Human Resources Administration
Department of Social Services

February 28, 2025

ADDENDUM #2

Re: Provision of Permanent Supportive Congregate Housing for HASA Clients (RFP)/RFx
EPIN: 06925P0011

Pursuant to Section 3-03 of the Procurement Policy Board (PPB) Rules, the Human Resources Administration is issuing Addendum #2 to the Provision of Permanent Supportive Congregate Housing for HASA Clients (RFP)/RFX.

I. **Revision to the Scope of Work**

II. **Questions and Answers**

III. **List of Attendees who signed in the chat at the Pre-Proposal Conference**

IV. **WebEx Recording from the Pre-Proposal Conference**

V. **Presentation Materials from the Pre-Proposal Conference**

I. Revision to the Scope of Work
EPIN: 06925P0011

Please be advised that the subject Scope of Work is revised as described below. All new language is **bolded and underlined**. Language that is crossed out is being deleted from the RFx.

- Page 3 of the RFx, Basic Information, Sub-contracting, has been revised as follows:

Sub-contracting	● Subcontracting is permitted with the approval of the City; however, there must be one (1) lead ~~City~~ agency. ● Agency assumptions as set forth in the Program Expectations and other sections of this RFx apply equally to any proposed subcontractor(s). ● A fully executed original copy or PDF of any approved subcontract shall be required. ● All contractors and subcontractors shall be subject to ~~ENDGBV~~ **HASA** approval before expenses are incurred and payments made. ● If a contractor requires any subcontractor to maintain insurance with regard to any operations under this Agreement and requires such subcontractor to list the identified contractor as an additional insured under such insurance, the identified contractor shall require that such entity also list the City, including its officials and employees as an additional insured. ● Contractor shall ensure that all Subcontractors performing services have either their own insurance coverage or are covered by the Contractor's insurance.

II. Questions and Answers

EPIN: 06925P0011

1. **Question:** Any chance you end with the passport presentation as many of us have seen it several times?
   Answer: The Office of Contracts provides the recording of the PASSPort Presentation for proposers at the beginning of the Pre-Proposal Conference prior to the review of the RFx document . This allows continuity of the pre- proposal conference agenda.

2. **Question:** Please clarify open ended. I am assuming it means no due date. Ideally, by when should the proposal be submitted?
   Answer: There is no due date for an open-ended RFx, proposals should be submitted in a timely manner. However, if an existing vendor intends to apply to this RFx, they should submit proposal ASAP.

3. **Question:** Please clarify what maximum HRA funding per unit can/cannot be used for. Based on recent program budget history can you approximate what percentage of total unit expenses are covered by maximum HRA funding per unit (including rent, utilities, supportive services, etc.?
   Answer: Refer to the proposal budget summary document for a general description of the budget item categories. This historical program budget information is not available and/or cannot be provided.

4. **Question:** Is the $27,700 per unit cost going to be offset by client rental income received?
   Answer: Yes, inclusive of client income received.

5. **Question:** If we have a current contract which ends 6/30/25 when is the deadline for submitting proposals?
   Answer: If an existing vendor intends to apply to the RFx, they should submit proposal ASAP.

6. **Question:** If we've previously received an exemption for the LCSW requirement - do we need to reapply for that?
   Answer: Proposed staffing must meet the staffing requirements outlined in Section E.1 – Program Expectations/Staffing Plan of the RFx. There will be no exemptions to the staffing requirements.

7. **Question:** Is an LCSW/LMHC required for the program? If we do not currently have this position in our budget, will we be expected to add?
   Answer: Yes, a LCSW/LMHC is required as outlined in Section E.1 – Program Expectations/Staffing Plan of the RFx.

8. **Question:** Given the updated target population, will we be able to keep current residents who do not have an MH/SUD diagnosis housed and fill vacancies with the target population? If not, what is the expectation for current residents?
   Answer: HASA refers clients and their eligible family members who meet the program eligibility requirements. Clients referred have a history of substance use, mental health, or a co-occurring condition. Refer to page 6 Section 1.B – Target Population of the RFx. Current residents meet the criteria outlined in this RFx.

9. **Question:** S:US' current staff for this project – does not match the requirements listed in the RFP. Are we able to apply with our existing staffing structure?
   Answer: No, staff must meet the requirements outlined in Section E.1 – Program Expectations/Staffing Plan of the RFx.

10. **Question:** Please email a copy of the Permanent Supportive Housing for HASA clients?
    Answer: To view the HASA Permanent Supportive Congregate Housing RFP EPIN 06925P0011, please visit browse public RFx: and enter HASA in the keyword field. Proposers need to be prequalified in PASSPort.

11. **Question:** We are interested in applying for the RFP. We are logging on but when we click in acknowledgement, there is no RFx to reply to?
    Answer: If you need technical assistance, please contact MOCS Help Desk: https://www.nyc.gov/site/mocs/about/help.page**. After you receive a MOCS Help Desk Ticket Number, please email** ACCOContractPlanning@dss.nyc.gov **with your Ticket Number and a description of the issue, the name of the procurement and the EPIN 06925P0011 so that the issue may be expediated.**

12. **Question:** Can you please provide the addendum that outlines the required documents site control description?
    Answer: This addendum provides the site control description for site control . The site control document description in the RFx. The Basic Information, Required documents section of the RFx on page 4 has the site control description.

III. List of Attendees who signed in the chat at the Pre-Proposal Conference EPIN: 06925P0011

- Shilpa Jackman, sjackman@sus.org
- Kevin Blank, VP of Housing, Baley House and Housing Works, Inc., kblank@housingworks.org
- Yakara Buchanan, info@thebhproperties.com
- Erica Jordan, BRC, ejordan@brc.org
- Ricardo Torres, Executive Director of Development, Neighborhood Association for Inter-Cultural Affairs, rtorres@naicany.org
- Andrew Lewis, VP, Business and Program Development, Carter Lard Consulting
- Jose Luis Santiago, Executive Director at Ryer Avenue HDFC aka San Miguel Residence. jsantiago@ryerhdfc.org
- Marie J. Charles, Haitian Centers Council
- Larry Suriel, Deputy Executive Director at Ryer Avenue HDFC aka San Miguel Residence. Lsuriel@ryerhdfc.org
- Shearon Joseph, Director of Housing Service, FACES NY, Inc

IV. Webex Recording from the Pre-Proposal Conference
EPIN: 06925P0011

Pre-Proposal Conference - Provision of Permanent Supportive Congregate Housing for HASA Clients RFx (EPIN 06925P-20250211 2021-1

Tuesday, February 11, 2025

8:44 PM | (UTC-05:00) Eastern Time (US & Canada)

Play recording (1 hr 14 mins)

Recording password: JpkG78gM

V. Presentation Materials from the Pre-Proposal Conference
EPIN: 06925P0011

MOCS powerpoint presentation "PASSPort: Finding and Responding to HHS RFPS"recording was played at the Pre-Proposal Conference on February 11, 2025.

The City of New York
Department of Social Services

Provision of Permanent Supportive Congregate Housing for HASA Clients RFx

EPIN: 06925P0011

Pre-Proposal Conference

Tuesday, February 11, 2025

2:00 PM – 4:00 PM (Time)

Agenda

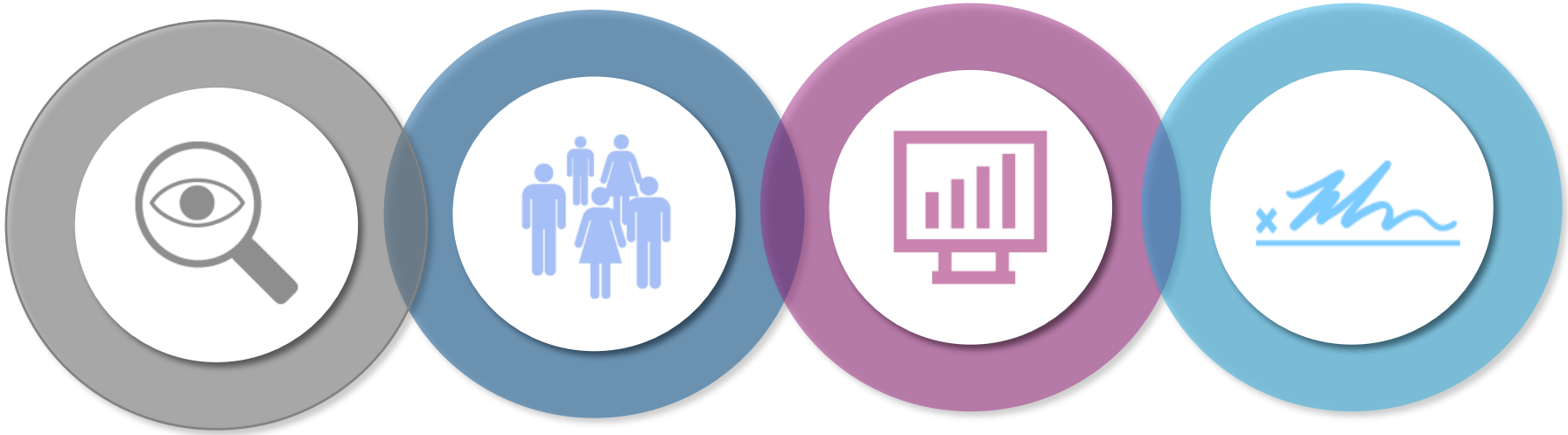
Housekeeping – This event is being recorded. To ask questions at any time during the event, type your question(s) in the **CHAT** box indicating your name and organization.

