



Andrew M. Cuomo, Governor

Homes and Community Renewal

Ruthanne Visnauskas, Commissioner/CEO

Request for Bids

Consultant Services for Assessment of Fair Housing/ Analysis of Impediments to Fair Housing

Bid Issuance Date:	October 4, 2019
Deadline for Submission of Questions:	October 15, 2019, 12PM EDT
Bid Submission Deadline:	October 25, 2019, 12PM EDT

RFB Number: HTFC-RFB-20191004

HOUSING TRUST FUND CORPORATION
HAMPTON PLAZA
38-40 STATE STREET ▪ ALBANY, NEW YORK 12207
www.hcr.ny.gov

Bid Submission Checklist

CHECKLIST OF REQUIRED ITEMS FOR A COMPLETE BID SUBMISSION

- Application Coversheet
- Cover Letter
- Bid Submission
- Cost Proposal Form as outlined in Exhibit B of this RFB

Administrative Forms

- [Vendor Information Form](#)
- [Lobbying Reform Law Form 1](#)
- [Lobbying Reform Law Form 2](#)
- [Non-Collusive Bidding Certification Form](#)
- [Vendor Responsibility Questionnaire – For Profit Business Entity](#) OR [Non-Profit Entity](#);
- [EEO Staffing Plan, PROC-1](#)
- [Utilization Plan, PROC-2](#)
- [MWBE & EEO Policy Statement, PROC-4](#)
- [Company Demographic Profile, PROC-7](#)
- [EEOC Statement, PROC-8](#)
- [Diversity Practices Questionnaire, PROC-9](#)
- Evidence of Insurance (required upon contract award)
- Conflict of Interest Statement
- Statement regarding Disclosure of Commission Findings
- Bidder's most recent two years of financial statements or federal tax returns

Application Coversheet

Attach this form to the top of your Bid Submission.

DATE OF APPLICATION:

GENERAL INFORMATION ON FIRM:

Legal Name of Firm:

Firm's Mailing Address:

Firm's Website:

Firm's Main Telephone Number (including area code):

Federal Tax ID Number:

SEC Registration Number (if applicable):

MBE Registration Number (if applicable):

WBE Registration Number (if applicable):

MWBE Registration Number (if applicable):

MAIN CONTACT INFORMATION FOR THIS BID SUBMISSION:

Please list the individual that will be the main contact *regarding this Bid Submission*.

Contact Name:

Contact Telephone Number (including area code):

Contact E-mail Address:

Contact Facsimile Number (including area code):

PRINCIPAL IN CHARGE:

Please list the primary staff person(s) who will provide services in connection with this solicitation. Attach additional sheets if necessary.

Contact Name:

Contact Telephone Number (including area code):

Contact E-mail Address:

Contact Facsimile Number (including area code):

ADDITIONAL CONTACTS (if applicable):

Contact Name:

Contact Telephone Number (including area code):

Contact E-mail Address:

Contact Facsimile Number (including area code):

Contact Name:

Contact Telephone Number (including area code):

Contact E-mail Address:

Contact Facsimile Number (including area code):

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HOUSING TRUST FUND CORPORATION

Request for Bids

Consultant Services for Assessment of Fair Housing and Analysis of Impediments to Fair Housing

1. PURPOSE AND OTHER PERTINENT INFORMATION

The purpose of this Request for Bids (“**RFB**”) is to solicit bids and statements of qualifications from firms and individuals (“**Bidders**”) and award a contract to a qualified firm or individual for the provision of consultant services to assist the Housing Trust Fund Corporation (“**HTFC**” or “**Agency**”) in the public engagement component of the reports for the Assessment of Fair Housing and Analysis of Impediments to Fair Housing (“**Consultant Services**”).

IMPORTANT NOTICE: A Restricted Period under the Lobbying Procurement Law is currently in effect for this procurement process and will remain in effect until approval of the Contract(s). Bidders are prohibited from Lobbying Procurement Law Contacts related to this procurement process with any employee of the HTFC, or its Affiliates¹, other than the Designated Contact Officer listed below.

