



November 3, 2021

ADDENDUM #1

RE: Shelter and Overnight Facilities for Homeless Adult Families Open-Ended Request for Proposals

EPIN: 07122P0013

Pursuant to Sections 3-02 (i) of the Procurement Policy Board (PPB) Rules, the Department of Homeless Services is issuing Addendum #1 to the Shelter and Overnight Facilities for Homeless Adult Families Open-Ended Request for Proposals (RFP), EPIN 07122P0013.

- 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: 07122P0013

Please be advised that the 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 1 of the Scope of Work, Table of Contents, is revised as follows:

- 4- **3**. Basis for Contract Award and Procedures
- A. Proposal Evaluation
 - B. Evaluation Criteria
 - C. Contract Award

Page 12 of the Scope of Work, G. Security, Facilities, and Building Management, 1. Program Expectations, a. Facilities and Building Management, iii, is revised as follows:

G. Security, Facilities, and Building Management

1. Program Expectations:

a. Facility and Building Management

- i. DHS is committed to a shelter system that is accessible for people with disabilities and particularly seeks shelter that is or can be made accessible for clients with disabilities. DHS is particularly seeking facilities that are or can be made ADA accessible and will give greater consideration to proposals corresponding to this need.
- ii. Greater consideration will be given to proposals for sites in areas that have few shelters or community social services facilities at the time of the proposal submission. Proposers who lack experience in locating appropriate facilities sites are encouraged to work with qualified consultants or brokers.
- iii. The proposer would coordinate with the building owner to have a process for ensuring that all buildings have valid Certificates of Occupancy, meet requirements of the Department of Buildings (DOB), **The Fire Department of the City of New York (FDNY)**, the Department of Housing Preservation and Development (HPD), and be free of building and code violations. Violations will be monitored as part of contract management on an annual basis.

Page 17 of the Scope of Work, Basis for Contract Award and Procedures, is revised as follows:

Section **4 3** – Basis for Contract Award and Procedures

Page 18 of the Scope of Work, Section 3 - Basis for Contract Award and Procedures, C. Contract Award, is revised as follows:

- In conjunction with DHS, the provider will do community notifications no later than thirty (30) days before opening of the shelter. Notice would be in a format approved by DHS.
- The proposer would coordinate with the building owner to have a process for ensuring that all buildings have valid Certificates of Occupancy, meet requirements of the Department of Buildings (DOB), **The Fire Department of the City of New York (FDNY)**, and the Department of Housing Preservation and Development (HPD), and be free of building and code violations. Violations will be monitored as part of contract management on an annual basis.
- Greater consideration will be given to facilities that are or can be made ADA accessible.

II. QUESTIONS AND ANSWERS
EPIN: 07122P0013

- 1. Question:** If you received a selection notice for [a proposal previously submitted] Adult Families in HHS [Accelerator], do you have to resubmit the RFP[proposal] in PASSPort?

Answer: Unless otherwise instructed, any organization that has received a selection notice for a proposal submitted in HHS Accelerator, would not need to resubmit the selected proposal to PASSPort. Only new proposals should be submitted in PASSPort.

**III. PRESENTATION MATERIALS FROM PRE-PROPOSAL CONFERENCE
EPIN: 07122P0013**

PASSPort: Finding and Responding to HHS OERFPs:

1. Shelter and Overnight Facilities for Homeless Families with Children (07122P0010)
2. Drop-in Facilities Homeless Single Adults (07122P0011)
3. Shelter Facilities for Homeless Single Adults (07122P0012)
4. Shelter and Overnight Facilities for Homeless Adult Families (07122P0013)

