Human Resources Administration
Department of Social Services

March 17, 2025

**ADDENDUM #4**

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

Pursuant to Section 3-03 of the Procurement Policy Board (PPB) Rules, the Human Resources Administration (HRA) is issuing Addendum #4 to the Provision of Permanent Supportive Congregate Housing for HASA Clients (RFP)/RFX.

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

**II. Revision to the PASSPort Questionnaire**

**III. Transfer Data between Rounds of an RFx**

**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 4 of the RFx, Proposal Submission Instructions, Required Documents has been revised to include the Document Type and Description for the Budget:

## Proposal Submission Instructions

| | Document Type | Description |
|---|---|---|
| **Required Documents** | Proposal Cover Sheet | Completed Proposal Cover Sheet |
| | IRS Determination Letter 501(c)(3) | Proof of Non-Profit Organization |
| | Key Staff Resume | Resumes and/or Job Descriptions for Key Staff Positions |
| | References | Three (3) letters of reference from non-Governmental entities |
| | Organizational Chart | Program Organizational Chart, showing how the proposed services fit into Proposer's organization |
| | Annual Report | Financial Audit Report or Certified Financial Statement or letter stating why no report or financial statement is currently available |
| | Community Linkages and Partnerships | One (1) or more linkage agreement(s) from organizations providing supportive services |
| | **Budget** | **Provide a completed Proposal Budget Summary using the template in PASSPort.** |
| | Site Control | Proposers should submit proof of site control for a minimum of the initial term of contract. For the purposes of this RFx, "site control" would include, but not be limited to, (i) Letter of intent from owner or landlord; (ii) other proof of ownership or site control, such as a deed, executed contract of sale, site control letter for City-owned property, and/or executed long term lease; and (iii) other documents showing that the owner of the property has provided permission to |

| | | |
|---|---|---|
| | | the proposer, either directly or indirectly, to utilize the property. Note that if the owner of the property is not engaging directly with the proposer, the proposal should include any and all documents showing property interests from the property owner to the proposer, which shall include but not be limited deeds, master leases, subleases, contracts, options, and/or any other information which demonstrates appropriate real estate interests in the subject property.<br>DSS/HRA reserves the right to request any additional information required to demonstrate both site control and pricing reasonability including pricing associated with the documents required for demonstration of site control |
| **Optional Documents** | Certificate of Occupancy | Certificate of Occupancy or a Temporary Certificate of Occupancy |

## II. Revision to the PASSPort Questionnaire
**EPIN: 06925P0011**

- An Affirmation acknowledging upload of the "Proposal Budget Summary" was added to the "Required Documents" Section of PASSPort.

- The PASSPort Questionnaire has been revised to allow proposers to upload their completed "Proposal Budget Summary".

## III. Transfer Data between Rounds of an RFx
**EPIN: 06925P0011**

- Please note a new Round 2 has been created for this RFx. Accordingly, any proposals submitted under a previous round will need to be re-submitted under Round 2. If applicable, please use the document titled "Transfer Data between Rounds of an RFx" that is attached to this Addendum in order to complete this process.

Mayor's Office of Contract Services

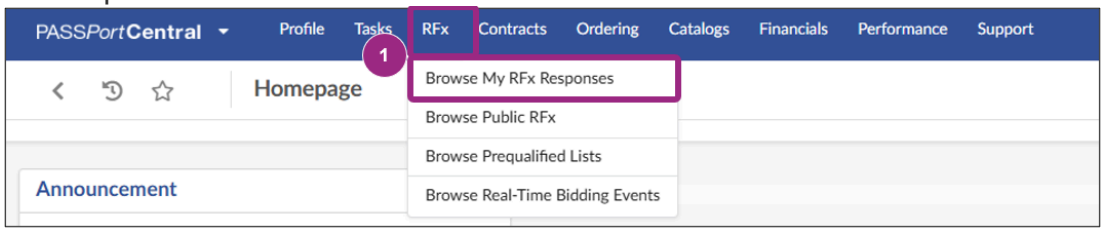
# Transfer Data between Rounds of an RFx

When agencies make significant changes to an RFx, like modifying the scope, a **new round** is issued in PASSPort.

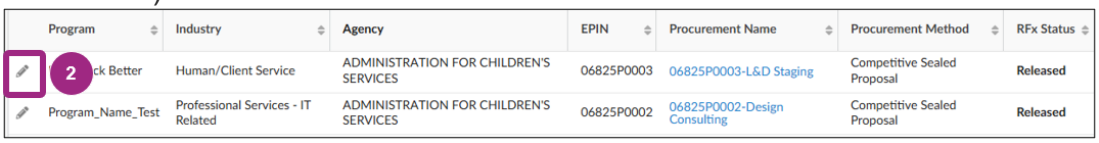
Review the RFx changes in the New Round Addenda. If you intend to participate in the new round, submit a new response in the updated round, as responses from previous rounds will not be considered.

