



August 10, 2021

ADDENDUM #1

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 #1** to the Safe Havens Open-Ended Request for Proposals (RFP), EPIN 07121P0125.

- I. **Revisions to the Scope of Work**
- II. **Questions and Answers**
- III. **Presentation Materials from Pre-Proposal Conference**

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

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 Request for Proposals.

Page 1 of the Scope of Work, Table of Contents: 3. Basis of Award, is revised as follows:

3. Basis for Contract Award

A. Proposal Evaluation

B. Evaluation Criteria

~~B. C.~~ C. Contract Award

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%.**

II. QUESTIONS AND ANSWERS
EPIN: 07121P0125

1. Question: Will the site have to be OTDA Part 491 compliant?

Answer: Yes, all proposed sites will need to comply with OTDA Part 491 regulations.

2. Question: Will maximum capacity be 80 beds?

Answer: There is no maximum capacity under this solicitation. However, preference will be given to sites that would accommodate 80 or less beds.

**III. PRESENTATION MATERIALS FROM PRE-PROPOSAL CONFERENCE
EPIN: 07121P0125**

How to Respond to DHS Safe Havens Open-Ended RFP



Compliance,
Advisory &
Partnerships



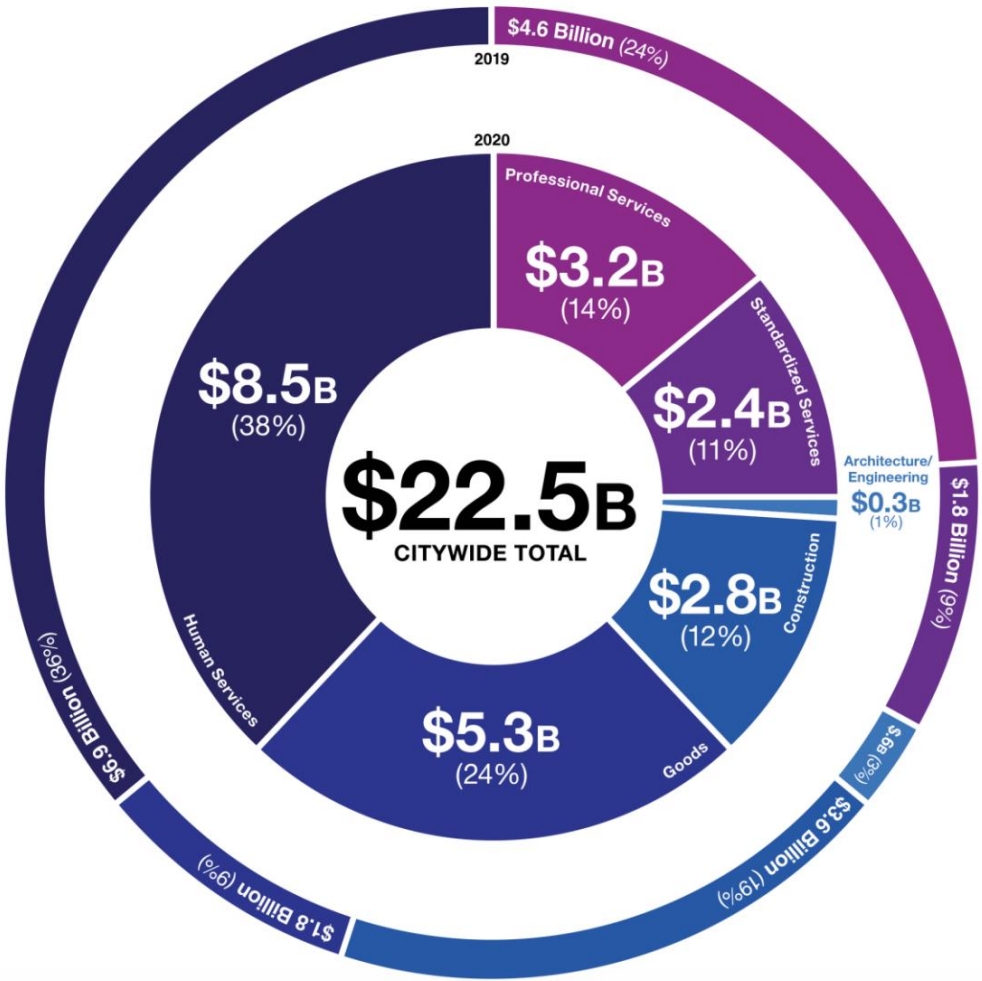
Technology
Solutions



Transparency
& Reporting



Learning
Management &
Support



41

City Agencies

114,000+

Procurement
Actions in FY 20

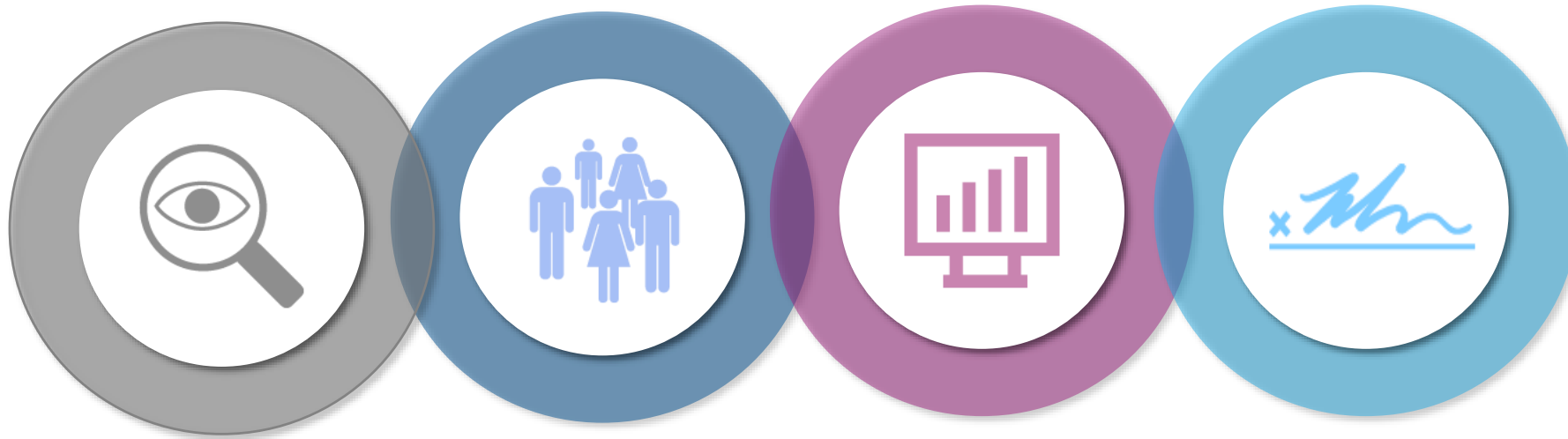
26,000+

Vendors in PASSPort

6,000+

NYC Procurement Staff

PASSPort Streamlines Citywide Procurement



**View Citywide
Contracting
Opportunities**

**Respond to
Citywide
Contracting
Opportunities**

