April 14, 2026

ADDENDUM # 5

Justice Involved Supportive Housing Open Ended RFP EPIN: 81622P0004

Pursuant to Sections 3-02(i) and 3-16(o)(2) of the Procurement Policy Board (PPB) Rules, the New York City Department of Health and Mental Hygiene (the NYC Health Department) is issuing **Addendum #5** to the Justice Involved Supportive Housing Open Ended RFP, EPIN 81622P0004. This Addendum contains the following information:

I. Notice regarding proposals already in "submitted" status in Round 8
II. Revisions to the RFP document
III. Answers to questions received by the NYC Health Department

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I. **If you submitted a proposal in Round 8 and would like to update your proposal to account for information contained in this Addendum 5:**
   1. Log into PASSPort, access this RFP, and *duplicate* the proposal that you submitted. Follow the instructions here: Respond to Contract Opportunities | MOCS – "Duplicate an RFx Response." The instructions can also be found by visiting nyc.gov/learnpassport
   2. You may use the duplicated version of the RFP to make any updates, and then submit that proposal.
   3. You will then need to withdraw your first proposal. Click into the first proposal, and then click the red button to withdraw the proposal.

   If you have a proposal in draft (not yet submitted) in Round 8, you may proceed with completing your proposal and submit.

II. The NYC Health Department is revising the RFP document released in Addendum #3 (Addendum 3_22327.pdf) as follows. Deletions are crossed out, and additions are in bold type.

   1. Section 1. Anticipated Funding and Payment Structure (Addendum 3_22327.pdf, page 5):
      - The anticipated payment structure will be ~~performance-based; the contractors will be paid the unit rates indicated above.~~ **cost-reimbursement based on the unit rates indicated above. Providers are expected to meet an annual level of service of 90% which is equal to maintaining 90% occupancy over the year. If that level is not maintained, liquidated damages may be assessed.**

   2. Section 3.E.4 (Addendum 3_22327.pdf, page 19):
      - Complete the Program Operations section of the JISH RFx Questionnaire in PASSPort **and upload supporting documentation for your response to the "Letter of Linkage (for scattered site) / Site Control (for congregate)" field in the "Required Documents" tab**.

   3. Section 3.F.2.b (Addendum 3_22327.pdf, page 24):
      - Training Plan **(append this your Staffing Plan and upload it together as a single document in the "Required Documents" section)**
      - **Fiscal Officer List**

4. Section 3.H.1.d. (Addendum3_22327.pdf, page 26):
    - The contractor would submit a line item budget utilizing the "Annual Proposed Budget 22327.xls" form in PASSPort, which includes annual costs to provide services for the proposed program, emergency tenant needs, and startup costs for the program equal to three months of the Contract Year 1 budget. ~~This line item budget is for informational purposes only; the Contractor would be paid according to the unit rates indicated above.~~

III. Below are answers to questions that the NYC Health Department recently received about this RFP:

1. **"Payment Structure"**
   The RFP states 'the anticipated payment structure will be **performance-based**; the contractors will be paid the unit rates indicated above.' (found on page 3)."

    a. Question: Can DOHMH provide further clarification on how payment or non-payment determinations will be made, specific to this JISH project?

    Answer: See revision to payment structure in Section II.1. of this Addendum 5. The payment structure is cost reimbursement based on the unit rates indicated in the RFP, with an expected annual occupancy rate of 90%.

    b. Question: We understand this to mean that we will not be reimbursed for awarded units that are not being utilized—is this correct?

    Answer: No, the payment structure has been changed to cost reimbursement.

    c. Question: Are the costs for the required furnishings meant to be included within the 'Supportive Services' budget of $20,669 per unit, per year?

    Answer: Yes, costs for the required furnishings should be included in the Supportive Services budget.

    d. Question: How will utilization be calculated? For example, will DOHMH ask for our unit total for each month and take an average? Or will utilization be based on the unit total per quarter? Any insight is very appreciated.

    Answer: Contractors will be expected to report utilization on a monthly basis, but for the purposes of potentially assessing liquidated damages, the NYC Health Department will look at the annual utilization rate.

2. "MWBE Requirement"

    a. Question: Within PASSPort, the 'Total Participation Goals' in the **MWBE requirement** table is listed as '0' in the instructions. We therefore understand that there is no MWBE information required from applicants with the proposal. Is that correct?

    Answer: Correct. There are no MWBE participation requirements in this RFP.

    b. Question: Within the same section, is vendor information required at the proposal phase?

Answer: There are no MWBE participation requirements in this RFP.

3. **"Additional Attachments and Supporting Documentation**"

   a. Question: (paraphrased): please confirm that proposers are required to upload a "**Letter of Linkage (for scattered site)** 'list of brokers or landlords currently in business with, or *other proof of working relationships*'**/ Site Control (for congregate)**" to the Required Documents section and whether a list of our landlord partners is sufficient and responsive to this requirement.

      Answer: Yes, a document is required. See revision to Section 3.E.4. above, this document would support your response to the "Program Operations" tab of the Questionnaire. Per the quoted description, a list of your landlord partners would fit the description of a supporting document for a scattered site proposer.

   b. Question: The RFP requires applicants to upload a **Training Plan** as part of their application (page 22). Upon initial review, we do not see a dedicated space for this upload in PASSPort. Is this attachment still required and, if so, where should applicants upload it?

      Answer: Yes. See revision to Section 3.F.2.b above, please append a Training Plan to the Staffing plan and submit it as a single document.

   c. Question: Will DOHMH accept **Letters of Support** with our application? And if so, where can these letters be uploaded?

      Answer: No.

   d. Question: Regarding the **Labor Peace Agreement (LPA)** Attestation and Certification including in the RFx Documents, there does not appear to be a specific location to upload these forms in the JISH PASSPort application. Please confirm that these forms are not required with the application submission.

      Answer: Correct, these forms are not required for proposal submission. However, they will be required for contract registration if a vendor is selected for award.

4. "Application System Questions"

   a. Question: Can you confirm if are any **Character or Word limitations** applicable to the narrative response questions? PASSPort does not appear to apply any limitations, but we appreciate your confirmation.

      Answer: Each question section allows for a "Long Text" response, a character limit exists but should not prevent you from entering a complete response. No word limitation has been set.