

**COLUMBUS METROPOLITAN HOUSING AUTHORITY**

**880 East 11th Avenue**

**COLUMBUS, OHIO 43211**

**DATE: November 15, 2024**

**TO ALL BIDDERS:**

**The specifications are hereby amended and supplemented by this addendum, which will form a part of the contract documents and should be considered in preparation of bid.**

**ADDENDUM # 1**

1. When in cut off for questions?
  - a. Wednesday, November 27<sup>th</sup>, 2024 @ 11:00am
  - b. No questions will be accepted for response after said date.
2. If it is under contract, how do we request the incumbent(s) and their pricing?
  - a. There is no current reoccurring contract.
  - b. CMHA currently has assignments with Aryes Staffing, Dawson Careers and Lingo Staffing.
3. Just confirming as stated in the RFP, that the performance bond is 100% required?
  - a. Bonding is not required
  - b. Bonding is for construction services
4. What is the annual budget of the contract?
  - a. There is no set annual budget, and the staffing requirements will be determined on a case-by-case basis.
5. Do you need actual resumes or sample resumes?
  - a. Yes
6. Is this bid refresh? If yes, can you share details from where we can get old proposal details?
  - a. No
  - b. The service was not bid on previously due to existing hiring practices; we now foresee a potential need.
7. What is the work location of the proposed candidates?
  - a. 880 E 11<sup>th</sup> Avenue, Columbus Ohio 43211
  - b. 1407 Cleveland Avenue, Columbus, Ohio 43211
  - c. 240 N Champion Avenue, Columbus, Ohio 43203
8. Are there any pain points or issues with the current vendor(s)?
  - a. None at this time
9. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?
  - a. No
  - b. Please follow subcontracting requirements page 6, 3.1.8.
10. How many positions were used in the previous contract (approximate)?
  - a. 23 current temporary positions

11. How many positions will be required per year or throughout the contract term?
  - a. There is no minimum number or maximum number
12. Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?
  - a. Onsite
13. Could you please provide the list of holidays?
  - a. See attached
14. Are there any mandated Paid Time Off, Vacation, etc.?
  - a. No,
  - b. Time off such as sick, vacation will not be covered by CMHA.
15. Can we provide a Pay Rate Range in our pricing?
  - a. No,
  - b. There is no pay rate range available
16. Page #6 of the RFP, 3.1.6, Client Information section, how many references of the clients do we need to provide? Could you please specify the minimum or maximum number?
  - a. Minimum of three
17. Are electronic signatures accepted in email submission mode?
  - a. Yes
18. Regarding Attachment A, SUBMITTAL ITEMS (four (4) copies of each proposal, including one with original signatures). Please confirm if we need to provide copies of the fee proposal and technical proposal with original signatures if we opt for email submission. Can we sign the forms and proposals with electronic signatures?
  - a. Four copies are required if a physical copy is turned into central office.
  - b. If submitted electronically, one PDF copy of the technical response is required for submission and one PDF copy of the fee sheet is required, as suggested in the RFP.
19. Can you clarify the expected number of awards for this solicitation?
  - a. This information is not available
20. Is there any preference or priority given to local vendors for this contract?
  - a. No
21. How many vendors currently provide temporary staffing services to your agency?
  - a. Three
22. Do you use cooperative purchasing agreements?
  - a. Yes
23. Would you be willing to piggyback on a cooperative agreement to receive temp services?
  - a. Possibly in the future
24. How much did your agency spend on temporary staffing in 2023?
  - a. We do not share this information
25. What are some of the job titles for the entry level roles?
  - a. Client Services Receptionist, PRO Agent, and Custodian services
26. What are some of the job titles for the mid-level roles?
  - a. Supervisor & Manager
27. What are some of the job titles for the management roles?
  - a. Assistant Vice President & Vice President
28. What are some of the job titles for the executive roles?
  - a. Chief
29. What markup are you currently paying?

- a. This information will not be shared
  - b. Propose your rates to be considered
- 30. What is the current range of your pay rates?
  - a. This information will not be share
  - b. Propose your rates to be considered
- 31. What is the current range of your bill rates?
  - a. This information will not be shared
  - b. Propose your rates to be considered
- 32. Please confirm if the Hourly Rate and Overtime Rate should be the bill rate?
  - a. Please follow and complete the fee sheet provided in the RFP
- 33. Will an hourly range be acceptable for the position categories?
  - a. No
  - b. If a range is provided, only the highest number will be used for cost analyst.
- 34. The RFP requires submitting audited financial statements. Is it acceptable to provide a balance sheet, profit and loss statement, and DUNS report as a substitute for the audited financial statements?
  - a. Yes
  - b. Tax returns are also acceptable
- 35. Section 3.1.4.4 last line asks that a clear description of the relocation process be provided. Can you clarify the relocation process?
  - a. Please disregard.
- 36. Section 3.1.4.4 references **Evaluation Factor No. 5** but does not find this information in the RFP for Evaluation No. 5 only seeing Evaluation Factors for 1-4.
  - a. There will only be four evaluation factors
- 37. Is it okay to **only** submit electronically or should the RFP be submitted with both an electronic copy and hand delivered paper copy? Also, if submitted electronically how would you like the tabs to show in the submission?
  - a. Yes
  - b. Electronic submission is preferred.
  - c. You set up your tabs up however you prefer, CMHA evaluators need to be able to identify what they are reviewing.
- 38. Pricing – Can a pay range or markup only be submitted for the job positions? Difficult to submit a pay range for Executive and Managerial roles without knowing the exact level and skills needed for higher level positions.
  - a. Special circumstances will be reviewed as needed.
- 39. Should the Company Bio and Staff Resumes be included in Tab 3 or Tab 5.....or should they be included in both tabs?
  - a. Tab 3 is about the company submitting the proposal.
  - b. Tab 4 is the proposers response related to scope of work.
  - c. Tab 5 is about financial viability
- 40. Is this contract intended to be awarded as a single award or as multiple awards?
  - a. CMHA foresees a multi-award
- 41. On page 5 of the main document, in Section 2.0 "Scope of Work (SOW)/Technical Specifications (T/S)," it is mentioned that services are required for various positions, ranging from entry-level to executive roles. Could you clarify which specific positions fall under these categories?
  - a. Position levels are listed on the fee sheet provider.

