

COLUMBUS METROPOLITAN HOUSING AUTHORITY

880 East 11th Avenue

COLUMBUS, OHIO 43211

DATE: June 22, 2026

RFP# 2026-001

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. When is the deadline for submitting questions?
 - a. All questions must be submitted in writing to Purchasing Department no later than **June 24, 2026, at 4:30 PM.**
 - b. aquinichett@cmhanet.com
2. When are proposals due?
 - a. Proposals must be submitted no later than **July 6, 2026, at 2:00 PM.**
3. Can CMHA award to more than one vendor?
 - a. Yes. CMHA reserves the right to **award contracts to more than one proposer.**
4. What is the term of the contract?
 - a. The contract will be for an initial term of **one (1) year**, with up to **four (4) one-year renewal options**, not to exceed five (5) year's total.
5. What are the submission requirements for this RFP?
 - a. Responses must be sent to **separate email addresses**
 - Technical Response technicalresponse@cmhanet.com **technical response**
 - Fee Proposal feeproposal@cmhanet.com **fee proposal (Table 5)**
 - b. All submissions must be provided in **PDF format**
 - Once your email is successfully submitted, an automatic response will be generated confirming receipt.
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 - c. All required **HUD documents must be completed and attached**
 - All required items shall be included as part of the technical response.
6. Who is our current P-Card provider? Is it PNC?
 - a. US Bank
7. Pg. 3- Is the \$6mm referenced as operating balances utilized across all 13 of the accounts? Or are there additional funds?
 - a. The \$6 million referenced in the RFP represents the average daily balance in CMHA's primary operating account and is not intended to represent the aggregate balance of all accounts maintained under the banking relationship. Actual balances will vary by account and throughout the year.

8. Pg.7-2.1.27- Can you provide the annual spend for the existing procurement card program? How are the cards utilized today? Distributed, Non-Distributed or both?
 - a. Annual spend of approximately \$480,000. The cards are utilized for authorized operational purchases across the organization.
9. Pg. 7-2.1.29- Do these accounts require collateralization? If so at what level?
 - a. Yes. Security Deposit Accounts are subject to the same collateralization requirements applicable to other CMHA deposits in accordance with applicable HUD requirements, Ohio law, and the requirements contained in this RFP.
10. Pg. 9-3.1.6- How many references should be included in our response?
 - a. Proposers should provide a minimum of three (3) client references for comparable banking services, including at least one Public Housing Authority or governmental client if available.
11. Fee Proposal- Attachment # Table No. 5
 - a. Are the volumes based upon annual or monthly quantities?
 - Annual & Monthly
 - Where you see “**each**,” costs to CMHA are typically based on volume, so we have provided the standard annual usage. Where you see “**month**,” those services are generally billed monthly (e.g., P-Card services); CMHA has 12 units and remits payment on a monthly basis
 - b. #10 cash deposited- does the quantity reflect the amount of cash processed or the number of times there was cash deposited?
 - The quantity reflects the estimated number of cash deposit transactions annually, not the dollar amount of cash deposited.
 - c. #21 checks printed- is this for check stock ordered or for actual checks printed and outsourced to the bank?
 - The quantity reflects the estimated annual volume of checks issued/processed and is provided for proposal evaluation purposes only.
 - d. Where should we insert the per item cost on the spreadsheet? Should additional services be included on Attachment # Table No.5 or in a separate document?
 - Proposers should enter their proposed fee in the “Proposed Fee” column for each applicable line item on Attachment Table No. 5. Additional services not specifically identified on Attachment Table No. 5 may be submitted separately under Tab 4 – Proposed Services.
12. Can you provide Tab 2 documents: Forms HUD-5369-A, HUD-5369-B, and HUD-5369-C and Attachment D - Section 3 Business Preference Certification Form
 - a. See attached