



**Department of
Social Services**

Human Resources
Administration

Department of
Homeless Services

Office of Contracts

Steven Banks
Commissioner

Martha A. Calhoun
General Counsel

Vincent Pullo
Agency Chief
Contracting Officer

**150 Greenwich Street
New York, NY 10007**

929 221 6347

January 31, 2017

**Re: Addendum #3 to the
Negotiated Acquisition for
the Emergency Shelter
Social Services In
Commercial Hotels
EPIN: 07117N0005**

Dear Prospective Proposer:

The Department of Homeless Services (DHS) appreciates your interest in the Negotiated Acquisition (NA) for the Emergency Shelter Social Services in Commercial Hotels issued on December 21, 2016.

Please find attached Addendum #3 for the above referenced Negotiated Acquisition.

Addendum #3 contains:

- **Attachment A:** Attachment A includes revisions to the Negotiated Acquisition for the Emergency Shelter Social Services In Commercial Hotels All new language is bolded and underlined. Language that is crossed out is being deleted from the Negotiated Acquisition.
- **Attachment B:** Revised Price Proposal Form
- **Attachment C:** contains answers to questions submitted in writing to DHS.
- **Attachment D:** includes the Sign-In Sheets of the Information Session Attendees.

Please acknowledge your receipt of Addendum #3 by listing in on the Acknowledgment of Addenda Form and including it in your proposal submission.

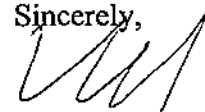
**The deadline for the submission of proposals has been extended to
February 15, 2017.**

Proposers are reminded that they must hand-deliver their proposals by
February 15, 2017 by 2:00 pm to:

**Department of Social Services
NYC Human Resources Administration
Office of Contracts – RFP Unit
150 Greenwich Street, 37th Floor
New York, NY 10007**

Proposals received at this location after the proposal due date and time are late and shall not be accepted by the Agency, except as provided under the New York City Procurement Policy Board Rules.

Sincerely,

A handwritten signature in black ink, appearing to read 'Vincent Pullo', written over the word 'Sincerely,'.

Vincent Pullo

ATTACHMENT A

Please be advised that the subject Negotiated Acquisition for the Provision for Emergency Shelter Social Services In Commercial Hotels has been revised. All new language is bolded and underlined. Language that is crossed out is being deleted from the Negotiated Acquisition.

Page 2 Section I D. Proposal Due Date and Time and Location

- **Date** February ~~14~~15, 2017
- **Time** 2:00pm

Page 15- Section IV-Format and Content of the Proposal, B. Organizational Capability

- **Provide a narrative of the proposed program's support structure relates to the current structure of the proposer's organization. Include**
 1. Legal services that support swift contract and/or Memorandum of Understanding (MOU) drafting and execution capability so that vendors reaching the end of their individual agreements are adequately replaced or renewed ensuring continuity in the provision of required ~~housing units;~~ hotel rooms;
 5. Financial system with the ability to process and pay simultaneously all hotel bills submitted by ~~dozens of emergency~~ housing providers and ~~at the same time~~ produce bills to be submitted to DHS for services provided.

Page 16 ~ Section IV- Format and Content of the Proposal, C. Proposed Approach

Describe and demonstrate the adequacy of the proposer to select emergency housing providers that:

- ~~Are able to provide licensed medical appropriate housing;~~

ATTACHMENT B

Price Proposal Forms **Revised**
B-1-B-5

**NEGOTIATED ACQUISITION
EMERGENCY SHELTER SOCIAL SERVICES IN COMMERCIAL HOTELS
EPIN: 07117N0005**

ATTACHMENT B-1 REVISED

PRICE PROPOSAL FORM

Proposer's Name: _____

Operating Costs	Total
A. Single Adult	
Total Operating cost (per annum) 365 days X # of beds [as provided in Part 1 / 2, (2)] = \$ per diem rate	\$
B. Family Residence with Children	
Total Operating cost (per annum) 365 days X # of beds <u>rooms</u> [as provided in Part 1 / 2, (2)] = \$ per diem rate	\$
C. Adult Families	
Total Operating cost (per annum) 365 days X # of beds <u>rooms</u> [as provided in Part 1 / 2, (2)] = \$ per diem rate	\$

