

**Housing Trust Fund Corporation**  
**Request for Proposals – Special Purpose Local Administrators**  
**QUESTIONS AND ANSWERS: Round 4 dated May 26, 2020**

|   | <b>QUESTION</b>   | <b>AGENCY RESPONSE</b>   |
|---|---|--|
| 1 | <p>In regard to the waiting lists in NYC, will the list be cleaned?</p> <p>Will it be opened up to the general public?</p> <p>Will the new waiting list be online or paper?</p> <p>Is there an existing online application process? If so, what percentage of new applicants apply online versus via mail or drop off?"</p> | <p>The agency anticipates that the current NYC waiting list will be exhausted (no names left on the waiting list) by the end of 2020.</p> <p>The vendor's duties include, but are not limited to, accepting applications through an online portal, initial application screening for eligibility, implementing preferences, conducting a lottery, and providing a "clean" waiting list of applicants to the agency.</p> <p>Yes, the waiting list will be open to the general public.</p> <p>The new waiting list will be both online and on paper.</p> <p>No, there is no existing online application process.</p> |
| 2 | <p>In regard to HQS inspections, we understand that the majority will likely be in NYC but do you know what parts of the City are likely to have the inspections?</p> <p>What percentage do you think will be in the 5 boroughs?</p>  | <p>The inspections will be in all five boroughs.</p> <p>The Agency is unable to provide a percentage for the five boroughs.</p>  |
| 3 | <p>Can we negotiate the cost of transportation reimbursement?</p> <p>If the projects are outside of the 5 boroughs, will there be full reimbursement for travel expenses?</p> <p>If the team is moving from site to site inside the 5 boroughs, is there a transportation reimbursement?</p>                                | <p>Yes, in accordance with HTFC's travel policy.</p> <p>Transportation reimbursements are negotiable if inspections are needed outside of NYC.</p> <p>There will be no reimbursement for travel within the five boroughs.</p>  |

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| 4  | Should we fill out the forms for tabs 4 and 5 from the perspective of the Primary Contractor only or the Primary Contractors and the Subcontractors? | If the subcontractor has been selected, provide information for the subcontractors. If the subcontractor has not been selected, then information will need to be provided prior to any HTFC assignment. |
| 5  | How many HQS inspections do you expect to need help with on an annual basis?   | TBD   |
| 6  | Upon contract award do the subcontractors need to carry the insurance listed in the RFP or only the Primary Contractor?                              | Yes, the subcontractors also need to carry the insurance listed in the RFP.   |
| 7  | Should we submit the last two years of tax returns for the Subcontractors or just the Primary Contractor?  | No. Only primary contractors should submit tax returns. Additional documents may be requested on a case by case basis when there is a new assignment.   |
| 8  | Are all of the scope items for tenant based vouchers (Housing Choice Vouchers) only or also for project based vouchers?                              | Both.   |
| 9  | Is the “Proposal Coversheet” the same as the “Application Coversheet” on page 28 of the RFP?   | Yes. Please see Addendum No. 4. dated May 26, 2020.   |
| 10 | Insurance requirements Section 9. We have several other State/Federal contracts and the amounts listed here seem a little high. Clarification?       | The insurance requirements have been revised. Please refer to Addendum No.4 dated May 26, 2020 for revisions to insurance requirements.   |

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**Housing Trust Fund Corporation  
Request for Proposals – Special Purpose Local Administrators  
QUESTIONS AND ANSWERS: Round 3 dated May 18, 2020**

|   | <b>QUESTION</b>  | <b>AGENCY RESPONSE</b>  |
|---|--|---|
| 1 | <p>For Possible Task #7 it states: “Utilize mobile technology to accept applications online as well as in person.”</p> <p>1 - Is the intent here for the vendor to use technologies that will be provided by HTFC OR for the vendor to develop and implement web based and/or mobile technologies for waitlist applications?<br/>2 - If the latter is true, will HTFC consider adding additional labor categories and roles such as: System Analyst, Software Developer and User Interface (UI)/User Experience (UX) Engineer?</p> | <p>1- In the future, HTFC anticipates it may need to contract with firms with technology capacity, and such technology capacity may include work with web based and/or mobile technology.</p> <p>2- HTFC will negotiate fees for such technology and other relevant labor categories separately from the particular work order.</p> |

