

**COLUMBUS METROPOLITAN HOUSING AUTHORITY**

**880 East 11th Avenue**

**COLUMBUS, OHIO 43211**

**DATE: March 16, 2022**

**RFP# 2022-004**

**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. Is there data already on households impacted by cancer?
  - a. No data to share at this time.
2. What is the capacity that the RISE center be used by those who have been awarded the RFP?
  - a. Working in partnership with the Rise Center
  - b. Community Networking space
  - c. Space available at each site listed in the RFP
3. What is the time frame for this RFP?
  - a. RFP will go to April Board
  - b. Award will be announced as soon as possible
4. Are we able to resubmit after awarded to expand the scope of service?
  - a. No
5. Are the Service Coordinator required to have HUD certifications?
  - a. No, not required
  - b. Feel free to provide any certifications or qualifications you may have in your proposal response.
6. How is performance evaluated and at what intervals?
  - a. Work plan
  - b. Baseline
  - c. Monthly reporting
  - d. 4 focuses
    - i. Economic Empowerment
    - ii. Educational Advancement
    - iii. Health and Wellness
    - iv. Character and Leadership
7. Can you speak to the payment deliverables, would there be monthly submission of invoices to be reimbursed?
  - a. Monthly reimbursement invoices
8. Is this the first time CMHA has outsourced this service?
  - a. No
  - b. CMHA has a current provider

- c. Urban Strategies
9. What is allowed for administrative expenses?
    - a. There are no limits at this time, funds are not sourced to a grant.
  10. Is there a standard fee for service dollar amount?
    - a. No
  11. If awarded an RFP for Scholar House 3, does the service coordinator need to provide Resident Advisor staff that will need live on-site?
    - a. No live staff.
    - b. Options of program participants can be selected
  12. How many bedrooms are available at these housing communities?
    - a. Columbus Scholar House III
      - i. (30) one-bedroom units
    - b. Poindexter Place
      - i. 102 one-bedroom units
      - ii. Two (2) two-bedroom units
    - c. Jenkins Terrace
      - i. 99 one-bedroom units
      - ii. 1 two-bedroom unit
    - d. Sawyer Manor
      - i. 24 Two- bedrooms
      - ii. 51 three-bedrooms
      - iii. 41 four- bedrooms
    - e. Trevitt Heights
      - i. 76 three- bedrooms
      - ii. 56 four-bedroom
      - iii. 5 four-bedroom houses
    - f. Housing Choice Vouchers
      - i. Bedroom Size can vary
  13. Can you clarify office space again, should we build this into cost at separate sites?
    - a. Office space is available at all sites
    - b. Shared space is available at Rise Center
  14. I note the unit number, but is there a occupant total for each of the communities?
    - a. Columbus Scholar House III
      - i. 30 residents
    - b. Poindexter Place
      - i. 99 residents
    - c. Jenkins Terrace
      - i. 89 residents
    - d. Sawyer Manor/Trevitt Heights
      - i. 972 residents
    - e. Housing Choice Vouchers
      - i. 654 residents
  15. Do Scholar House residents have children?
    - a. No
  16. Is there a location to review the health and wellness pillar goals of the rise center?
    - a. Not at this time

17. For the Housing Choice Voucher recipients, are they able to be served at office space that is located in your communities or other CMHA office space?
  - a. Yes
  - b. Rise Center
  - c. On-Site
  - d. Tenants Home
  - e. Vendor location
18. Or in the reverse, if an entity serves the Housing Choice Voucher population, when can we serve them?
  - a. Yes
  - b. Rise Center
  - c. On-Site
  - d. Tenants Home
  - e. Vendor location
19. Can we serve them in the community spaces?
  - a. Yes
20. To clarify, if a resident moves with their voucher to a different ZIP code/community space that is not included in the RFP. is there coordination from CMHA to help them move to a different provider?
  - a. Yes, though vendors are encouraged to continue serving residents if possible.
21. What is the response turnaround? Or when will the award notice go out?
  - a. April Board
  - b. Award will be sent out and posted asap.
22. You mentioned the Resident Advisor position should be filled by the Service Provider for Scholar House 3, but does the salary for that position come from the contract? what is the approval process for that RA position - i.e. is it up to the RFP award recipient?
  - a. Resident Initiatives & Awarded provider will work on this together
  - b. Salary will be separate from the RFP
23. A technical question, do you prefer the submission to be in PDF, word or a specific format other than the Tab reference?
  - a. PDF
  - b. Word Document
  - c. Excel
  - d. We will accept whichever form, ensure it is presentable for evaluators
24. There are still 2 RA positions for scholar house 3 (as was presented in 2019)?
  - a. These positions will be developed in partnership with the selected vendor.
25. Parking is possible for staff at all locations?
  - a. Yes