



# **QUOTE PACKET**

## **For Solicitation**

2026-5806 Contract Labor and Executive Search

**ATTENTION: ELECTRONIC PROPOSALS MUST BE SUBMITTED TO [PROCUREMENT@CINTIMHA.COM](mailto:PROCUREMENT@CINTIMHA.COM) AND [DREW.KENDALL@CINTIMHA.COM](mailto:DREW.KENDALL@CINTIMHA.COM). THE EMAIL TITLE MUST HAVE THE SOLICITATION NUMBER AND NAME (2026-5806, CONTRACT LABOR) AND THE VENDOR NAME IN THE SUBJECT LINE.**

**IF YOU DO NOT RECEIVE PROCUREMENT ACKNOWLEDGEMENT OF YOUR PROPOSAL WITHIN 24 HOURS OF SUBMISSION. PLEASE EMAIL [PROCUREMENT@CINTIMHA.COM](mailto:PROCUREMENT@CINTIMHA.COM) AND [DREW.KENDALL@CINTIMHA.COM](mailto:DREW.KENDALL@CINTIMHA.COM) TO CONFIRM RECEIPT.**

**Submitted by**

**Company Name:** \_\_\_\_\_



**QUOTE PACKET CHECKLIST**

**Instructions:** Unless otherwise specifically required, the items listed below must be completed and included in the quote packet. Please complete this form by marking an “X,” where provided, to verify that the referenced completed form or information has been included within the quote submittal submitted by the proposer.

X=ITEM INCLUDED	SUBMITTAL ITEMS
<input type="checkbox"/>	<b>Proof of Insurance and Licensing</b>
<input type="checkbox"/>	<b>Professional References and Experience Summary</b>
<input type="checkbox"/>	<b>Contract Award and Acceptance Form</b>
<input type="checkbox"/>	<b>Fee Submission Form</b>

**Debarred Statement:** Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Ohio, or any local government agency within or without the State of Ohio? Yes  No   
 If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

**Disclosure Statement:** Does this firm or any principals thereof have any current or past personal or professional relationship(s) with any Commissioner, Officer or employee of the Cincinnati Metropolitan Housing Authority (the Authority)? Yes  No   
 If "Yes," please attach a full detailed explanation, including dates, circumstances and current status

**Non-Collusive Affidavit:** The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against the Authority or any person interested in the proposed contract; and that all statements in said proposal are true.

**PROPOSER’S STATEMENT**

**The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this quote submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Authority discovers that any information entered herein to be false, such shall entitle the Authority to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the quote, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this QSP as issued by the**



**Authority, either in hard copy or on the noted Internet System. Upon issuance of award to proposer, CMHA is accepting Contractor's offer contained in the quote submittal and Best and Final Offer (if applicable). No other contractual documents will be necessary or accepted unless specifically expressed in the Contract Acceptance and Award. Pursuant to all QSP Documents and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the Authority with the services described herein for the fee(s) submitted pertaining to this QSP.**

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**Signature**

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**Date**

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**Printed Name**

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**Company**

**E-mail**

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**Phone**

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## Proof of Insurance and Licensing

Attach proof of insurance coverage as required by the Terms and Conditions (re-stated below) and any licenses required for the scope of work.

**11.1 Professional liability and/or “errors and omissions” coverage with a limit not less than \$1,000,000.**

**11.1.1.** This is required for vendors who render observational services to the Authority such as appraisers, inspectors, attorneys, engineers, or consultants.

**11.1.2.** The coverage shall be not less than \$1,000,000 each occurrence and \$1,000,000 general aggregate.

**11.1.3.** The Authority and its affiliates must be named as an Additional Insured and be a Certificate Holder.

**11.1.4.** If any aggregate limit is reduced below \$1,000,000 because of claims made or paid, the Contractor shall immediately obtain additional insurance to restore the full aggregate limit and furnish to CMHA a certificate of insurance showing compliance with this provision.

