



ADDENDUM NO. 2
Request for Bids (“RFB”) for Section 8 Housing Choice Voucher Training Consultant Services
Issued: August 14, 2019

Amendment Number: 1

Section: Cover Page of the RFB

Summary: The Deadline for Submission of Questions on the Cover Page has been changed to August 19, 2019, 12PM, Eastern Daylight Time. The Bid Submission Deadline on the Cover Page has been changed to August 27, 2019, 12PM, Eastern Daylight Time.

Amendment Number: 2

Section: Section 5 of the RFB (“Calendar of Events and Milestones”)

Summary: Section 5 is hereby amended to reflect the new Dates below:

5. Calendar of Events and Milestones

It is anticipated that a contract will be awarded in response to this RFB based on the following schedule:

Event	Date
Issuance of RFB	August 8, 2019
Deadline for RFB Questions	August 19, 2019, 12PM, Eastern Daylight Time
Deadline for Responses to RFB Questions	August 22, 2019
Deadline for Submission of RFB Bids	August 27, 2019, 12PM, Eastern Daylight Time
Anticipated Selection Date	September 6, 2019

Amendment Number: 3

Section: Section 6 of the RFB (“Scope of Services & Deliverables”)

Summary: Section 6.1 (“Housing Specialist Training Certification”) has been revised to reflect a 5 Day Training Period of Monday 30, 2019 – Friday, October 4, 2019. The third paragraph of Section 6 is hereby deleted and replaced with the following paragraph:

The chart below outlines expected start dates for the 2019 training sessions and the Regional Meeting:

Training Session	Length of Training Session	Number of Participants	Training Periods
6.1 Housing Specialist Training Certification	5 Days	No more than 15 participants	Monday, September 30, 2019 – Friday, October 4, 2019
6.2 Housing Choice Voucher Project Based Voucher Training Session (exam and certificate optional)	3 Days	No more than 15 participants	The start date of this training is contingent upon the start of the Housing Specialist Training. If the Housing Specialist Training starts the first week in October, the Project Based Voucher training will start the second week in October. If the Housing Specialist Training starts the second week in October, the Project Based Voucher training will start the third week in October.
6.3 Housing Choice Voucher Specialist Refresher Training Session	3 Days	No more than 10 people	Monday, November 4, 2019 - Friday, November 8, 2019 or Monday November 11, 2019 – Friday, November 15, 2019
6.4 Low Income Housing Tax Credits Training Session	2 Days	No more than 10 people	The start date of this training is contingent upon the start of the 6.3 training session. The 6.4 training will commence after the 6.3 training session concludes.
6.5 Section Eight Management Assessment Program (SEMAP)	1 Day	No more than 10 people	Monday, March 2, 2020 – Tuesday, March 31, 2020
6.6 Housing Choice Voucher Program Regional Annual Meeting	Half Day	100-120 people	May 2020 (exact date to be determined)



ADDENDUM NO. 1
Request for Bids ("RFB") for Section 8 Housing Choice Voucher Training Consultant Services
Issued: August 12, 2019

Amendment Number: 1

Section: Section 5 of the RFB ("Calendar of Events and Milestones")

Summary: The Deadline for RFB Questions has been revised to reflect August 15, 2019, 12PM, Eastern Daylight Time as shown on the Cover Page of the RFB. The Calendar of Events and Milestones section is deleted and replaced with the following section:

5. Calendar of Events and Milestones

It is anticipated that a contract will be awarded in response to this RFB based on the following schedule:

Table with 2 columns: Event, Date. Rows include Issuance of RFB, Deadline for RFB Questions, Deadline for Responses to RFB Questions, Deadline for Submission of RFB Bids, and Anticipated Selection Date.

Amendment Number: 2

Section: Exhibit B ("Cost Proposal Form")

Summary: The Cost Proposal Form is hereby deleted and replaced with the Amended Cost Proposal Form, attached hereto as Exhibit B:

EXHIBIT B

AMENDED COST PROPOSAL FORM
 HTFC Housing Choice Voucher Training Consultant Services RFB

Training Session	Length of Training Session	YEAR 1 Cost Per Each Training	YEAR 2 (Optional) Cost Per Each Training
6.1 Housing Specialist Training Certification	5 Days	\$ _____	\$ _____
6.2 Housing Choice Voucher Project Based Voucher Training Session (exam and certificate optional)	3 Days	\$ _____	\$ _____
6.3 Housing Choice Voucher Specialist Refresher Training Session	3 Days	\$ _____	\$ _____
6.4 Low Income Housing Tax Credits Training Session	2 Days	\$ _____	\$ _____
6.5 Section Eight Management Assessment Program (SEMAP) Training Session	1 Day	\$ _____	\$ _____
6.6 Housing Choice Voucher Program Regional Annual Meeting	Half Day	\$ _____	\$ _____
Not to Exceed Annual Amount for Estimated Travel Costs (outside of the 5 boroughs of New York City)		\$ _____	\$ _____

TOTALS PER YEAR \$ _____ \$ _____