**Real-Time Tracking
of Submissions,
Awards &
Contracts**

**Digital
Signatures**

Requirements for Response

From HHS Accelerator to PASSPort



Complete
Prequalification Application
in **HHS Accelerator**

Create
an account in **PASSPort**



RFP Released in **PASSPort**
through Public Portal &
Browse All 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

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***

Find and Respond to the RFP in PASSPort

Search for Funding Opportunities

NYC Mayor's Office of Contract Services

311 Search all NYC.gov websites

NYC Mayor's Office of Contract Services

繁體中文 Translate Text-Size

Home About Systems Legal & Forms Reporting Partners Contact

Search

System Login PASSPort HHS Accelerator

Share Print

PASSPort

PASSPort Login

Search Funding Opportunities in PASSPort

The Procurement and Sourcing Solutions Portal (PASSPort) is the City's new, user-friendly, online procurement portal which allows vendors to submit disclosure information required for contracting and access performance evaluations.

HHS Accelerator

HHS Accelerator Login

HHS Accelerator streamlines and enhances the management of the procurement and financial processes for providers delivering direct services to clients and communities.

Login

PASSPort

Procurement and Sourcing Solutions Portal

RELATED LINKS

City Record Online

Payee Information Portal

M/WBE Online Directory

HHS Accelerator

Public Portal

PASSPort makes it easier to complete procurement tasks and will improve your experience of competing for contracts. Manage your online profile by keeping information updated and filing critical disclosure forms which are required to do business with the City.