MOCS and NYC Procurement



Compliance,
Advisory &
Partnerships



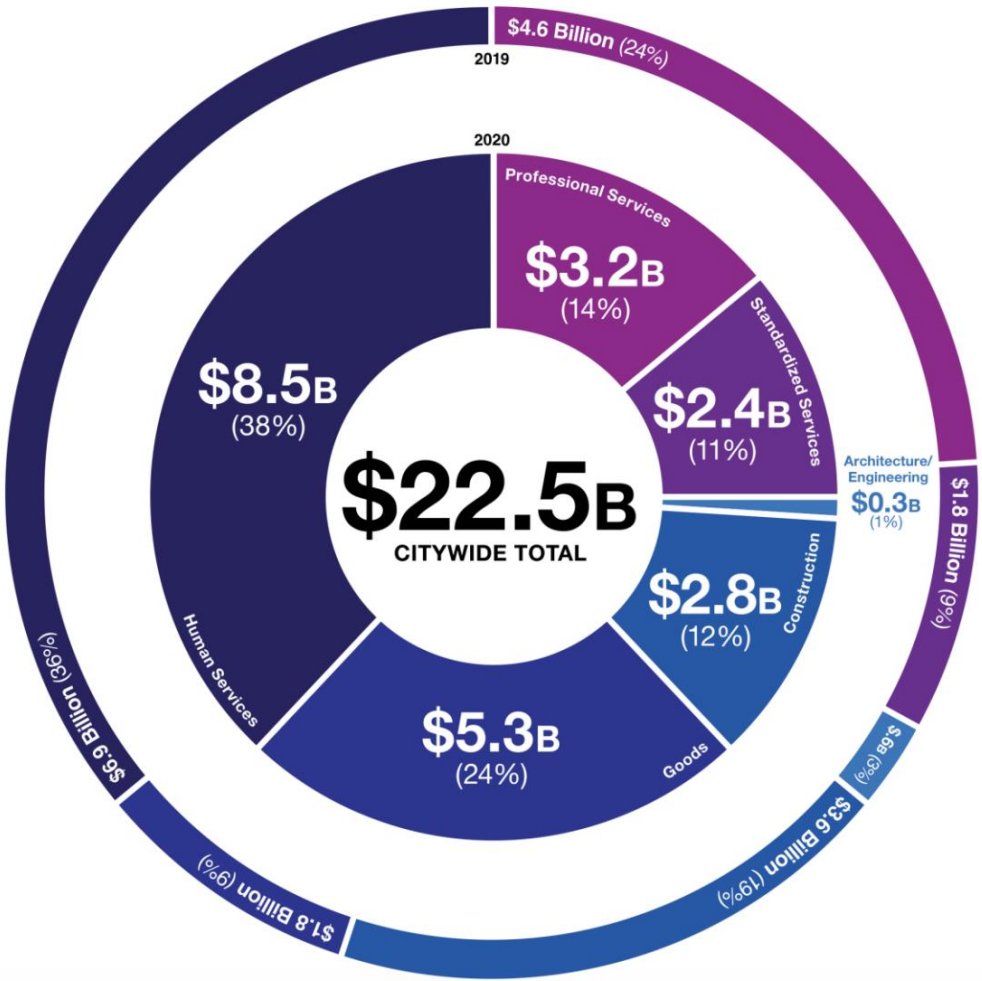
Technology
Solutions



Transparency
& Reporting



Learning
Management &
Support



41

City Agencies

114,000+

Procurement
Actions in FY 20

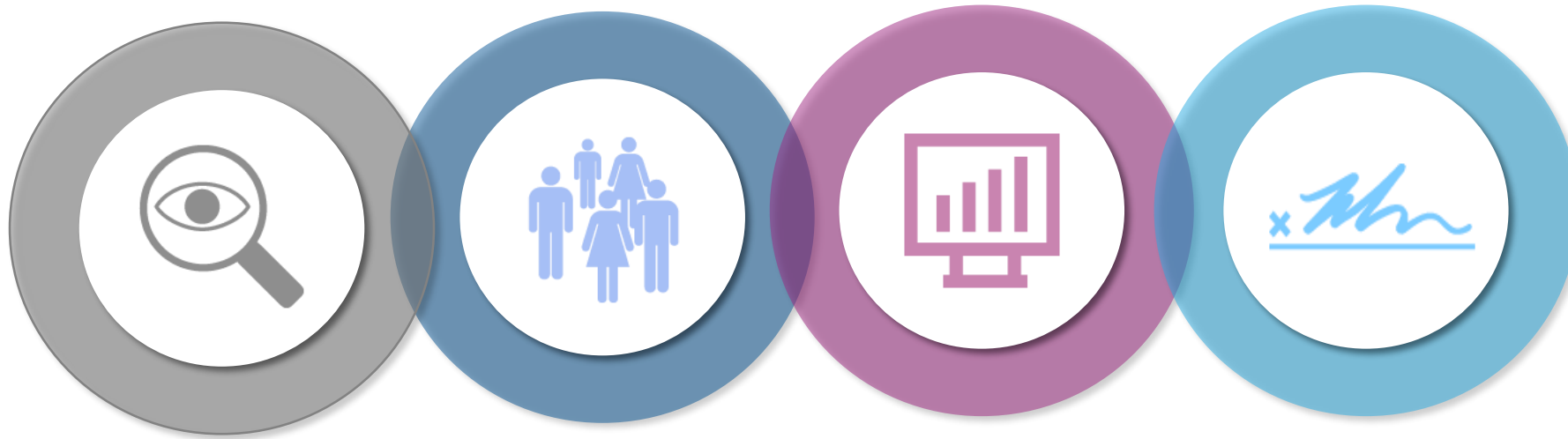
26,000+

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

Steps to Respond



Create
an account in **PASSPort**

New! Complete
HHS Prequalification
Application in **PASSPort**



OERFPs Released
in **PASSPort**
through Public Portal &
Browse All RFx



Complete & submit your
responses in **PASSPort**

Create a PASSPort Account

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

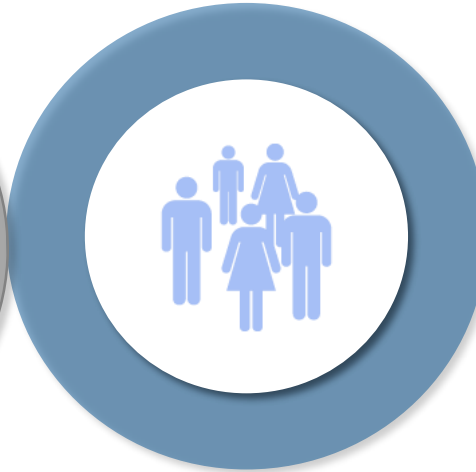
*Note: Providers **will** need to complete and file vendor disclosures in PASSPort if the awards received during a 12-month period **exceed \$250,000***

HHS Prequalification in PASSPort

GOALS



**Verify Basic
Business Readiness**



Accessibility



Streamline



**Further Centralize
Procurement
Processes**

HHS PQL Application in PASSPort

The screenshot shows the PASSPort application interface. The top navigation bar includes links for Profile, Tasks, RFX, Contracts, Ordering, Catalogs, Financials, Reporting, Performance, and Support. The main header displays the application title 'PQA000019:HHS Accelerator Prequalification' and a set of action buttons: Save, Save and Close, Submit for Review, Cancel Application, and Close. On the left, a sidebar menu contains Overview, Questionnaire, Documents, and Application History. The main content area is titled 'Business Information' and shows a progress bar for 'Business Information' at 0%. Below this, a dropdown menu for 'Corporate Structure' is open, showing options for 'Nonprofit' and 'For Profit'. To the right, there is a section for 'CREATION BY IMPORT' with a text prompt 'Drop here your answer (in Excel format)' and an 'Upload (in Excel format)' button. Below this, there are links to download Excel templates: 'Download in Excel 2007-2010 format (xlsx)' and 'Download in Excel 97-2003 format (xls)'.

- Questionnaire with 10 Business Questions
