



ADDENDUM #1

Quotations for Small Procurements
Candidate Assessments
Solicitation No. 2025-5806

Originally Issued June 11, 2025

Addendum 1 – Issued July 1, 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.

QUESTIONS:

1. Assessment Volume: Can CMHA provide an estimate or target number of assessments expected to be completed annually or over the full term of the contract? **This will vary based on hiring needs.**
2. Organizational Scope: Will the assessment services be provided across all departments within CMHA, or are they intended for specific teams or divisions? **Assessment services will be offered to candidates under consideration for employment, as well as to various departments on an as-needed basis.**
3. Job Level Applicability: Are the assessments expected to be used for staff at all levels of the organization (e.g., administrative, managerial, and executive), or will they be focused on certain categories of personnel? **Assessment services will be applied as necessary to support administrative, managerial, and executive-level roles.**
4. Historical Context: Has CMHA previously issued a contract or bid for similar assessment, coaching, or development services? If so, is there a current or former incumbent provider? **Yes. We currently have contracts with Henry J Cohen and Associates, and C. Renee HR Consulting LLC.**
5. Purpose of Solicitation: Can CMHA share any additional context around the goals or motivation for releasing this solicitation at this time? **Current contracts are expiring.**
6. Internal Sponsorship: Can you share which department(s) or leadership teams within CMHA have requested or are sponsoring these services? **The Human Resources Department.**

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7. Delivery Format Expectations: Does CMHA expect these services (assessments, coaching, and development) to be delivered in a group format, individual sessions, or a mix of both?
Assessments are generally expected to be delivered in individual sessions, with the possibility of incorporating group formats when team building and/or coaching services are required.
8. On-Site Requirements: Will any portion of the services outlined in the Scope of Work require in-person or on-site delivery at CMHA facilities, or is a fully remote/virtual approach acceptable? **The Agency's preference is in-person but if the candidate is out of state then virtual would be permitted. CMHA will consider a non-local agency based on experience.**
9. On the fee form in the quote packet, it states that a firm fixed hourly rate is required. Would CMHA also accept a percentage? **No**
10. Should any tools or tests be included in the pricing? **Yes, this should be included in the firm fixed rate.**
11. Are there preferred tools or assessments? **No, the tools and assessments should be developed specific to the position they are applying for. Personality, emotional intelligence, cognitive abilities, myers brigs or similar psychological assessment.**
12. Will the 1-on-1 services be provided in person or virtual? **The Agency's preference is in-person but if candidate is out of state then virtual would be permitted. CMHA will consider a non-local agency based on experience.**
13. Is your agency also looking for staffing placements and recruitment also? **No, these services are not included in this solicitation.**
14. Would there be a conflict of interest for recruiting firms providing these services? **Firms would not be permitted to assess candidates that they submitted through recruiting agreements with CMHA.**
15. What is the previous year volume for assessments? **There have been approximately 37 assessments performed over the last two years.**

END OF ADDENDUM TO DATE 7/1/2025