D. Total Personnel Services (PS) Budget Request (from Attachment B-2)	\$ _____
E. Total Other Than Personnel Services (OTPS) Budget Request: (from Attachment B-3)	\$ _____
F. Total Annual Budget Requested: (D+E)	\$ _____
G. # of Units Proposed	_____
H. Cost Per Unit (F/G)	\$ _____
I. Start-up Budget Request (from Attachment B-4 <u>B-5</u>)	\$ _____

**NEGOTIATED ACQUISITION
EMERGENCY SHELTER SOCIAL SERVICES IN COMMERCIAL HOTELS
EPIN: 07117N0005**

ATTACHMENT B-2 REVISED

PRICE PROPOSAL FORM

Proposer's Name: _____

#of FTES	Job Title	Average Annual Salary	Cost to Contract

Sub-Total	
Fringe (%)	
Total Personnel Services (PS) Budget Request	

**NEGOTIATED ACQUISITION
EMERGENCY SHELTER SOCIAL SERVICES IN COMMERCIAL HOTELS
EPIN: 07117N0005**

ATTACHMENT B-3 REVISED

PRICE PROPOSAL FORM

Proposer's Name: _____

Expense	Cost to Contract
Indirect Cost	
Contracted Cost	
Rent	
Utilities	
Telephone	
Printing	
Supplies	
Equipment Purchase	
Equipment Rental	
Maintenance	
Insurance	
Travel	
Postage	
Other OTPS Cost (Identify)	
Total Other Than Personnel Services (OTPS) Budget Request	

Expense	Cost to Contract
Apartment Furniture	
Office Furniture	
Telecommunications Equipment	
Computer Equipment	
Start Up Budget Request	

**NEGOTIATED ACQUISITION
EMERGENCY SHELTER SOCIAL SERVICES IN COMMERCIAL HOTELS
EPIN: 07117N0005**

ATTACHMENT B-5 REVISED

START-UP BUDGET REQUEST FORM

Proposer's Name: _____

Expense	Cost to Contract
Indirect Cost	
Contracted Cost	
Rent	
Utilities	
Telephone	
Printing	
Supplies	
Equipment	
Furniture	
Maintenance	
Insurance	
Travel	
Postage	
Other OTPS Cost (Identify)	
Total Start-Up Budget Request	

ATTACHMENT C

Answers to questions submitted in writing to DHS

**Negotiated Acquisition for the Provision of Emergency Shelter
Social Services In Commercial Hotels**

EPIN-07117N0005

Questions & Answers

Question 1: How is population defined?

Answer: The populations are listed on page 5 of the RFP. Please review the solicitation in its entirety to understand the particular requirements of a certain population.

Question 2: Is it necessary to submit a proposal separately for single women and single men?

Answer: Yes.

Question 3: Do you need rooms that are already available at disposal in order to propose?

Answer: At this point, proposers do not need to propose an existing stock. However, successful proposers must be ready to procure stock if needed. Proposers need to read the solicitation and propose accordingly.

Question 4: In regards to the Attachments (A-I); where can I download copies?

Answer: Copies can be downloaded from the DHS website. Please note that they are not fillable pdfs.

Question 5: Is there difference in amount between per diem rate and average rate?

Answer: The per diem is calculated to include the total budget amount for room rent and services. The average rate is referring to the average per night commercial hotel rate.

Question 6: How do I obtain CARES List?

Answer: If proposal is accepted then training and access will be available on CARES.

Question 7: Are vendors and emergency housing providers the same? Are hotels/hotel owners considered vendors?

Answer: The emergency housing providers will hold the contract with the City for the services provided, as described in the solicitation. They may use vendors, which include for the provision of hotel rooms and potential subcontracted services.

Question 8: If you are currently managing hotels under the emergency declaration; are you required to submit a proposal to continue serving as a provider?

