

COLUMBUS METROPOLITAN HOUSING AUTHORITY

880 East 11th Avenue

COLUMBUS, OHIO 43211

DATE: October 19, 2023

RFP# 2023-014

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 is cut off for RFP question?
 - a. Question cut off is Thursday October 19, 2023 @ 4:30pm.
2. What are the terms of this contract?
 - a. 1 year with optional 4-year terms.
 - b. Each term will be written as 1 year.
 - c. 30-day notice will be given if CMHA fitness program changes.
3. What is the duration of the contract/role?
 - a. 1 year with optional 4-year terms
 - b. 30-day notice will be given for cancellation.
4. What is the timeline for the RFP approval process?
 - a. RFP results will be presented to CMHA Board for approval in January 2024.
5. Will the instructors and trainers be promoting and supporting wellness/fitness programming?
 - a. Yes
6. Can you share more about the HA Annual Health Fair?
 - a. Annual Event
 - b. Event is optional for Staff participating.
 - c. Incentives are offered for participants.
 - d. Staff Health vitals are collected during this time.
 - e. Health & Wellness program is promoted during this time.
7. Do you have existing staff performing these services?
 - a. Yes
 - b. One full-time staff person
8. If so, what does that staff model look like? i.e. 1.0 FTE, multiple class instructors and trainers, etc.
 - a. Multiple 1-hour classes
 - b. Multiple instructors offering different training sessions.
9. Do you anticipate these services will be provided in a full-time capacity (5 days/week, 40 hours/week)?
 - a. No
 - b. Classes may be once each week for one hour.

10. Is there an onsite Fitness Center, that includes a group fitness studio?
 - a. Yes,
 - b. Full Gym
11. Are the services provided only available to your 74 employees?
 - a. Yes
12. We clicked on the links to the HUD forms on the last page of the document but were unable to access the forms. We also did not find the forms on the HUD website. Can you assist in ensuring we have the correct forms?
 - a. HUD Forms are attached.
13. Is this service available to staff family members?
 - a. No
14. Is Section 3 a requirement?
 - a. No
 - b. Acknowledge the document by marking N/A and sign and include it in your technical response document.