

COLUMBUS METROPOLITAN HOUSING AUTHORITY

880 East 11th Avenue

COLUMBUS, OHIO 43211

DATE: September 15, 2022

RFP# 2022-009

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. Would CMHA clarify whether proposals should be submitted in electronic and hard copy format?
 - a. You only have to submit one proposal electronically or hard copy, it is your choice.
2. The Tabbed requirement in the proposal, how would that be submitted electronically
 - a. Other proposers commonly add a sheet named as each tab on their submission.
3. Or does CMHA seek only electronic submissions?
 - a. CMHA prefers to receive an electronic submission, it is the proposer choice.
4. Will CMHA accept electronic signatures?
 - a. Yes
5. Is a performance bond required for this contract?
 - a. No
6. Please confirm whether Attachment C (Proposer's Certification) should be included under Tab 3?
 - a. Yes, Tab 3
7. Attachment D (Section 3 Requirements) and Attachment H (Current Providers) do not appear to be included in the RFP. Would CMHA provide these documents?
 - a. Section 3, document will be provided.
 - b. Attachment H: Proposer's list of current providers.
 - c. Section 3 document is optional, but recommended
8. Taking current health and safety practices into consideration, are there any requirements for the method in which these assessments/ focus groups are made, i.e. in-person or via virtual platform?
 - a. CMHA will follow CDC recommendations if any are required
9. Are 3 years of audited fin statements required? What if your consulting business has been in business for less than 3 years?
 - a. Audited Financials are not required
 - b. Three years of taxes.
 - c. New businesses will not be considered if in business less than 3 years
10. How many stakeholders will be participating in the focus groups? (Leadership, staff, volunteers, etc.)?

- a. All Staff
 - b. 75 current employees
11. What existing or recent DEI efforts (e.g., training, analysis) does this work build upon? Has an audit or 360 assessments been conducted in the past?
- a. No
 - b. Currently we have established an inclusive excellent statement which was shared in the RFP, additionally inclusive excellent framework is currently being developed.
12. Time commitment expectations throughout the year + contract?
- a. Projected timeline to begin audit will be January 2023
13. Is there a requirement for vendor to be located in-state?
- a. No
14. Do employees work in person or remote? what technology are they most often using for virtual meetings?
- a. CMHA has a hybrid model
 - b. Two days in office, three from home
 - c. Virtual meeting options are Zoom, Microsoft Teams and GoTo Connect
15. To take a step back, what is CMHA hoping to learn as a result of this audit?
- a. Assessment of our culture, understanding our strengths: strategies; recommendations to build our culture
16. Who at CMHA is ultimately responsible for the approval of a proposal?
- a. Purchasing Manager will assess for responsiveness
 - b. Purchasing Manager will evaluate the cost
 - c. Evaluation committee will review and score
17. If I heard correctly, CMHA is currently revising/developing mission, vision, values, and/or DEI statement. If that is correct, how soon will those be complete?
- a. Yes
 - b. We have established an Inclusive Excellent statement which was shared in the RFP, additionally Inclusive Excellent framework is currently being developed.
18. Need attachment D + couldn't get any links on Attachment G to work?
- a. Section 3 - Attachment D will be emailed
 - b. Attachment G links and forms will be emailed.
19. Are there specific processes or practices CMHA wants to have audited, or is this a holistic entire-organization audit?
- a. Holistic
20. Can you please clarify how a joint submission of 2+ contractors work?
- a. One must submit as a lead with a subcontractor.
21. Who will be accountable for implementing recommendations that come out of the proposal?
- a. Diversity, Equity & Inclusion department
22. When will we know who was selected for this contract?
- a. Selected submission will be submitted to October board is time permits.
 - b. Latest time will be December 2022
23. Sounds like the Dec board, could delay the Jan 2023 start?
- a. CMHA & Awardee will visit the timeline once selected
24. Do you have buy-in from the leadership / executive team for this initiative?
- a. CMHA's leadership and executive team are in support of this initiative
25. Is there a communication plan to ensure everyone in the org understand the "why" of the audit or would you need support from the consultant to do this?

- a. While a communication plan would be helpful, there is strong support for the DEI Audit.
26. Is Vendor registration required?
- a. Not to submit a proposal
 - b. Vendor registration is required for the vendor award
27. Would you be willing to accept a Dropbox or Google drive link via email if the file is too large?
- a. Yes,
 - b. Please call and discuss this submission option due to spam and phishing.
28. Is having Diversity Supplier Certification a plus for this RFP?
- a. No
 - b. There are no points allotted to any certifications
29. Is that a Vendor Registration through the City?
- a. No
30. Is priority/preference given to local vendors over out of state vendors?
- a. No
31. Will you also be sharing the HUD 5369C form? I did not see that on the website.
- a. Yes
32. Will you be sending all those out today?
- a. No
 - b. Tuesday with our Addendum Response
33. Will answers to questions from this meeting be included in the addendum as well?
- a. Yes
34. Do you have an approximate budget range that you are hoping to stay within?
- a. No
 - b. CMHA expects the proposer to provide the budget/fee sheet with their response based on the service requested in the Scope of Work
35. For the forms that need to be submitted as part of the proposal, can those be attached separately or, should we include them all as part of one document.
- a. They can be submitted as separate documents. Make sure they are detailed labeled.