. Is general liability and workers' compensation insurance applicable in my case? **You would only need to obtain additional insurance if you are awarded a contract. If you are not hiring anyone then you do not need Worker's Compensation. General liability would still be required.**
3. Is it your goal to contract to one company or are you wanting to split the contract between mulitple vendors? **The recertifications will be divided among the number of contracts awarded. The contractors who demonstrate the greatest ability to meet the demands of the scope of work may receive a larger number of recertifications.**
4. I noticed that it stated the fee per file is not to exceed \$100 on the fee sheet. Is this correct? **Yes.**

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5. Does that include the same fee limit (\$100) for additional services? **No, additional services are at an hourly rate.**
6. Would the contractor ever assist with file corrections from OHFA audits? **No, this is public housing only so no OHFA review is required.**
7. How will the contractors be selected in the Pool to perform the work? **The contractors who demonstrate the greatest ability to meet the demands of the scope of work may receive a larger number of recertifications.**

\*\*\*END OF ADDENDUM TO DATE 4/14/2025\*\*\*