Need help? The Mayor's Office of Contract Services (MOCS) is happy to assist you. MOCS can be contacted by email at help@mocs.nyc.gov.

Thank you for partnering with us to deliver vital goods and services to New Yorkers.

NYC Mayor's Office of Contract Services

nyc.gov/passport

Find the RFP on the Public Portal

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

PASSPort

Keywords :

Main Commodity :

RFx Status :

Program :

Industry :

Agency :

Publish Date :

Round :

Additional Commodities :

RFx allowing subcontractors : ☐

Program	Industry	EPIN	Procurement Name	Agency	RFx Status	Procurement Method	Release Date (Your Local Time)	Due Date (Your Local Time)	Remaining time	Main Commodity
OCP Food Procurements	Goods	85721B0048	85721B0048 - Baby Food	• DCASDIVISION OF MUNICIPAL SUPPLY SERVICE	Released	Competitive Sealed Bid	02/18/2021 00:00:00	03/03/2021 10:00:00	07d 17h 38min 46s	Perishable Foods
OCP Food Procurements	Goods	85721B0049	85721B0049 - DOC - Baking Products and Baked Goods	• DCASDIVISION OF MUNICIPAL SUPPLY SERVICE	Released	Competitive Sealed Bid	02/18/2021 00:00:00	03/02/2021 10:00:00	06d 17h 38min 46s	Perishable Foods
Beacon Community Centers	Human/Client Service	26021P0054	Beacon - Truman High School RFP Reissue (2021)	•						
Emergency Intervention Services	Standard Services	06921P0330	06921P0330 - Municipal Cemetery Burial Operations	•						
Emergency Intervention Services	Standard Services	06921P0330	06921P0330 - Municipal Cemetery Burial Operations	•						
Job Plus	Professional Services	06921P0327	06921P0327-Jobs Plus Technical Assistance & Training	•						
	Standard Services	82621Y0041	82621Y0041-BPS Helicopter Floats & Reservoir Assembly PIN: 1801015X	•						
Vision Zero	Professional Services	84121P0002	84121P0002-84121MBAD428 Services Related to Public Safety and Sustainable Transportation Education and Media Campaigns	•						
DCMB	Goods - IT Related	85821Y0015	85821Y0015-CITYWIDE AIRTABLE ENTERPRISE PURCHASING CONTRACT	•						

PASSPort

Keywords :

Main Commodity :

RFx Status :

Industry :

Agency :

Publish Date :

Round :

Additional Commodities :

RFx allowing subcontractors : ☐

Prequalified Lists

Program	Industry	EPIN	Procurement Name	Agency	RFx Status	Procurement Method	Remaining time	Main Commodity
Street Homelessness Solutions	Human/Client Service	07121P0125	07121P0125-Safe Havens Open-Ended RFP	• DEPARTMENT OF HOMELESS SERVICES	Released	Competitive Sealed Proposal		Shelter and Homelessness Prevention

1 Result(s)

Find the RFP through “Browse All RFx” and “Browse Your RFx and Responses”

PASSPort Profile Tasks **RFx** Contracts Ordering Catalogs Invoicing Performance Admin Config Settings Support Vendor A. ▾

← ↻ ☆ Browse All RFx

Browse Your RFx and Responses
Browse PQL
Browse All RFx

Search ...

Keywords : Main Commodity : ... RFx Status : Search Reset

Program : ... Industry : Agency :

