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## ADDENDUM #2

Quotations for Small Procurements  
HCV Program Fee Accounting  
Solicitation No. 2026-2801

Originally Issued December 31, 2025

### **Addendum 2 – Issued January 8, 2026**

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 current number of active Housing Choice Vouchers (HCVs) managed by CMHA? **HCV has a total of 11,875 vouchers; however, current utilization is at 9,300 and projected to grow.**
2. What is the approximate average monthly volume of HAP disbursements and landlord payments (e.g., number of transactions/payees)? **Average volume is 9,300.**
3. Over the past 12 months, how many SEMAP audits, HUD inquiries, external audits, or major HUD reviews occurred?
  - **SEAMAP Audits are done annually and are due to be reported to HUD every August.**
  - **HUD inquiries – 0**
  - **Major HUD Reviews – 0**
  - **External Audits – Annual IPA Audits only covering CMHA, not just HCV**

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4. How many agencies does CMHA expect to select for the three-year pool, and what is the anticipated total value of work to be distributed across the pool over the term? **Depending on experience and breadth of knowledge, ideally CMHA would select only one as this is a temporary consulting / contracting role.**
  
5. Are there significant peak workload periods (e.g., annual budgeting, year-end settlements, or specific HUD deadlines)? **Significant peak work load periods are every month with month-end close and eVMS/VMS updates every month with prior period reconciliations. HUD Deadlines eVMS/VMS updates are due by the 17th of each month. Internal Books closing deadline is Day 9 of close. This particular role does not lead the Budgeting process but will be responsible for uploading the budgets in the system. July is the peak for SEMAP Audits and MOD YESS statements.**

\*\*\*END OF ADDENDUM TO DATE 1/8/26\*\*\*

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