Lobbying Procurement Law Designated Contact Officer:

Stacey C. Mickle
New York State Homes and Community Renewal
Housing Trust Fund Corporation
38-40 State Street
Albany, New York 12207
Email: Stacey.Mickle@nyshcr.org

If you have inquiries regarding this RFB process or would like to contact HTFC regarding matters not relating to Lobbying Procurement Law Contacts, please forward inquiries via electronic email to Nyhomes.proposal@nyshcr.org **AND:**

Lisa G. Pagnozzi at Lisa.Pagnozzi@nyshcr.org or
Nicque Robinson-DelaCruz at Nicque.Robinson-DelaCruz@nyshcr.org
Libria Gibson-Obama at Libria.Gibson-Obama@nyshcr.org

¹ Affiliates shall mean New York State Division of Housing and Community Renewal, New York State Housing Finance Agency, New York State Affordable Housing Corporation, State of New York Mortgage Agency, State of New York Municipal Bond Bank Agency and Tobacco Settlement Financing Corporation.

MWBE GOAL: 30% participation (15% MBE, 15% WBE)
SDVOB GOAL: 6% participation
Anticipated Contract Term: 1 year

All MWBE firms submitting proposals to this RFB must be certified by the State’s Empire State Development (“**ESD**”). For assistance identifying MWBE partners, review the [list of certified MWBEs](#), hyperlinked herein.

All SDVOB firms submitting proposals to this RFB must be certified by the State’s Office of General Services (“**OGS**”). For assistance identifying SDVOB partners, review the [list of certified State SDVOBs](#), hyperlinked herein.

1.1 MWBE AND SDVOB PARTNER/SUBCONTRACTOR INTEREST

State certified MWBEs and SDVOBs may request that their firm’s contact information be included on a list of MWBE and SDVOB firms interested in serving as a partner or subcontractor. The listing will be publicly posted on HCR’s website for reference by the bidding community. A firm requesting inclusion on this list should send contact information and a copy of its State MWBE certification and/or State SDVOB certification to Lisa.Pagnozzi@nyshcr.org. Nothing prohibits an MWBE or a SDVOB firm from proposing as a prime contractor.

1.2 Questions and Clarifications

Questions or requests for clarification regarding this RFB should be submitted via email, citing the RFB page and section to Lisa.Pagnozzi@nyshcr.org on or before the specified Deadline for RFB Questions cited in the Calendar of Events and Milestones section of this RFB.

Questions will not be accepted orally and any question received after the deadline will not be answered. The comprehensive list of questions/requests for clarifications and the HTFC’s responses will be posted to [HCR’s website](#), hyperlinked herein.

In the event that it becomes necessary to clarify or revise this RFB, such clarification or revision will be made by addendum and posted to HTFC’s website at <https://hcr.ny.gov/procurement-opportunities>. Any addendum to this RFB will become part of this RFB and part of any contract awarded as a result of this RFB process.

2. Calendar of Events and Milestones

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

Event	Date
Issuance of RFB	October 4, 2019
Deadline for RFB Questions	October 15, 2019, 12PM, Eastern Daylight Time
Deadline for Responses to RFB Questions	October 18, 2019
Deadline for Submission of RFB Bids	October 25, 2019, 12PM, Eastern Daylight Time
Anticipated Selection Date	November 6, 2019

HTFC reserves the right to modify this schedule at its discretion. Notification of changes in connection with this RFB will be made available to all interested parties via HCR's web page at: <https://hcr.ny.gov/procurement-opportunities>.

3. Overview of the Housing Trust Fund Corporation

The [Housing Trust Fund Corporation](#) was established in 1985, under §45-a of the State's Private Housing Finance Law, as a subsidiary public benefit corporation of the New York State Housing Finance Agency. HTFC's mission is to further community development through the construction, development, revitalization and preservation of low-income housing, the development and preservation of businesses, the creation of job opportunities, and the development of public infrastructures and facilities.