Welcome	**Celloy Williams** **Senior Deputy Agency Chief Contracting Officer** **Office of Contracts** **Department of Social Services**
Passport Presentation	**PowerPoint Presentation** **Mayor's Office of Contract Services**
Scope of Services	**Pam Farquhar** **Assistant Deputy Commissioner, Housing and Support Services** **HASA**
Format/Content	**Lisa Neal** **Director, Request for Proposals and Initiatives** **Office of Contracts** **Department of Social Services**
Evaluation Process & Basis of Award	**Lisa Neal** **Director, Request for Proposals and Initiatives** **Office of Contracts** **Department of Social Services**
Questions and Answers	

PASSPort: Finding and Responding to HHS RFPs

Mayor's Office of Contract Services

PASSPort Streamlines Citywide Procurement



View Citywide Contracting Opportunities

Respond to Citywide Contracting Opportunities

Real-Time Tracking of Submissions, Awards & Contracts

Digital Signatures

Steps to Respond



Create
an account in **PASSPort**

Complete
HHS Prequalification
Application in **PASSPort**



RFP Released in **PASSPort** through the Procurement Navigator & Browse Public RFx



Complete & submit your responses in **PASSPort**

Steps to Create a PASSPort Account

1. Establish a NYC.ID

***Note**: If you use HHS Accelerator, you already have a NYC.ID; if not, you can go to nyc.gov/PASSPort to register for one*

2. Submit an Account Request with Your NYC.ID

Note: It can take 1-2 business days for approval

3. Activate Your Account Once Your Request is Approved

*Note: Providers **will** need to complete and file vendor disclosures in PASSPort if the awards received during a 12-month period **exceed $250,000***

