



**Department of
Social Services**

Human Resources
Administration

Department of
Homeless Services

Office of Contracts

May 18, 2023

Molly Wasow Park
Commissioner

RE: Emergency Solicitation for the DHS City Sanctuary Facilities

Ann Marie Scalia
General Counsel

Dear Prospective Proposer:

Vincent Pullo
Agency Chief Contracting
Officer

The New York City Department of Homeless Services ("DHS") appreciates your interest in the Emergency Solicitation for the DHS City Sanctuary Facilities pursuant to a declared emergency, issued on August 5, 2022.

150 Greenwich Street
New York, NY 10007

Please find attached Addendum #4 for the above referenced Emergency Solicitation.

929 221 6347 tel

Addendum #4 contains:

pullovd@dss.nyc.gov

- **Attachment A:** Attached to this Addendum as "Attachment A" is the Revised Emergency Solicitation for the DHS City Sanctuary Facilities.
- **Attachment B:** Attached to this Addendum as "Attachment B" is the Revised Proposal Budget Summary Form. If you are interested in obtaining the Revised Proposal Budget Summary Form in Excel format, please send an email to: ACCOCContractPlanning@dss.nyc.gov with your name and email address. Please include the name of the Emergency Solicitation in the subject of the email.

Please note your organization's email system may have a maximum size limitation for sending of emails. Please be advised that DSS cannot accept emails in a size greater than 20 MB.

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 ACCOCContractPlanning@dss.nyc.gov to confirm that the email was transmitted successfully.

Sincerely,

Vincent Pullo

Attachment A: Revised Emergency Solicitation for the DHS City Sanctuary Facilities

Please be advised that the subject Emergency Solicitation has been revised. All new language is **bolded and underlined**. Language that is crossed out is being deleted from the solicitation.

Page 2, paragraph 3, is revised as follows:

Identification of Appropriate Locations

The selected vendor(s) should find Facilities of approximately 150 units or more, although DHS will consider Facilities **with** less than 150 units. Proposers should **preferably** provide 100% of the building for DHS use ~~and not have a mix of asylum-seeking clients and other private clients.~~ However, DHS will also consider sites that have ~~other~~ **partial** uses including ~~section~~ **sections** of the hotel for paying guests and parts of the building having permanent tenants. **DHS will also consider sites located outside of NYC.**

It is anticipated that the Facilities will be designated as serving single adult individuals, adult families, or families with children based upon need and available space.

Page 3, paragraph 2, is revised as follows:

Facilities should have the following minimum items:

- Space for staff to perform all service functions as outlined in this solicitation.
- A valid Certificate of Occupancy or Temporary Certificate of Occupancy from the New York City Department of Buildings.
- **Any site outside of NYC would provide a valid Certificate of Occupancy and would meet local occupancy requirements similar to requirements for NYC Department of Buildings (DOB) / NYC Fire Department (FDNY) and the like.**
- No active serious building violations from DOB or ECB **or similar governing agency outside of NYC** or a corrective action plan to address any violations.
- Staff on site to oversee building operations including maintenance and cleaning of the Facility.
- Designated staff to liaison with onsite service provider on all building related and operational issues to support service delivery and ongoing needs.

Page 4, paragraph 1, is revised as follows:

On Site Services at City Sanctuary Hotels

Onsite services shall include, but not be limited to, the following and should be designed to meet the needs of both single adult and families with children:

- Providing 24/7 operational support services with bilingual staff.
 - Operational services including food services; clothing services; transportation; childcare; job training and placement (as applicable); housing (as applicable); recreation services; Wi-Fi and computer workstations; care coordination; personal care items, and clean laundry to clients who are placed at the sites.
- Providing security guards at access control areas and throughout the facility.

- Liaison with Facility operations staff on all building related items such as building maintenance and room cleanliness.
- Providing culturally competent and bilingual case management services.
- Providing referrals to daytime on site medical services and assessment (including COVID screening, testing, and vaccination).
- Coordinating with mental health/trauma-focused counseling services, including groups and targeted services for survivors of violence and gender-based violence.
- Coordinating with Department of Education (DOE) support (including but not limited to registration, attendance, transportation, ongoing troubleshooting).
- Providing 24/7 interpretation and translation services.
- Coordinating with the Mayor's Office of Immigration Affairs (MOIA) for immigration legal services, and well as other appropriate government entities.
- Developing linkages/Memorandums of Understanding (MOUs) with refugee resettlement organizations.
- ~~Developing a stipend program for clients, to be approved by DHS~~
- Developing a data tracking, monitoring, and reporting system.
- Coordinating with ESL instruction services.
- Proposals that include only the provision of social services without one or more operational supports will be considered, and such proposals shall be clearly marked.

Page 5, paragraph 3, is revised as follows:

Population

DHS anticipates that the selected vendor(s) will service the following populations:

- Individuals and families sufficiently stabilized through services provided at the City Sanctuary ~~Intake Site~~ Facilities will be transferred to a Facility for the duration of the emergency need.
- Individuals and families in existing DHS placements with upcoming asylum appointments at Federal Plaza or other Federal office holding such appointments or hearings will be offered the opportunity to transfer to a Facility for the duration of their emergency hotel service need.