- No Service Application
- 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)

Application Approval and Returned for Revision

PASSPort Profile Tasks Catalog RFX Contracts Ordering Catalogs Financials Reporting Performance Support

← ⌂ ☆ PQA000106:HHS Accelerator Prequalification

Save Save and Close Update Application Close Actions

Overview Questionnaire Documents Application History

APPLICATION HISTORY~

Current Status: Approved
Application Activity: None

Application ID	Submission Date	Submitted By	Application Status	Decision Date
PQA000106	08/13/2021	V Balaji	Approved	08/13/2021

1 Result(s)

ADDITIONAL HISTORY~

0 Result(s)

Message Dear Jane Johnson,

The Prequalified Application PQA000021 you submitted for PQL000104 HHS Accelerator Prequalification has been Returned for Revision with the following comments:
Tami BURNEY-HENDRIX : Need IRS letter

To view and edit the Prequalified Application, click this link: [HHS Accelerator Prequalification](#)

Please contact OFFICE OF CONTRACT SERVICES directly if you have any questions.

Regards,

The PASSPort Team
Mayor's Office of Contract Services (MOCS)

APPLICATION HISTORY~

Current Status: Approval Required
Application Activity: Returned

Application ID	Submission Date	Submitted By	Application Status	Decision Date
PQA000013	7/30/2021	Edmunds Christina	Returned	

1 Result(s)

Once Approved:

- 1 Providers receive a notification email notifying them of their **Approved** status and will see their application status has changed to **Approved** in the Application History section.

4

Save Save and Close Submit for Review Cancel Application Close

When Reviewing, MOCS Approvers can Return the application to the Vendor for Revision

- 2 Providers receive a notification email notifying them of **Returned** status and cited reason for revision.
- 3 Providers will see their application status has changed to **Returned** in the Application History section.
- 4 Providers can return to the application, make updates, and resubmit for review.
- 5 Once application is approved, Application status is changed to **Approved**.