The [Fair and Equitable Housing Office](#) ("FEHO") provides guidance to internal and external stakeholders on best practices and procedures to comply with, and affirmatively further, fair housing in the State. As part of this work, FEHO is spearheading the Assessment of Fair Housing ("AFH") /Analysis of Impediments to Fair Housing ("AI") report (hereinafter referred to as the "Report") to the U.S. Department of Housing and Urban Development ("HUD").

For further information regarding HCR's programs, visit our website at <http://hcr.ny.gov>.

4. Scope of Services (“Scope of Work”)

This section includes the overall responsibilities of the successful Bidder (“**Consultant**”). FEHO will draft the Report and will be using information provided by the Consultant for the Public Engagement component as input to the Report.

4.1 Public Engagement Deliverables

FEHO is committed to fostering a statewide dialogue on the policies, regulations and practices related to fair housing and the barriers experienced by different individuals and communities to housing. The Public Engagement component of the Report is critical to creating a meaningful examination of barriers to housing and opportunity. As such, the Consultant’s deliverables will be the following:

- a) **PUBLIC PARTICIPATION PLAN.** Within one (1) month of the effective date of the contract, the Consultant must finalize a Public Engagement Plan (“**PEP**”) with FEHO staff. A preliminary PEP is available and must be updated. The PEP includes the three (3) elements listed below:(a) Public Meetings, (b) Stakeholder Interviews and (c) a Community Survey (each a “**Public Participation Event**”). A final PEP will include a deadline of deliverables, dates and locations of regional Public Meetings and interviews, media and outreach plans, and updated lists of internal and external stakeholders to be invited. The PEP is flexible and dynamic but must be robust.
- b) **PUBLIC MEETINGS.** The Consultant will organize and facilitate five (5) to seven (7) in-person regional Public Meetings and two (2) WebEx/call-in Public Meetings. The locations of the Regional Public Meetings shall be determined in consultation with FEHO. The Consultant will make a brief presentation on the AFH/AI process and fair housing background and will create time and space for dialogue and listening on fair housing issues concerning participants. The Consultant will facilitate the conversation with prompts and interactive activities approved by FEHO. For each of these Public Meetings, the Consultant will be responsible for the media outreach, invitations/outreach, event management, technology, accessibility, materials/presentations and the recordkeeping/reporting identified in Section 4.2 below. These Public Meetings and relevant reports shall be completed by March 15, 2020.
- c) **STAKEHOLDER INTERVIEWS.** The Consultant will organize and conduct 10 in-person interviews with fair housing stakeholders throughout New York State with the purpose of obtaining individualized feedback on fair housing concerns for varying groups of stakeholders. For each of these interviews, the Consultant will be responsible for the invitations/outreach, event management, technology, accessibility, materials and the recordkeeping/reporting, all as further explained in Section 4.2. below. These interviews and relevant reports shall be completed by March 15, 2020.
- d) **COMMUNITY SURVEY.** The Consultant will update and disseminate a Community Survey on Fair Housing and Housing Discrimination to be completed by a broad range of New York

residents and organizations. In addition to formulating the Community Survey, the Consultant will be responsible for the invitations/outreach, technology, accessibility and recordkeeping/reporting with respect to this deliverable, all as further explained in Section 4.2 below. The Community Survey must be translated into Spanish, Chinese, Russian, Haitian Creole, Bengali and Korean. The Consultant will then compile and summarize the results and generate it into a report that will be reviewed with FEHO. The Survey shall be released within a month and a half from the effective date of the contract, and results/reporting shall be completed by March 15, 2020.

4.2 General Responsibilities

As part of the deliverables listed in Section 4.1 above, the Consultant will be responsible for the provision of the following tasks:

a) Outreach and Invitations.

