

2026-01 Lead Safe Cuyahoga Provider Outreach

Questions and Answers

August 24, 2026, Cutoff date

The bid questions & answers may be viewed at the Board website at www.ccbh.net by clicking on the “Popular Links” tab on the home page.

Questions & Answers:

Q1. Could you please email me RFP/RFI Document for Lead Safe Cuyahoga Outreach?

A1. The RFP document may be viewed on the CCBH website www.ccbh.net by clicking on the “popular Links” tab on the home page.

Q2. Please provide the specific municipalities and/or ZIP codes that are eligible for outreach and recruitment under this RFP. The RFP indicates that outreach should occur primarily in the first-ring suburbs of Cleveland. Are residents of the City of Cleveland eligible to participate in the program or count toward the 375 potential clients to be pre-qualified?

A2. The Cuyahoga County Board of Health does not have jurisdiction in the city of Cleveland. This HUD funded lead remediation grant targets the 19 cities that surround the city of Cleveland but does not include Cleveland. Those communities are: Bratenahl, Brooklyn, Brooklyn Hts., Brook Park, Cleveland Hts., Cuyahoga Hts., East Cleveland, Euclid, Fairview Park, Garfield Hts., Lakewood, Linndale, Maple Hts., Newburgh Hts., Parma, Rocky River, Shaker Hts., South Euclid, Warrensville Hts.

Q3. May the selected organization recruit and pre-qualify eligible households elsewhere within Cuyahoga County/CCBH's jurisdiction outside of the first-ring suburbs? If so, would those households count toward the required 375 potential clients?

A3. Recruitment must be within the target communities as outlined in our funded proposal to HUD.

Q4. Please clarify what constitutes a client being successfully “pre-qualified” for purposes of the 375-client deliverable. What specific screening, eligibility verification, documentation, or application assistance is the selected organization expected to complete?

A4. To be pre-qualified the applicant must reside within one of the target communities, meet the income guidelines, and have an at-risk child spending significant time in the home. The organization will need to conduct outreach at events or locations where potential applicants can learn about the HUD grant program and complete a pre-qualifying application (residency, income, young at-risk child).

Q5. Will CCBH provide the selected organization with a standardized pre-qualification form, screening tool, eligibility checklist, or referral process? What supporting documentation, if any, will the contractor be responsible for collecting from potential clients?

A5. CCBH will provide a pre-qualification application to be completed by the potential client. No further enrollment documentation will need to be collected. Documentation of attendance at an event or outreach conducted in a community will need to be provided for reimbursement of activities.

Q6. In addition to pre-qualifying 375 potential clients, are there specific required targets for community outreach and lead poisoning prevention education, such as a minimum number of outreach events, individuals reached, presentations, or educational contacts?

A6. There is no set number of outreach events; the events are opportunities to reach the goal of 375 pre-qualified applicants. Regular conversations will be had to discuss if specific outreach is needed in a community. There is an expectation that more than 375 individuals will be reached, however not all will meet the requirements or complete the pre-qualifying application.

Q7. Please clarify whether the \$80,000 maximum budget is intended to cover the entire contract period through June 30, 2029, or a shorter defined contract phase within the HUD grant period?

A7. The budget is set with no additional funds available. The goal is to have all recruitment completed by end of the second quarter of 2029; the grant end date is March 4, 2030, by which time all lead remediation construction must be complete. If the outreach is completed before June 30, 2029, but all funds are not expended the organization has until March 4, 2030, to spend them through approved community lead education activities.

Q8. How does CCBH define a “prequalified potential client,” and what documentation or eligibility screening must the contractor complete before a household count toward the 375-client goal?

A8. CCBH will provide a pre-qualification application. This will need to be completed by person who meets the basic qualifications for enrollment: target community (1 of 19 first ring suburbs listed above), meet the income qualifications, have a child 5 years of age or younger spending significant time in the home.

Q9. Will CCBH provide the contractor with an existing intake, referral, CRM, or case-management system for tracking prospects and referrals, or is the contractor expected to develop and maintain its own tracking system?

A9. The organization must track all outreach activities, pre-qualification applications completed, and time and effort. This documentation will be required as back up to support invoices submitted to CCBH for reimbursement. The pre-qualification form will be provided by CCBH.

Q10. Please clarify the bid-guaranty and performance-bond requirements for this professional outreach services contract. Specifically, will a 10% bid guaranty be required at proposal submission, and will the successful vendor be required to provide a performance bond, certified check, or letter of credit equal to 100% of the contract award?

A10. Either a 10% bid guarantee or a 100% performance bond are acceptable but must be submitted with proposals.

Q11. Under this cost-reimbursement contract, are subcontractor/consultant costs, administrative/project-management costs, communications materials, community outreach expenses, and reasonable indirect costs allowable and reimbursable within the \$80,000 budget?

A11. Salary, fringe, indirect costs, mileage, consultants, educational materials are all allowable cost within the \$80,000 budget. HUD does not allow federal dollars to be spent directly on food. This is a voluntary program, the use of gift cards given in exchange for completion of a pre-qualifying application is prohibited. All documented time and effort of individuals and subcontractors/consultants must be submitted with any invoice for reimbursement.