VENDOR STATUS~

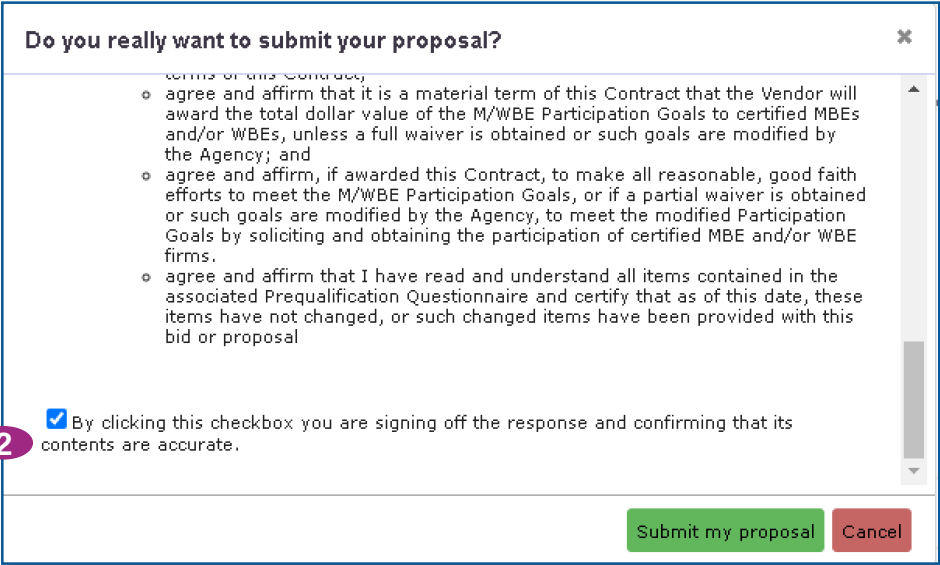
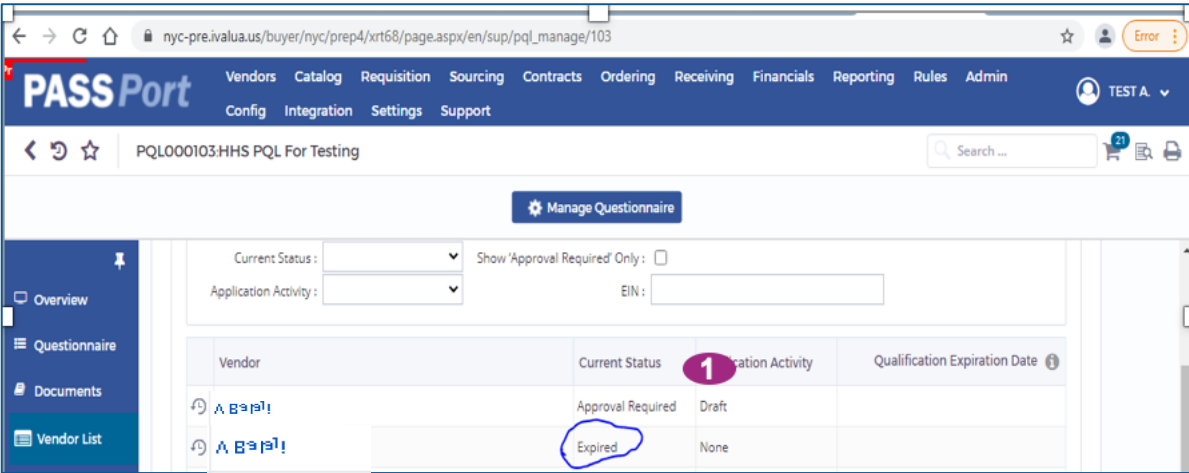
Application ID : PQA000022

Current Status : Approved

Application Activity : None

Qualification Expiration Date ⓘ : 08/05/2021

Prequalification Renewals/Expirations



ADDITIONAL HISTORY			
Action Type	Action Triggered By	Action Date	Comments
Extension	scheduler scheduler	7/20/2021	The Application Expiration Date for this PQL has been extended because of the RFx Participation to the PQL Procurement

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.