**11.2.** Contractor shall provide certificates evidencing the coverage required under this Provision of this Agreement to CMHA upon execution of this Agreement and annually thereafter evidencing renewals thereof. At any time during the term of this Agreement, CMHA may request, in writing, and the Contractor shall thereupon within 10 days supply to CMHA evidence satisfactory of compliance with the provision of this section.

**11.2.1.** The Contract may be terminated if the insurance lapses.

**11.3.** Coverage required of this Contract will be primary over any insurance or self-insurance carried by CMHA.



## Professional References and Experience Summary

CMHA must be referenced if previous work has been provided to the Authority  
References should be relevant to the scope of work of this solicitation.

1	Business Name	
	Address	
	Phone # & e-mail	
	Individual's Name (if applicable)	
	Description of Services	
	Length of Contract	
2	Business Name	
	Address	
	Phone # & e-mail	
	Individual's Name (if applicable)	
	Description of Services	
	Length of Contract	
3	Business Name	
	Address	
	Phone # & e-mail	
	Individual's Name (if applicable)	
	Description of Services	
	Length of Contract	
4	Business Name	
	Address	
	Phone # & e-mail	
	Individual's Name (if applicable)	
	Description of Services	
	Length of Contract	
5	Business Name	
	Address	
	Phone # & e-mail	
	Individual's Name (if applicable)	
	Description of Services	
	Length of Contract	

## **Experience Summary**

Please provide a response to the technical questions requested in Section 4 of the QSP document..

Answer in the space below or attach a response to your quote submittal.

**CINCINNATI METROPOLITAN HOUSING AUTHORITY**

**CONTRACT ACCEPTANCE AND AWARD**

**FOR**

**2026-5806 Contract Labor and Executive Search**

*Note: The vendor should complete the vendor authorized signatures as part of the solicitation response. If the vendor is awarded a contract, then the bottom portion of this form will be completed by CMHA and sent to the vendor.*

**Vendor**

Full business legal name: \_\_\_\_\_

*(Note: Full business legal name should match the name registered with the Secretary of State or should be the owner's name followed by dba then the business name.)*

I acknowledge receipt of this form which will become the contract if I am awarded and the following exhibits which are incorporated herein.

<b>Attachment</b>	<b>Contractor's signature</b>
Attachment A: Statement of Work	
Fee Submission Form	
Attachment B: General Terms and Conditions and QSP Document	
Addendum ___ Dated _____	
Addendum ___ Dated _____	
Addendum ___ Dated _____	
Addendum ___ Dated _____	
Addendum ___ Dated _____	

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the fees proposed. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and that the company is qualified and authorized to perform all services as set forth.

Further, by completing and submitting this form and the response, the undersigned is thereby agreeing to abide by all terms and conditions pertaining to this solicitation as issued by CMHA. Upon issuance of award to proposer, CMHA is accepting Contractor's offer contained in the submittal. No other contractual documents will be necessary or accepted. The Contract commences upon CMHA's signature and issuance of Award on this form. Pursuant to this Contract Acceptance and Award including attachments, and pursuant to all Documents submitted, the undersigned proposes to supply the Authority with the services described herein for the fee(s) submitted pertaining to this solicitation.

Date: \_\_\_\_\_

Company: \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Signature)

By: \_\_\_\_\_ Title: \_\_\_\_\_  
(Print Name)

**Award by CMHA**

Term of Contract \_\_\_\_\_ to \_\_\_\_\_

Unless otherwise stated, this contract is good for a period of three years. However, the contract shall not exceed \$75,000.

\_\_\_\_\_  
Cincinnati Metropolitan Housing Authority

Date: \_\_\_\_\_



**CMHA SOLICITATION 2026-5806  
Contract Labor and Executive Search  
FEE SUBMISSION FORM**

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. The Proposer is responsible for providing firm, fixed costs as specified below. In addition, the proposer must provide a fixed, firm cost for additional services.