Publish Date : Round : Additional Commodities : RFx allowing subcontractors : ☐

	Program	Industry	EPIN	Procurement Name	Agency	Procurement Method	RFx Status	Release Date	Due Date	Remaining time	Main Commodity
	UAT Program	Professional Services	06921P0008	06921P0008-Test 9/9/20 vc	• DEPARTMENT OF SOCIAL SERVICES	Competitive Sealed Proposal	Planned	09/09/2020	09/24/2020	13d 13h 01min 31s	Miscellaneous Professional Services
	test-DG	Standard Services	04021I0001	04021I0001-Community Schools Services RFP	• DEPARTMENT OF EDUCATION	Innovative	Released	09/02/2020	10/16/2020	35d 13h 01min 31s	Academic Supports
	UAT Program	Professional Services - IT Related	06921B0005	06921B0005-CRM Application Developer	• DEPARTMENT OF SOCIAL SERVICES	Competitive Sealed Bid	Responses Received	08/27/2020	08/27/2020	Bid due date has passed	Application Development Services
	UAT Program		06921Y0099	06921Y0099-DOC EOI Specialized Consulting Services to Support Cultural Change	• DEPARTMENT OF SOCIAL SERVICES	RFI	Released	08/25/2020	08/28/2020	Bid due date has passed	Business Consulting
	UAT Program	Professional Services	06921B0003	06921B0003-Brian and John 8.18 Contract	• DEPARTMENT OF SOCIAL SERVICES	Competitive Sealed Bid	Selections Made	08/18/2020	08/18/2020	Bid due date has passed	Education and Training Services
	UAT Program	Professional Services	06921O0001	06921O0001-Conditional Questions, Comp Pools & Eval	• DEPARTMENT OF SOCIAL SERVICES	Intergovernmental OGS	Released	08/17/2020	08/24/2020	Bid due date has passed	Education and Training Services

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

The **Browse Your RFx and 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

Profile

Tasks

RFX

Contracts

Ordering

Catalogs

Invoicing

Performance

Admin

Config

Settings

Support

Vendor A

07121P0125-Safe Havens Open-Ended RFP (003813) : Lot 1 / Round 1

SaveOther Actions

View RFX

Acknowledgement

Manage Responses

Discussions with buyer

Setup Team

Remaining time :35d 12h 59min 10s

RESPONSE ACTIVITY

SUMMARY

DESCRIPTION

E-PIN : 07121P0125

Program : Street Homelessness Solutions

Agency : DEPARTMENT OF HOMELESS SERVICES

Division : (7555)STREET HOMELESSNESS SOLUTIONS

Agency Contact First Name : Cinnamon

Agency Contact Last Name : Warner

Agency Contact Email : ACCOContractPlanning@dss.nyc.gov

Concept Report :

RFX Title : 07121P0125-Safe Havens Open-Ended RFP

RFX Status : Released

Purpose of the Solicitation

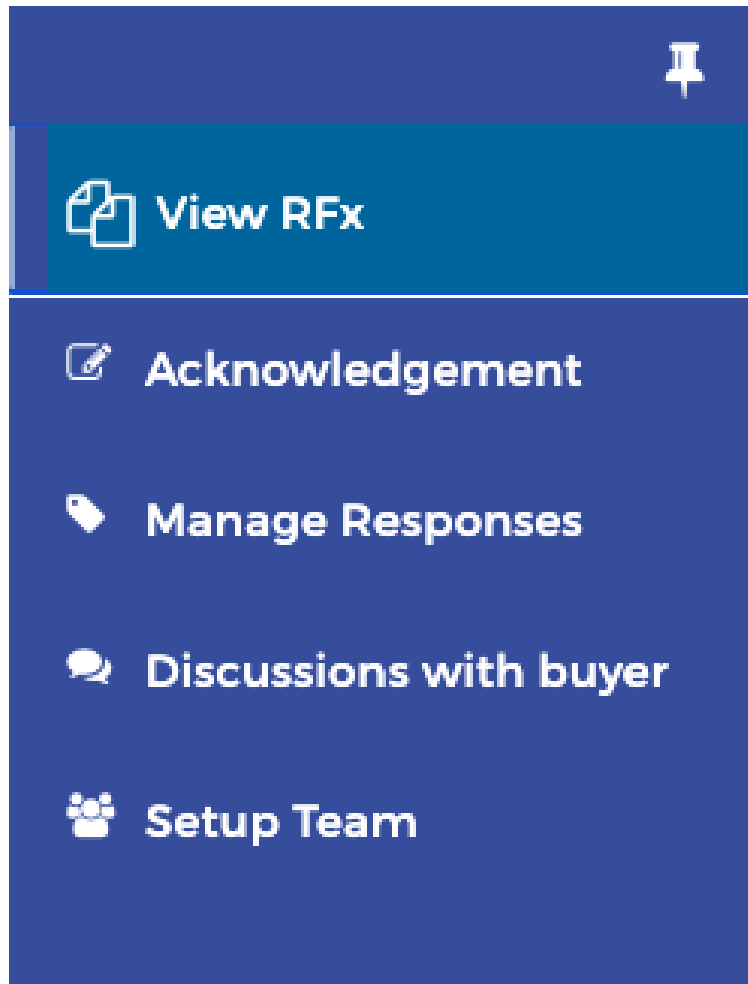
In December 2019, Mayor De Blasio announced a new effort to end long-term street homelessness in New York City. The City's Action Plan to End Long-Term Street Homelessness calls for the development of 1,000 new Safe Haven beds by the end of 2021. The plan is available at: <https://www1.nyc.gov/assets/dhs/downloads/pdf/the-journey-home-2019-print-web.pdf>. The New York City Department of Social Services (DSS) estimates that there are approximately 1,500 adults who live on the streets, subways or in other unsheltered locations in New York City. Street homelessness is a complex problem that requires a multi-pronged approach. As a result, DHS has tailored a system based on homeless clients' reports of the type of shelter they would be more likely to accept. This "Housing First" approach reflects DHS' first-of-its-kind strategy to end street homelessness. The housing facilities associated with DHS' first-of-its-kind strategy are known as Safe Havens. In order to meet the needs of these clients, DHS intends to expand the number of Safe Haven beds city-wide. DHS will coordinate with contracted outreach teams to place street homeless clients into Safe Haven beds.