Updating Your Application

PASSPort Profile Tasks Catalog RFX Contracts Ordering Catalogs Financials Reporting Performance Support

← ↻ ☆ PQA000106:HHS Accelerator Prequalification

Save Save and Close Update Application Close Actions

Save Save and Close Submit for Review Cancel Application Close Actions

Overview Questionnaire Documents Application History

APPLICATION HISTORY~

Current Status: Approved

Application Activity: Draft

Application ID	Submission Date	Submitted By	Application Status	Decision Date
PQA000106	05/13/2021	V Balaji	Approved	05/13/2021
PQA000107			Draft	

2 Results

ADDITIONAL HISTORY~

0 Results

Financial Statement or Report

Save Save and Close Close Upload New Version

DOCUMENT~

Version: 1

Document Name: CHAR500+990+Audit

Document Label: Filings Documents (i.e. Charities or Financial Statement)

Validity: Begin Date: 08/12/2022 Expiration Date: 08/11/2023

INFORMATION~

Status: Uploaded

Upload a Document: Click or Drag to add a file EN - CHAR500_990_Audit.pdf

Financial Statement or Report

Save Save and Close Close

DOCUMENT~

Version: 2

Document Name: Updated CHAR500+990+Audit

Document Label: Filings Documents (i.e. Charities or Financial Statement)

Validity: Begin Date: 08/12/2022 Expiration Date: 08/11/2023

INFORMATION~

Status: Draft

Upload a Document: Click or Drag to add a file EN - Updated CHAR500_990_Audit.pdf

Save Save and Close Submit for Review Cancel Application Close Actions

When Documentation Expires or Information needs Updating or Replacing

- 1 To make any updates to an Approved application providers should click the **Update Application** button located at the top of the screen of the application
- 2 Upon clicking, a new application is created with a new, unique Application ID.
- 3 To upload new documentation, providers can go to the Documents Tab and click on the **Upload New Version** button.
- 4 Once clicked, the **Version #** changes from 1 to 2 to reflect an update. Providers then click the **Save** and then **Save and Close** buttons to finish uploading the new document.
- 5 Once providers have finished updating the application, select the **Submit for Review** button

HHS Accelerator Impact



Remaining Accelerator Functionality

- **HHS Accelerator Financials**
- **Document Vault**
- Procurements Module for close out activities and read-only historical data
- Applications Module available for read-only historical data

HHS Solicitation Impacts

- Open-Ended RFPs migrate to PASSPort
- Addenda for open solicitations updating on HHS PQL in PASSPort