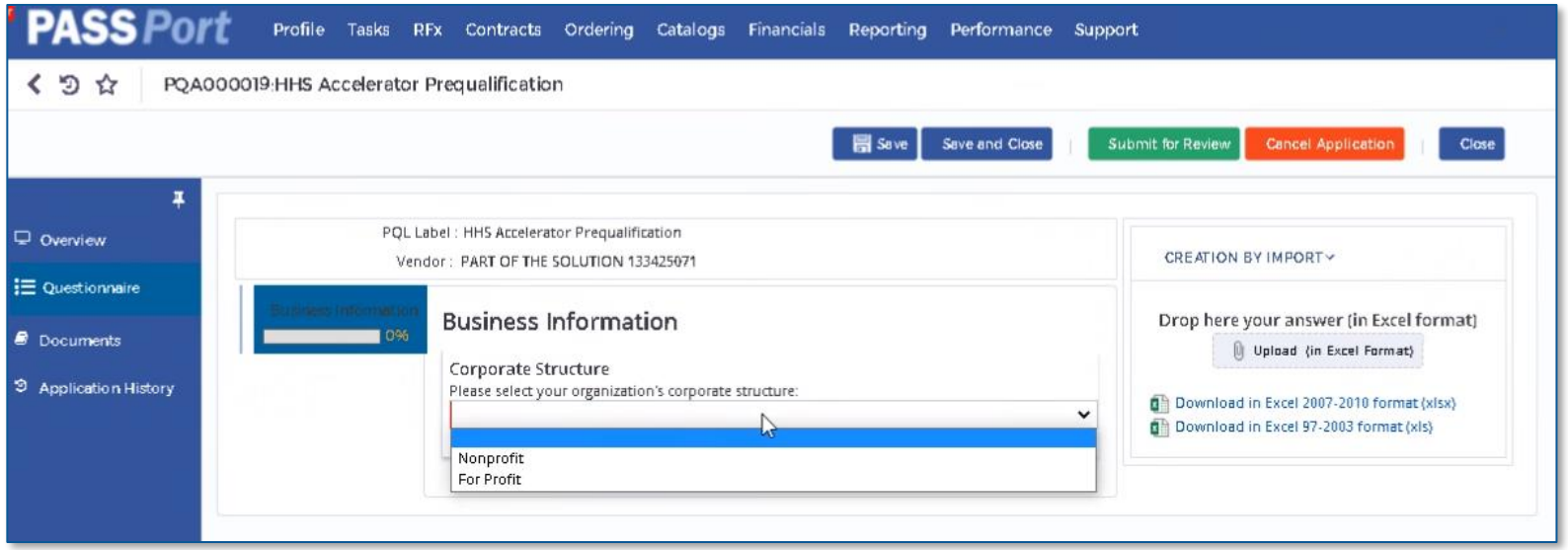


HHS Prequalification in PASSPort



Mayor's Office of Contract Services

HHS PQL Application in PASSPort



- Questionnaire with 10 business questions
- HHS RFPs released to full HHS PQL

User Roles

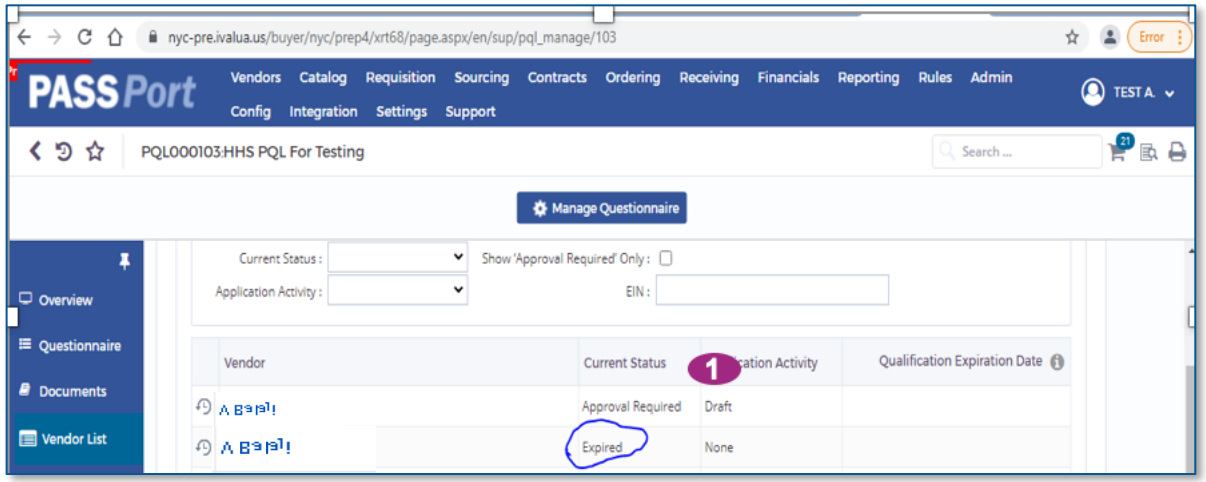
Vendor Procurement Level 1

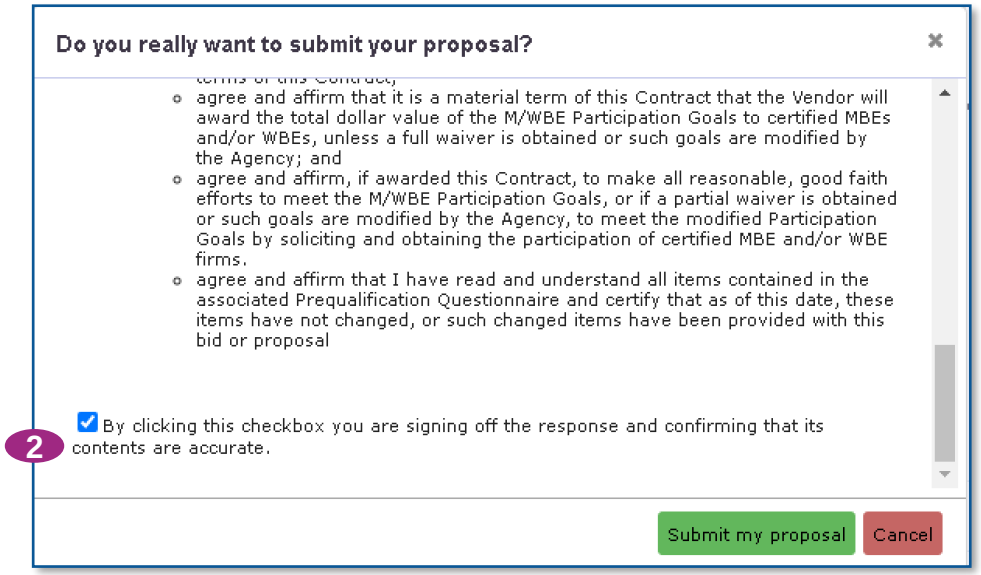
Vendor Procurement Level 2*

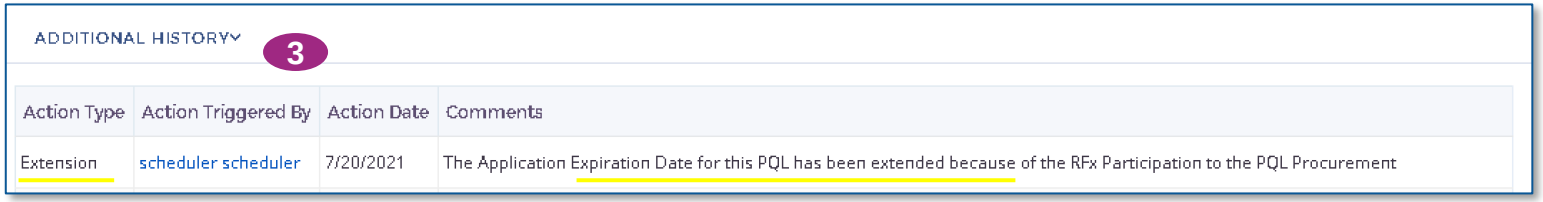
Vendor Admin*

- ❑ Corporate Structure (Nonprofit/For Profit)
- ❑ Certificate of Incorporation or Equivalent
- ❑ By-Laws
- ❑ Board of Directors
- ❑ Tax Filings
- ❑ IRS Determination Letter
- ❑ Charities Filings/Exemption Letter/Financial Statement
- ❑ Conflict of Interest Policy
- ❑ Whistleblower Policy
- ❑ Articles of Organization
- ❑ Financial Controls Part 1 & 2 (# of individuals required to sign checks, amounts, staff financial authorizations)

Prequalification Renewals/Expirations







1 PQL Applications are valid for 3 years or until Documentation expires, whichever occurs first.

If Documentation expires, PQL status changes from **Approved** to **Expired.**

2 As providers submit proposals to RFx in PASSPort they will be asked to **validate** and **confirm** that PQL information is current.

This restarts the clock on Approved status, moving **Expiration Date** to 3 years after proposal submission date.

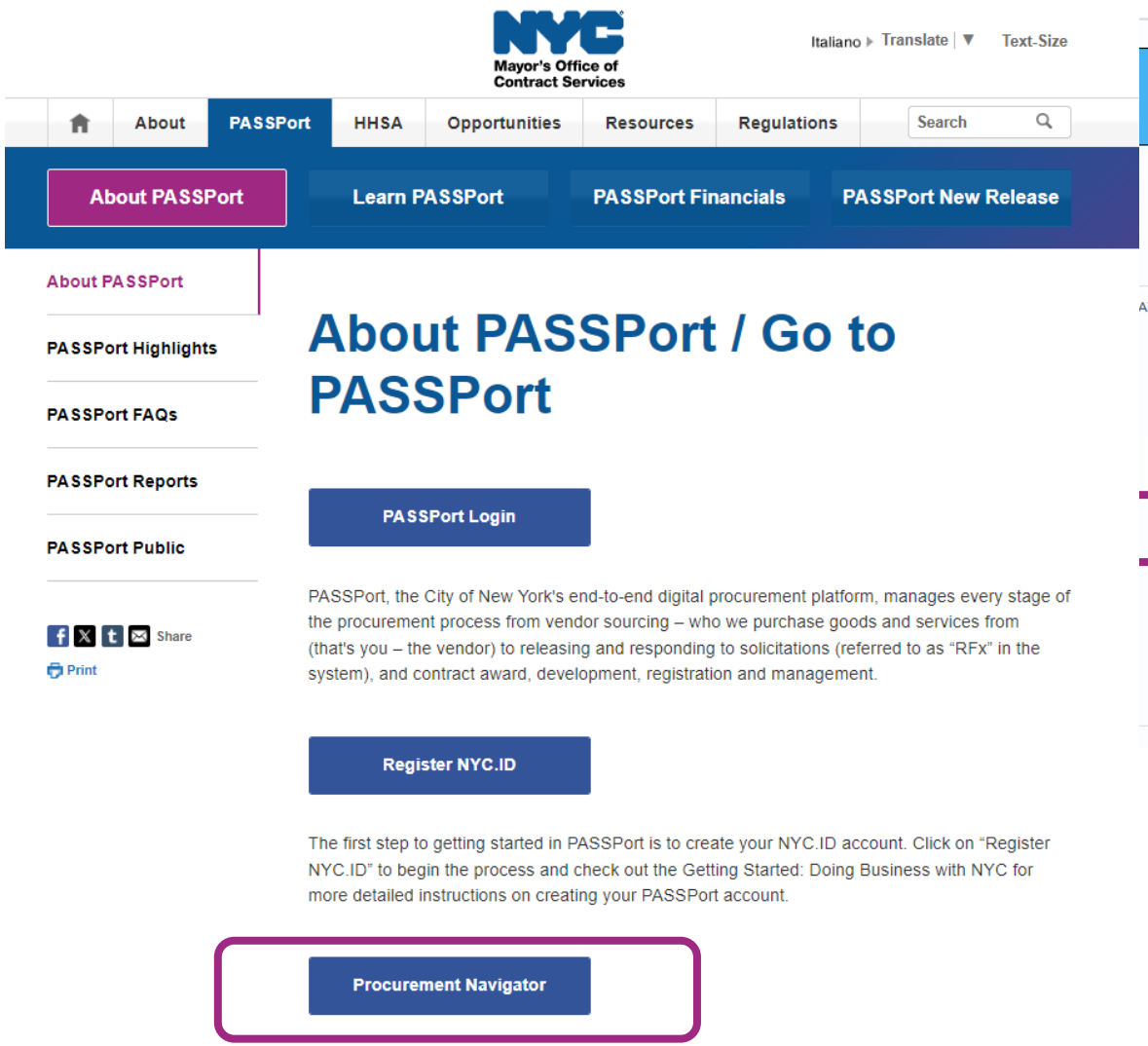
3 Users can find current PQL status in the Additional History section of their application under the **Application History** tab.

