

**COLUMBUS METROPOLITAN HOUSING AUTHORITY**

**880 East 11th Avenue**

**COLUMBUS, OHIO 43211**

**DATE: January 4, 2022**

**RFP# 2021-012**

**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. The RFP mentions "Marketplace a few places, will you be using Marketplace for this procurement?"
  - a. No
  - b. All information related to the proposed fee/fee sheet should be sent to Fee Proposal [feeproposal@cmhanet.com](mailto:feeproposal@cmhanet.com).
2. Section 2.2 indicates that CMHA has an HCV program of approximately 13,500 units. Table 3 lists 14,759 authorized vouchers, Why is there a discrepancy of over 1,000 vouchers?
  - a. The approximate number of active vouchers is 13,500, however, CMHA has an Annual Contributions Contract (ACC) of 14,759.
3. What is the current number of HCVs authorized and the current number utilized in the program?
  - a. Answered in the question 2.
4. Are the vouchers authorized for special programs as listed in Table 3 of 2.3.1 included in the total authorized HCVs in the first row?
  - a. Yes.
5. The last full sentence in this section references Sections 2.2 - 2.5. The references do not seem to be applicable to PMP. Please clarify?
  - a. Disregard the last sentence, unintentional oversight.
  - b. Project Management Plan. Within fifteen (15) days of the Contract effective date, the Contractor shall submit a complete Project Management Plan (Plan) for the Authority's approval. Beginning with the assumption of responsibility for HCV Program responsibility effective April 1, 2022, the Plan shall document program deliverables and will be used to manage, track, and evaluate the Contractor's performance in accordance with programmatic requirements and industry best practices.
6. This section references Section 2.0 - 2.5. These references do not appear to be applicable to Tasks. Please clarify.
  - a. The proposer will be required to perform the tasks listed in section 2.0-2.5, scope work.
  - b. What are the tools you will use to accomplish this task.

7. 2.11 states the Authority has been experiencing some attrition and has some vacancies. Of the 66 budgeted positions listed in Table 4 on page 14, how many are currently open/vacant?
  - a. CMHA is relying on the proposer's experience to determine staffing levels
8. Who will responsible for licensing fees for SharePoint, OnBase, GoSection8 and The Work Number? Please provide estimated annual cost?
  - a. Share Point
    - i. CMHA will provide Office365 licensing costs
  - b. OnBase
    - i. CMHA will provide OnBase licensing costs
  - c. Affordable Housing Network/GoSection8
    - i. CMHA will require the awardee to procure this service
  - d. The Work Number
    - i. CMHA will require the awardee to procure this service
9. The RFP suggests "Contractor must learn knowledge of Scyphus as used by the Authority" May the awardee prepare the data on internal systems for interaction with Scyphus?
  - a. Yes. The awardee can use their own software and bridge between CMHA's housing software
10. Is Scyphus a web-based or Windows based application?
  - a. Windows based application
11. Are API's currently defined for data import/export?
  - a. Import/Export file sample fields are included with the RFP
12. The last sentence of the first paragraph of Section 2.5 references performance standards within Section 2.3. Performance standards are addressed under Section 2.7 (pages 11-12). Should the referenced section be 2.7 instead of 2.3?
  - a. ? (Andrea Q)
13. Section 2.5.3 appears to be missing text and does not apply to HCV administration. Should it be removed?
  - a. CMHA's HCV department oversees CMHA's Public Housing program as it completes its transition into RAD
14. When was the last purge or waitlist opening?
  - a. CMHA's waitlist is always open and we selected more than 11,000 families from the lottery in 2021 for processing of eligibility
15. How many waitlists does CMHA currently maintain?
  - a. 4,050 actively on the waitlist and 19,110 on CMHA's lottery
16. How many active applicants are currently on the waitlist?
  - a. Answered in question 15
17. What is the average monthly number of waitlists draws?
  - a. CMHA last selected families to be placed on the waitlist in April 2021, of which 4,050 still remain
18. Will CMHA provide office space?
  - a. No
19. Please provide the contract expiration date for the current contractor and annual cost for the affordable housing rent reasonableness studies?
  - a. Affordable Housing Network/Go Section8
  - b. CMHA will require the contractor to procure this service
20. Section 2.5.10 states that the proposer is to provide an option for performing inspection services. Should the proposer provide two Proposal Fee Sheets for the two options: Option 1 including inspection services and Option 2 not including inspection services?

- a. Yes, CMHA would like the proposer to respond on two different fee sheets
- 21. Is the FSS program part of the scope of work? It is not listed under the special programs section. If yes, please provide FSS allocation and current enrollment numbers?
  - a. No
- 22. Section 2.5.13 The second sentence references the Emphasys/Elite system. Is the authority using the Emphasys/Elite system for their financial management along with providing participant and financial data and reports?
  - 2.1.1 This was an unintentional oversight. The Authority uses Dynamics Great Plains for financials, not Emphasys or Elite. Below is an update version of this section

**Financial Management and Reporting.** Financial management and reporting are performed with Microsoft Dynamics Great Plains. The selected Contractor will be responsible for providing accurate participant and financial data into Scyphus, which will feed Dynamics Great Plains. The selected Contractor will provide reports as requested by the Authority for the monitoring and reporting of HCV programs, preparation of voucher programs year-end audit, the preparation of Annual Authority HCV operating budgets, and accurate data for Voucher Management System (VMS) reporting. The Contractor will support the Authority to gather and ensure data is accurate for the issuance of 1099s to property owners.