HHSA Account Impacts - Prequalification

Approved HHSA Accounts

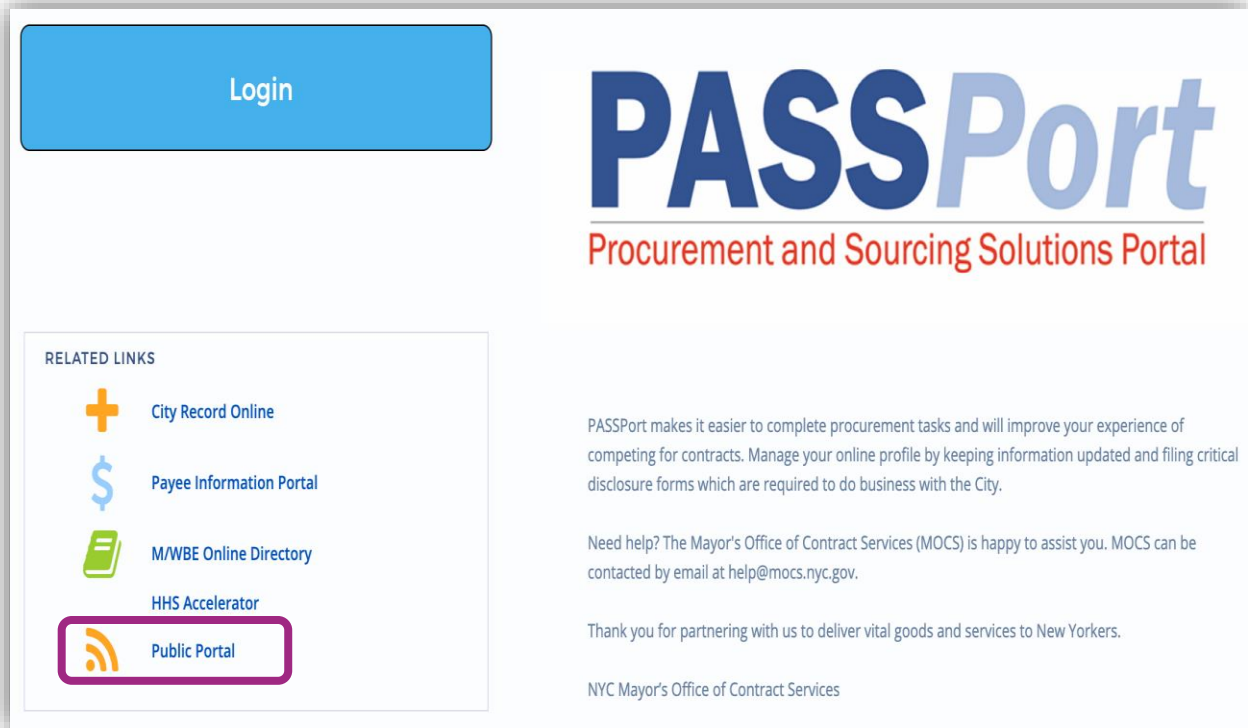
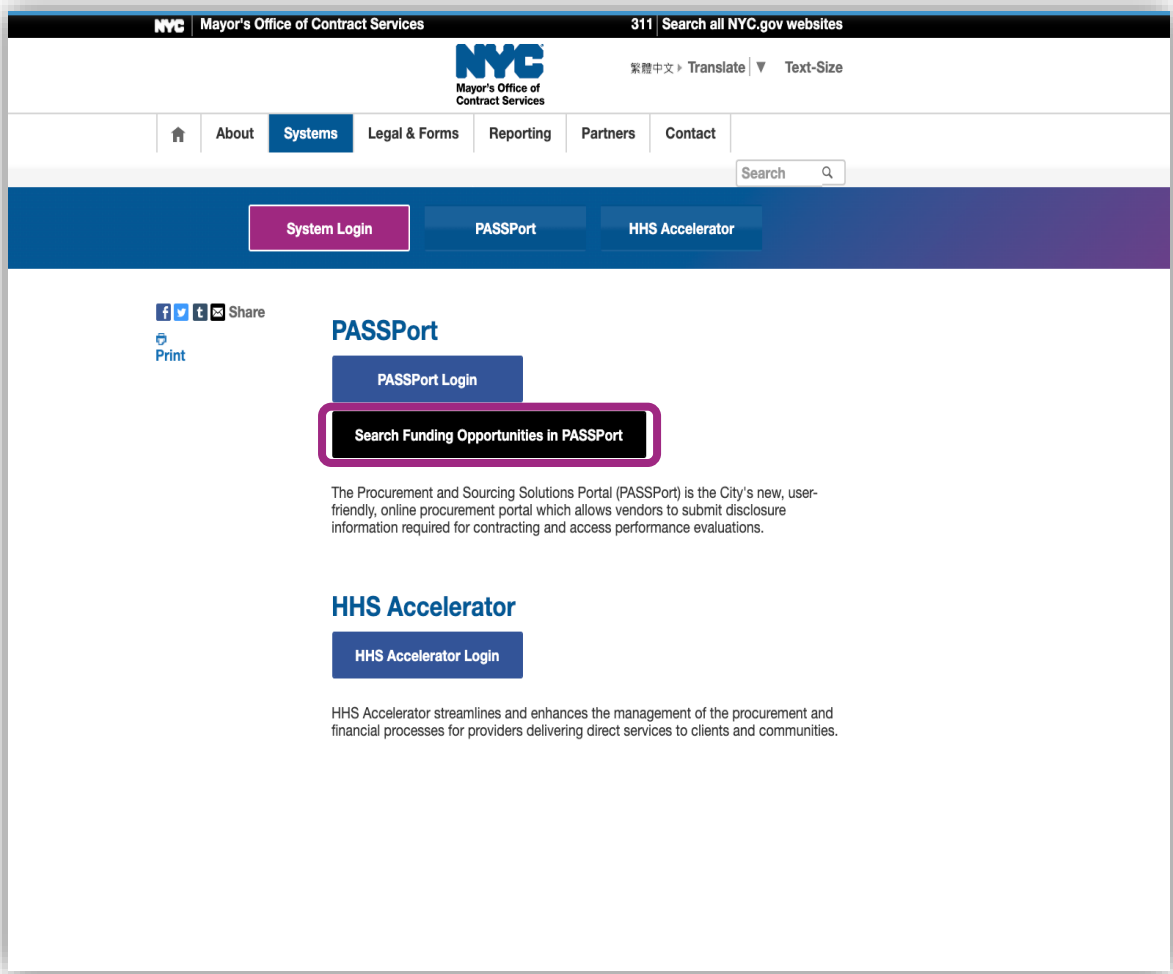
- Automatic migration to Approved Account in PASSPort, provided organization has a PASSPort Account
- Once migrated to PASSPort, account will expire when Charities documentation expires or when application validity expires, whichever occurs first.
- HHSA will send notifications as applications and Charities documentation expire advising to renew/update in PASSPort.
- PASSPort auto generated notifications as application status changes advising to renew/update in PASSPort.
-

Other Statuses for HHSA Accounts

- Submit prequalification application in PASSPort.