DOCUMENTS

Download	Document Type	Document Name
Scope of Work_Safe Havens Open-Ended rev.pdf	RFX Document	01 - Safe Havens Open Ended RFP
Instructions_for_Responding_to_the_RFP.pdf	RFX Document	02 - Instructions for Responding to the RFP
General_Information_and_Regulatory_Requirements.pdf	RFX Document	03 - General Information and Regulatory Requirements
04_-_Client_Rights_and_Code_of_Conduct.pdf	RFX Document	04 - Client Rights and Code of Conduct
05_-_DHS_Client_Responsibility_Requirements.pdf	RFX Document	05 - DHS Client Responsibility Requirements
06_-_Maintenance_Policy_Manual.pdf	RFX Document	06 - Maintenance Policy Manual
07_-_OTDA_Administrative_Directive.pdf	RFX Document	07 - OTDA Administrative Directive
08_-_DHS_Shelter_Inspection_Policy_and_Procedure.pdf	RFX Document	08 - DHS Shelter Inspection Policy and Procedure

8 Result(s)

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



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

The **Manage Responses** tab is where providers complete the RFP questionnaire and responses, and upload required documentation.

The **Discussion with buyer** tab is a forum to communicate directly in PASSPort with DOE 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.

User Roles



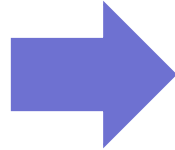
Vendor Admin



**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

Vendor Procurement Level 1 & Level 2

- ✓ Receive direct invite to participate in RFx
- ✓ Manage and add contacts in Vendor Profile
- ✓ Create responses

Contributor, Vendor Financials Level 1 & Level 2

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

Questionnaire

CEI Holding LLC's proposal

Save

Save and Close

Cancel this response

Close

Check Progress

Duplicate Response

Your Proposal Info

Questionnaire

Subcontractors and Joint Ventures

Item

Campaign : 0-Req. 07/21/2020 A

Supplier : November Vendor

Respondent : Lori LN LorIFN

Agency : DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Commodity : 178 - Academic Supports

Minimum Qualifications

100%

Demonstrated Effectiveness (25%)

100%

Organizational Capacity (25%)

100%

Program Plan (25%)

100%

Accountability (25%)

100%

Affirmations

100%

Minimum Qualifications

Experience

Your organization must have a minimum of ...

I affirm that my organization has at least 5 years of successful experience providing similar s

CREATION BY IMPORT

Download in Excel 2007-2010 format (xlsx)

Download in Excel 97-2003 format (xls)

Drop here your answer (in Excel format)

Upload (in Excel Format)

A progress bar will display the percentage of questions completed for your reference.

Percentages displayed next to section titles will indicate that they will be evaluated and scored.