The Consultant will invite and otherwise engage a broad range of stakeholders involved with, and/or affected by, fair and affordable housing issues in the Public Participation component of the AFH/AI process. These include local residents, fair housing organizations and advocates, developers, public housing authorities, municipal officers and local government agencies, Section 8 program administrators, community advocacy and support organizations, legal services organizations, faith-based organizations and recipients of CDBG and HOME funding. Particular attention should be paid to targeting those populations who are less likely to engage due to barriers and other considerations, including individuals with disabilities, foreign language speakers and other minority populations.

As part of this responsibility, the Consultant will:

- Update regional stakeholder list;
- Create and distribute invitations to each of the invitees including flyers translated into Spanish, Bengali, Chinese, Haitian Creole, Korean, and Russian, or other languages as necessary appropriate for the area, that can be posted and distributed by the invitees either on social media, email or by physical posting;
- Manage all invitations, track RSVPs and conduct appropriate follow-up, which may include individual calls; and
- Coordinate concerns and requests with regard to transportation, translation, accessibility, and technological capabilities.

b) Media Outreach.

For each Public Meeting, the Consultant will secure media outlets to notify the public of upcoming Public Meetings. Particular attention should be paid to targeting those populations

who are less likely to engage due to barriers and other considerations, including individuals with disabilities, foreign language speakers and other minority populations.

For each Public Meeting, Media Outreach includes, but is not limited to:

- Securing a placement notice of upcoming Public Meetings in at least three (3) local newspapers, and at least two (2) local radio stations or news channels to run for at least three (3) weeks before that Public Meeting;
- Placement notices in these media outlets should include information in other languages, as appropriate, and include information about accessibility and translation services;
- Placement notices of upcoming events in social media and local community/municipal calendars;
- Tracking the response rate from each ad and the population of those who responded (the Consultant should ask each attendee how they heard about the Public Meeting/interview); and
- Providing and staffing a telephone hotline and email address for interested parties to get more information about upcoming Public Meeting in their region.

c) Event Management.

The Consultant will coordinate and facilitate each Public Participation Event, including:

- Securing the location of the event with a backup location and time in case of inclement weather;
- Setting up and breaking down the event;
- Ensuring that necessary accessibility and translation services are available;
- Presenting and facilitating the discussion at the event; and
- Tracking attendance and time management to ensure event begins and ends on time.

d) Technology

The Consultant will be responsible for setting up and coordinating all technology to record and facilitate the Public Participation Events. This includes, but may not be limited to:

- Securing access to computers/TV monitors for PowerPoint presentations;
- Establishing and providing call-in numbers for each Public Meeting and interview;
- Setting up WebEx/streaming capabilities for each WebEx Public Meeting;
- Securing microphone access where necessary;

- Video recording and audio recording Public Meetings; and
- Live streaming of all Public Meetings.

e) Accessibility

The Consultant is responsible for ensuring accessibility to each location, particularly for individuals with disabilities. Additionally, there must be access to language translation services, and effective communication methods for individuals with hearing and/or vision impairments, as necessary, at each Public Participation Event.

f) Materials and Presentations

The Consultant will develop materials to present at each Public Participation Event and to make materials available on HCR's website. The materials and presentation must be approved by FEHO, and should include:

- An agenda for each Public Participation Event;
- The purpose of the Public Participation Event and background on fair housing;
- Discussion questions, talking points and visuals that will help participants to express their views on availability of, and impediments to, fair housing; and
- Contacts from the Consultant where participants can ask additional questions or provide additional comments.

g) Recordkeeping/Reports

The Consultant will take all notes from each Public Participation Event to generate a report. These reports will be reviewed with FEHO and used in HCR's Report. The Consultant will also follow up as necessary with participants to further discuss any issues deemed important and include these responses in a report.

Reports should include, but may not be limited to, the following items:

- A summary of the Public Participation Event and all comments made by participants at the event;
- List of all participants to each Public Participation Event and who they represent (the purpose of the organization);
- Demographics of attendees including individuals with disabilities;
- Identification of the geographic area each participant represented;
- Whether comments were made by a variety of attendees or a specific few participants and identification of the demographic they represent; and

- If participation was low, the factors that led to low participation.