If Contractor is awarded the contract for this solicitation, this Fee Submission Form may be used as Exhibit B to the Contract. The completion of the form is no guarantee of a contract or the award of any services.

**Staff Augmentation Services**

Proposed Fees: The pricing shall be identified by the typical average hourly rate for each classification to apply to the CMHA pay rate.

Classification	Firm Fixed Premium
Executive Office (COO, VP(s) of Operations, Programs or Administration and Finance and Accounting	\$ _____/Hr
Human Resources	\$ _____/Hr
Procurement and Purchasing	\$ _____/Hr
Information Technology	\$ _____/Hr
Legal	\$ _____/Hr
Inventory & Warehouse	\$ _____/Hr
Fleet and Facility	\$ _____/Hr
Real Estate Acquisitions and Development of Housing	\$ _____/Hr
Construction Administration and Project Management	\$ _____/Hr
Affordable and Market Housing Administration and Property Management	\$ _____/Hr



**CMHA SOLICITATION 2026-5806  
Contract Labor and Executive Search  
FEE SUBMISSION FORM**

Housing Choice Voucher Program Administration	\$ _____/Hr
Call Center/Customer Service	\$ _____/Hr

**Temp to Hire Placement Services**

Proposed Fees: The pricing shall be identified by the percentage premium for each classification to apply to the CMHA pay rate. The percentage premium shall be paid on the first year’s salary.

Classification	Firm Fixed Premium
Executive Office (COO, VP(s) of Operations, Programs or Administration and Finance and Accounting	_____ %
Human Resources	_____ %
Procurement and Purchasing	_____ %
Information Technology	_____ %
Legal	_____ %
Inventory & Warehouse	_____ %
Fleet and Facility	_____ %
Real Estate Acquisitions and Development of Housing	_____ %
Construction Administration and Project Management	_____ %
Affordable and Market Housing Administration and Property Management	_____ %
Housing Choice Voucher Program Administration	_____ %



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Call Center/Customer Service	_____%
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**Conversion Fees**

Classification	Conversion Fee After One Month	Conversion Fee After 3 Months	Conversion Fee After 6 Months or 1040 hours
All Roles	_____%	_____%	_____%

**DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS:** \_\_\_\_\_

**Shared Services and Executive Search Services:**

**Direct Placement:**

Classification	Firm Fixed Premium
Executive Office (COO, VP(s) of Operations, Programs or Administration and Finance and Accounting	_____%
Human Resources	_____%
Procurement and Purchasing	_____%
Information Technology	_____%
Legal	_____%
Inventory & Warehouse	_____%
Fleet and Facility	_____%
Real Estate Acquisitions and Development of Housing	_____%
Construction Administration and Project Management	_____%



**CMHA SOLICITATION 2026-5806  
Contract Labor and Executive Search  
FEE SUBMISSION FORM**

Affordable and Market Housing Administration and Property Management	_____ %
Housing Choice Voucher Program Administration	_____ %
Call Center/Customer Service	_____ %

**Recruitment**

Proposed Fees: The pricing shall be identified by the percentage premium to apply to the CMHA pay rate or firm flat fee per placement (not to exceed \$75,000). The percentage premium shall be paid on the first year’s salary.

\_\_\_\_\_ % Firm Fixed Premium    OR    \$ \_\_\_\_\_ Firm Flat Fee per Placement

Fees shall not be paid until the candidate has been placed and commenced work.

**DISCOUNT OFFERED FOR MULTIPLE PLACEMENTS:** \_\_\_\_\_

**DISCOUNT OFFERED FOR EARLY PAYMENT:** \_\_\_\_\_ % if invoice paid within \_\_\_\_\_ days of properly submitted invoice as stated in the RFP.



**CMHA SOLICITATION 2026-5806**  
**Contract Labor and Executive Search**  
**FEE SUBMISSION FORM**

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**PROPOSER'S STATEMENT**

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Date: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of Offerer)

By: \_\_\_\_\_ Title: \_\_\_\_\_  
(Print Name)