

COLUMBUS METROPOLITAN HOUSING AUTHORITY

880 East 11th Avenue

COLUMBUS, OHIO 43211

DATE: August 05, 2026

RFP# 2026-023

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. When is the cutoff for questions?
 - a. Cutoff for question is August 04, 2026, at 4:30 p.m.
2. Is there a current database or case management system in place for the Resident Initiatives Department, and if so, what is driving the decision to solicit a new solution?
 - a. Yes, to evaluate available systems
3. Could you share the approximate number of internal CMHA staff users and external partner-organization users expected to need system access?
 - a. 5
4. Section 6.4.2.1 allows only 7 days to cure a default before termination for cause. Will the HA accept a longer cure period — for example, 30 days — for software-related deficiencies, consistent with standard software service agreements?
 - a. The 7-day cure period stated in the RFP remains in effect unless modified by the HA.
5. Section 6.4.3 permits the HA to terminate for convenience on 30 days' written notice. In the event of a termination for convenience, will the HA compensate the contractor for professional services already performed and for any prepaid or committed licensing fees for the remainder of the contract term?
 - a. No
6. Section 6.4.5 states the HA retains ownership of "all work products including deliverables, source and object code, microcode, software licenses, and documentation" upon

termination or expiration. Is it the HA's intent that this includes the underlying commercially licensed software platform itself, or only the custom configurations, reports, and documentation created under the contract? If the HA's intent is for this clause to extend to the underlying licensed platform, please confirm, as this would differ materially from standard software licensing terms and would need to be addressed before proposal submission.

- a. No

Submission Logistics

7. The "RFP Information at a Glance" section on Page 2 states technical responses go to technicalresponse@cmhanet.com and pricing to feeproposal@cmhanet.com, and notes that if a physical copy is not required, one electronic response may be submitted instead. However, Section 3.2 requires the Fee Sheet in a sealed hard-copy envelope, and Section 3.4 requires 1 original plus 2 hard copies of the full technical proposal delivered to CMHA Central Office. Can you confirm whether electronic-only submission is sufficient, or whether hard copies are still required in addition?
 - a. Disregard, specified area above, and refer to the following:
Entry of Proposed Fees: The proposed fees shall be submitted by the proposer on the provided "Fee Sheet" (Attachment D) The Proposer shall submit this sheet to feeproposal@cmhanet.com. Do not submit, enter or refer to any fees or costs to technicalresponse@cmhanet.com. Any proposer that does so may be rejected without further consideration. A proposer must enter a proposed fee for each item--a "No Proposal" will not be allowed for any item, though a "No Charge" will be allowed for certain items. The proposed fees submitted by each proposer are inclusive of all necessary costs to provide the proposed services not otherwise provided for herein, including, but not limited to: employee costs and benefits; clerical support; overhead; profit; supplies; materials; licensing; insurance; etc. All costs incurred in the preparation of a Proposal and participation in this RFP and negotiation process shall be borne by the proposing firm.
8. The Table of Contents references Attachments A–G (pages 20–28), and Attachment A's checklist references "Attachment G" for Section 3 business-preference documentation, but only Attachments A–E were included in the posted document. Could you provide Attachments F and G?
 - a. Please see attached attachment G, which can also be found at [Section 3 - CMHA](#)
 - b. No attachment F.
9. Section 3.1.2 lists HUD Forms 5369-C and 5369-A as required proposal items, while the Attachment A checklist lists 5369-C, 5369-A, and 5370-B. Could you confirm the complete, final list of HUD forms required with the proposal submittal?
 - a. The required HUD forms are listed below:

5369-C (8/93), Certifications & Representations of Offerors

Non-Construction Contract

<https://cmhanet.com/media/Documents/5369-C.pdf>

5369-A, Representations, Certifications, and Other Statements of Bidders Public and Indian Housing Program

<https://cmhanet.com/media/Documents/5369-A.pdf>

5369-B Instructions to Offerors Non-Construction

<https://cmhanet.com/media/Documents/5369-B.pdf>

Contract Terms

10. Section 6.4.2.1 provides a 7-day cure period for termination for cause. Is the HA open to discussing a longer cure period for software-related corrective actions during contract negotiation?
 - a. No.
11. Section 5.2.5 anticipates a 1-year initial term with four 1-year renewal options. Is the length of the initial term negotiable, or is it fixed?
 - a. Fixed, non-negotiable.
12. Page 2 lists "Anticipated Approval by HA Board" as July 2026, which appears to predate the August 13 submission deadline. Could you confirm the correct anticipated Board approval timeframe?
 - a. HA Board is October 2026.

Scope & Technical

13. Section 2.4.1.6 references validation and standardization of data submitted by third parties. Could you share more detail on the specific data elements, formats, or business rules that need to be validated or standardized?
 - a. CMHA has not established a final data dictionary or reporting template at this time. The selected solution should support configurable validation and standardization of participant demographics, services provided, program participation, and outcome data. Desired capabilities include required-field validation, standardized date and contact formats, duplicate prevention, controlled value lists, data quality checks, and administrator-configurable business rules. The system should support evolving program and reporting requirements across multiple partner organizations.
14. Section 2.4.1.4 references CSV bulk import/export capability. Are there existing data templates, field structures, or source systems the bulk import/export functionality needs to be compatible with at go-live?
 - a. CMHA does not require compatibility with a specific import template or source system at go-live. The solution should support flexible CSV import and export

capabilities for participant, service, demographic, and outcome data from multiple sources, including spreadsheets and partner reporting systems. Vendors should provide configurable field mapping, data validation, and migration tools. Final data structures and migration requirements will be defined during implementation.

15. Evaluation Factor No. 4 references integration with Yardi, SharePoint, and Microsoft 365. Which, if any, of these integrations are required for initial go-live versus a later phase?
 - a. Integrations with Yardi, SharePoint, and Microsoft 365 are not required for initial go-live. The primary focus of implementation is participant tracking, outcomes management, reporting, dashboards, CSV import/export, and secure partner data entry. However, experience integrating with these platforms is highly desirable and will be considered during evaluation. Future integrations may be implemented based on business needs and the capabilities of the selected solution.
16. Section 3.2 lists five pricing items (Base Platform & Licensing, Deployment Model, Training & Support, Hosting & Infrastructure, Integration & API Fees), while Attachment D (Fee Sheet) lists eight-line items, adding Project Management, Implementation & Configuration, and Data Migration. Could you confirm the complete, final list of pricing categories proposers should quote?
 - a. Attachment D
17. Is there an established budget range for this initiative that proposers should be aware of?
 - a. No