How to Find and Respond to the RFP in PASSPort



Mayor's Office of Contract Services

Search for Funding Opportunities

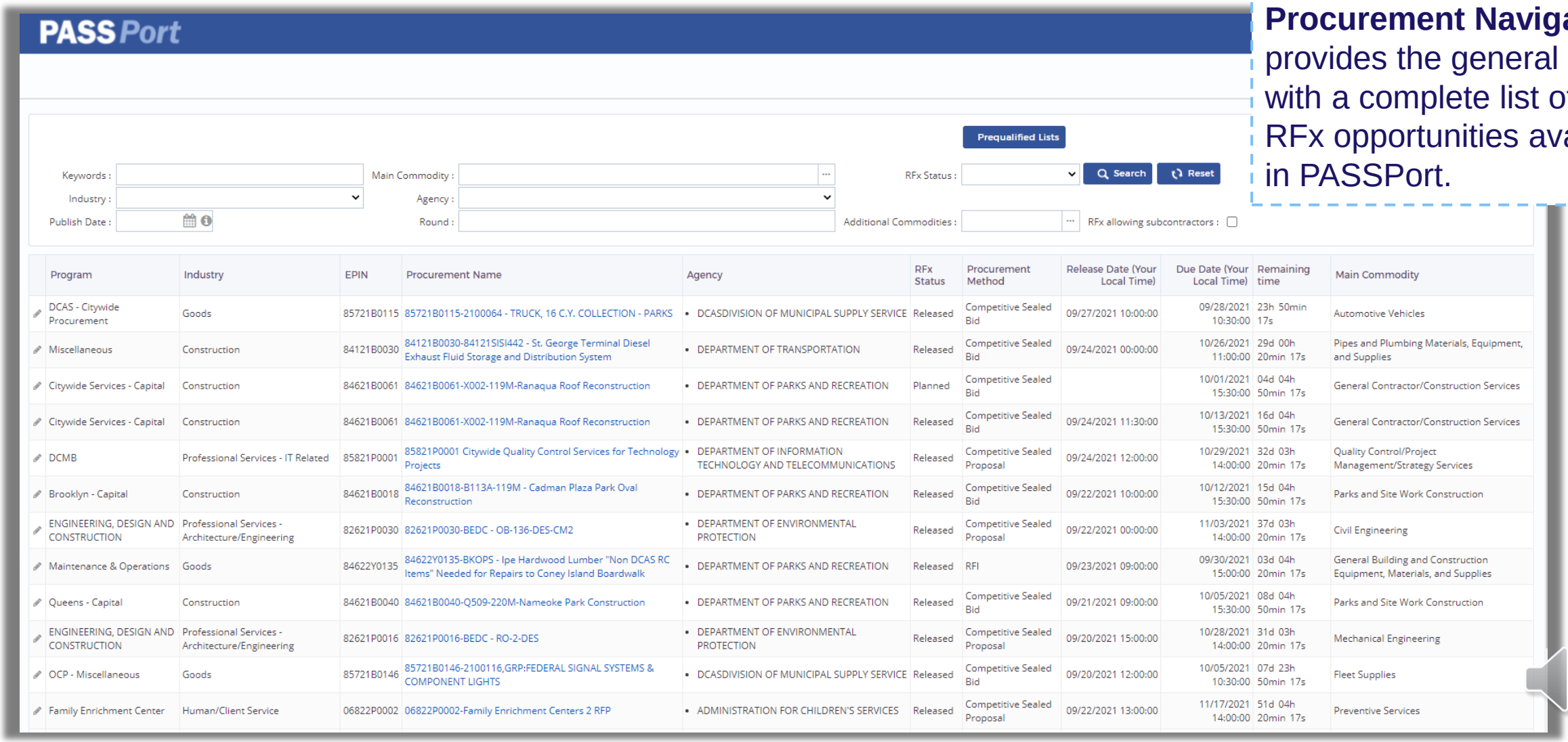




nyc.gov/passport

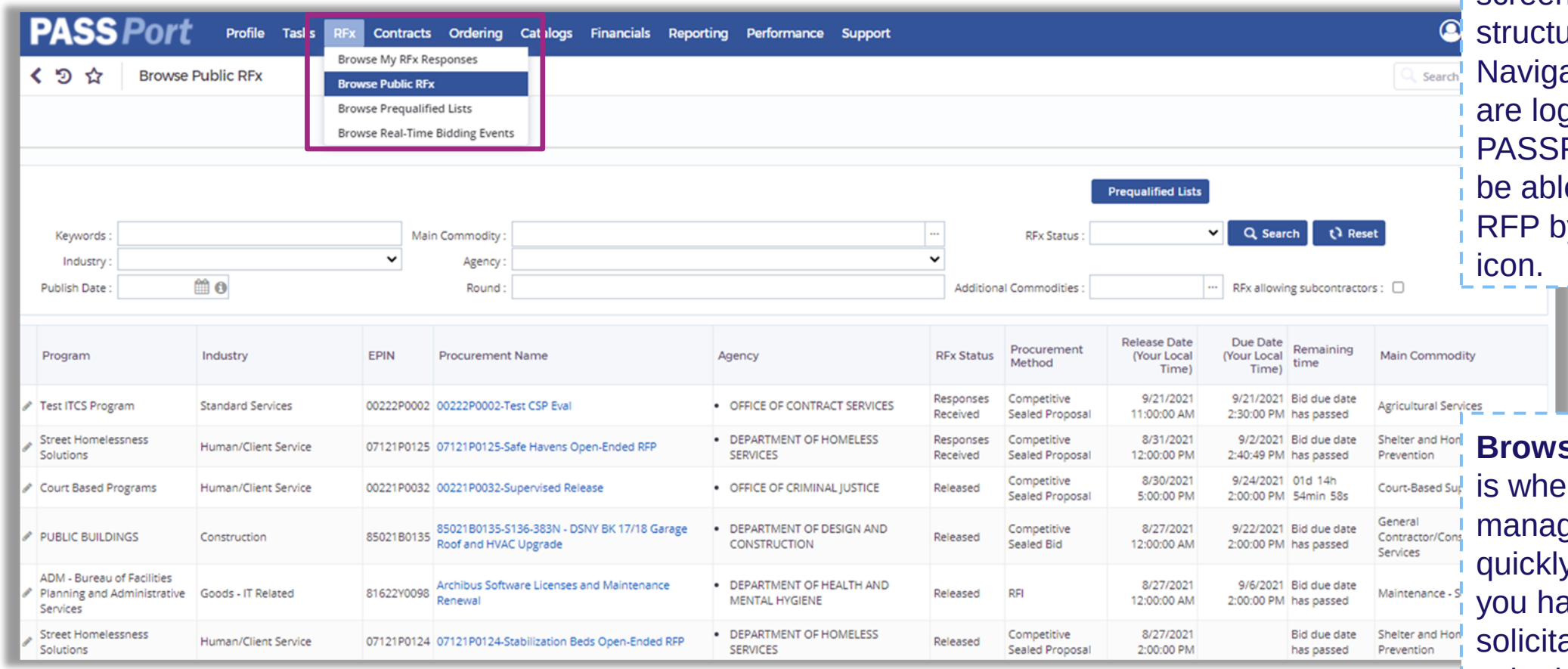
Find the RFP on Procurement Navigator

The PASSPort **Procurement Navigator** provides the general public with a complete list of all RFx opportunities available in PASSPort.



