

COLUMBUS METROPOLITAN HOUSING AUTHORITY

880 East 11th Avenue

COLUMBUS, OHIO 43211

DATE: June 03, 2026

RFP# 2026-004 OnSpring Consultant Support & Service Provider

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 cutoff for submitting questions?
 - a. The cutoff for questions is June 02, 2026, at 4:30 P.M.
2. Does a vendor have to be an Onspring Technologies approved consulting firm to work on this effort?
 - a. Yes.
3. What is the underlying reason/scope for this project?
 - a. The scope of this project is outlined in the RFP document. Vendors are expected to review the Scope of Work section for detailed information regarding project objectives and requirements.
4. Is there an incumbent working on a similar effort?
 - a. This is a new procurement. There is no current incumbent
5. Based on what we've reviewed, we understand CMHA is looking for ongoing support and maintenance of what has been deployed, can you confirm?
 - a. Yes.
6. Should OnSpring proposal contain any assumptions of a brand new process that would require an entirely new project?
 - a. Possibly
7. Our understanding is that we are to provide our response in the format provided, is that correct?
 - a. Yes, all electronic submissions must be in PDF format.
8. To clarify and confirm, is Onspring to complete forms starting on Page 20 of the RFP?
 - a. Yes.

- 9.** We are having issues accessing the HUD forms linked in the document. Is there an easier/better way to access them?
 - a. Please see attached.
- 10.** Onspring is happy to provide our hourly rate, however, we also offer a Subscription Admin model that could be more advantageous and provide a better rate. Is there a preference on which should be shared?
 - a. Please complete Attachment D and include any additional pricing categories, such as a Subscription rate, if applicable.
- 11.** This is the model CMHA has purchased in the past?
 - a. Yes.