Answer: Yes

Question 9: Please explain the performance based payment structure. Will providers only be paid according to units with clients?

Answer: The City, as discussed in the solicitation, is looking for a unit rate (or per diem rate), consistent with the price proposal in Attachment B. The performance based payment structure is optional, and will not be scored, although the City is interested in, and will consider such innovative payment structures. Please note that the providers will be paid based on occupied units.

Question 10: Is there a start-up budget allowance for the contractor?

Answer: Yes. Please submit a Start-Up budget for one month of expenses. The Start-Up budget may be negotiated at time of award. Please use the Price Proposal Forms Revised in this Addendum.

Question 11: How many contractors will DHS plan to award?

Answer: DHS anticipates awarding multiple contracts, which will depend on the number of proposals received. Please see the Basis for Contract Award within the solicitation.

Question 12: Will you provide a list of current hotels or at least what is the number of hotels in each borough?

Answer: To protect the confidentiality of our clients we will not provide a list of current hotels by address where we currently have clients. DHS reserves the right to ask some awardees to take over services in existing hotels where applicable.

Question 13: Will DHS provide the replacement costs of furnishings and equipment, camera system, beds and linen, etc.?

Answer: This information should be included in the line item budget submitted with the proposal. The provider should submit a line for incidentals

to cover some of these damages. Some of these items should be provided in the hotel rent rate (for example, linens).

Question 14: Can a potential hotel eligible for enrollment in the program be a facility that qualifies as a commercial hotel but doesn't have DHS designation now?

Answer: Yes

Question 15: We were advised of this Negotiated Acquisition last Thursday. The content requirements are as great as any shelter proposal which is typically provided 6+ weeks for a response. Please reconsider the due date or make it an experience only requirement response.

Answer: The proposal due date has been extended to February 15, 2017 in this Addendum. Please see Attachment A of this addendum.

Question 16: Page 9, to what extent is provider responsible for hotel per building code, multiple dwelling law and administrator code? Can we hire outside expertise or will city provide?

Answer: Yes, the contractors can hire outside help or utilize their own in-house resources. This service should be added to the proposers' price proposal.

Question 17: Explain B1 on Page 15 and B5 on page 16. Why will there be dozens of emergency housing providers?

Answer: The language in the solicitation has been revised. Please see Attachment A of this addendum.

Question 18: Page 16, why do we need to provide licensed medical appropriate housing?

Answer: The NA has been revised to delete the requirement. Please see Attachment A of this addendum.

Question 19: How many rooms per night are you anticipating needing and over what period of time?

Answer: This will fluctuate based on the need and the market. Overall, DHS plans to decrease our reliance on commercial hotels.

Question 20: I assume you set up room blocks at each hotel...how long do you block them for?

Answer: This is based on the need and market, however, DHS typically prefers room blocks to be for more than 2 weeks minimum.

Question 21: How many guests per room?

Answer: For the Families with Children and Adult Family system, this is based on family size and beds available. For the Singles system, there are only two persons per room.

Question 22: Are the rooms at each hotel guaranteed? And if so for how long?

Answer: Hotels are booked by reservations, corresponding to the hotels' reservation system and policies.

Question 23: Will this contract be awarded to one Social services provider or multiple?

Answer: Please see the answer to question 11, above.

Question 24: Who does the hotel contract with? Is it DHS or the social services provider that is selected in this RFP?

Answer: The hotel has a relationship with the provider. The social services provider(s) will be selected in this RFP.

Question 25: As a Lodging services provider, we are able to handle the securing of rooms, management of multiple hotels, along with coded consolidated corrected billing. How are we able to partner up with a social services provider to assist them with the part that we are able to do?

Answer: Such an organization may reach out to an interested proposer(s) to formulate a proposal team. The sign-in sheet to the information session is included with this addendum. The total list of interested proposers who downloaded the solicitation can be obtained by filing a Freedom of Information law request.

Question 26: Can you please clarify what constitute "all relevant program evaluations" (pg. 14)?

