



**Department of  
Social Services**

Human Resources  
Administration

Department of  
Homeless Services

W-2-196  
Rev. 10/16

**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**

March 6, 2017

**Re: Addendum #1 to the  
Negotiated Acquisition for  
the Provision of Housing  
and Services for the  
Properties Currently  
Managed by Bushwick  
Economic Development  
Corporation  
EPIN: 07117N0007**

Dear Prospective Proposer:

The Department of Social Services appreciates your interest in the Negotiated Acquisition (NA) for the *Provision of Housing and Services for the Properties Currently Managed by Bushwick Economic Development Corporation* issued on February 15, 2017.

Please find attached Addendum #1 for the above-referenced Negotiated Acquisition, which contains the following:

- **Attachment A** includes revisions to the Provision of Housing and Services for the Properties Currently Managed by Bushwick Economic Development Corporation NA. **All new language is bolded and underlined.** Language that is crossed out is being deleted from the NA.
- **Attachment B** provides answers to questions submitted in writing to HRA during and after the Information Session.
- **Attachment C** contains the Sign-In Sheets of the Information Session Attendees.

Please acknowledge your receipt of Addendum #1 by listing it on the Acknowledgment of Addenda Form and including it in your proposal submission.

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

**NYC Department of Social Services  
Office of Contracts – RFP Unit  
150 Greenwich Street, 37<sup>th</sup> Floor  
New York, NY 10007**

Proposals received at this location after the 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**

Revisions to the Revisions to the Negotiated Acquisition for the Provision of  
Housing and Services for the Properties Currently Managed by Bushwick  
Economic Development Corporation.

Revisions to the Negotiated Acquisition for the Provision of Housing and Services for the Properties Currently Managed by Bushwick Economic Development Corporation. **All new language is bolded and underlined.** Language that is crossed out is being deleted from the NA.

Those seeking to express an interest in providing the subject services shall complete the attached application and HAND DELIVER it by 2:00 pm on ~~March 8, 2017~~ **March 15, 2017** to:

NYC Department of Social Services  
Office of Contracts – RFP Unit  
150 Greenwich Street, 37<sup>th</sup> Floor  
New York, NY 10007

**The Application Package should contain the following materials:**

1. **A sealed inner envelope labeled “Program Proposal” containing one original set and five (5) duplicate sets to include:**
  - ☐ **Proposal/Application Cover Letter**
  - ☐ **Actual Application/Program Proposal**
  - ☐ **Audit or Certified Financial Statement**
  - ☐ **Acknowledgment of Addenda**
  - ☐ **Resumes of key staff**
  - ☐ **Letter of Agreement from landlord regarding negotiation leases**
2. **A separate sealed inner envelope labeled “Price Proposal” containing one original set and five (5) duplicate sets of the Price Proposal.**
3. **A third sealed inner envelope labeled "Doing Business Data Form" containing an original, completed Doing Business Data Form.**
4. **A sealed outer envelope, enclosing the three sealed inner envelopes, described above. The sealed outer envelope should have two labels containing:**

- The proposer's name and address, the Title and EPIN of this NA and the name and telephone number of the proposer's contact person.
- Vincent Pullo, ACCO, Human Resources Administration, 150 Greenwich Street, 37<sup>th</sup> Floor, New York, New York 10007.

## **ATTACHMENT B**

Answers to questions submitted in writing to HRA during and after the  
Information Session.

Negotiated Acquisition (NA)  
**The Provision of Housing and Services for the Properties Currently Managed  
by Bushwick Economic Development Corporation (BEDCO)**  
EPIN: 07117N0007

Questions and Answers

1. **Question:** Are we required to complete an application for each location with a separate narrative?  
**Answer: Yes.**
2. **Question:** Will you provide move out incentives for vacating the building for close out of the shelter? Tenants will be transitioned to a combination of permanent and non-permanent housing choices or converting some units to permanent status.  
**Answer: We will negotiate incentives. Note that the solicitation does request innovative pricing structures.**
3. **Question:** Where do we get the contact information for the landlords?  
**Answer: If there's a specific request, DHS will provide the contact information whether it's an email or phone number.**
4. **Question:** Who will be responsible to take care of violations on the building?  
**Answer: In order to register the contract we need the units to be free and clear of violations, particularly in the units themselves and the common areas. Violations can be handled through discussion between the landlord and the provider.**
5. **Question:** Is [can] a state contract be considered? I have a state contract for a 30 bed facility.  
**Answer: Yes.**
6. **Question:** For the transition to permanent housing will all shelter clients be receiving some type of subsidy or eligible for city-wide assistance for housing?

**Answer:** All families who are eligible for subsidies will receive them to support their efforts to move to permanent housing.

7. **Question:** Where is the packaging information [for the NA]?

**Answer:** Packaging instructions for the application is provided in this addendum. Please see Attachment A

8. **Question:** Do scatter site providers qualify?

**Answer:** Yes.

9. **Question:** Can units be combined into one proposal?

**Answer:** Unfortunately, given the nature of the solicitation, sites cannot be combined into one proposal. However, selections may be combined into one contract.



## **ATTACHMENT C**

**Sign-In Sheets of the Information Session Attendees**

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

FOR  
INFORMATION SESSION

THE PROVISION OF HOUSING AND SERVICES FOR THE PROPERTIES CURRENTLY MANAGED BY BUSHWICK  
ECONOMIC DEVELOPMENT CORPORATION (BEDCO)

EPIN: 07117N0007

Tuesday, February 28, 2017

	PRINT COMPANY NAME	PRINT ADDRESS	TELEPHONE & FAX	PRINT CONTACT PERSON & E-MAIL ADDRESS
1.	FSNNY	1420 Bushwick	347-489-2895	ABDUL-GADIR MUMUMMAD aqmuhammad@fsnnny.org
2.	Fitzgerald House	205-17 Linden Blvd. St Albans	631-766- 842-3	Carol Gardener CGardener@fitzgeraldhouse.org
3.	BP H/N.	1802 Corona Ave Bronx, NY 10567	347-871-8257 x113	r.yao@bphn.org
4.	<del>X</del> Bedcount Park Ave Manor	652 Park Ave & Bedcount Brooklyn	347-870-6853	Skapeyus@gmail.com
5.	IRIS HOUSE, INC	2348-7TH AVE NYC 10030	646-548-0100	HARRY GIBBS HGIBBS@IRISHOUSE.ORG
6.				
7.				
8.				

	PRINT COMPANY NAME	PRINT ADDRESS	TELEPHONE & FAX	PRINT CONTACT PERSON & E-MAIL ADDRESS
1.	East New York Urban growth corp.	539 Haberman Ave 2324 Pitkin Ave 150 Cooper Sq. 4th Fl NYC, NY	718-296-9121 X201	<del>Chester H. Harrison</del> kasan@cherry7@gmail.com
2.	Houses for the Homeless		212-529-5252	ahurona@fhny.org
3.	Luis Hage	2348 Adam Clayton Powell Jr Blvd, NY 10030	646 548 0100	Luis Floyd T Floyd @ vis house.org
4.				
5.				
6.				
7.				
8.				