To make responding to a new round faster and easier, follow these steps on how to **transfer data** (by duplicating it) from your original RFx response(s) or a previous round to the latest round:

1. In PASSPort Central, click **RFx** and select **Browse My RFx Responses** from the drop-down menu.



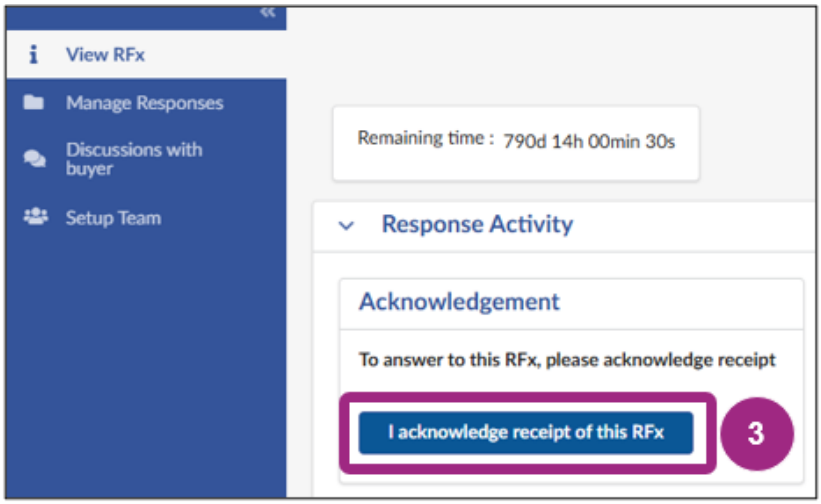

2. Click the **pencil** icon to access the new round (indicated by the **Released RFx** status).



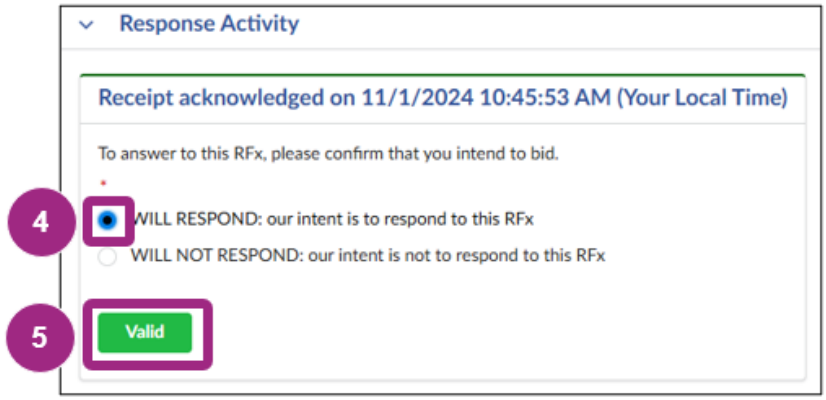

3. You will automatically be brought to the **View RFx** screen.

   If the procurement requires acknowledgement, click the **I acknowledge receipt of this RFx** button.

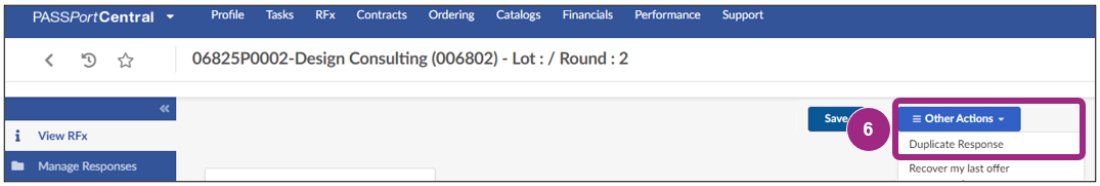
   If the procurement does not require an acknowledgement, skip to step 5.




4. Select **WILL RESPOND**.
5. Click the green **Valid** button.




6. Click the **Close** button and select **Duplicate Response** from the drop-down.

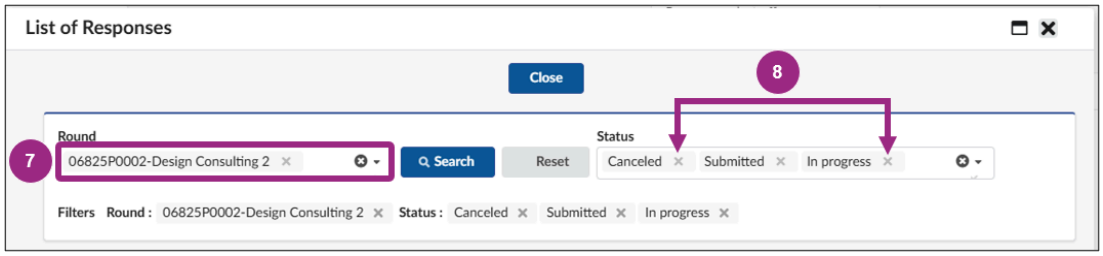



A **List of Responses** window will display.

7. In the **Round** field, check to make sure the round from which you would like to transfer data displays. The latest round will display by default.