4.3 Deliverable Expectations

Upon HTFC’s award of a contract resulting from this RFB process and within 10 business days of execution of the contract (“**Agreement**”) and prior to beginning the work described herein, the Consultant shall submit to FEHO for approval a Deliverable Expectations Document (“**DED**”). The purpose of the DED is to ensure that a common understanding exists between FEHO and the Consultant regarding the scope and content (depth and breadth) as well as deadlines of the deliverables prior to beginning the work.

FEHO will review deliverables submitted by the Consultant, accept or reject those deliverables, and provide written comments and/or notices of deficiencies, if any, to the Consultant, within ten (10) business days of receipt. The Consultant shall correct any deficiencies cited by FEHO and resubmit the deliverable for approval within three (3) business days of receipt of FEHO’s notice of deficiencies, unless an extension is requested, in writing, by the Consultant and approved, in writing, by FEHO.

The Consultant shall respond to all FEHO comments and incorporate such response into its resubmission of the deliverable. Full response by the Consultant to FEHO’s comments within three (3) business days will constitute fulfillment of that deliverable, unless FEHO provides, within three (3) business days of receipt of the resubmitted deliverable, notice of a continuing deficiency. If notice of a continuing deficiency is given, FEHO will provide to the Consultant a detailed description of the remaining deficiency(ies). If the Consultant fails to meet all criteria within the timeframes mentioned above, FEHO reserves the right to withhold payment until FEHO is satisfied that all the deliverables have been completed.

As used in this section, the term “continuing deficiency” shall be limited to:

- Inadequate resolution, in the reasonable judgment of FEHO, of the items raised during the previous review by FEHO;
- Issues that were tied to, or created by, the method of resolving previous FEHO comments;
- Items that could not be thoroughly tested or reviewed by FEHO because of an inadequate, incorrect, or incomplete deliverable previously submitted, which was identified as inadequate, incorrect, or incomplete by FEHO’s previous written comments; and/or
- Omissions of parts of a deliverable.

Such reviews and resubmissions shall not be construed as a waiver of: (i) any deliverable or obligation to be performed; (ii) scheduled deliverable date; (iii) rights or remedies provided by law; nor (iv) FEHO comment on any deliverable, nor relieve the Consultant from any obligation or requirement of the Agreement. In the event FEHO fails to review and accept or reject a deliverable within 10 business days of receipt, the Consultant shall notify FEHO of the late response and proceed with performance as if acceptance had been received from FEHO. If, in such

circumstances, FEHO subsequently requires material changes to the deliverable, the parties shall fairly consider and mutually agree to the effect of the untimely rejection or acceptance on the delivery or implementation schedules.

In no event shall the Consultant be entitled to any price increase due to the need to correct deficient deliverables unless such correction results from a change in the deliverable indicated in the Agreement. The Consultant should deliver drafts of deliverables and/or applicable presentations to FEHO thirteen (13) days before it is due in the DED to facilitate FEHO's review process. Nothing set forth herein with regard to the formal review process for deliverables shall preclude verbal comments by FEHO to the Consultant or its representatives during that process, and those verbal comments may be provided in addition to the formal process set forth herein. The Consultant will make a written request for final and formal acceptance of contract deliverables.

5. Contents of RFB Submissions

Interested Bidders should submit a bid which includes the following information:

- A. Application Cover Sheet (as outlined on Page 3 through 5 of this RFB);
- B. Cover Letter which includes the Bidder's name, address, telephone number, fax number, email address and web site address, if applicable; the name(s) of the key staff who will provide services to HTFC; a statement by the Bidder indicating its willingness to engage in MWBE and SDVOB subcontracting with MWBE and SDVOB firms selected by the Bidder; and a written certification that the information contained in the RFB response is true and accurate and the person signing the cover letter is authorized to submit the RFB response on behalf of the Bidder;
- C. Bid Submission which includes:
 - i. Bidder's statement of qualifications and experience relating to the Scope of Services and Deliverables defined herein;
 - ii. Bidder's engagements or contracts of similar size and scope compared to the Scope and Deliverables cited in Section 4 of this RFB and include two (2) reference from clients of recent engagements with contact information;
 - iii. Preferred qualifications, experience and skills, if any;
 - iv. A detailed Workplan for the proposed engagement which targets how the deliverables under the proposed engagement will be met;
 - v. Resume(s) of key personnel providing Consultant Services under the engagement;
 - vi. A completed Cost Proposal Form as shown in Exhibit B, signed and dated by an authorized signatory of the Bidder. **The Budget for this engagement may not exceed \$35,000 for this competitive bid process.** However, complete bids priced over the budget amount will still be considered, as partial awards for individual components of the cost proposal are possible.

