Department of
Housing Preservation
& Development
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DINA LEVY
Commissioner

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Deputy Commissioner

Office of Asset & Property
Management
100 Gold Street
New York, N.Y. 10038

To: All Prospective Bidders

From: Ledwin Martinez, Agency Chief Contracting Officer
Gaurav Channan, Deputy Chief Contracting Officer
Sandra Peart, Senior Advisor, Office of Asset and Property Management

Date: November 16, 2026

Re: Addendum #1 - **Mitchell Lama Cooperatives Training and Technical Assistance EPIN 80627Y0172**

Questions and Answers:

1. **What is the deadline for submitting questions on this solicitation?**
   Today, 11/16/26, was the deadline for submitting questions.

2. **What is the exact cutoff time on the November 18, 2026 due date?**
   The cutoff time on November 18, 2026 is 2:00P.M., Eastern Standard time.

3. **The cost proposal covers "a two- to three-year period" while the term is stated as three years (January 4, 2027–January 4, 2030). Should pricing cover the full three-year term?**
   Yes, pricing should cover the 3-years term.

4. **Could you share Schedule A with the required insurance limits? I don't see it among the documents in PASSPort.**
   Please find Schedule A (page 63 of 69) in Appendix A.

5. **We plan to work with a training partner as a subcontractor. Should the proposal name the subcontractor and include its letter of intent, and does HPD's prior approval of subcontracts over $20,000 happen at proposal stage or after award?**
   The subcontractor and the letter of intent will be requested during award stage. For the purposes of questionnaire/proposal specify the percentage and the areas of work that would be subcontracted.

6. **Does a subcontractor providing professional services need its own errors and omissions coverage, or can it be covered under ours?**
   Yes, the subcontractor will require their own insurance coverage.

7. **Are there existing HPD board training materials the provider should build on?**

Printed on paper containing 30% post-consumer material.

Yes, HPD board training materials are available on the Mitchell-Lama webpage and may serve as a resource for a provider to build upon. *Mitchell-Lama Program - HPD*

8. **The PASSPort sourcing page says "Subcontracting is not allowed for this RFx," while Appendix A, Section 3.02 describes subcontract approval. Which applies to this solicitation?**
   Subcontracting is allowed for this project.

9. **May we submit as the sole proposer and engage training partners or subcontractors after award, subject to HPD's approval?**
   If the vender anticipates subcontracting for this project, then they may specify the percentage and the areas of work that would be subcontracted. The selected vender will be responsible to identify the sub-contractor at the awarding stage.