42. Is there a page limit for the response to this RFP?
- NO,
  - Large documents should be sent as PDF only.
43. On page 6 of the main document, Section 3.1.4.4 mentions "Evaluation Factor No. 5, the COMMUNICATIONS PLAN" as detailed in Section 4.1, but this evaluation factor is not included in Section 4.1. Could you provide the missing information for this evaluation factor?
- Answers on questions 36, above
44. Is it mandatory to use a subcontractor for this service?
- No
45. For clarification, should the contractor submit two separate proposals (technical and pricing) via two different emails, as specified in Section 3.0 of the RFP document?
- Yes,
  - Technical response should be emailed to [technicalresponse@cmhanet.com](mailto:technicalresponse@cmhanet.com)
  - Fee Sheet response should be emailed to [feeproposal@cmhanet.com](mailto:feeproposal@cmhanet.com)
46. Could you clarify whether the response should follow the format provided in Section 3.0 "Proposal Format" on page 5 or the requirements outlined in Section 3.3.1.2 "Submission Requirements" on page 8?
- Both
47. Should we have to provide insurance document with the response or after the award?
- Include a copy of your current certificate of insurance
48. How many contractors will HA be awarding the contract to?
- Unknown
49. Are there any specific Federal, State, or local permits/licenses that contractors are required to submit with their response or whenever needed?
- No,
  - The proposer must be able to do business in the state of Ohio.
50. Is there a specific timeline for obtaining these permits and licenses after the contract award?
- No
51. Does HA require electronic submission, hard copy submission, or both? Please confirm.
- Only one response is required.
  - Proposer can determine if it is a hard copy or an electronic copy
  - Electronic copy is preferred.
52. In "ATTACHMENT C: INSTRUCTIONS FOR BIDDERS/PROPOSERS," where it states, "SIGNATURE REQUIRED," do you require a wet signature, or is an electronic signature acceptable?
- Electronic signature is acceptable
53. On page 22 of the 'MINORITY AND FEMALE BUSINESS ENTERPRISE POLICY,' it is mentioned that the Columbus Metropolitan Housing Authority will allocate at least 20% of its annual dollar expenditures to minority and/or female business enterprises for construction, development, and supply of goods and services. Could HA please clarify if contractor need to find a subcontractor with experience specifically in construction, development, and supply of goods and services, or would a subcontractor providing the services contractor offer also be acceptable?"
- There is no requirement.
54. Could you please confirm if there are any specific documents required from the subcontractor?
- Identify the subcontractor
  - Proposer is responsible for the subcontractor.

55. As mentioned in the "MINORITY AND FEMALE BUSINESS ENTERPRISE POLICY" on page 22, it states that "minority and/or female business enterprises should receive at least twenty percent (20%) of its annual dollar expenditures for construction, development, and supply of goods and services." Additionally, in the "SCOPE OF WORK (SOW)/TECHNICAL SPECIFICATIONS (T/S)" section, it states that the selected agency/agencies will be responsible for providing temporary staffing services for various levels of employment, including entry-level positions (such as Customer Service and other Entry-Level roles), intermediate or mid-level positions, management positions, and up to executive positions. Could you please clarify the difference between these two categories and positions?
- Position levels have been provided
56. How many client information entries or references is the Columbus Metropolitan Housing Authority (HA) requiring proposers to provide in section 3.1.6 of the RFP?
- Provide references related to current clients or past.
57. Is this role remote, onsite, or hybrid?
- Onsite
58. Can you confirm if the vendor is only required to submit the candidate's resume and hourly rate?
- Candidates resumes
  - Fee sheet completion is required related to rate of pay.
59. What is the preferred channel of communication (e-mail or portal) for sharing your requirements?
- Follow the listed RFP instructions/requirements
60. Could you share the links for the public records for this contract?
- <https://forms.office.com/Pages/ResponsePage.aspx?origin=NeoPortalPage&subpage=design&id=V0fnc0gd-keWiWHq5Ps5moMn786U4IRLghbULGL8YcBUNzgzRIRHUExLQzFHMEU5NUdJUDNES1YxMi4u&wdLOR=cB304C004-5D91-4057-B6A4-7C5EE3AA1E59>
61. Due to the upcoming holiday, would you consider extending the proposal submission deadline?
- No
62. Can you please provide job descriptions for the commonly requested roles for each position?
- <https://cmhanet.com/Careers/Details/70>