

ADDENDUM #1

Request for Proposals
Compliance and Training Services
Solicitation No. TP26-1011

Originally Issued June 3, 2026

Addendum 1 – Issued June 11, 2026

To Offerors:

The following additions, deductions, changes and corrections to the proposal and specifications for the above-mentioned 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.

UPDATES

The Award Acceptance Form is attached herein and also to the Proposal Packet.

QUESTIONS:

1. Is it necessary to bid on all the Specific Functions and Deliverables listed in section 2.0 of the Scope of Work? Would our proposal be deemed non-responsive if we respond to / provide pricing quotes for selected items only? **It is acceptable to bid only on selected items.**
2. How many properties are currently covered under this contract and what is the anticipated property count over the next 12 months? **17 Properties**
3. Approximately how many RAD properties require monthly vouchering services?
12 properties
 - a. What is the estimated annual volume of:
 - b. New move-ins, **200. This estimate is based on execution of Non Payments across the portfolio. This may decrease based on payment value. This does not include any lease up.**

1627 WESTERN AVENUE, CINCINNATI, OHIO 45214

Phone: (513) 333-0670 Fax: (513) 977-5606 TDD: (513) 977-5807 Website: www.cintimha.com

Equal Opportunity Employer, Equal Housing Opportunities

- c. Recertifications – **Approximately 1500**
 - d. Interim recertifications, **This is unknown. We cannot predict individuals need to place a request for an income change.**
 - e. File reviews? **We are requesting once a year on site file review.**
4. Is the contractor expected to directly enter data into YARDI, or only review and validate information entered by TPS staff? **Current process is Compliance enters data. Our goal once staff is trained will be for staff to enter all information into Yardi for compliance review. Currently 4 properties are set up to enter data for compliance review.**
 5. What level of YARDI system access will be provided? **Depending on assignment will be the level of access. Minimum access will be the ability to review resident data including history of certifications.**
 6. What is the anticipated frequency of onsite versus remote support? **This will vary based on site needed support. No less than once to review entire file.**
 7. What are the expected response-time requirements for technical assistance requests? This depends. **TPS can not dictate the response time if YARDI is required to assist. Normally it does not exceed 7 days. Normal CMHA IT assistance is 24 hours.**
 8. What is the current portfolio breakdown by funding source (LIHTC, HOME, RAD, PBRA, NHTF, OHTF, NSP, etc.)? **See attachment.**
 9. Is the Compliance Manual a one-time deliverable or an annually updated document? **Annually. Updated only on areas that were revised.**
 10. How frequently is formal training expected (monthly, quarterly, annually, as needed)? **Quarterly as a group. As needed for individual sites**
 11. What format is expected for the required weekly reporting? **We are open to reviewing the agency weekly report showing compliance progress.**

12. What is the approximate annual number of OHFA, OCCH, HUD, syndicator, and investor audits requiring support? **TPS can not determine the number of audits an agency/syndicator request. Some audits may not require assistance from compliance.**
13. What third-party syndicators are currently involved? **OCCH**
14. What specific responsibilities are expected regarding DevCo reporting? **Once annual recertification is completed information is updated in Devco. Quarterly review of information to ensure we are on track to have everything implemented by the end of the year.**
15. What specific responsibilities are expected regarding OCAF updates? **If needed, preparation, submission and tracking once submitted.**
16. For Section 2.14, what percentage of audits are expected to include waitlist management reviews? **All. Goal is to ensure all properties pull the correct applicant in order before moving them in. TPS will be responsible for submitting applicant. Compliance will monitor the order the applicant is listed and ensure explanation is provided if applicants are skipped. TPS is responsible for removal of applicants from waitlist.**
17. What are the current staffing levels within TPS/CMHA Affordable Housing Compliance? **All properties are monitored by compliance contractors**
18. Will multiple contractors be actively utilized from the pool, or is TPS expecting one primary contractor? **TPS will utilize all contractors. Our goal is to assign contractors to properties once awarded. The assignment will be based on budget, ability to perform the assigned work, and previous experience.**
19. What criteria will be used when assigning work among pool participants? – **See response above, #18.**
20. Given the increase from a \$45,000 to \$150,000 annual NMCA, what expanded workload assumptions support that increase? - Since our last contract TPS has

increased the portfolio with 5 additional locations. **Maple will be added in July 2026**

21. What volume assumptions were used in developing the fee proposal form?
Number of locations and program requirements.
22. Are service-level expectations tied to any performance metrics beyond the listed deductions? **No**
23. Is HOTMA compliance support expected even though HOTMA is not specifically referenced in the 2026 scope? **Yes – We have already implemented HOTMA guidelines.**
24. Are contractors expected to respond to HUD/OHFA findings directly, or prepare responses for TPS review and submission? **TPS will provide the response to the partnerships.**
25. What deliverables are expected during RAD conversions or new RAD development projects? **(1) RAD conversions – review all submitted files within 3 days of submission ensure they meet OFHA requirements. (2) Maintain HUD recertification file review.**
26. Will the contractor be responsible for EIV administration activities or only compliance review? **Depending on the location it will be both.**
27. Is there a target turnaround time for file reviews after TPS submission? Move Ins – 3 days. Recertifications – 5 days. **There are times when TPS may need a file to be reviewed sooner; however, this will be communicated in advance.**
28. Are any current compliance backlogs or audit findings driving this procurement?
The contract was driven in order below:
- A. Expanding portfolio**
 - B. Late Recertifications**

We have OCCH and OFHA audits files being reviewed. These audits are performed around the same time each year, June - August. This was not the primary reason for the procurement.

