



ADDENDUM #1

Quotations for Small Procurements
AI Readiness
Solicitation No. 2026-6801

Originally Issued March 7, 2026

Addendum 1 – Issued March 9, 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.

QUESTIONS:

1. How many training sessions and attendees will there be per session? **There will be 15 attendees. See #2 for the number of sessions.**
2. Is there information missing in this sentence? “Delivery of agreed-upon training sessions to Authority staff (estimated [X–Y] sessions; [approx. headcount] participants).” **Proposers should provide the number of sessions required for 15 attendees.**
3. Training Objectives: Is there specific learning outcomes or competencies CMHA would like staff to gain from the AI readiness training? **Introduction to AI, how to improve AI prompts, and using AI in our daily job functions.**
4. Target Audience: Which departments or roles within CMHA are expected to participate in the training? **Management as well as clerical personnel.**
5. Estimated Number of Participants: Is there an anticipated number of staff members who will participate in the training? **See #1.**

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6. Training Delivery Format: Does CMHA have a preference for training delivery (in-person, virtual, or hybrid)? **There is no preference.**
3. Number of Training Sessions: Is the Authority envisioning a single training engagement or multiple sessions delivered across different teams or groups? **Whatever works for the awarded vendor to ensure the staff is getting proper training.**
7. Customization to Housing Authority Operations: Should the training include examples or use cases tailored to public housing authority operations such as resident services, property management, compliance, or procurement? **This would be beneficial, but as an introduction to AI it is not a requirement.**
8. Current Use of AI Tools: Are there any AI tools or platforms currently being used or explored by CMHA that should be incorporated into the training? **Microsoft Copilot. We are looking for recommendations for other useful tools**
9. Post-Training Deliverables: In addition to the training sessions themselves, does CMHA expect deliverables such as participant materials, toolkits, or a summary report? **Yes. See Section 4 of the Scope of Work.**
10. Budget Expectations; While the solicitation indicates the contract shall not exceed \$75,000, could CMHA share whether there is an anticipated budget range or level of effort for the AI readiness training engagement? **There is a fixed budget of \$30,000 for the training. If additional funding becomes available, it shall not exceed \$75,000.**

END OF ADDENDUM TO DATE 3/9/26