- 23. Section 3.2.4.6 QAP, Section 2.5.17 QC and Section 2.7.3 The RFP contains references to "quality assurance" (Section 3.2.4.6) and "quality control" (Sections 2.5.17 and 2.7.3) Please confirm that these two terms are being used interchangeably?
  - a. Correct.
- 24. Is the contractor responsible for PIC submissions to HUD?
  - a. No. CMHA will make PIC submissions
- 25. HCV Staffing List Are any of the positions listed in this table under a union bargaining agreement? If yes, please identify the positions and the number of staff.
  - a. Yes, Housing Advisor II, HCV Intake, HCV Applications, Customer Service Representatives
  - b. The number of each position is listed on table.
- 26. Will OnBase EDM and related applications be directly accessible by awardee?
  - a. Yes.
- 27. Will the contractor be required to digitize any existing paper files?
  - a. No.
- 28. Instructions include references to both electronic and hard copy submissions. Please confirm that if a proposer submits electronically, a hard-copy submission is not required.
  - a. Electronic submission is preferred
  - b. Hard Copy submission is acceptable, not required
- 29. Section 3.2.4.7 Tab 5 requires "An explanation and copies of forms that will be used and reports that will be submitted and the method of such reports (i.e. written; fax; internet; etc.)" Given the voluminous number of pages that would be required to provide copies of forms and reports, if a contractor has a listing or library of different forms and reports, will that be compliant?

- a. Yes, however CMHA reserves the right to request changes to particular forms to conform to their particular needs as solely determined by CMHA
- 30. Section 3.2.4.5 requires that hiring, retaining, screening, training and monitoring staff be addressed under Tab 4. Section 3.2.5 requires a Staffing Plan be included as part of Tab 5. What information does CMHA want included in the Staffing Plan in Tab 5?
  - a. CMHA will require identification of proposed positions and personnel needed to fill those positions
- 31. Will the Quality Assurance Program portion of the proposal be evaluated? If yes, under which evaluation factor?
  - a. QA/QC will be evaluated under scoring criteria #4
- 32. The description in Section 3.2.2 states that Tab 2 must include form HUD-5369-C. The checklist in Attachment A, Form of Proposal, also requires inclusion of Form HUD-5369-A as part of Tab 2. What is the requirement for Tab 2?
  - a. The above forms listed must be completed and listed under tab 2
- 33. The description says to include brief resumes for persons identified in areas (5) and (6) of the Profile of Firm Form as part of Tab 5. However, the Profile of Firm Form says to include the resumes in Tab 3. Please clarify the required location.
  - a. Tab 3 Profile of Firm
  - b. Tab 5 Resumes
  - c. Tab 6 list of former or current clients
- 34. Transition Plan description includes an incomplete reference to an addendum. Is there a specific format required for the Transition Plan?
  - a. The intent of section 3.2.5.1 is that the proposer should provide its transition plan as an addendum to their proposal. CMHA will not be providing a template for this addendum.
- 35. This section indicates placement of the Transition Plan in Tab 5. Should Preparatory Activities in Section 2.4 of the RFP (pages 5-7) be addressed in Tab 5 under the Transition Plan or as part of the Technical Approach under Tab 4?
  - a. Tab 5.
- 36. Section 3.2.7, Equal Employment Opportunity/Supplier Diversity, requires compliance with regulations in Section 3.6 of the RFP. However, Section 3.6 contains information about the pre-proposal conference. What are the regulations referred to in Section 3.2.7?
  - a. Please The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy.
  - b. Place under tab 7
- 37. In the evaluation method description, it does not mention evaluation of Factors 6 through 9. At what stage in the evaluation will Factors 6 through 9 be evaluated?
  - a. The same method listed under 4.2
  - b. The factors are subjective
- 38. Section 4.3.2.2 refers to "100 total possible points detailed within Section 4.1 herein." However, there are a total of 140 points listed in Table 8 of Section 4.1. What is the minimum total calculated average points needed to be considered to receive an award?
  - a. Section 4.3.2.2 should read as follows: "**Minimum Evaluation Results:** To be considered to receive an award a proposer must receive a total calculated average of at least 85 points (of the 125 total possible points detailed within Section 4.1 herein).
  - b. Those selected for oral presentations will be eligible for an additional 15 points. There are a total of 140 points available.

39. Profile of Form Please clarify the information requested for item (7) "Identify the rate in which employees are paid." Is CMHA looking for a general statement as to how the proposer pays its employees?
  - a. Hourly, commission or other
40. Where signatures are required, please confirm that electronic signatures are acceptable for electronic proposal submittals?
  - a. Yes
  - b. Electronic signatures are acceptable
41. The instruction to bidders form attachment appears to be a generic form. Please clarify whether a Performance Bond is required? If it is, what is the full amount of the contract the proposer should use as a value?
  - a. Bond is not required
42. What does Number 6 "Consultant Fee" on the Fee Sheet represent? If fees are all inclusive what is the purpose of a separate hourly rate?
  - a. Consultant Fee
  - b. Consulting fees are in reference to services provided outside of the scope of work
43. Please align the attachment designation for the various forms. Currently, the forms have different letter designations as shown in the below table:
  - a. Please reference the attachment letter provided at the top of each required form.
  - b. Refer to page 28 for tab assignments