



ADDENDUM #3

Quotations for Small Procurements
Applicant Eligibility Determination for Public Housing Program
Solicitation No. 2025-1845

Originally Issued November 24, 2025

Addendum 3 – Issued December 10, 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. How much does CMHA currently pay for file? **See the table below for the average costs.**

Description	Average Cost
Completed Recertification for public housing with CMHA	\$ 77.25
Rent Calculation Only. All documentation provided to contractor.	\$ 37.25
Tenant File Review (Calculation, Required Documents, etc.)	\$ 44.75

2. Does the fee cover background checks? **No. CMHA will run background checks.**

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3. Is the term of the contract \$75,000 for contract maximum of 3 years? Is this the total cost or is this for each year? **The term of the contract is not-to-exceed \$75,000 per pool of contracts over a 3-year period.**

END OF ADDENDUM TO DATE 12/10/25

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