Program	Industry	EPIN	Procurement Name	Agency	RFx Status	Procurement Method	Release Date (Your Local Time)	Due Date (Your Local Time)	Remaining time	Main Commodity
DCAS - Citywide Procurement	Goods	85721B0115	85721B0115-2100064 - TRUCK, 16 C.Y. COLLECTION - PARKS	• DCASDIVISION OF MUNICIPAL SUPPLY SERVICE	Released	Competitive Sealed Bid	09/27/2021 10:00:00	09/28/2021 10:30:00	23h 50min 17s	Automotive Vehicles
Miscellaneous	Construction	84121B0030	84121B0030-84121SISI442 - St. George Terminal Diesel Exhaust Fluid Storage and Distribution System	• DEPARTMENT OF TRANSPORTATION	Released	Competitive Sealed Bid	09/24/2021 00:00:00	10/26/2021 11:00:00	29d 00h 20min 17s	Pipes and Plumbing Materials, Equipment, and Supplies
Citywide Services - Capital	Construction	84621B0061	84621B0061-X002-119M-Ranaqua Roof Reconstruction	• DEPARTMENT OF PARKS AND RECREATION	Planned	Competitive Sealed Bid		10/01/2021 15:30:00	04d 04h 50min 17s	General Contractor/Construction Services
Citywide Services - Capital	Construction	84621B0061	84621B0061-X002-119M-Ranaqua Roof Reconstruction	• DEPARTMENT OF PARKS AND RECREATION	Released	Competitive Sealed Bid	09/24/2021 11:30:00	10/13/2021 15:30:00	16d 04h 50min 17s	General Contractor/Construction Services
DCMB	Professional Services - IT Related	85821P0001	85821P0001 Citywide Quality Control Services for Technology Projects	• DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS	Released	Competitive Sealed Proposal	09/24/2021 12:00:00	10/29/2021 14:00:00	32d 03h 20min 17s	Quality Control/Project Management/Strategy Services
Brooklyn - Capital	Construction	84621B0018	84621B0018-B113A-119M - Cadman Plaza Park Oval Reconstruction	• DEPARTMENT OF PARKS AND RECREATION	Released	Competitive Sealed Bid	09/22/2021 10:00:00	10/12/2021 15:30:00	15d 04h 50min 17s	Parks and Site Work Construction
ENGINEERING, DESIGN AND CONSTRUCTION	Professional Services - Architecture/Engineering	82621P0030	82621P0030-BEDC - OB-136-DES-CM2	• DEPARTMENT OF ENVIRONMENTAL PROTECTION	Released	Competitive Sealed Proposal	09/22/2021 00:00:00	11/03/2021 14:00:00	37d 03h 20min 17s	Civil Engineering
Maintenance & Operations	Goods	84622Y0135	84622Y0135-BKOPS - Ipe Hardwood Lumber "Non DCAS RC Items" Needed for Repairs to Coney Island Boardwalk	• DEPARTMENT OF PARKS AND RECREATION	Released	RFI	09/23/2021 09:00:00	09/30/2021 15:00:00	03d 04h 20min 17s	General Building and Construction Equipment, Materials, and Supplies
Queens - Capital	Construction	84621B0040	84621B0040-Q509-220M-Nameoke Park Construction	• DEPARTMENT OF PARKS AND RECREATION	Released	Competitive Sealed Bid	09/21/2021 09:00:00	10/05/2021 15:30:00	08d 04h 50min 17s	Parks and Site Work Construction
ENGINEERING, DESIGN AND CONSTRUCTION	Professional Services - Architecture/Engineering	82621P0016	82621P0016-BEDC - RO-2-DES	• DEPARTMENT OF ENVIRONMENTAL PROTECTION	Released	Competitive Sealed Proposal	09/20/2021 15:00:00	10/28/2021 14:00:00	31d 03h 20min 17s	Mechanical Engineering
OCP - Miscellaneous	Goods	85721B0146	85721B0146-2100116,GRP:FEDERAL SIGNAL SYSTEMS & COMPONENT LIGHTS	• DCASDIVISION OF MUNICIPAL SUPPLY SERVICE	Released	Competitive Sealed Bid	09/20/2021 12:00:00	10/05/2021 10:30:00	07d 23h 50min 17s	Fleet Supplies
Family Enrichment Center	Human/Client Service	06822P0002	06822P0002-Family Enrichment Centers 2 RFP	• ADMINISTRATION FOR CHILDREN'S SERVICES	Released	Competitive Sealed Proposal	09/22/2021 13:00:00	11/17/2021 14:00:00	51d 04h 20min 17s	Preventive Services

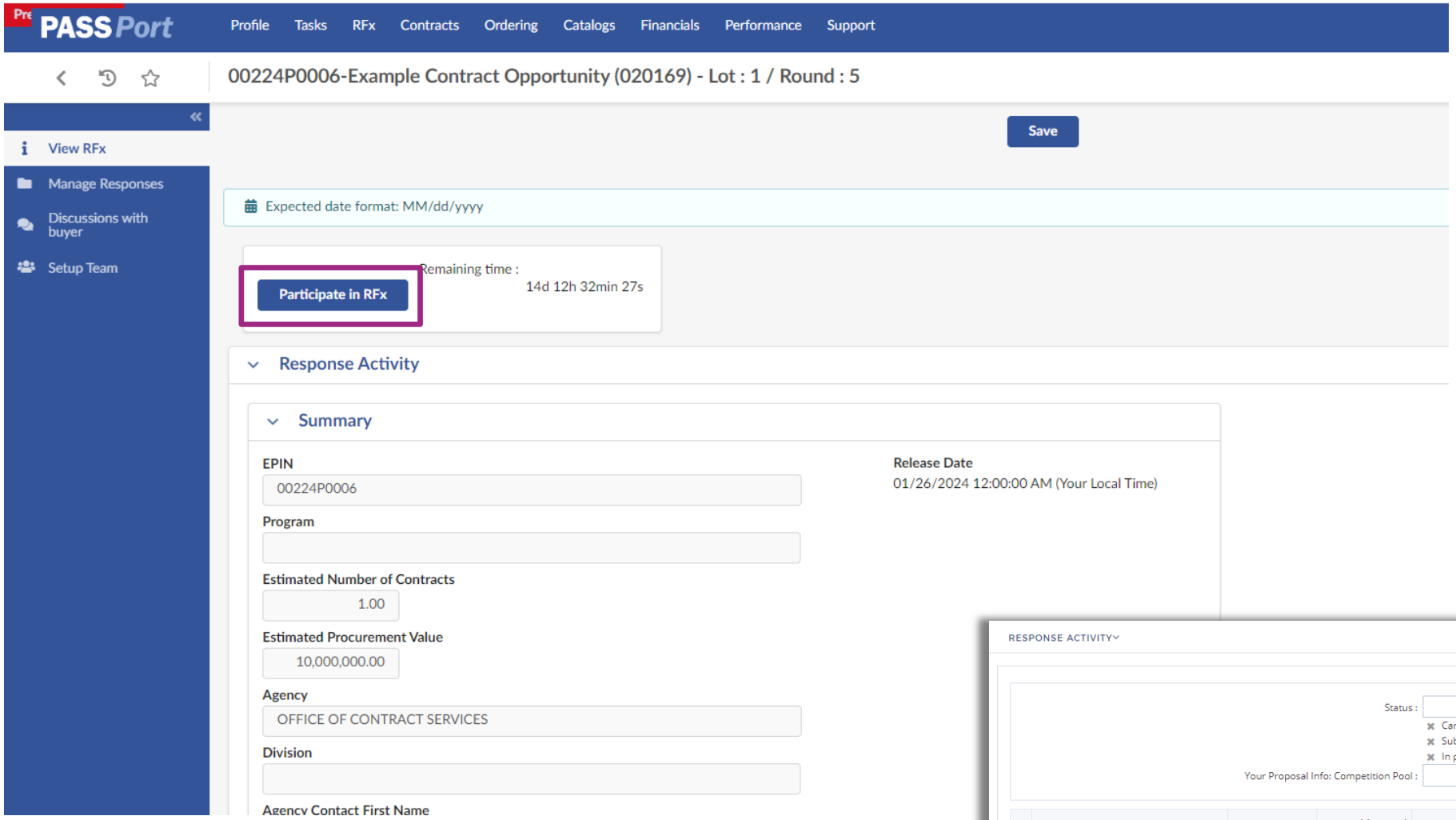
Find the RFP through “Browse Public RFx” and “Browse My RFx Responses”



The **Browse Public RFx** screen contains a similar structure to the Procurement Navigator, but now that you are logged into your PASSPort account, you will be able to respond to the RFP by clicking the Pencil icon.

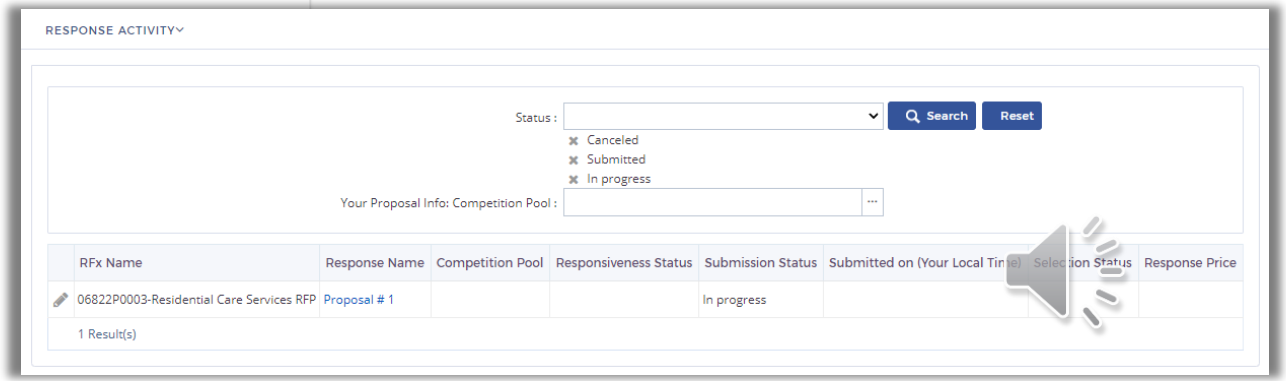
Browse My RFx Responses is where you will be able to manage your responses and quickly locate solicitations you have begun work on and solicitations you have submitted responses to.