Answer: DHS' social service programs are evaluated by DHS through the program area offices. These are through monitoring tool evaluations conducted by program analysts and administrators. Most other programs have similar tools.

Question 27: On page 15 of the RFP, it is not clear whether a letter of reference is a signed letter from the reference and/or contact information for each of references.

Answer: These are actual letters of reference.

Question 28: This inquiry should also include the Iran Divestment Act signature page.

Answer: Please see Attachment E of the Negotiated Acquisition.

Question 29: The Addenda[NA] indicate on pages 68-69 that an affirmation and insurance brokerage certification be included with the proposal. This is not noted on the Proposal Package Contents checklist. Are these items required with the application?

Answer: No, these items will be requested at time of award..

Question 30: Does the provider receive payment based on the number of units reserved or the number of rooms occupied?

Answer: The provider receives payment for hotel costs based on the number of rooms reserved, and approved for reservation. The social services payments will be based on actual expenses, subject to documentation/close out.

Question 31: If payments are made on occupied rooms, is office space considered?

Answer: The budget should include the projected cost for office space. We will consider proposals that include hotel rooms or other configurations for this purpose.

Question 32: If payments are made on occupied rooms, what happens if a specific number of rooms are reserved but DHS/HRA does not occupy these rooms?

Answer: These rooms will still be paid for if they were approved to be used by DHS/HRA.

Question 33: Will this contract be paid out as a reimbursable budget?

Answer: The resultant contract(s) will be paid as a line item reimbursement based on an approved per diem rate.

Question 34: If we are submitting citywide applications how can we account for the difference in price for units in Manhattan vs units in Queens? Should we submit a different budget per borough under the same citywide submission?

Answer: If submitting a Citywide application or applications for multiple boroughs, separate price proposals should be submitted for each borough proposed.

Question 35: Can a vendor submit multiple applications, e.g. Citywide, multiple boroughs, single borough?

Answer: Separate proposals are required for proposing on different population groups.

Question 36: Clarify “all relevant program evaluations”. Does this mean internal and external, programmatic and financial?

Answer: The language describes external programmatic and financial evaluations.

Question 37: Under Proposed Approach, pg. 16 what is meant by able to provide licensed medical appropriate housing?

Answer: See answer to question 18, above.

Question 38: Price proposal: Clarify what is allowable under contracted cost?

Answer: Please see the Attachment B Price Proposal Form Revised in this Addendum.

Question 39: Reimbursement and cash flow: The rent which is expected to be paid by the hotel on a nightly basis requires a prospective payment methodology and retrospective reconciliation. If this is not the case, what mechanism will the City employ to ensure adequate cash flow?

Answer: DHS will consider multiple options to ensure appropriate cash flow, including the use of advances and monthly reconciliations. Please note that the final methodology will be negotiated with the successful proposers upon selection.

ATTACHMENT D

Sign-In Sheets of the Information Session Attendees

DEPARTMENT OF SOCIAL SERVICES (DSS)
DEPARTMENT OF HOMELESS SERVICES (DHS)

INFORMATION SESSION

FOR

NEGOTIATED ACQUISITION
EMERGENCY SHELTER SOCIAL SERVICES IN COMMERCIAL HOTELS

EPIN: 07117N0005

Tuesday, January 4, 2017

	PRINT COMPANY NAME	PRINT ADDRESS	TELEPHONE & FAX	PRINT CONTACT PERSON & E-MAIL ADDRESS
1.	NET WORK of Angels	610 Riverdale Av	347-663 731	network@angels 670@gmail.com wendy11221@yahoo.com
2.	OSEI CYBERS	1059 WASHINGTON Ave	347 680 6468	unbrebound@gmail.com
3.	Flysha Butrell	1283 E 52nd St	347-691-1058	2butrell1915@gmail.com
4.				
5.				
6.				
7.				
8.				