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**Housing Trust Fund Corporation**  
**Request for Proposals – Special Purpose Local Administrators**  
**QUESTIONS AND ANSWERS: Round 2 dated May 15, 2020**

|   | <b>QUESTION</b>  | <b>AGENCY RESPONSE</b>   |
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| 1 | Is it acceptable for a Proposer to provide two years of audited financial statements instead of two years of the most recent tax returns? The financial statements should provide a clear picture of a Proposer's financial capacity.  | Yes.   |
| 2 | "The draft MSA has a section on Service Levels.<br>A) Will there be any Service Levels for this project?<br>B) If yes, would you please provide them so Proposers can incorporate the risk into their pricing?"  | Not applicable. There is no MSA included in this RFP.  |
| 3 | "The draft MSA has a section on Benchmarking, wherein the contractor shares equally in the costs and expenses of a third party conducting a benchmark on the contractor's cost and performance.<br><br>Will this requirement be included in the MSA for this project? If this will be a requirement, what is the estimated cost of Benchmarking?"  | Not applicable. There is no MSA included in this RFP.  |
| 4 | "The draft MSA requires the contractor to participate in a Steering Committee - providing at least two individuals and meeting once a week at the beginning of the project.<br>Will this be required for this project?"  | Not applicable. There is no MSA included in this RFP.  |
| 5 | "The instructions state: ""In addition, the information for costs in Attachment 5, must be submitted in a separate document with company letterhead, signed and dated by an authorized signatory of the Proposer, in a similar format as the one used in Attachment 5.""<br>1) Should this letter be submitted as part of Tab Three: Cost Proposal?<br>2) Should this letter be submitted in a separate email from the proposal submission as described under Section 12. Proposal Submission Requirements?" | Yes, this letter must be submitted as part of Tab Three: Cost Proposal. As indicated in Section 12 of the RFP, "the proposal must be bookmarked and divided into five parts: (i) Tab One: Cover Letter; (ii) Tab Two: Technical Proposal, including Attachment 5 Spreadsheet; (iii) Tab Three: Cost Proposal; (iv) Tab Four: Administrative Proposal; and (v) Tab Five: EEO, Diversity and SDVOB Proposal. Proposals must be sent in two emails and labeled as follows: (a) one email to include Tabs One and Two and the subject line of the email must be labeled: "2020 Section 8 SP-LAs Tabs 1 and 2"; and (b) the other email must include Tabs Three, Four and Five and the subject line of the email must be labeled "2020 Section 8 SP-LAs Tabs 3, 4 and 5". |
| 6 | "In the second paragraph it states if the file is too large it may be submitted in multiple emails. In the third paragraph it states that the proposal must be sent in 2 emails. Please clarify.   | Yes, the example cited is correct. Yes, in this example, the submission would involve more than two emails.  |

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|    | <p>For example, if one of the files is too large may it be submitted in a separate email as long as the file has the proper part label and the email is identified as "1 of X", etc.? In this case, the submission may involve more than two emails."</p>  |   |
| 7  | <p>"On the Checklist it states: "Tab 1 - Proposal Coversheet and Cover Sheet"<br/> 1) Should it say "Tab 1 - Proposal Coversheet and Cover Letter."<br/> 2) Is the "Proposal Coversheet" the same as the "Application Coversheet" on page 28 of the RFP?"</p>  | <p>Yes, the checklist should state, "Tab 1 - Proposal Coversheet and Cover Letter."</p>   |
| 8  | <p>"Section 2, Purpose, second paragraph states "Successful proposers... will be considered for assignments only as services are needed and funding becomes available."<br/> a. How will successful proposers become aware of assignments?<br/> b. How will successful proposers be selected to fulfill the assignment(s)? Will it be based on Price? Location? Qualifications? Response?<br/> c. Will all successful proposers for a given functional area be given the opportunity to compete by submitting a proposal for the assignment? "</p> | <p>Assignments will be made on a case by case basis, at HTFC's discretion. Criteria for selection of assignments may include, but is not limited to, solicitation of quotes, geographic area, rotation of firms, capacity, etc.</p> |
| 9  | <p>"Page 2, Section 2, Purpose, second paragraph states, "Proposers should be prepared to perform most work remotely, utilizing electronic data and file systems."<br/><br/> Will proposers with multi-state offices, including NY, be allowed to process assigned remote work in out-of-state remote locations as well?"</p>  | <p>Yes.</p>   |
| 10 | <p>"Section 9 states that each tab must be electronically bookmarked. Section 12 states the proposal must be bookmarked and divided according to the parts described in Section 9 of the RFP.<br/> 1) May the Proposer provide each Tab as a separate, self-contained document, assuming the document is not too large?<br/> 2) Please confirm that there are a total of five bookmarks, one for each tab."</p>  | <p>Yes, the Proposer MUST provide each Tab as a separate, self-contained document, assuming the document is not too large.</p>  |
| 11 | <p>"This article in the MSA states in part that: "All work performed hereunder, including but not limited to, the Services, business methods or processes, programs, systems, computer programs,...are, shall be and shall remain the property of the Agency and may not be used by Provider except for the benefit of the Agency.<br/> Is HTFC willing to negotiate this clause? According to the language in this clause, it is possible that a Provider would not be able to perform work for any other customer because any</p>                | <p>Not applicable. There is no MSA included in this RFP.</p>  |

