

**COLUMBUS METROPOLITAN HOUSING AUTHORITY
880 East 11th Avenue
COLUMBUS, OHIO 43211**

**DATE: 02-28-17
Professional Development/Training Consultant**

TO ALL BIDDERS:

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

ADDENDUM # 1

- 1. Were these activities completed as part of a compensation study? (2.1.8 & 2.1.10)**
 - a. We have not completed a compensation study.**
- 2. Are you looking for a compensation study?**
 - a. NO**
- 3. Are you trying to bring someone in to be a director of training and complete training?**
 - a. Not exactly. The intent is to contract with a Respondent who will identify training needs, develop training plans, and potentially implement those plans. The designation “director of training” implies a longer term relationship. The training plan should provide for a sustainment plan (such as “train the trainer”) to permit ongoing in house training based on the program of instruction developed by the successful Offeror.**
- 4. Contract period of “3 months with 1-year option not to exceed 2-years is that adequate time? (5.3)**
 - a. Contract period has been extended to 9 months**
- 5. Are all 108 employees located at this office?**
 - a. Yes**
 - b. 880 E 11th Avenue**
 - c. 1407 Cleveland Avenue (East Campus)**
- 6. What models have been used in the past, any style you are accustomed to?**
 - a. NO**
- 7. Is anyone currently performing this work?**
 - a. Position specific training has been performed for Housing Advisors by National Association of Housing and Redevelopment Officials (NAHRO) and CMHA first-line supervisors. All other positions have received training from first line supervisors and team peer groups.**
- 8. Competitive Range?**
 - a. CMHA does not have a proposed range.**
- 9. Has any other Housing Authority done this RFP?**
 - a. We are not affiliated with any other HA**
 - b. Unknown**
- 10. Place of performance?**
 - a. 880 E 11th Avenue & 1407 Cleveland Ave Columbus, OH 43211**
- 11. 10% subcontractor 3.1.8, will you consider increasing this number?**
 - a. The 10% cap is rescinded. No cap on subcontracting**
 - b. Item found on page 6**

12. Start time?
 - a. 90 days from date of award
13. How many staff members will be dedicated to this contact?
 - a. 1 to 2 persons per job category
14. Is it possible to select more than one vendor?
 - a. CMHA reserves the right to award separate contracts for program design and implementation. However, given the compatibility between the design and implementation functions, the Agency prefers to make a single award for both functions.
15. Soft skills or hard skills requirements?
 - a. Yes, Both
 - b. Per industry standard
 - c. Refer to job descriptions
 - d. Job descriptions will be provided to awardee
16. Of the 108 employees, how many job categories are included?
 - a. Please see attached organization chart
17. Are core competencies or technical competencies defined?
 - a. To some degree: in the job descriptions
18. Is CMHA looking for core and technical competencies both?
 - a. YES
19. Define core & technical competency needs to be developed?
 - a. [Refer to question 17](#)~~YES~~
20. License and Insurance Requirement? (5.4)
 - a. Evidence of current industrial insurance coverage and coverage amount.
 - b. Evidence of worker compensation
 - c. Businesses are required to register with the State to legally conduct business in the state
 - d. Provide all acquired certifications.
21. Does the business have to be established in the state of Ohio?
 - a. NO
22. Do you have a budget or range?
 - a. NO
 - b. However, contract award is specifically conditioned on CMHA board approval.
23. Is the Performance Bond required?
 - a. NO
24. Are you willing to pay a retainer up front?
 - a. NO
25. Page 23, Proposal Fee Sheet
 - a. Please remove from RFP and submit separately from tabbed information
 - b. Proposal Fee Sheet must be sealed
26. Relative to employees, will they be notified, how accessible are they, and technology available?
 - a. Employees will be informed in advance of the project. Management will ensure appropriate employees are available to the Consultant to complete the work.
 - b. In house Reports and quality performance records will be made available to the Consultant.
 - c. Training room will be made available to the Consultant. Technology assets currently available within the Agency may be used during the training. This includes a training room with projection equipment. Upon request, the training room can be equipped with work stations (or lap tops) for use by CMHA employees during the training.
27. Implementing recommended training fee hourly cost, usually provide it by student?
 - a. Hourly rate is required
 - b. Projected estimated hours

28. Are we seeking certification for participants?
 - a. Maybe at a later date
29. Quality Control?
 - a. Please provide section, page, or number to identify question
30. Are there pass performance requirements?
 - a. YES
31. Compensation, how accessible is this information?
 - a. Available to Awardee upon request.
32. Where do we find this addendum?
 - a. Information will be emailed to all attendees
33. What prompted this RFP
 - a. New structure and new business model
 - b. Model will be provided upon award
34. Tab labeling number or letters
 - a. Either or is acceptable
35. Electronic submission?
 - a. No one can submit the RFP electronically
36. Does CMHA have a retention issue in any departments?
 - a. NO
37. RFP submission date change?
 - a. March 22, 2017
 - b. The intent is to finalize the award during CMHA's May 5th Board Meeting. This may be rescheduled at the discretion of the Agency.
38. Are there any universal standards for (community based urban housing) which CMHA benchmarks itself against? If so, will this information be shared with the selected vendor?
 - a. SEMAP
https://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/hcv/semap
 - b. PHAS
https://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/prodphasintrule
39. Does CMHA have a multi-year strategic or operational plan for which goals, objectives and outcomes are articulated
 - a. YES
 - b. 5-year annual plan
 - c. <http://www.cmhanet.com/wp-content/uploads/AnnualAnd5YearPlan-2013.pdf>
40. If there is a multi-year strategic or operational plan, will access to these documents be made available to identify potential knowledge, skills and abilities need to fulfill the mission of the organization?
 - a. YES. See above.
41. In addition to assessing individual learning styles, is CMHA interested in assessing individual learning aptitude?
 - a. CMHA interested in assessment tools-at the discretion of the offeror.
 - b. If the offeror wishes to use an assessment tool, please identify the name of the proposed assessment tool and billable hours associated with its use in billable hours—as well as any other fees associated with the use of the assessment tool(s)