DEPARTMENT OF SOCIAL SERVICES (DSS)
DEPARTMENT OF HOMELESS SERVICES (DHS)

INFORMATION SESSION

FOR

NEGOTIATED ACQUISITION
EMERGENCY SHELTER SOCIAL SERVICES IN COMMERCIAL HOTELS

EPIN: 07117N0005

Tuesday, January 4, 2017

	PRINT COMPANY NAME	PRINT ADDRESS	TELEPHONE & FAX	PRINT CONTACT PERSON & E-MAIL ADDRESS
1.	ASM ASSOCIATE	Sunderlee Dr Huntsville AL	929 464 693	Tony Tom Morolo
2.	BEJO CO	61 Cooper Street	347-539-0116	Douglas Wood / d.wood@bejo.com
3.	MONTAGNA CONSTRUCTION	56 Wray Ave Beverly	516 578 6843	Katherine Hernandez
4.				
5.				
6.				
7.				
8.				

DEPARTMENT OF SOCIAL SERVICES (DSS)
DEPARTMENT OF HOMELESS SERVICES (DHS)

INFORMATION SESSION

FOR

NEGOTIATED ACQUISITION
EMERGENCY SHELTER SOCIAL SERVICES IN COMMERCIAL HOTELS

EPIN: 07117N0005

Tuesday, January 4, 2017

	PRINT COMPANY NAME	PRINT ADDRESS	TELEPHONE & FAX	PRINT CONTACT PERSON & E-MAIL ADDRESS
1.	CHILDREN'S COMMUNITY SERVICES	91-22-1757H ST QUEENSWY 11432	917-399-0378	RUTH MANDELBaum RMANDELBaum@csusa.org
2.	FIORELLA	HUBBARD ST 2126 BROOKLYN, NY	718-308-7111	DAVID DOBINSKY D.Dobinsky.FPD@gmail.com
3.	Steve Rockman Samaritan Village	138-02 Queens BLVD 11475	718-206-2000	
4.	Francina Wilking R.F. Wilkins	144-51 85th Avenue Briarwood NY 11435	718-207-3161	Fewellkins@twacensu.tenets.org
5.	Sonia Burrell	11288 Jerome Rd Bayside NY	347 9855978	Soniaburrell5@aol.com
6.	Dr Dose Indol	1602 CROTONA AVE. BX 10457	340 - 882-6997	Jesse Laboy J.Laboy@BPHN.org
7.	Richard Yab	1802 Crotona Ave BX 10457	347-871-2193	r.yab@bphn.org
8.	LCG LCG	5614 16th Ave Brooklyn NY 11204	917-968-1483 917-968-1483	Slc2ar@Lc2arCG.com

DEPARTMENT OF SOCIAL SERVICES (DSS)
DEPARTMENT OF HOMELESS SERVICES (DHS)

INFORMATION SESSION

FOR

NEGOTIATED ACQUISITION
EMERGENCY SHELTER SOCIAL SERVICES IN COMMERCIAL HOTELS

EPIN: 07117N0005

Tuesday, January 4, 2017

	PRINT COMPANY NAME	PRINT ADDRESS	TELEPHONE & FAX	PRINT CONTACT PERSON & E-MAIL ADDRESS
1.	CCS	91-12 175th St. AL	347-781-1100	THOMAS BRANSKY TBRANSKY@CCSUSLOR
2.	Trinity Multi Service Centers, Inc.	464 Liberty Avenue Brooklyn, NY 11207	(718) 421-2541 (fax) (718) 854-2700 (office)	Wilson@trinitymulti-service-centers.net
3.	Black VE Brand for Social Justice Inc.	6650 Willoughby Ave. Brooklyn, NY 11206	718 852 6004 718 852 4801	Martin/Krongold@mvn.com
4.	BPHD	1802 CROTONA RD Rox NY 10457	917-445-7200	U.RIVERA@BPHD.ORG
5.	CCS	91-12 175th St	347 223 7878	Ayala Perlysky aperlysky@ccsusa.org
6.	ATM Assoc	Dr. Andy S WEINSTEIN NY	917-788-1816	Tom, M/Medla
7.	LC 9	5614 BRAM 16 Ave	718 450-3874	bigal with @ AOL.COM
8.	Joseph/Kronman	1 Centre Street	212-669-7317	N/A