Attachment B: Revised Proposal Budget Summary Form

If you are interested in obtaining the Revised Proposal Budget Summary Form in Excel format, please send an email to: ACCContractPlanning@dss.nyc.gov with your name and email address. Please include the name of the Emergency Solicitation in the subject of the email.

BUDGET SUMMARY FORM

Agency/Provider	<hr/>	Fiscal Year	<hr/>
Program/Facility	<hr/>	Date	<hr/>
Term of Contract	<hr/>	Title	<hr/>
Agency Representative	<hr/>	Agency E-mail	<hr/>
Agency Telephone	<hr/>	Vendor ID #	<hr/>
Federal EIN	<hr/>		

		<u>ORIGINAL BUDGET</u>	<u>FTE'S</u>
I	PERSONNEL SERVICES (PS)		
	Administration	<hr/>	0.00
	Social Work	<hr/>	0.00
	Child Care (Tier IIs only)	<hr/>	0.00
	Recreation	<hr/>	0.00
	Case Management	<hr/>	0.00
	Security	<hr/>	0.00
	Maintenance	<hr/>	0.00
	MVO	<hr/>	0.00
	Kitchen	<hr/>	0.00
	TOTAL PERSONNEL SERVICES	<hr/>	0.0
II	FRINGE BENEFITS	<hr/>	
III	TOTAL PS	<hr/>	
IV	OTHER THAN PERSONNEL SERVICE		
	Office Equipment	<hr/>	
	Client Supplies/Furniture	<hr/>	
	Client Transportation	<hr/>	
	Utilities	<hr/>	
	Office Expenses	<hr/>	
	Professional Costs	<hr/>	
	Maintenance/Repair	<hr/>	
	Mechanical System Contracts	<hr/>	
	Food	<hr/>	

	Contracted Security		_____
	Vehicle Expenses		_____
	TOTAL OTPS		_____
V	TOTAL PS & OTPS (III + IV)		_____
		FY	
VI	INDIRECT COST RATE		_____
VII	RENT		_____
VIII	TOTAL (without Debt Service) (V + VI + VII)		_____
IX	START UP		_____
X	DEBT SERVICE AMORTIZATION		_____ \$0
XI	AMENDMENTS (I.E., DEPRECIATION, NEW NEED, ETC.)		_____ \$0
XII	GROSS AMOUNT (VIII + IX + X + XI)		_____
XIII	REVENUE		_____ \$0
XIV	FUNDING (XII - XIII)		_____

Program Representative

Date

Budget Representative

Date

Provider

Date

LINE ITEM BUDGET FORM - A
Page 1 - PERSONNEL SERVICE (PS)

Facility	_____
Address	_____
Provider	_____
Facility Type	_____
Capacity	_____
Effective Dates	_____
Fiscal Year	_____

Position Title	FY 20 Annual Budget		
	FTE'S	Salary	Total
Shift Supervisor			\$0
Community Associate			\$0
			\$0
			\$0
Subtotal Administration	0.0		\$0
Subtotal Social Work	0.0		\$0
Subtotal Child Care (Tier IIs only)	0.0		\$0
			\$0
			\$0
			\$0
			\$0
Subtotal Recreation	0.0		\$0

		\$0
		\$0
		\$0
		\$0
		\$0
Subtotal Case Management	0.0	\$0
		\$0
Subtotal Security	0.0	\$0
		\$0
Subtotal Maintenance	0.0	\$0
		\$0
Subtotal Motor Vehicle Operator	0.0	\$0
		\$0
		\$0
Subtotal Kitchen	0.0	\$0
		\$0
Subtotal PS	0.0	\$0
Fringe Benefits	0.0%	
TOTAL PS		\$0

LINE ITEM BUDGET FORM - A
Page 2 - OTHER THAN PERSONNEL SERVICE (OTPS)

Facility _____
 Effective Dates _____

	FY 20__ Annual Budget
Office Furniture Replacement and Purchase	
Computer	
Office Equipment Purchase/Replacement/Lease	
Copier	
Subtotal Office Equipment	\$0

Laundry and Replacement Linen	
Program Supplies	
Client Furniture (Purchase and Replacement)	
Client Supplies	
Subtotal Client Supplies/Furniture	\$0

Client Transportation	\$0

Oil/Gas	
Electricity	
Water/Sewer	
Telephone	
Subtotal Utilities	\$0

Insurance	
Recruitment and Advertising	
Postage	
Staff Training	
Staff Transportation	
Office Supplies	
Subtotal Office Expenses	\$0

Subtotal Professional Services	\$0
Subtotal Maintenance/Repair	\$0
Elevator Maintenance	
Extermination Contract	
HVAC/Boiler System Maintenance	
Emergency Generator Maintenance	
Fire Detection/Suppression/Central Station	
Subtotal Mechanical System Contracts	\$0
Food	\$0
Contracted Security	\$0
Vehicle Rental/Lease	
Gasoline	
Vehicle Insurance	
Vehicle Maintenance and Repair	
Subtotal Vehicle Expenses	\$0

TOTAL OTPS		\$0
TOTAL PS & OTPS		\$0
Administrative Overhead (Attachment #8A)	FY 0.00%	
Rent		
TOTAL (without Debt Service) OPERATING BUDGET		\$0
Start Up		
Debt Service Amortization		
Depreciation		
New Need		
GROSS AMOUNT		\$0
REVENUE		
TOTAL FUNDING		