



September 7, 2021

ADDENDUM #2

RE: Safe Havens Open-Ended Request for Proposals

EPIN: 07121P0125

Pursuant to Sections 3-02 (i) and 3-16 (o) (2) of the Procurement Policy Board (PPB) Rules, the Department of Homeless Services is issuing **Addendum #2** to the Safe Havens Open-Ended Request for Proposals (RFP), EPIN 07121P0125.

I. Revisions to the Scope of Work

I. REVISIONS TO THE SCOPE OF WORK
EPIN: 07121P0125

Please be advised that the subject Request for Proposals is revised as described below. All new language is **bolded and underlined**. Language that is crossed out is being deleted from the Request for Proposals.

Page 2 of the Scope of Work, an additional section called General Guidelines was added:

General Guidelines	• To respond to this RFP and all other Human/Client Services RFPs, organizations must have an account and an Approved HHS Accelerator PQL qualification status in PASSPort. Proposals and Prequalification applications will <u>ONLY</u> be accepted through PASSPort. If you do not have a PASSPort account or Approved PASSPort HHS Accelerator PQL Application, please visit nyc.gov/passport to get started. • This is an open-ended RFP. Therefore, there is no prescribed due date for submission. All proposals will be reviewed by the agency on an on-going basis as they are received until all agency requirements have been addressed. • Please allow sufficient time to complete and submit proposals, which includes entering information, uploading documents, and entering log-in credentials. • Providers are responsible for the timely electronic submission of proposals. • Resources such as user guides and videos are listed on www.nyc.gov/passport. For more information about submitting a proposal through the PASSPort system, please contact help@mocs.nyc.gov.
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Page 2 of the Scope of Work, Proposal Documents; Required Documents is revised as follows:

Proposal Documents		
Required Documents	Document Type	Description
	Key Staff Resumes	Key Staff Resumes and/or Job Descriptions
	Organizational Chart	Program Organizational Chart
	Budget	Proposal Budget summary, including Start-up budget (if applicable)
	Property Management Plan	Completed Property Management Plan Narrative
	IRS Determination Letter [501(c)3]	IRS 501c3 Determination Letter

Letters of Reference	Three (3) Letters of Reference from non-governmental entities
Annual Report	Financial Audit Report or Certified Financial Statement or letter explaining why no financial statement is currently available
<u>Site Control</u>	<u>Deed, purchase, and sale agreement executed long term or site control letter of intent from property owner or landlord site control letter for a city-owned facility, other proof of ownership or site control for each site</u>

Page 13 of the Scope of Work, H. Budget Management, 1. Program Expectations, is revised as follows:

- d. the proposed budget represents the annual cost to provide services for the proposed program
- e. The contractor would adopt strict fiscal controls to ensure finances are managed appropriately, including proper separation of duties, grant management to ensure sound financial controls, financial transactions are authorized and documented appropriately.
- ~~f. DHS has adopted the Health and Human Services Cost Policies and Procedures Manual (Cost Manual) to provide uniform cost rate guidance to health and human service contracts. Refer to this document for guidance on calculating and budgeting overhead costs. All price and budget proposals should be prepared in accordance with The City of New York's Health and Human Service Cost Policy and Procedures Manual (Cost Manual). The City is currently implementing the Indirect Cost Rate Funding Initiative. For the purpose of responding to this solicitation, proposers should include an Indirect Cost Rate of 10%.~~
- f. All price and budget proposals should be prepared in accordance with [The City of New York's Health and Human Service Cost Policy and Procedures Manual \(Cost Manual\)](#). For the purpose of responding to this solicitation, proposers may budget up to an Accepted Indirect Cost Rate or use the 10% de minimis Indirect Cost Rate.**