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|    | proprietary information, computer programs, etc. that they use on this program becomes Agency property can no longer be used by the Provider for any other customer. "   |   |
| 12 | Is HTFC willing to make any changes to the Limitations of Liability language in the MSA? Having a Limitations of Liability clause is good, but paragraph 18.3 seems to exclude everything from being covered by the Limitations. Specifically, the limitations do not apply to the Indemnification clause in its entirety. As an example of a requested change, would HTFC allow the limitations to apply to 17.2.1 (j)? | Not applicable. There is no MSA included in this RFP.   |
| 13 | "Purpose of this RFP is to establish a pre-qualified panel of vendors...<br>1) Is there a minimum number of vendors that HTFC will select for each functional area?<br>2) Is there a maximum number of vendors that HTFC will select for each functional area?"  | There are no set minimum or maximum number of vendors for each functional area.   |
| 14 | How will HTFC determine which vendors are to be interviewed?   | Interviews will be scheduled at HTFC's discretion. The purpose of the interview is to further document the Proposer's ability to provide the required services and to impart to the HTFC Committee an understanding of how specific services will be furnished. The interview will be evaluated based on whether it substantiates the characteristics and attributes claimed by the Proposer in its written response to this RFP and any other clarification information requested by the Committee prior to the interview. |
| 15 | "Under Possible Task #2, the vendor is to "... develop and implement technology solutions to supplement and enhance the ability to analyze data and improve efficiency."<br>For this task will HTFC consider adding additional labor categories and roles such as: System Analyst, Software Developer and User Interface (UI)/User Experience (UX) Engineer?"  | HTFC reserves the right to negotiate costs on a case by case basis.   |
| 16 | "Per Section 14, the engagement term will be up to a five-year period. Contract extensions may be available for up to an additional five years (10 years total).<br>May a bidder add columns in Attachment 5, Cost Proposal, to provide rates for the base year and each of the possible out years?"   | Cost proposal should be limited to a five-year contract. If HTFC extends the contract after 5 years, HTFC will request cost proposals for years 6 thru 10.  |
| 17 | Are indirect/administrative costs an eligible expense that can be factored into an applicant's cost proposal?  | No, the hourly rates and per unit costs are all inclusive.  |
| 18 | How much notice can an applicant reasonably expect to receive when services are needed before beginning work under this RFP?   | In general, HTFC anticipates to be able to provide 30 days' notice; however, shorter time frames may be given due to critical circumstances.  |

**Housing Trust Fund Corporation**  
**Request for Proposals – Special Purpose Local Administrators**  
**QUESTIONS AND ANSWERS: Round 1 dated April 30, 2020**

|   | <b>QUESTION</b>   | <b>AGENCY RESPONSE</b>   |
|---|---|--|
| 1 | Will there be any documents uploaded for the above-titled RFP before the WebeX conference on 4/30?        | The pre-bid conference scheduled for April 30, 2020 at 2:00pm was cancelled and is anticipated to be rescheduled the week of May 4, 2020. Please visit the website frequently for further information. |
| 2 | Am I clear in understanding that the Prime Contractor is bidding to be the lead for all Functional Areas? | The proposer will serve as the prime contractor for any of the functional areas for which they are proposing to serve.   |