Respond in PASSPort

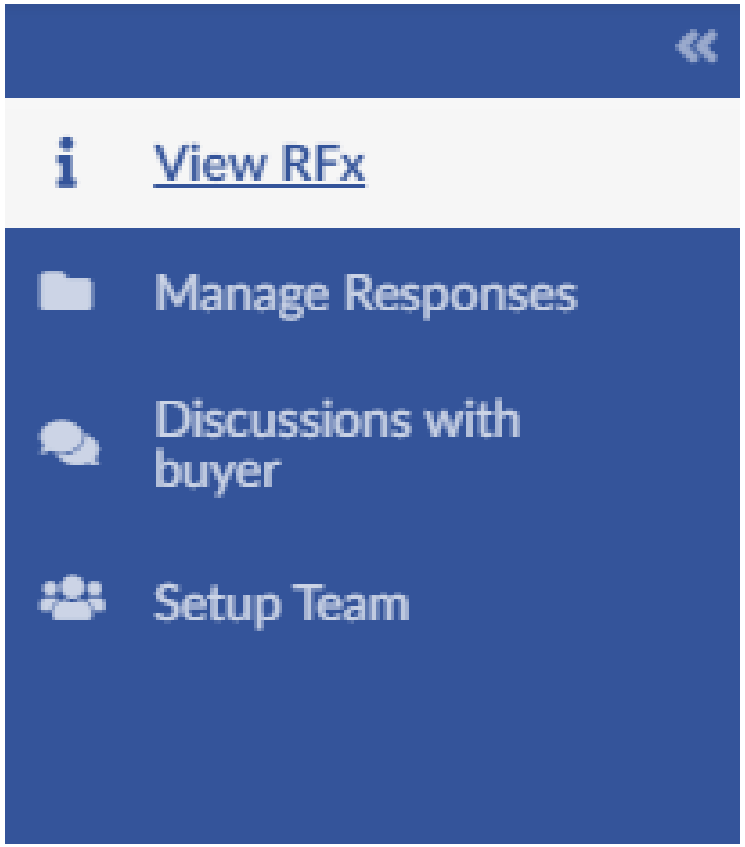


The **View RFx** screen displays an overview of the RFP, including a Summary, Description, Key Dates, associated Documents and Pre-Proposal Information.

After **Acknowledgement**, you may begin your proposal via the **Manage Responses** tab.



RFx Tabs Overview



The **View RFx** tab is where providers acknowledge receipt and intent to respond.

The **Manage Responses** tab is where providers complete the RFP questionnaire, item grid, affirmations, LL34 compliance, and upload required documentation.

The **Discussion with buyer** tab is a forum to communicate directly in PASSPort with the contracting agency after you have decided to respond to the RFP.

The **Setup Team** tab provides the ability to add team members to assist in the response process.

Setup Team Tab – User Roles

User Roles

- **Vendor Admin**
- **Vendor Procurement Level 1, Level 2**
- **Contributor, Vendor Financials Level 1, Level 2**

Vendor Admin

- ✓ Receive direct invite to participate in RFx
- ✓ Manage and add contacts in Vendor Profile
- ✓ Create responses
- ✓ Set up team for responses
- ✓ Create and submit applications to PQLs

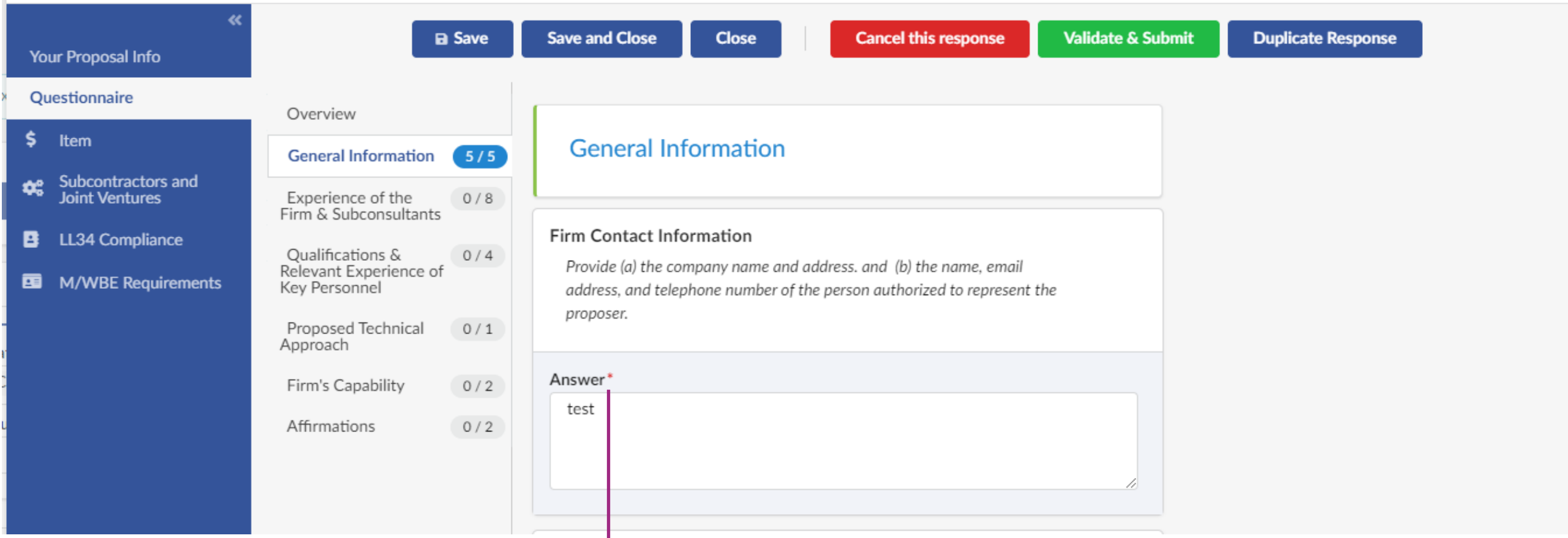
Vendor Procurement Level 1 & Level 2

- ✓ Receive direct invite to participate in RFx
- ✓ Manage and add contacts in Vendor Profile
- ✓ Create responses
- ✓ Create applications to PQLs (*only L2 can submit)

Contributor, Vendor Financials Level 1 & Level 2

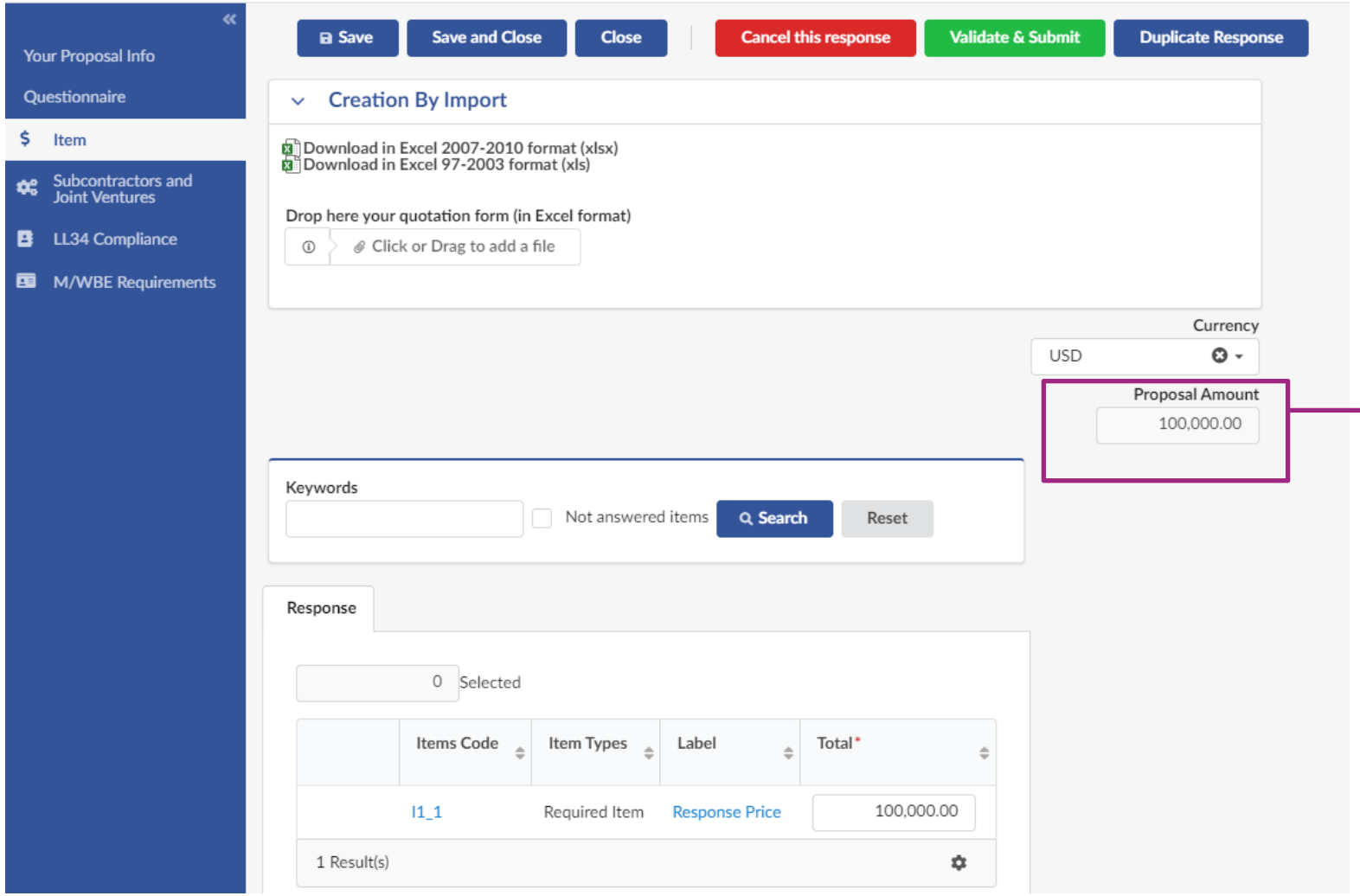
- ✓ Create/edit responses when added to the RFx team in the Setup Team Tab

