May 21, 2026

ADDENDUM # 6

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 #6** 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. Notice regarding anticipated closing date for Round 8
III. Revisions to the RFP and Questionnaire
IV. 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 6:**

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 anticipates closing Round 8 on June 15, 2026 at 5:00 PM, and opening a new round (Round 9) shortly thereafter. Proposals submitted in Round 8 will then be evaluated. If you do not submit your proposal by June 15, 2026, you may submit a proposal in Round 9 (or subsequent round if any) if you still want to be considered for a contract.

Draft proposals that have not been submitted when a round is closed may be automatically "Canceled". However, you should be able to follow the instructions to "Duplicate an RFx Response" to duplicate the response for a new round.

III. Below are changes to the RFP document contained in Addendum 3. Deletions are crossed out, and additions are in bold type.

1. Section 1 (Basic Information and Proposal Submission Instructions), Anticipated Funding and Payment Structure, subsection 2.ii.e. is revised as follows:

   Rates paid by the City for ~~Anticipated~~ operating costs for scattered site programs may not exceed the annual City-administered rental assistance rates, known as CityFHEPs (Fighting Homelessness and Eviction Prevention Supplement) less the $215 per head of household rent contribution at an expected collection of 75% annually and are inclusive of utilities.
2. Section 3 (Program Expectations and Proposal Instructions), Section H.1.a.i.e. (Budget Management)

is revised as follows:

Rates paid by the City for ~~Anticipated~~ operating costs for scattered site programs may not exceed the annual City-administered rental assistance rates, known as CityFHEPs (Fighting Homelessness and Eviction Prevention Supplement) less the $215 per head of household rent contribution at an expected collection of 75% annually and are inclusive of utilities

3. The NYC Health Department is holding Round 8 open for proposers to complete and submit proposals currently in draft. Question H1 in the proposal questionnaire will be revised in Round 9 as follows. Proposers who have not yet submitted should respond as if the revisions have been made and proposers who have already submitted their proposal can follow the above instructions to make revisions if necessary.

In addition to submitting a line item budget for informational purposes only utilizing the "Annual Proposed Budget 22327.xls" form in PASSPort, explain how each line item amount was derived. ~~Proposers are reminded that this line item budget is for informational purposes only; the Contractor would be paid according to the unit rates indicated in Section 3.H.1.a of the RFP.~~

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

1. **Question:** The RFP states, "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." Should the start-up costs should be calculated based on the total annual budget, inclusive of the operations (participant rental assistance based on FMR) and services expenses (based on $20,669 per unit), and any applicable ICR?

   Answer: Start up costs should be calculated based on the total annual budget, inclusive of the operations (based on the unit rates indicated in the RFP) and services expenses and any applicable ICR.

2. **Question**: What line on the "Annual Proposed Budget 22327.xls" template should be used for anticipated start-up costs?

   Answer: As indicated in the "Descriptions" tab of the budget template, the "operations, support and equipment line" may include "any other operating costs that cannot be classified in any other category." The Proposer must then provide a detailed breakdown of such costs in a budget narrative in Section H1 of the proposal questionnaire.

3. **Question**: Should rental costs for scattered-site units (based on FMR) be included within the 'Rent and Occupancy' line item along with any rent and occupancy for JISH program office space?

   Answer: See answer for #2 above. The cost of office space rental should not be included with rental costs for tenants' apartments. Rental costs for tenant apartments should be based on the rates indicated in the RFP.

4. **Question**: Based on the timing of this solicitation, is there any possibility of updating the FMR to FY27 rates once available?

   Answer: The rates in the RFP will not be adjusted at this time.

5. **Question**: One of the Experience requirements is as follows: "The Contractor would have one of the following:
   - a minimum of five (5) years in the past eight (8) years of successful experience operating a supportive housing program in New York City, or
   - a minimum five (5) years in the past eight (8) years of successful experience providing social services in a permanent supportive housing setting for persons with SMI/SUD in New York City. The social service provider would be the primary social service provider in the housing program."

   Can this requirement be met through a partnership or subcontracting arrangement with a qualified NYC-based provider that meets the five-year threshold?

   Answer: The Health Department expects the proposing entity to meet the experience requirements on its own.

6. **Question**: Regarding the Experience requirements: would equivalent experience or team-based qualifications be acceptable under this RFP?

   Answer: Proposers should demonstrate their successful relevant experience. The expectation is that the proposing entity would meet the minimum experience requirements stated in the RFP.

7. "[Questioner requests] clarification about the latest version of the JISH RFP (as reflected in Addendum 3). On page 7, there are two important statements regarding congregate housing:

   DOHMH does not anticipate awarding less ~~more~~ than 30 units per contractor. [*DOHMH's change in red*]
   […]

   For proposers who currently have 15/15 housing awards, the proposed number of units to be used for JISH tenants must not be more than 50% of the total awarded DOHMH funded units. **In all cases, JISH units should not be more than 30% of the entire units in the building** [*questioner's emphasis in bold*]."

   a. **Question:** Does the 30% requirement only apply to locations that already have 15/15 housing awards tied to it? Or does this imply that all proposers must seek buildings with 100 or more units (so that the minimum 30 units, or 30%, are used for JISH)?

      Answer: JISH units should not comprise more than 30% of the units in a single congregate building, regardless of whether a proposer already has 15/15 units in that building or not.

   b. **Question:** Could a proposer identify a smaller location (e.g., 50 units) that does not have a 15/15 award tied to it and propose using 100% of that building for JISH?

      Answer: No, JISH units may not comprise 100% of the units in a single congregate building.