D. Administrative Forms listed in the Bid Submission Checklist, page 2 of this RFB, must be included in the Bid Submission;

E. Conflict of Interest Statement which discloses:

1. Any existing or contemplated relationship with any other person or entity, including relationships with any parent, subsidiary or affiliated entity, which would constitute an actual or potential conflict of interest or appearance of impropriety, relating to other clients/customers of the Bidder or former officers and employees of HTFC and its HCR Affiliates, in connection with your rendering the services enumerated in this RFB;
2. If a conflict does or might exist, please describe how your firm would eliminate or prevent it; and
3. Indicate what procedures will be followed to detect, notify HTFC of, and resolve any such conflicts.

F. Disclosure of Commission Findings:

The Bidder must disclose whether its entity, or any of its members discussed in the above paragraph, has been the subject of any investigation or disciplinary action by the New York State Joint Commission on Public Ethics or its predecessor State entities (collectively, the “**Commission**”), and if so, a brief description must be included indicating how any matter before the Commission was resolved or whether it remains unresolved.

6. Insurance Requirements

The Consultant and its subcontractors, if any, are required to provide and maintain, at its sole cost and expense, the insurance requirements at the minimum limits specified herein during the term of the contract and for two (2) years after completion of work. All required insurance policies shall be maintained with insurance companies licensed within the State of New York and holding an AM Best rating of no less than A- VIII. Said policies shall contain a provision that coverage will not be canceled, non-renewed or materially changed, until at least thirty (30) days’ prior written notice has been provided to HTFC and any and all other parties-in-interest as HTFC may designate in writing from time to time (collectively, the “**Additional Insureds**”), all as their interests may appear, shall be named as additional insureds. Consultant(s) (and its sub-consultants, if any) agrees to have included in each of the above policies for Consultant’s Parties, a waiver of the insurer’s right of subrogation against the Additional Insureds.

The Consultant (and its subcontractors, if any) shall furnish to HTFC evidence of the following insurance requirements prior to execution of awarded Agreement:

A. Worker's Compensation Insurance and Disability Benefits Coverage providing statutory benefits for the Consultant and the Consultant's Parties' (defined as the Consultant and those working on its behalf being, i.e., subcontractors and vendors) employees and Employer's Liability coverage in an amount that is no less than Five Hundred Thousand Dollars (\$500,000).

(i) Worker's Compensation Coverage is acceptable on one of the forms below:

- **Form C-105.2** – Certificate of Workers' Compensation Insurance issued by private insurance carriers; **OR**
- **Form U-26.3** issued by the State Insurance Fund; **OR**
- **Form SI-124** – Certificate of Workers' Compensation Self-Insurance; **OR**
- **Form GSI-105.2** - Certificate of Participation in Workers' Compensation Group Self-Insurance; **OR**
- **CE-2006** – Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage.

(ii) Disability Benefits Coverage is acceptable on one of the forms below:

- **Form DB-120.1** - Certificate of Disability Benefits Insurance; **OR**
- **Form DB-155** - Certificate of Disability Benefits Self-Insurance; **OR**
- **CE-200** – Certificate of Attestation of Exemption from New York State Workers' Compensation and/or Disability Benefits Coverage.

B. Automobile Liability Insurance including owned, non-owned and hired vehicle liability insurance, for combined limits of liability of One Million Dollars (\$1,000,000) per occurrence.