Questionnaire



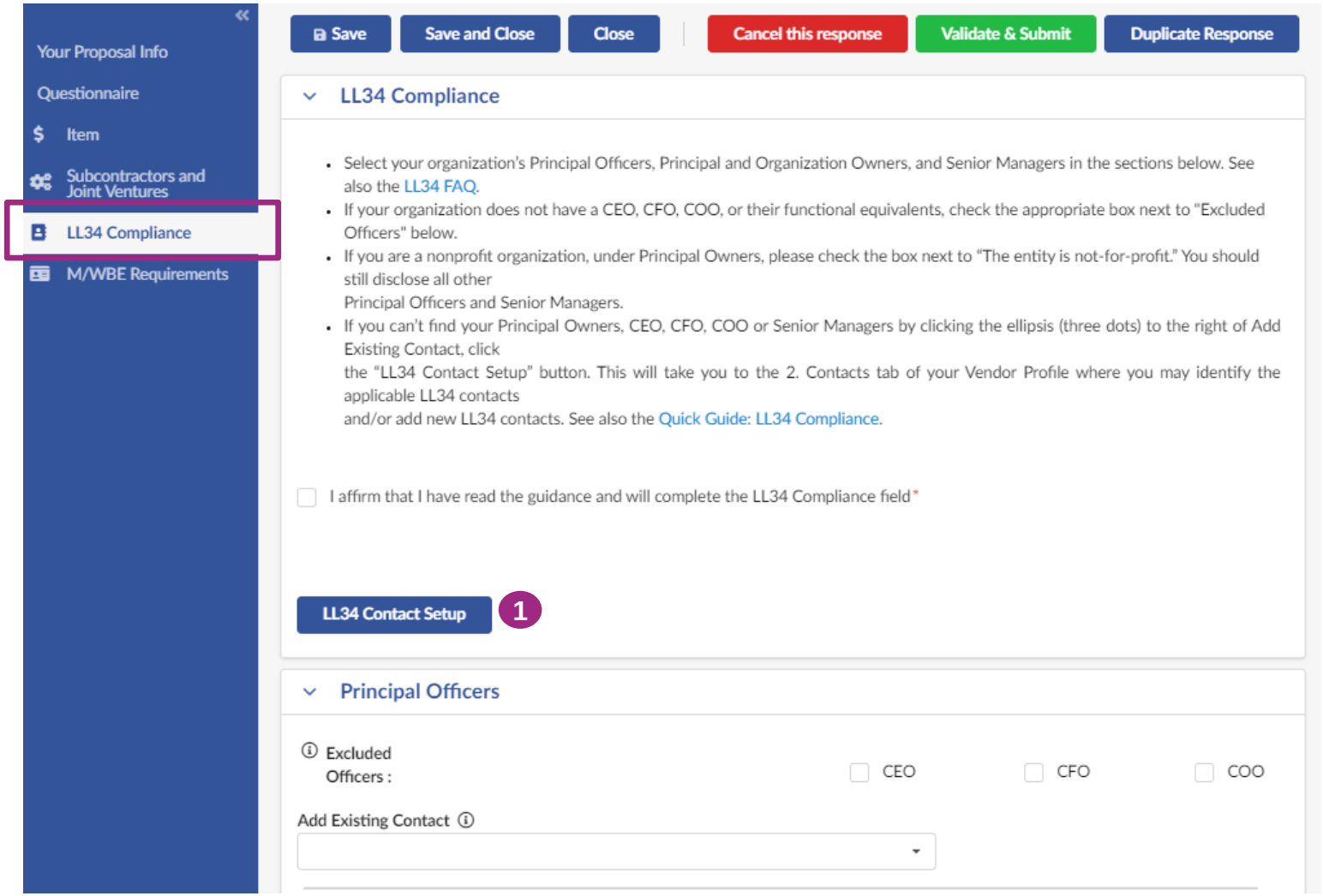
Red asterisk indicates response is required

Items / Proposal Budget Summary



The system will automatically calculate the total price for your proposal.

LL34 Compliance



The **LL34 Compliance** tab allows you to complete Doing Business Data information in PASSPort.

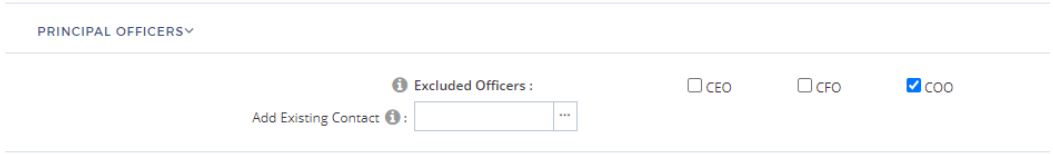
To populate information within the **LL34 Compliance** tab of a proposal, you must first make sure your contacts are updated within the Vendor Profile to include the positions of the Principal Owners, Principal Officers, and Senior Managers and indicate that they are LL34 Contacts.

To Complete the LL34 Compliance Tab and Add Contacts:

1. Click the "LL34 Contact Setup" button in the **LL34 Compliance** tab to navigate directly to the Vendor Profile to add contacts for selection.

