

**ADDENDUM #1**

Request for Proposals  
Compliance and Training  
Solicitation No. TP25-1026

Originally Issued June 25, 2025

**Addendum 1 – Issued July 17, 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 the unit count for Park Eden and Riverview/San Marco and Logan Commons? How many tenants? How far behind are you with initial certifications and recertifications? **Park Eden - 176 Units, Riverview/San Marco - 131 Units, Logan Commons - 42 Units. The initial certifications are complete. The recertification numbers vary at any given time. The majority of the properties are not behind. If they are behind, the certifications are within 60 days after effective date.**
2. When was the last audit/purge of the waitlist for those properties? **All of the properties will need the waitlist to be audited/purged, including the properties not listed in #1. This has not happened in the last 365 days.**
3. How many properties and units for all other TPS locations? How many tenants? How far behind are you with initial certifications and recertifications? **Baldwin Grove - 100 Units, Reserve on South Martin - 60 Units, Cary Crossing - 36 Units, West Union Square - 70 Units, Sutter View Apartments - 114 Units, Park Eden-Evanston - 100 Units, Pinecrest - 190 Units, Marianna Terrace - 74 Units, Horizon Hills - 32 Units, Beechwood Apartments -149 Units, Marquette Manor -**

**1627 WESTERN AVENUE, CINCINNATI, OHIO 45214**

**Phone:** (513) 333-0670 **Fax:** (513) 977-5606 **TDD:** (513) 977-5807 **Website:** [www.cintimha.com](http://www.cintimha.com)

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140 Units. The initial certifications are complete. Recertification numbers vary at any given time. The Majority of the properties are not behind. Estimated resident count -1000.

4. When was the last audit/purge of the waitlist for all other TPS locations? **All of the properties will need the waitlist to be audited/purged including the properties not listed in #1. This has not happened in the last 365 days.**
5. How many staff by department are there to be trained? **15 Regional Managers, Property Managers, and Assistant Managers. The number will vary slightly, up or down based on vacant positions.**
6. How many HCV Vouchers? **We have less than 100 HCV Vouchers within the portfolio.**
7. How many properties are estimated to be converted to RAD? What is the time frame of these properties? **All properties have been converted except for Beechwood and Marquette Manor. Their conversion is currently in process with designated compliance teams currently assigned to them.**
8. Does the organization use Yardi's SharePoint to manage files? If so, are you looking to modify your folder structure? **Currently, SharePoint is minimally used. We would like to ensure this feature is utilized in the future.**
9. With performance standards in place and multiple participants contributing pooled resources, how should performance be measured and attributed within this shared model? Is it based on just the projects that are assigned to our organization? **Yes.** Will there be multiple resources working on the portfolio at the same time? **Performance is measured based on the acceptable completion of the task at hand. For example, if given the task of completing certifications, were they completed timely and accurately? This can be documented using software and by third party audit reviews. TPS will expect a monthly report of all certifications reviewed including the status of the certification. Please refer to Section 5.0 of the Scope of Work for additional information regarding pool assignments.**

10. Is this consulting position taking the place of an internal Compliance Manager or VP? Is this role supervisor of all staff? If so, how many people will report to this position? In the terms, it states that CMHA/TPS is the priority, are you looking for a resource (s) on a retained basis? If so, how many hours per month are you looking at for this resource – 160hrs? **There is not a consultant filling the role of Compliance Manager or VP. The number of hours will vary by site and need.**
11. Who is responsible for gathering household documents, etc.? The consultant or TPS staff? If TPS/CMHA staff, who is responsible for them gathering/completing in a timely manner? **TPS is responsible for gathering all documents unless services are rendered on site by the Compliance Consultant. Site Staff will be gathering the forms.**
12. What is the 10% reduction based on? Overall consulting fees? **10% of the billable invoice for services rendered.**
13. Who is determining the reduction in fees or penalty fees? Is there a possibility to cure? **There is a possibility to cure. TPS Staff with the guidance from Procurement will determine reduction in fees or penalty fees if not agreed upon in advance by the Compliance Consultant and TPS Staff.**
14. Regarding 7.4.1 in the Terms and Conditions, please clarify what you mean by travel for parts/supplies? We typically charge half our rate for travel time to and from the client. Also, please clarify on the statement “Contractor shall only invoice for the time spent on the property.” How would this apply if we work remotely? **Travel for parts/supplies will not apply for this proposal. No fee will be assessed if services are rendered from home.**
15. Are we able to charge admin time for billing? The amount of time that will be spent on billing and validation according to 7.4 in the Terms and conditions will require quite a bit of time. **Include all your fees on the fee form.**
16. Is 7.4.2, 3, 4 & applicable to a consultant since we would be working remotely? They seem to be more typical for a technician responding to an emergency on site. **These sections are not applicable for consultants working off site.**

17. Is 7.10 of terms and conditions not applicable to a consulting agreement? **Correct.**
18. Is it assumed if CMHA has not reached out within 15 days of receipt of invoice that they have approved payment? **CMHA uses Vendor Café for invoicing. Awarded contractors will receive instructions on the application.**
19. Section 12.3 is not applicable to a consulting agreement; we will not be renting any vehicles on behalf of CMHA? **If the contractor will be working on site automobile insurance will be required. If not working on site, a written request to waive the auto coverage must be received by Procurement and the requests will be forwarded to our Legal Counsel for a decision.**
20. Section 19.1 does this include remote consulting contracts? **Yes.** If the consultants live outside of Ohio, how can we comply with a 24-hour drug test turnaround (can it be a provider in the state that the person lives)? **Yes. Drug tests are required only “if requested.” If CMHA requests a drug test, the details can be arranged at that time.**
21. Is Section 19.2 applicable for consultants? **If working on site, consultants may be issued a badge and/or access card.**
22. Can you please explain how Sections 19.6, 19.7, 19.8, 19.9, 19.10 and 19.13, are applicable to a consulting contract? It sounds like these are for an onsite technician. **These sections do not apply to consultants unless working on site.**
23. Are all the properties listed in terms and conditions in Section 20.4 the remaining properties plus the three (Park Eden and Riverview/San Marco and Logan Commons)? **Yes. Please note TPS reserves the right to add additional properties when applicable under the same contract.**
24. Does CMHA have a centralized training facility? If so, how many people can attend? Will CMHA be responsible for making sure the training facility is up and running with computers, projector, etc.? **CMHA has a centralized facility with**

audio visual capabilities. The facility holds 35 persons and will be maintained by TPS.

25. What date does CMHA want to kick the project off? Project kickoff will be within 30 days of start-up request.

26. What is TPS's role in this contract? TPS will monitor all services provided for all properties. Quarterly meetings will be scheduled to discuss the performance of the compliance consultant.

\*\*\*END OF ADDENDUM TO DATE 7/17/25\*\*\*