

**COLUMBUS METROPOLITAN HOUSING AUTHORITY
QUOTE SOLICITATION PROPOSAL (QSP)**

April 16, 2019

Columbus Metropolitan Housing Authority (CMHA) is seeking quotes for **language interpretation and document translation services** for the Agency located at 880 E. 11th Avenue, Columbus, Ohio, 43211.

SCOPE OF WORK/TECHNICAL SPECIFICATIONS:

- Pricing for scheduled and emergency appointments billed by the hour.
- Pricing for document translation service billed accordingly.
- Translation of all CMHA/HUD documents is expected during the appointments.
- Interpretation services are expected throughout the appointment between client/applicant and CMHA employee.
- “Scheduled” is defined as “an appointment made twenty-four (24) hours ahead of the date needed, and “emergency” is defined as anything made in less than twenty-four (24) hours”.
- Services are expected to be available upon request.
- Services are expected to be available during CMHA working hours.
- CMHA’s working hours are 8:00am until 4:30pm, Monday through Friday.
- Quoter will provide a list of languages that the agency can interpret and translate to include, but not limited to American Sign Language, Somali, Spanish, Russian, French, and Krio.
- Interpretation will be face-to-face and telephonic.
- Demonstrated experience working with a client the volume of the HA (2887 PHA/PBV units and 13,000 Vouchers).
- CMHA will not pay travel charges.
- The HA anticipates awarding this Contract to a single Awardee.
- Agreement for one (1) year of service and one (1) year optional renewal.
- The HA anticipates awarding and indefinite quantity contract
- Contract will begin June 12, 2019 and run June 11, 2020

REPORTING

- Samples of visit electronic reporting systems and forms.
- Reporting form shall include the following:
 - * Request Date
 - * Service provided
 - * Requested by
 - * Requestor’s email address
 - * Advisor printer name
 - * Advisor’s phone and fax number
 - * Appointment date and time*
 - * Appointment type
 - * Appointment service type
 - * Estimated duration (i.e. 1.5 hour)
 - * Property name
 - * Clients printer name
 - * Client s ID #
 - * Language and remarks or comment.

SUB-CONTRACTORS:

The contractor shall not contract with any proposed subcontractor who has not been accepted by CMHA. If the quote submitted requires a sub-contractor, the firm/company providing the quote must provide the name of each proposed subcontractor with their quote. CMHA may, without claim for extra cost by the contractor, disapprove any subcontractor for cause on the basis of its own determination or, because the contractor is listed as ineligible to receive awards contracts for the United States on a current list or list furnished by HUD or CMHA.

GENERAL EXPECTATIONS

- Contractor shall provide demonstrated experience working with a similar Statement of Work
- All work shall meet or exceed state and local code requirements.
- Contractor shall adhere to strict safety compliance while performing this work
- Services are expected to be available upon an agreed upon date and time
- All documents submitted to CMHA will become public record. If you are submitting information which you think is “confidential” or “proprietary” to your firm, CMHA recommend that you label that information accordingly when submitting your response. CMHA cannot guarantee that type of information will be withheld from public disclosure.
- An original certificate showing the proposer's Professional Liability and/or General Liability insurance.

LICENSING AND INSURANCE REQUIRMENTS

- If applicable, a copy of the proposer's license issued by the State of Ohio licensing authority allowing the proposer to provide the services detailed herein.
- The requested related information shall also be entered where provided for on the Profile of Firm Form (DO NOT ATTACH SUBMIT COPIES WITHIN THE PROPOSAL SUBMITTAL--we will garner the necessary certificates from the successful proposer prior to contract execution).

INVOICING

- The work will be performed under an firm-fixed price
- CMHA will only make payments on the contract issued under this QSP after the work being billed is completed.
- Detailed invoices shall be directed to Accountspayable@cmhanet.com.
- Detailed invoices shall include all information as requested in the reporting.

- All payments will be net 30.

PURCHASE ORDERS

CMHA utilizes a purchase order system. Contractors shall not commence work until written approval in the form of a purchase order or contract is provided by the Purchasing Department. Failure to comply may result in the non-payment of any work done prior to the authorization of the purchase order/contract.

SUBMISSION SCHEDULE:

Please submit your comprehensive quote to cmhapmc@cmhanet.com no later than **12:00pm Monday, May 20, 2019** to be considered for this project. All quotes received after that date will be considered non-responsive.

PROPOSED FEE:

The quote must provide CMHA with the cost of material and labor on an hourly basis for scheduled and emergency, face-to-face and telephonic interpretation services and translation of document services. (See attached Addendum A: Fee Proposal)

RESERVATION OF RIGHTS: The HA reserves the right to:

Reject any or all quotes, to waive any informalities in the QSP, or to terminate the QSP process at any time, if deemed by CMHA to be in its best interest. Reject and not consider any quote that does not, in the opinion of the HA, meet the requirements of this QSP, including but not necessarily limited to incomplete quotes offering alternate (not including "or equal" items) or non-requested items or services.