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Items / Proposal Budget Summary

CEI Holding LLC's proposal

Save Save and Close Cancel this response Close Check Progress Duplicate Response

Your Proposal Info
Questionnaire
Subcontractors and Joint Ventures
Item

CREATION BY IMPORT

Download in Excel 2007-2010 format (xlsx)
Download in Excel 97-2003 format (xls)

Drop here your quotation form (in Excel format)

Upload (in Excel Format)

Total :	Total per currency	Including options
	USD 242,400.00	USD 225,000.00
Currency :	USD	

Proposal Amount : 242,400.00

Filter

Keywords :

Not answered items :

Search

Reset

Personnel Services - Full Time Other Than Personnel Services Indirect Costs

Items code	Label	Item types	Title	# of Staff	Salary	Total
I1_6	SUBTOTAL	Optional Item				225,000.00
I1_1	Full Time Staff 1	Optional Item	Sample Staff Title	2.00	50,000.0	100,000.
I1_2	Full Time Staff 2	Optional Item	Sample Staff Title	1.00	80,000.0	80,000.0
I1_3	Full Time Staff 3	Optional Item	Sample Staff Title	1.00	45,000.0	45,000.0
I1_4	Full Time Staff 4	Optional Item				

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

Resources

MOCS Nonprofit Partners Webpage

NYC
Mayor's Office of Contract Services

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Search

NonprofitsM/WBEEPPEvents

Partnering with Nonprofits

Discretionary Award Tracker

Returnable Grant Fund

Communication with the Sector

Share

Print

Partnering with Nonprofits

Each year, the City of New York awards billions of dollars to nonprofit providers to deliver critical programs and services to over 3 million New Yorkers across the City, including our most vulnerable neighbors. MOCS supports these nonprofit providers by building and managing digital platforms that make it easier for them, especially small community-based organizations, to participate in City contracting and receive timely payment. We design solutions with and for our nonprofit partners and lead Citywide initiatives that further sector-wide goals.

\$6.8B
(33%)

human services

\$2.8B

goods

\$3.1B

construction services

\$3.9B

professional services

\$3.4B

standardized services

\$1.5B

information technology services

Fiscal Year 2019
City Procurement
by Industry

Key Initiatives

NYC
HHS Accelerator

Procurement Technology Innovation

The HHS Accelerator technology platform, managed by MOCS, was designed exclusively for the health and human service (HHS) sector to make it easier to do business with the City. HHS Accelerator streamlines and centralizes the Request For Proposal (RFP) process and invoice payment. Providers are paid within 4 median days of invoice acceptance.

Visit the HHS Accelerator webpage

PASSPort

PASSPort

PASSPort, the City's Procurement and Sourcing Solution Portal, is digitizing the contract registration process - a long-standing goal of the HHS sector. PASSPort is saving providers time and effort by digitizing VENDEX disclosures and centralizing agencies' responsibility determinations. In Spring 2020, PASSPort will allow providers to digitally track their contracts and the steps to registration.

Visit the PASSPort webpage

HHS Accelerator and PASSPort Need to Know

HHS Accelerator

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Mayor's Office of Contract Services

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About / Go to HHS Accelerator

HHS Accelerator Training

HHS Accelerator Procurements

HHS Accelerator User Materials

HHS Accelerator FAQ

Contact HHS Accelerator

HHS Accelerator Reporting

Share

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About / Go to HHS Accelerator

HHS Accelerator Login

Create an Account

The City of New York invests billions annually in Client and Community based Services through competitive contracts. These contracts are awarded to providers to deliver a wide range of services such as mental health counseling, workforce training, foster care, after school programs, senior centers, and shelter and housing programs. HHS Accelerator was launched to simplify and speed the contract process for Client and Community based Services providers. Through a deliberate and collaborative multi year planning process with providers, redundant paper based requirements were removed, processes reengineered, and contract documents standardized allowing the City and providers to focus more on mission critical activities.

How It Works

HHS Accelerator is an online-system designed to improve the City's contracting process. The System provides centralized access to the City's Human Service funding opportunities and the ability to complete financial transactions. There are four major components to HHS Accelerator:

The Document Vault: is a secure, Web-based filing cabinet that enables you to easily store and share documents with the city and other organizations. The Document Vault may be used by any provider of Client and Community-based Services, even those without contracts with the City. Sharing happens within the system and providers control which organizations can see documents and can remove access as necessary.

