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## ADDENDUM #3

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

Originally Issued March 5, 2025

### Addendum 3 – Issued March 20, 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. What is driving your need for this work now? **The opportunity to further enhance verbal and nonverbal communication skills.**
2. Can you provide details on what you currently have in place for training programs or similar initiatives whether formal or informal? **There are currently no formal training programs in place.**
3. What have been the challenges or hurdles in attempting to deliver engagements such as this? **Trainings have been delivered smoothly and without significant challenges.**
4. How is the current acceptance and view of training such as this? **Employee trainings have been well-received and positively embraced.**
5. Will there be major roadblocks or challenges once this contract is awarded? **No.**
6. You state that each session should take no more than 4 hours? Should it be expected that each topic you listed, total of 6 (i.e. Verbal communication, Adaptive Leadership style, etc.), should be covered individually for a total of 6 sessions or left to us as the contractor to determine the mix and content of each 4-hour session (i.e. all topics mixed into 5 separate 4-hour sessions)?

1627 WESTERN AVENUE, CINCINNATI, OHIO 45214

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CMHA will look to the selected vendor's expertise to effectively design and structure the sessions to meet the outlined scope of work.

7. Are there any restrictions on the types of engagement activities that can happen during training? **No.**
8. Are you open to the cohort taking an assessment? Will they be able to complete the assessment before training begins? **Yes, pre- and post-assessments are preferred, with the pre-assessment designed to be completed prior to the training sessions.**
9. Do you currently have a platform for learning, i.e. an LMS or dynamic SharePoint? **No.**
10. You state that 7 individuals will be the core audience. Will other individuals be added for training? If so, what would be the total audience? **The audience will be those listed in the scope of work.**
11. Has the group previously been through any similar training? If so, are you able to share...
  - a. When did these sessions occur (year, month)?
  - b. What was the reaction or feedback (What worked, what did not)?**Yes. The employees have provided positive feedback on previously attended trainings.**
12. If you have had something delivered in the past, what form and how has it been delivered (i.e. face to face, virtual, training, discussions, ERG's, etc.) **Face-to-Face**
13. Where will the location for the 4-hr sessions take place or be located (Virtual on-site, where)? **The training will take place onsite at CMHA's 1627 Western Avenue, Cincinnati, OH 45214 location.**
14. If on-site for a live training workshop, what is the average capacity for a facility where you would hold training? **The training sessions will take place in CMHA's training center, which accommodates up to 50 participants.**
15. What are the expectations around frequency of delivery (Only on certain days of the week, afternoon or morning, etc.)? **Bi-weekly on Mondays, Wednesdays, or Fridays in the afternoons starting at 1:00 p.m.**
16. Does your audience or CMHA have a preference on the types of training support that they prefer vs ones they have had in the past? **No.**
17. Coaching: If coaching is included, how do you see this taking place? i.e. All 7 individuals being coached as a team, each individual receiving coaching? **Both as a team and individually.**
18. Are their time restrictions on the number of times they would meet to be coached? **No.**

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19. For Q&A forums or refresher courses, would this be the same duration as the training (i.e. 2 to 4 hrs) **No.**
20. Do you expect anyone in addition to the core cohort (7 team members) being included in these sessions)? **No.**
21. Based on our understanding, the program consists of four training sessions (4 hours each) covering the topics outlined in the scope of work, followed by post-training support (e.g., coaching sessions, Q&A forums, refresher courses) for at least three months. Considering this as a complete program, will it be conducted annually with a total budget of \$75,000 allocated over three years? **No.**
22. Could you confirm the training location? **The training will take place onsite at 1627 Western Avenue, Cincinnati, OH 45214.**
23. Does the scope require a single 4-hour training session, or should we plan and budget for separate 4-hour four training sessions? **The training should consist of four separate sessions, each lasting four hours.**
24. Which process should we follow for submitting a redacted copy of the proposal? Do you only require a hard copy only if the contractor is redacting any information? **Yes, only if you are redacting would you need to provide this.**
25. Will you have multiple awards or will this be awarded to one sole vendor? **One vendor.**
26. Do you have an incumbent provider for these services? **No.**
27. Do we need to provide the insurance certificates when we submit our response, or can we submit if we are awarded the contract? **Insurance certificates are not required until the time of contract.**

\*\*\*END OF ADDENDUM TO DATE 3/20/2025\*\*\*

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