Certificates of Insurance, presented on Acord form 25, accompanied with additional insured endorsement CG2010 (1001) and CG2037 (0704), if determined it is necessary, or, if acceptable to the HTFC, their equivalent, shall be delivered to HTFC, prior to beginning the work, evidencing the coverage required hereunder and showing all such coverages as noted above being in force. All insurance policies provided by the Consultant's Parties shall be maintained under terms and conditions reasonably satisfactory to HTFC, and Consultant's Parties shall provide such other insurance coverage as HTFC may reasonably request from time to time. HTFC will not accept any exculpatory language such as "endeavor to" and "but failure to do shall impose no obligation or liability of any kind upon the insurer, its agents or representatives" on the Certificate of Insurance, i.e., the certificates shall meet the insurance requirements above.

7. Evaluation Process and Selection Process

Bid Submissions will undergo an evaluation process conducted by an HTFC Review Committee (“**Committee**”). The Committee will evaluate the Bid Submissions based upon the following criteria, not necessarily listed in the order of importance:

- Experience facilitating community participation – particularly discussing issues members face within a community;
- Knowledge of fair housing, discrimination and affordable housing issues within New York State;
- Experience working with community stakeholders throughout New York State;
- Experience organizing and facilitating workshops on both large and small scales;
- Capability to ensure accessibility to all participants, particularly those with disabilities and individuals who speak various languages;
- Technological capabilities, including creating engaging presentation decks and streaming/WebEx presentation platforms;
- Cost reasonableness;
- Presence of an office in the State of New York;
- Diversity and commitment to equal employment opportunity and MWBE and SDVOB participation/programs;
- Avoidance of any potential conflict of interest or appearance of impropriety and policies designed to ensure the avoidance of such conflicts in the future;
- Overall completeness of all information provided in the bid response; and
- Interviews to clarify or expand on the RB response (to be conducted at the discretion of HTFC).

The selected Bidder(s) will be notified via U.S. mail or electronic mail (e-mail). Bidder(s) who are not selected will be notified of HTFC’s determination via U.S. mail or e-mail.

8. The Awarded Contract

The term of the contract will be for a one (1) year period, with a one (1) year renewal option to be exercised at the discretion of HTFC. In addition, the HTFC, at its discretion, may exercise its option to revise any provision of the contract, including the scope of services, compensation, term, etc., on an as needed basis, with the mutual written consent of the contracting parties.

HTFC reserves the right to negotiate with the selected Bidder to provide additional events and deliverables during the contract period as necessary. Any Bidder awarded a contract will be required to execute a Consultant Services Agreement with HTFC that incorporates HTFC's [Standard Clauses for Contracts](#) and HTFC's [MWBE Participation Requirements and Procedures for Contracts](#), hyperlinked herein as Appendices I and II.

9. RFB Submission Requirements

Interested Bidders must submit bids to HTFC by e-mail to Nyhomes.Proposal@nyshcr.org, in PDF file format. The "Subject" line of the e-mail should state, "2019 Bid Response for AFH-AI Report."

Bids must be received by HTFC no later than the date for Deadline of Submission of RFB Bids indicated in the Calendar of Events and Milestones section of this RFB. Bidders are responsible for ensuring actual receipt of the bid response by HTFC by the time designated above.

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COST PROPOSAL FORM

Request for Bids

Consultant Services for Assessment of Fair Housing and Analysis to Impediments to Fair Housing

ITEM	BID AMOUNT (\$)	NOTES
Public Engagement Plan		
Plan		
Public Meetings		
In-Person Public Meetings 1-3		
In-Person Public Meeting 4-5		
In-Person Public Meeting 6-7		
Webex Public Meetings (2)		
Stakeholder Interviews		
Interview #1-5		
Interview #6-10		
Community Survey Management		
Community Survey Management		
TOTAL*		

Firm Name: _____

Authorized Signatory: _____

Print Name and Title: _____

Date: _____