29.What is the anticipated annual spend under this contract based on prior-year utilization? **Year 2025 spend was \$180,000 in consulting fees.**

30.Can TPS provide the current property inventory and funding-source matrix to support pricing assumptions? **See attachment.**

END OF ADDENDUM TO DATE 6/11/26

Property Name	Unit Count	Office Address	Bedroom Sizes	Funding Source	Property Preference	<u>Accept Housing Choice Vouchers</u>
Baldwin Grove	100	11111 Springfield Pk. Cincinnati, OH 45246	1, 2	1. Project-Based Assistance - Housing Choice Voucher Program 2. Project Based Rental Assistance (PBRA) 3. Low-Income Housing Tax Credit 4. Market Rate	Seniors - 62 and over	N
Cary Crossing	36	1413 Compton Rd. Cincinnati, OH 45231	1, 2	1. Project-Based Assistance - Housing Choice Voucher Program 2. Public Housing Assistance 3. Low-Income Housing Tax Credit	Disabled	N
Reserves on S. Martin	60	7363 Martin St. Cincinnati OH 45231	1, 2	1. Housing Choice Voucher Program-Tenant Based 2. NSP - Neighborhood Stabilization Program 3. Low-Income Housing Tax Credit	Seniors - 55 and over	Y
West Union Square	70	2942 Banning Rd. Cincinnati, OH 45239	1, 2	1. Public Housing Assistance 2. NSP - Neighborhood Stabilization Program 3. Low-Income Housing Tax Credit 4. HOME Funds	Seniors - 55 and over	Y
Sutter View Apts	114	1088 W. Liberty Street, Cincinnati OH 45214	1, 2, 3, 4	1. Project-Based Assistance - Housing Choice Voucher Program 2. Project Based Rental Assistance (PBRA) 3. Low-Income Housing Tax Credit 4. Housing Choice Voucher Program-Tenant Based	Families	Y
Evanston Apts	100	1820 Rutland Ave. Cincinnati, OH 45207	1	1. Project Based Rental Assistance (PBRA)	Families	N
Pinecrest Apt	190	3951 W. 8th St. Cincinnati, OH 45205	1, 2	1. HOME Funds 2. Project Based Rental Assistance (PBRA) 3. Low-Income Housing Tax Credit	Families	N
Horizon Hillts	32	1003 Grand Ave Cincinnati OH45205	2	1. Project Based Rental Assistance (PBRA)	Families	N
Park Eden	176	2610 Park Ave. Cincinnati, OH 45206	1, 2	1. Project Based Rental Assistance (PBRA) 2. Low-Income Housing Tax Credit	Families	N
Marianna Terrace	74	1700 Wabash Ave. Cincinnati, OH 45215	1,2,3,4,5	1. HOME Funds 2. Project Based Rental Assistance (PBRA) 3. Low-Income Housing Tax Credit	Families	N

Bennett Point	56	528 E. 12th St. / 600 E. 12th Street Cincinnati, OH 45202	1, 2	1. Project-Based Assistance - Housing Choice Voucher Program Public Housing Assistance 3. Low-Income Housing Tax Credit HOME Funds Market Rate	2. 4) 5)	Families	Y
Logan Commons	42	1750 Logan St. Cincinnati OH 45202	1, 2	1. Project-Based Assistance - Housing Choice Voucher Program Public Housing Assistance 3. Low-Income Housing Tax Credit	2.	Seniors - 62 and over	N
Riverview /San Marco	131	2538 Hackberry St. / 1601 S. Madison Cincinnati, OH 45206	1, 2	1. Project Based Rental Assistance (PBRA) 2. Low-Income Housing Tax Credit NHTF - National Housing Trust Funds	3. 4.	Families	N
Beechwood (Under Rehab)	149	330 Forest Ave. Cincinnati, OH 45229	1, 2	1. Project Based Rental Assistance (PBRA) 2. Low-Income Housing Tax Credit NHTF - National Housing Trust Funds	3.	Families	N
Marquette Manor (Under Rehab)	140	1999 Sutter Ave. Cincinnati, OH 45225	1	1. Project Based Rental Assistance (PBRA) 2. Low-Income Housing Tax Credit		Families	N
Hamilton County Affordable	27	1088 W. Liberty Street, Cincinnati OH 45214	1,2,3,4	1.Home Funds		Families	Y
Maple Apts	120	Anticipated Lease Up 7.2026	1,2	1. Project Based Rental Assistance (PBRA) 2. Low-Income Housing Tax Credit		Families	N
Total	1527						

TOUCHSTONE PROPERTY SERVICES, INC.

CONTRACT ACCEPTANCE AND AWARD

FOR

TP22-1011 Compliance and Training Services

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 TPS 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.

Attachment	Contractor's signature
Statement of Work	
Fee Submission Form	
General Terms and Conditions including HUD 5370-C General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work)	
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 TPS. Upon issuance of award to proposer, TPS is accepting Contractor's offer contained in the submittal. No other contractual documents will be necessary or accepted. The Contract commences upon TPS'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 TPS 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 TPS

Term of Contract _____ to _____

This Agreement shall become effective upon TPS executing and issuing this Contract Acceptance and Award. Unless otherwise stated, this contract is good for a period of one year with an option to renew annually for an additional four years at TPS's sole discretion. However, at no time may the term of this Agreement exceed five years.

Touchstone Property Services, Inc.

Date: _____