

ADDENDUM NUMBER 2

January 6, 2026

RFP No. 25-06 – BMHA Technology & Modernization Services

**Butler Metropolitan Housing Authority
4110 Hamilton Middletown Road
Hamilton, OH 45011**

Note: Proposals are received but not publicly opened.

Receipt of this Addendum is to be acknowledged by the Respondent by signing, dating and submitting with the proposal. Failure to do so may render the proposal non-responsive.

The following revisions, clarifications, additions and/or deletions are included in this Addendum No. 2 to the subject RFP and are to be fully incorporated into each respondent's proposal for work solicited therein.

Respondent acknowledges receipt of Addendum:

Respondent's Signature

Date

The proposal due date is Wednesday, January 21, 2026, at 2:00 p.m. EST

QUESTION 1:

Can you confirm if the scope of work includes all aspects of IT support and modernization on an ongoing basis, or are certain services expected to be delivered as one-time projects?

BMHA Response: Ongoing Basis

QUESTION 2:

Could you please provide detailed information about your infrastructure, including the number of routers, switches, access points, firewalls, servers, etc.?

BMHA Response:

One (1) firewall and main server in main office plus a firewall in an Annex Office. Multiple development properties with separate routers.

QUESTION 3:

Do you have an incumbent? If yes, could you please let us know their name?

BMHA Response: No

QUESTION 4:

Do you have a specified budget for this RFP? If so, could you please let us know?

BMHA Response:

BMHA does not provide the Budget for this current project, evaluating open competition (proposals) once submitted to BMHA.

QUESTION 5:

Do you require onsite support or open for Hybrid model?

BMHA Response: Open for Hybrid Model

QUESTION 6:

How many employees do you currently have?

BMHA Response: Forty-Nine (49)

QUESTION 7:

We would like to clarify whether the services mentioned in the RFP are one-time or recurring.

BMHA Response: Recurring Services

QUESTION 8:

Is there an estimated annual budget, not-to-exceed amount, or target funding range allocated for this IT Technology and Modernization Services contract (including potential renewal years)?



BMHA Response:

See BMHA response to Question 4

QUESTION 9:

Is there a current or prior incumbent vendor providing similar IT leadership, modernization, or technical support services? If yes, can BMHA share the incumbent's scope of work and contract end date?

BMHA Response:

See BMHA response to Question 3

QUESTION 10:

What are the key challenges or pain points BMHA is experiencing with its current IT environment (e.g., governance gaps, system integration issues, support responsiveness, legacy systems, security risks) that BMHA expects this new contract to resolve?

BMHA Response:

Coordination, Communication, Response Time, Advice on how to update and modernize BMHA IT Services.

QUESTION 11:

Among the listed functional areas (technology strategy, workflow optimization, project support, technical support oversight, system modernization), are there specific high-priority initiatives or systems (e.g., Yardi, Airtable, document management, cloud migration) BMHA wants addressed in the first 6-12 months?

BMHA Response:

BMHA will be migrating from HAB/MRI to Yardi by the end of 2026, all systems should be able to integrate for optimal agency operational needs without interruptions.

QUESTION 12:

Can BMHA clarify the expected level of onsite presence versus remote support (e.g., number of days per week/month onsite, critical phases requiring onsite staff)?

BMHA Response:

No requirement currently in mind but would prefer onsite for major initiatives

QUESTION 13:

Does BMHA prefer a dedicated named team with defined roles (e.g., CIO-level advisor, project manager, technical lead), or is a flexible/shared staffing model acceptable as long as SLAs and deliverables are met?

BMHA Response:

BMHA is open to both as long as they are clearly outlined in all respondents proposal/submission.

QUESTION 14:

Can BMHA confirm whether housing-authority or HUD-related IT modernization experience will be weighted more favorably under the "Background and Experience" evaluation category?

BMHA Response:

Please see Section IV: Evaluation/Selection Criteria all applicable points are listed against applicable scoring criteria.

QUESTION 15:

Does BMHA prefer proposals to include fixed monthly fees, hourly rates, task-based pricing, or a hybrid pricing model for the proposed services?

BMHA Response:

All Respondents please provide all pricing models that may be applicable for services that will include monthly fees, hourly rates and task-based pricing, a hybrid pricing model should be provided as well in respondents submitted proposal.

QUESTION 15:

Since the RFP requests both a Proposed Work Plan or Approach (TAB 3) and a Technical Work Plan (TAB 4), can BMHA clarify the expected level of distinction



between these two sections? Specifically, should TAB 3 focus on overall management approach, governance, communication, and coordination, while TAB 4 strictly address technical methodologies, tools, architectures, and implementation details?

BMHA Response:

Yes, Tab 3 can focus on the overall management approach, governance, communication, and coordination of project and Tab 4 can focus on the technical methodologies, tools architectures, and implementation details/process in all respondents' proposal/submission.

QUESTION 17:

Several scope areas reference oversight, advisory support, monitoring, and guidance.

Can you please confirm whether the awarded vendor will also be responsible for hands-on implementation of all modernization initiatives and roadmaps developed, or will implementation be handled separately by BMHA or other vendors?

BMHA Response:

The awarded vendor should be able to assist BMHA with the coordination of implementations and modernizations and to assist with hands-on items, as needed.

QUESTION 18:

The RFP requires submission of "one original bound copy. Is BMHA expecting a hardbound (book-style) submission, or would wire-bound / spiral-bound be acceptable?

BMHA Response:

Please see the submission requirements, also listed on (Page 2) and (Page 8) of RFP.

QUESTION 19:

The solicitation references HUD Forms 5369-B, 5369-C, and 5370-C. Can you confirm whether we only need to submit HUD-5369-C with our proposal, or should HUD-5369-B and HUD-5370-C also be included?

BMHA Response:

Please see Exhibit A – Documents Checklist (all documents to submit with proposal)

QUESTION 20:

The posted schedule indicates that responses to written questions were tentatively expected on December 30th.

Has the Q&A / Addendum been released yet? If so, could you please share a copy or direct us to the correct URL?

BMHA Response:

Applicable, Addendum 2 lists all questions and BMHA responses.

QUESTION 21:

Given the current due date of January 7th, the pending Q&A release, and the time required for printing, binding, and mailing the physical submission, would BMHA consider granting a short extension to the proposal due date? Even a few additional days would help ensure we can submit complete and high-quality responses.

BMHA Response:

Addendum 1 changed the due date.

NOTE: Please provide BMHA a proposed timeline/outlined chart for services in your submitted proposal.

Ex: What would services look like from start to finish by your company?

***** END OF ADDENDUM NO. 2 *****