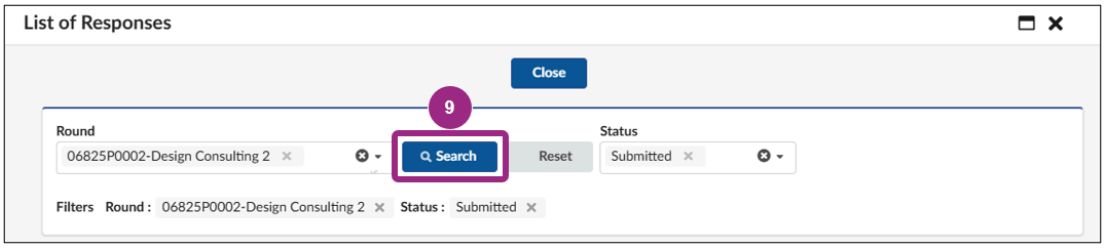
8. Click the **x** to remove **Canceled** or **In Progress** RFx responses, narrowing search results to show only **Submitted** responses.

   **Note**: If you are looking to duplicate a proposal that you started but did not yet submit (a draft response) in the previous round, then select **In Progress** in the **Status** search field instead. After you select the filters, click the **Search** button. Then, select the checkbox on the left-hand side of the proposal you want to duplicate and click the duplicate icon on the right-hand side.

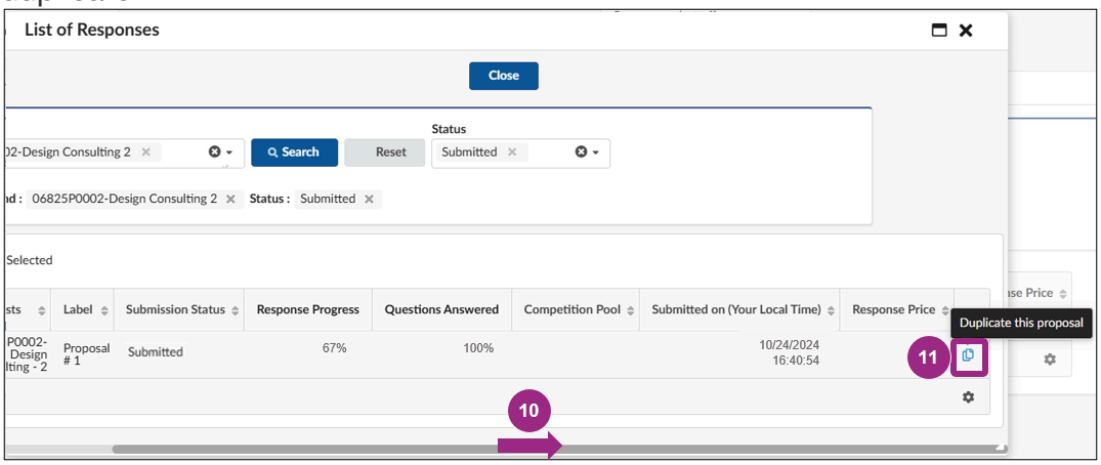



9. After you select the filters, click the **Search** button.

   Only **Submitted** status RFx responses should now display.




10. Scroll to the right using the scroll bar at the bottom of the window.
11. Click the **Duplicate** icon for the submitted RFx response you're looking to duplicate.

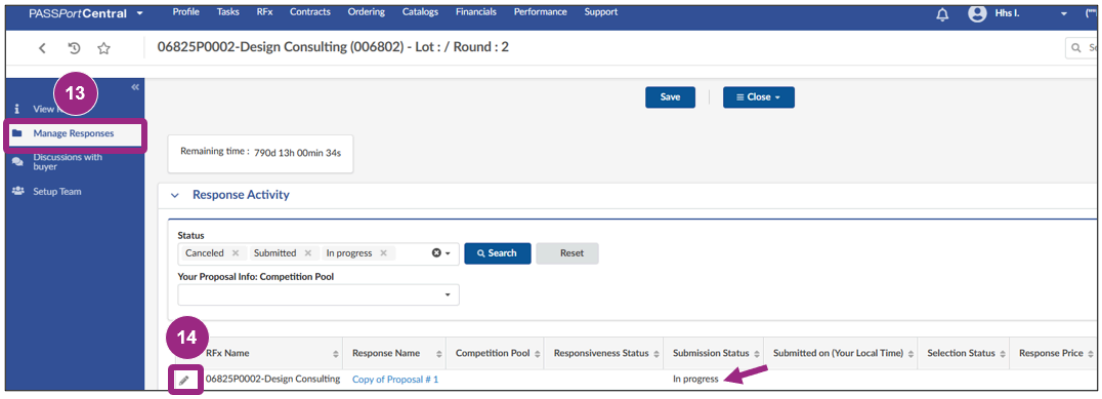



12. A message will pop-up asking you to confirm that this is the specific proposal you want to duplicate. Select the **OK** button to proceed.




13. You will then be brought back to the View RFx screen. Click the **Manage Responses** tab on the left to view the copy of the proposal you duplicated.

14. The duplicated RFx response now displays with an **In Progress** submission status. To work on and submit the new round response, click the **pencil** icon next to the proposal.




Complete and submit your response. For instructions, refer to the **Respond to RFx (Link: /site/mocs/passport/articles/respond-opportunities.page)** guide.