How to Find and Respond to the OERFPs in PASSPort

Search for Funding Opportunities



nyc.gov/passport

Find the OERFPs 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

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	Release Date (Your Local Time)	Due Date (Your Local Time)	Remaining time	Main Commodity
Adult Family Shelter	Human/Client Service	07122P0013	07122P0013 - Shelter and Overnight Facilities for Homeless Adult Families	• DEPARTMENT OF HOMELESS SERVICES	Released	Competitive Sealed Proposal	09/09/2021 00:00:00		Bid due date has passed	Shelter and Homelessness Prevention
Adult Services	Human/Client Service	07122P0011	07122P0011-Drop-In Facilities for Homeless Single Adults	• DEPARTMENT OF HOMELESS SERVICES	Released	Competitive Sealed Proposal	09/09/2021 00:00:00		Bid due date has passed	Shelter and Homelessness Prevention
Adult Services	Human/Client Service	07122P0012	07122P0012-Shelter Facilities for Homeless Single Adults Open Ended RFP	• DEPARTMENT OF HOMELESS SERVICES	Released	Competitive Sealed Proposal	09/09/2021 00:00:00		Bid due date has passed	Shelter and Homelessness Prevention
Family Services	Human/Client Service	07122P0010	07122P0010-Shelter and Overnight Facilities for Homeless Families with Children	• DEPARTMENT OF HOMELESS SERVICES	Released	Competitive Sealed Proposal	09/03/2021 00:00:00		Bid due date has passed	Shelter and Homelessness Prevention

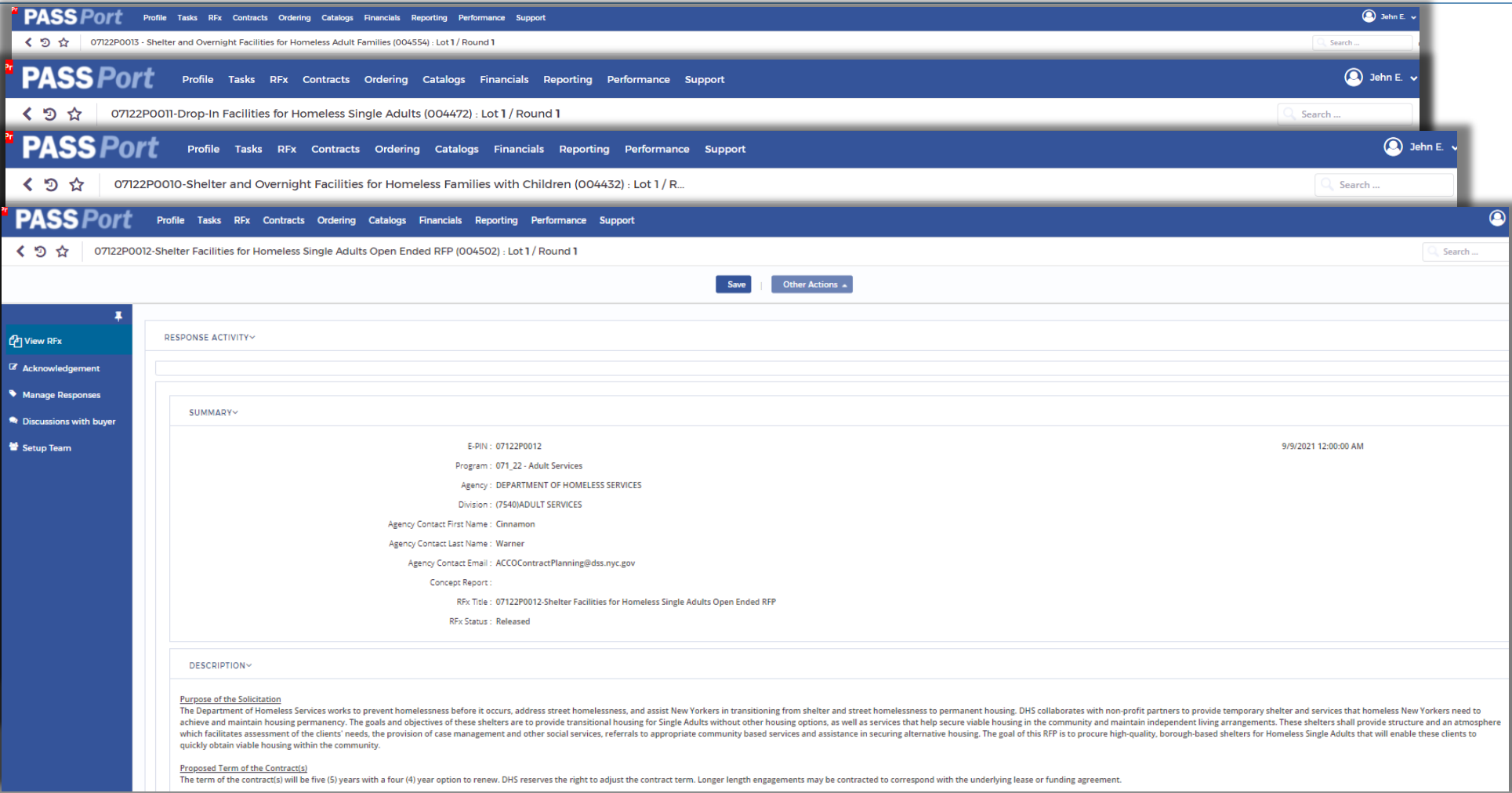
Find the OERFPs through “Browse All RfX” and “Browse Your RfX and Responses”

