



ADDENDUM #2

Quotations for Small Procurements
HCV Leadership Training
Solicitation No. 2025-2803

Originally Issued March 5, 2025

Addendum 2 – Issued March 19, 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.

CHANGES:

Attachment A Scope of Work is revised as follows:

The target audience for this leadership training program includes seven (7) management team members from within our Housing Choice Voucher Programs. Participants will consist of individuals who hold Vice President, Director, Assistant Director, and Manager job roles.

Duration: The training program should be designed to be completed in (4)-four-hours sessions beginning in May 2025 and ending no later than ~~June 30~~ **May 30**, 2025.

Quote Packet page 7, Experience Summary is revised as follows:

Please provide a summary of your company's relevant experience, project management ability, and quality plan as requested in Section 5 of the QSP document.

QUESTIONS:

1. Who owns the intellectual property (IP) of the training materials? **CMHA should be provided a copy of the training materials. Please refer to Attachment B Terms and Conditions section 27.**

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2. What has worked well (or not) in past leadership training initiatives? **Interactive exercises, role-playing, and case studies have worked well in past trainings.**
3. **Scheduling:** We see that CMHA would like the four, four-hour training sessions to be completed within the month of May 2025. However, is there a preferred schedule (daily, weekly, etc.)? **The training can be extended to be completed by June 30, 2025, on a bi-weekly basis.**
4. Online or Virtual: There does not appear to be a preference in the scope or the QSP to these being in-person or online, other than on the Fee Submission Form section referencing travel reimbursement. Does CMHA have a preference, or should we anticipate to just provide travel expenses? Noting the compact timeframe, it would be cost prohibitive to include travel for four, separate in-person sessions, unless they were scheduled to be back-to-back. Online seems to be the best fit for flexibility, but we just wanted to confirm. **The training preference is in person and can be scheduled 4 hours on a bi-weekly basis.**
5. Given this is not a construction project and more leadership facilitation and training, which would not have the associated risk or need for Commercial general liability, Auto Liability, etc. --- What specific insurance is needed for this engagement? **Since the contractor will be on-site providing services our standard insurance requirements will apply. Please refer to Attachment B Terms and Conditions section 12.**
6. Quote Packet, Page 4, Section 12: Could you please clarify whether our current insurance needs to name CMHA as an additional insured prior to being awarded the contract (and included in our quote response) as indicated in the Quote Packet? Alternatively, can we provide a current copy of our insurance that reflects the required licenses, terms, conditions, and coverage limits as specified by CMHA, and then add CMHA as an additional insured once the contract is awarded? **The additional insured designation is not required until contract award.**
7. QSP Solicitation Document, Page 3, Section 5, Awards Criteria: This section seems to indicate that CMHA only requires from potential vendors and will only evaluate a 1 (one) page document that describes our company related experience. Is this correct? **Contractor must submit AT MINIMUM a one-page overview. Additional pages are highly recommended and can be attached to the quote packet.**
8. Quote Packet: In addition to the completed 7-page Quote Packet, insurance documents, one-page vendor experience document, and the description of how the vendor will manage projects with multiple sites and employees while ensuring quality, are there any other required documents that vendors should submit? **Contract Award and Acceptance Form and Fee Submission Form are also required. Please refer to the checklist on page 2 of the Quote Packet.**

9. Quote Packet: Can vendors provide more information (than what is mentioned above) regarding their training, coaching, facilitation processes and experience? If so, will this be included in your evaluation? **Yes.**
10. Quote Packet: Can vendors provide resumes/bios of key personnel? **Yes.**
11. Quote Packet: Are there any page limits to the documentation that vendors provide? **No.**
12. Quote Packet: What are CMHA's expectations regarding the format and content of vendor submissions? **Format should follow the format of the Quote Packet. Content should be responsive to scoring criteria listed in QSP Document section 5.**
13. Are all four training sessions (4 hours each) scheduled to be delivered specifically in May 2025? **The timeline has been extended. Please see Changes section above.**
14. Could you please clarify where we can locate Section 4? **Please see Changes section above.**
15. Is the HCV Leadership Training expected to be delivered in person or virtual? **The training preference is in person and can be scheduled 4 hours on a bi-weekly basis.**
16. Is the deadline for the training to be completed still set for May 30, 2025? **The timeline has been extended. Please see Changes section above.**

END OF ADDENDUM TO DATE 3/19/2025