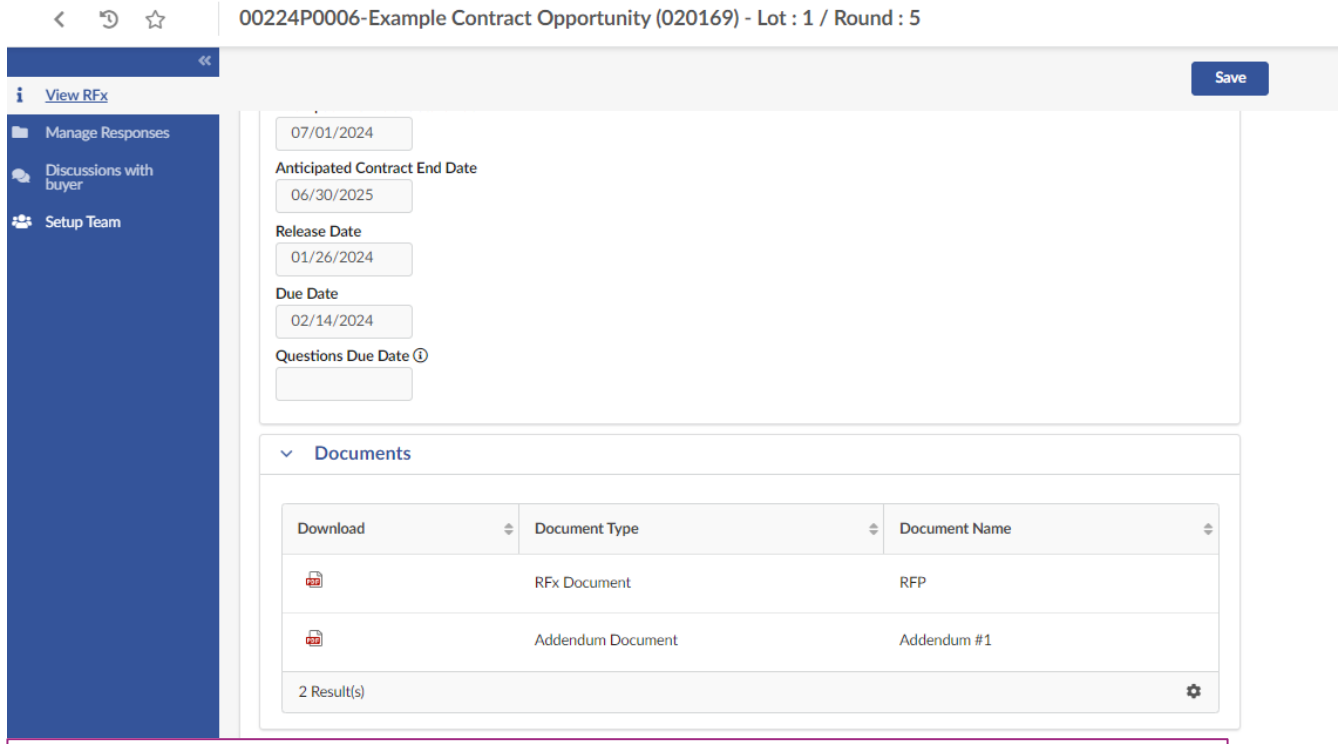
FAQs / Common Issues

Q: My organization does not have one or more principal officers! How do I fill out the LL34 Compliance tab?



A: Check the box next to "Excluded Officers" in the LL34 Compliance tab of your proposal – e.g. if you do not have a COO, check off COO.

Q: Where can I find documents related to this RFP?



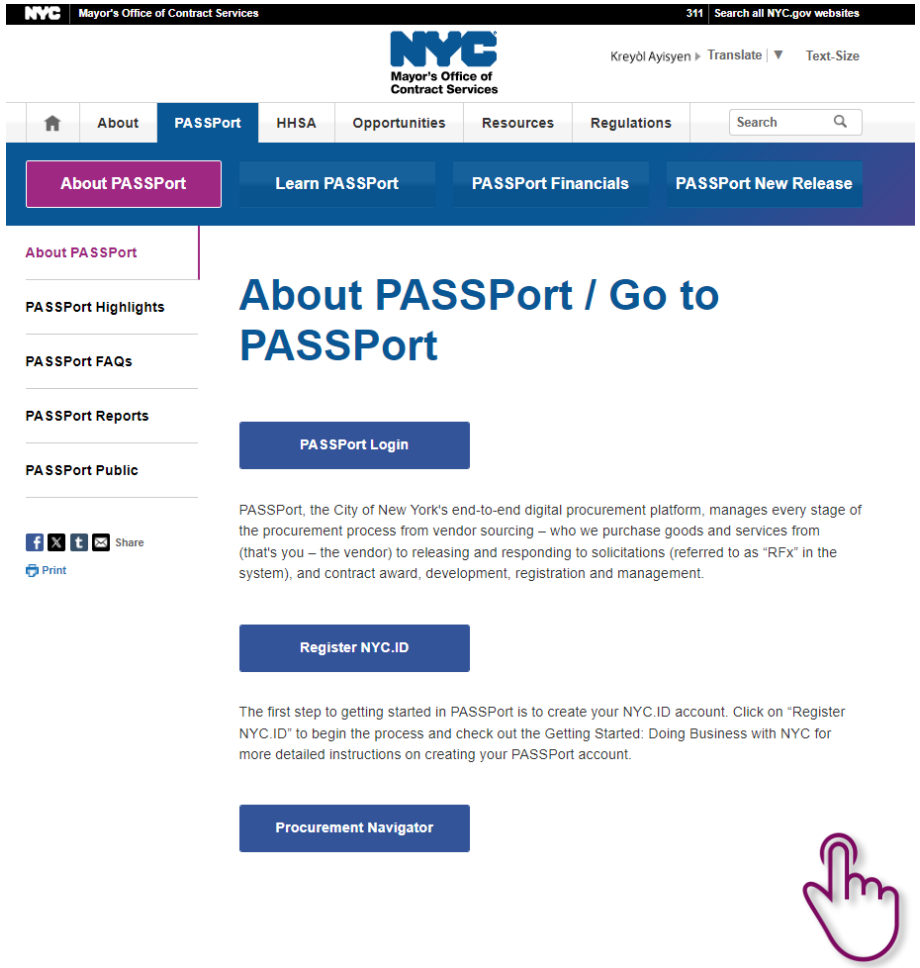
A: Documents for the RFx will be stored in the "Documents" tile on the "View RFx" Tab

Resources

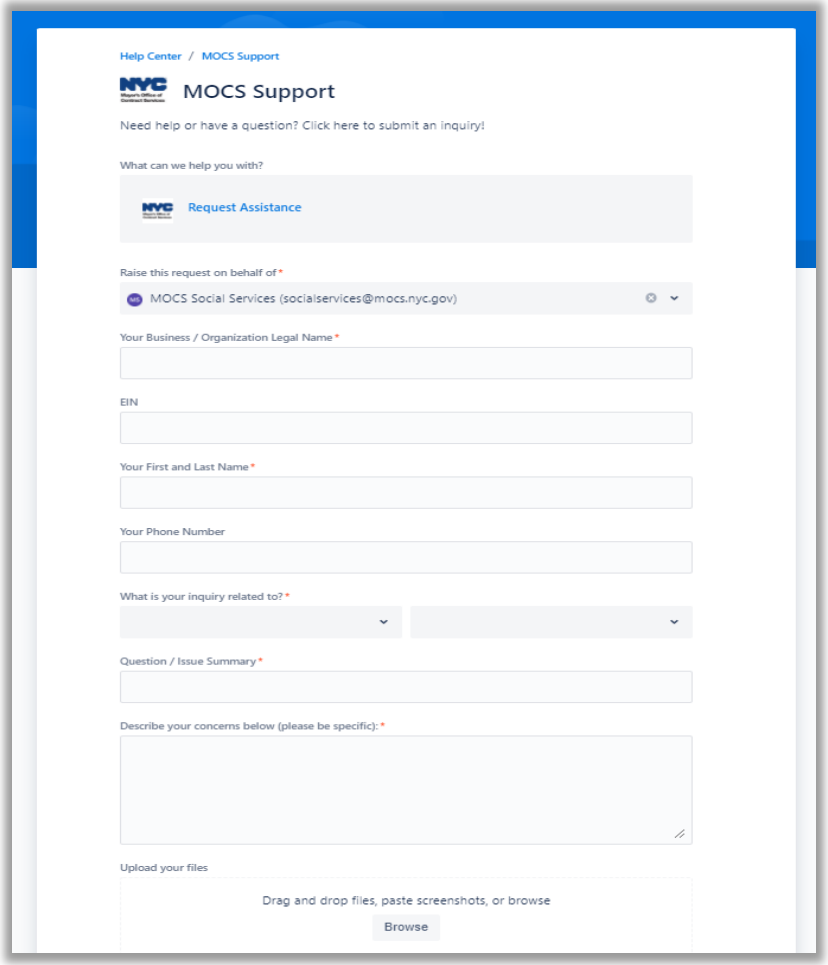


Need help or have a question? Submit an inquiry to www.nyc.gov/mocshelp

nyc.gov/passport



nyc.gov/mocshelp



Key Steps

1. Create a PASSPort Account
2. Complete Prequalification in PASSPort
3. Find RFP while logged into PASSPort, and acknowledge
4. Set up a team for your organization
5. Complete Questionnaire, Item grid, and LL34 Compliance
6. Submit Proposal!

Need help or have a question? Submit an inquiry to **nyc.gov/mocshelp**!



Scope of Services

Pam Farquhar, Assistant Deputy Commissioner

Housing and Supportive Services

HASA

Format/Content

Lisa Neal

Director, Request for Proposals and Initiatives
Office of Contracts - Department of Social Services

Evaluation Process & Basis of Award

Lisa Neal

Director, Request for Proposals and Initiatives
Office of Contracts - Department of Social Services

Questions & Answers

***Submit questions via chat or e-mail**
accocontractplanning@dss.nyc.gov

Reminders

Release Date: 1/22/25

Pre-Proposal Conference Date: 2/11/2025

Proposal Due Date : Open-Ended

Thank you!