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 OERFP by clicking the Pencil icon.

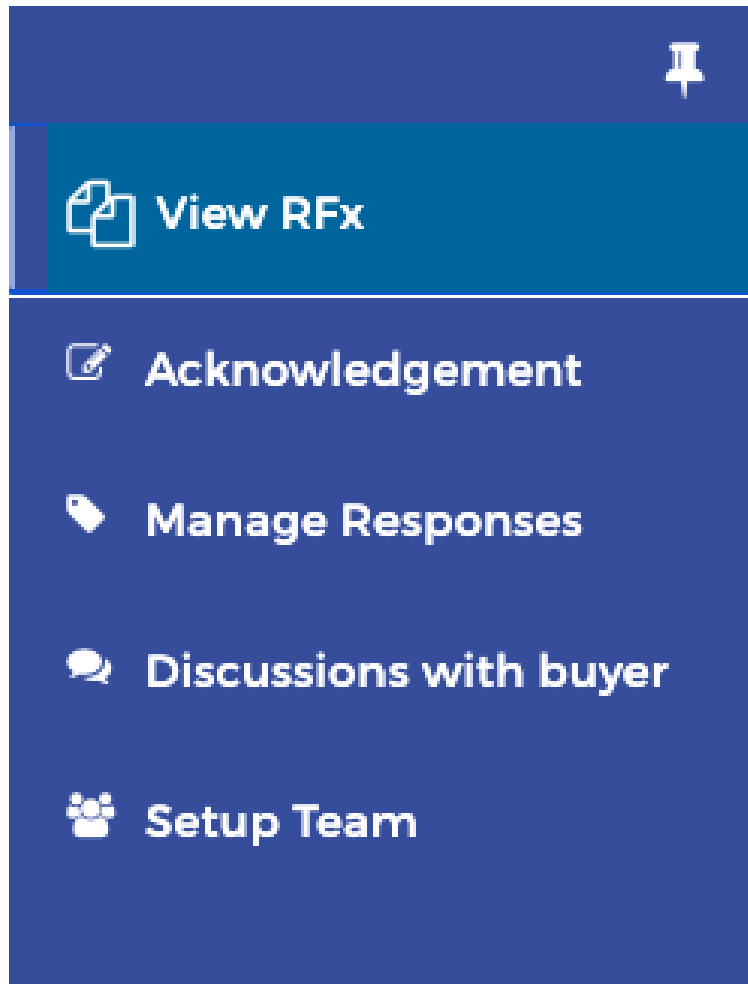
The **Browse Your RfX and Responses** is where you will be able to manage your responses and quickly locate solicitations you have begun work on and solicitations you have submitted responses to.

	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

Respond in PASSPort



The **View RFX** screen displays an overview of the OERFPs, 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 OERFP questionnaires, 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 OERFPs.

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

User Roles



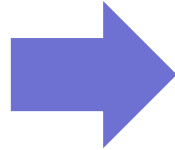
Vendor Admin



**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
- ✓ **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

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

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)

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

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.

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.

Budget instructions are embedded into the columns marked with the “info” icons. When you scroll over the icons, you will see a pop-up.

Resources



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

nyc.gov/passport 25

Key Steps

- 1 Create a PASSPort Account
- 2 Complete Prequalification in PASSPort
- 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!