



Human Resources  
Administration

Department of  
Homeless Services

**Office of Contracts**

March 24, 2021

**Steven Banks**  
Commissioner

**Martha A. Calhoun**  
General Counsel

**Vincent Pullo**  
Agency Chief  
Contracting Officer

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

**929 221 6347**

**RE: Addendum #1 to Emergency Rental Assistance Program (ERAP)  
Outreach, Education & Application Assistance RFP - EPIN: 09621E0004  
EPIN: 09621E0005 EPIN: 09621E0006 EPIN: 09621E0007: EPIN: 09621E0008**

Dear Potential Proposer:

The NYC Department of Social Services/Human Resources Administration (“DSS/HRA”) appreciates your interest in the Emergency Rental Assistance Program (ERAP) Outreach, Education & Application Assistance RFP issued on March 18, 2021.

Please find attached Addendum #1 for the above referenced Request for Proposals. Addendum #1 contain information as follows for vendors who are experiencing difficulties in registering and downloading the RFP from the Doing Business with HRA website and the Acknowledgement of Addenda Form as Attachment A.

- Vendors can use the browser Chrome or Safari to access the Doing Business with HRA Website – RFP page.

**Registration Instructions for first time users:**

- The Company Name cannot contain any punctuation. The system does not allow any special characters. This includes hyphens, underscores and apostrophes.
- The Company EIN/TIN when entered must be submitted in the following format: ##-#####. Please include the hyphen.
- If a problem occurs when entering the Company Name or the Company EIN/TIN, a red asterisk will appear by the required field.

**Registration Instruction for vendor’s previously registered for past solicitations:**

- The system does not allow a vendor to use a previous email address.
- The Vendor should use a new email address to complete a new registration process or click on the applicable procurement link when accessing the system

to avoid completing a new registration process.

- If Vendors are still receiving error messages when registering, the vendor should start the process again and delete previous browser history.
- The vendor should use a different browser system.

Vendors can use the general link already provided below:

<http://a069-ppps.nyc.gov/PPPS/PPSPublicWebsite/Pages/rfp.aspx>

- Or a direct link to that particular RFP is: <http://a069-ppps.nys.gov/PPPS/PPSPublicWebsite/Pages/subscribe.aspx?ProcurementId=6623ec3e-708d-ce5e-56ca-e45284013023>

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

Applicants are reminded that the due date for the submission of proposals is **April 2, 2021 at 2:00 PM**. Proposals must be submitted by the Due Date and Time to: [ACCOContractPlanning@dss.nyc.gov](mailto:ACCOContractPlanning@dss.nyc.gov)

Please note, your organization's email system may have a maximum size limitation for sending out emails. Please be advised that DSS cannot accept any email in a size greater than 20 MB. Once you submit your proposal electronically, it is strongly recommended that you send such email with enough time to determine whether the transmission has failed.

Also, DSS strongly recommends that you follow up with an email to [ACCOContractPlanning@dss.nyc.gov](mailto:ACCOContractPlanning@dss.nyc.gov) to confirm that the email was transmitted successfully.

Please be advised that the Information Session will be held on **Thursday, March 25, 2021** at

<https://nyc-dss.webex.com/nyc-dss/j.php?MTID=mc45a70fa47164bc7690f38d4758a1e4a>

Meeting number: 129 548 6862

Password: CPwp2BPXv33

Join by phone

+1-646-992-2010 United States Toll (New York City)

+1-408-418-9388 United States Toll

Access code: 129 548 6862

Attendance at the Information Session is optional but strongly recommended by the agency.

Sincerely,

A handwritten signature in black ink, appearing to read 'Vincent Pullo', with a stylized, cursive script.

Vincent Pullo