



**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**

March 10, 2020

**RE: Addendum #2 to the  
Negotiated Acquisition for  
the Provision of  
Commercial Hotel Services  
for the Properties Currently  
Managed by Children's  
Community Services, Inc.  
EPIN: 07120N0001**

Dear Potential Applicant:

The Department of Homeless Services ("DHS") appreciates your interest in the Negotiated Acquisition for the Provision of Commercial Hotel Services for the Properties Currently Managed by Children's Community Services, issued on March 3, 2020.

Please find attached Addendum #2 for the above referenced Negotiated Acquisition. Addendum #2 contains:

- Attachment C: Attached to this Addendum as Attachment C are revisions to the Department of Homeless Services Negotiated Acquisition for the Provision of Commercial Hotel Services for the Properties Currently Managed by Children's Community Services, Inc. All new language is **bolded and underlined**. Language that is crossed out is being deleted from the Application.
- Attachment D: Attached to this Addendum as Attachment D are the answers to questions submitted in connection to this Negotiated Acquisition. No further questions regarding this NA will be answered.

Please acknowledge your receipt of Addendum #2 by listing it on the Acknowledgment of Addenda (Attachment B) and include it in your Application submission.

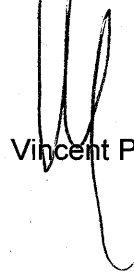
**The deadline for submission of applications has been extended to March 25, 2020.**

Applicants are reminded that they must **HAND DELIVER** their applications by **Wednesday, March 25, 2020 at 2:00 PM to:**

NYC Department of Homeless Services  
Office of the Agency Chief Contracting Officer  
4 World Trade Center  
150 Greenwich Street, 37<sup>th</sup> Floor  
New York, NY 10007

Please note when bringing your application package to the building for submission, the package must be screened through the messenger portal in the lobby. Please allow additional time for the screening process.

Sincerely,

A handwritten signature in black ink, appearing to read 'Vincent Pullo', with a long vertical stroke extending downwards from the bottom of the signature.

Vincent Pullo

## **Attachment A**

### **Revisions to the Negotiated Acquisition for the Provision of Commercial Hotel Services for the Properties Currently Managed by Children's Community Services, Inc.**

**EPIN: 07120N0001**

Please be advised that the subject Negotiated Acquisition is described below. All new language is bolded and underlined. Language that is crossed out is being deleted from the Negotiated Acquisition.

- Page 4, F. Application Process and Format is revised as follows:

Those seeking to express an interest in providing the subject services should complete the attached application and **HAND DELIVER** it by 2:00 pm on Wednesday, March 4~~8~~ **25**, 2020 to:

NYC Department of Homeless Services  
Office of the Agency Chief Contracting Officer  
4 World Trade Center  
150 Greenwich Street, 37<sup>th</sup> Floor  
New York, NY 10007

## Attachment B

### Questions and Answers

1. **Question:** Do we need to submit an application for each hotel separately or can we submit a combined application?

**Answer: No. Proposers should submit only one application which should include all units for which the provider is applying.**

2. **Question:** What is the meal per day costs by client and by shelter? This would be helpful in determining food costs and compare what is currently proposed.

**Answer: Proposers should submit their proposal with a proposed meal cost per day based on providing food to other vendor programs. Final amount will be determined through negotiations with DHS and based on the model budget.**

3. **Question:** The staffing plan that I reviewed allowed for 2 RA staff per shift and 1 Shift Supervisor per shift is this in addition to the subcontracted security or in lieu of subcontracted security?

**Answer: Proposers should submit their proposal with the level of staffing they see best for providing security on site. This can be security staff working for the provider or as subcontracted security.**

4. **Question:** What is the average weekly contracted security costs?

**Answer: Proposers should propose security costs based on their analysis of security needs for the number of units they are proposing on. The final amount will be determined through negotiations with DHS and based on the model budget.**

5. **Question:** Does this position act as QA for the programs, Director of Safety/Security/Investigations?

**Answer: Proposers should propose a staffing plan that will cover all needs outlined in the NA. Final staffing levels and titles will be determined based on negotiations between DHS and the proposer and based on the model budget.**