Prequalification: streamlines the collection of basic documentation into a standard Business and Service application. Prequalification is valid for 3 years.

The Procurement Roadmap: provides a central location where all Health and Human Service RFPs (Request for Proposals) are published. Providers download all documents associated with the RFP, submit proposals, and track award status via the roadmap.

Financials: allows for electronic management of financial transactions. Providers and participating Agencies manage budgets and invoices and track payments in the system. The following New York City Agencies utilize HHS Accelerator to manage contract budgets, invoices, and payments:

- Administration for Children's Services (ACS)
- Department of Citywide Administrative Services (DCAS)
- Department for the Aging (DFTA)
- Department of Education (DOE)
- Department of Health and Mental Hygiene (DOHMH)
- Department of Homeless Services (DHS)
- Department of Probation (DOP)
- Department of Small Business Services (SBS)
- Department of Youth and Community Development (DYCD)
- Housing and Preservation Department (HPD)
- Human Resources Administration (HRA)
- Mayor's Office of Criminal Justice (MOCJ)

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Question? help@mocs.nyc.gov

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You can also find answers to common questions and submit messages directly to our support team through the PASSPort Service Desk tab.

Question? help@mocs.nyc.gov

Learning to Use PASSPort

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▼ Text-Size

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PASSPort

HHS Accelerator

About PASSPort / Create an Account

PASSPort Highlights

★ Learning to Use PASSPort

Requirements Contracts

PASSPort Frequently Asked Questions

PASSPort Service Desk

Public Reporting

PASSPort Communications

Facebook Twitter Email

Share

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Learning to Use PASSPort

Create a PASSPort Account

You must have a PASSPort account to do business with the City of New York. It's a two-step process and easy to complete. Follow these directions:

1. Create NYC.ID [here](#)
 - a. Note: if you are using HHS Accelerator or the Payee Information Portal, you already have a NYC.ID, it's the email you use to log in to these systems
2. Using your NYC.ID, log in to PASSPort [here](#) and submit an account request for your organization

Once your account is approved, complete the vendor enrollment package in PASSPort.

PASSPort User Materials and Videos

PASSPort is the City of New York's end-to-end digital procurement platform, managing every stage of the procurement process from vendor sourcing – who we purchase goods and services from (that's you – the vendor), releasing and responding to solicitations (referred to as "RFx" in the system), and contract award, development, registration and management. Resources provided below are regularly updated and expanded to support your use of PASSPort at every stage. We offer five different types of materials:

- User Manuals: Step-by-step instructions with screen shots that walk a user through PASSPort system features and functions
- Quick Guides: Typically, one-page documents that provide key information for a PASSPort feature or function
- Videos: Recordings of system demonstrations – you are inside the PASSPort system, seeing the screens and functionalities
- E-Learning Courses: Self-paced, digital courses with interactive, multimedia elements
- Webinars: Recordings of online, live training sessions hosted by MOCS for City contractors

You can also contact the MOCS Service Desk at help@mocs.nyc.gov at any time for assistance.

Finding and Responding to RFx (Solicitations)

[User Manual: Finding and Responding to RFx](#)

[E-Course: Finding and Responding to RFx](#)

[Quick Guide: RFx Vendor Response Authorizations](#)

[Quick Guide: Discussion Forum for Vendors](#)

[Quick Guide: Subcontractors and Joint Ventures](#)

[Video: Finding RFx](#)

[For HHS Providers - Webinar: Finding and Responding to RFx for HHS Providers](#)

[For HHS Providers - Quick Guide: HHS Accelerator and PASSPort Need to Know](#)

[For M/WBEs - Quick Guide: M/WBE Noncompetitive Small Purchase](#)

Learning to Use PASSPort

Access user guides, videos, one-pagers, HHS Accelerator to PASSPort quick guide, Finding and Responding to RFx e-learning course, Finding and Responding to RFx for HHS Providers recorded training webinar, and more.

Key Steps

- 1 Complete Prequalification in HHS Accelerator
- 2 Create a PASSPort Account
- 3 Read the Finding and Responding to RFx User Guide
- 4 Watch the Finding and Responding to RFx Webinar
- 5 Take the Finding and Responding to RFx eLearning Course
- 6 Contact help@mocs.nyc.gov with any questions!

