



ANDREW M. CUOMO
Governor

Homes and Community Renewal

RUTHANNE VISNAUSKAS
Commissioner/CEO

ADDENDUM No. 4

Request for Proposals (“RFP”) for Special Purpose Local Administrators for Section 8 Housing Choice Voucher Program

Issued: May 26, 2020

1. **Attachment 4, Proposal Checklist:** In the Proposal Checklist of the RFP on page 27, Tab 1 is revised as follows:

Tab 1 – ~~Proposal Application~~ Coversheet and Cover Letter

2. **Subsection, 9.4.1 titled Insurance Requirements:** Revise the amounts in subsections a. titled “Commercial General Liability Insurance,” d. titled “Errors and Omissions Liability – Errors and Omissions (or Professional Liability),” e. titled “Fidelity Bond – Commercial Blanket Fidelity Bond Insurance,” and f. titled “Umbrella/Excess Liability,” respectively, as follows:

- a. Commercial General Liability Insurance, including Contractual Liability of liability of no less than One Million Dollars U.S. Dollars (\$1,000,000) per occurrence, Two Million Dollars U.S. Dollars (\$2,000,000) aggregate (Products and Completed Operations) and Four Million U.S. Dollars (\$4,000,000) General Aggregate. The limits of liability may be provided in a combination of a Commercial General Liability policy and an Umbrella Liability policy, which is written on a no less than follow form basis. The policy should be written on form CG 00 01 07 98, or its equivalent, and shall not include any exclusions or limitations other than those incorporated in the standard form. Such insurance is to be primary and non-contributory, notwithstanding any insurance maintained by the Primary Contractor. **In the event that the policy is a blanket policy covering numerous entities, either an aggregate per project endorsement or a general aggregate limit of \$4,000,000 is required.**
- d. Errors and Omissions Liability – Errors and Omissions (or Professional Liability), which shall include Errors and Omissions (or Professional Liability) insurance with limits of **Ten One Million U.S. Dollars (~~\$10,000,000~~) (\$1,000,000) per occurrence and Two Million U.S. Dollars (\$2,000,000) in the aggregate.**
- e. Fidelity Bond – Commercial Blanket Fidelity Bond Insurance, which shall include a customer protection endorsement, with limits of **Seven One Million U.S. Dollars**

~~(\$7,000,000)~~(\$1,000,000). Said bond shall cover, without limitation, computer crime. HTFC shall be named as an additional insured and a loss payee as its interest may appear.

- f. Umbrella/Excess Liability, with minimum limits of ~~Ten~~ **Five** Million U.S. Dollars ~~(\$10,000,000)~~ **(\$5,000,000)** each occurrence and aggregate.



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ADDENDUM No. 3

Request for Proposals (“RFP”) for Special Purpose Local Administrators for Section 8 Housing Choice Voucher Program

Issued: May 14, 2020

1. **Proposal Checklist:** In the Proposal Checklist of the RFP on page 27, Tab 1 was revised as follows:

Tab 1 – Proposal Coversheet and ~~Cover Sheet~~ **Cover Letter**

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ADDENDUM No. 2

Request for Proposals (“RFP”) for Special Purpose Local Administrators for Section 8 Housing Choice Voucher Program

Issued: May 01, 2020

1. **Important Notice:** In the first section of the RFP titled “Important Notice,” page 1, the third paragraph was revised as follows:

“If you have inquiries regarding this request for proposals or would like to contact HTFC regarding matters not relating to Lobbying Procurement Law Contacts, please contact Lisa G. Pagnozzi and Philip Chu, via email, at Lisa.Pagnozzi@nyshcr.org AND Philip.Chu@hcr.ny.gov, respectively, citing the RFP page and section, no later than the date identified in the *Calendar of Events and Milestones* section of this RFP. The subject line of the email should indicate “2020 Section 8 HCV SP-LA Services.”

2. **Section 10:** The first sentence in the first paragraph of Section 10 titled “Questions and Answers,” page 16 of the RFP, has been revised to require questions to be sent to both Lisa.Pagnozzi@nyshcr.org AND Philip.Chu@hcr.ny.gov as follows:

“Any questions or requests for clarification regarding this RFP must be submitted via email to Lisa.Pagnozzi@nyshcr.org AND Philip.Chu@hcr.ny.gov, citing the RFP page and section, no later than the date identified in the *Calendar of Events and Milestones* section of this RFP. The subject line of the email should indicate “2020 Section 8 HCV SP-LA Services.”

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3. **Section 5:** Section 5 titled “Calendar of Event and Milestones,” page 5 of the RFP, in connection with the date of the Pre-bid Conference, has been revised as indicated in the below table.

Table 2, Calendar of Events and Milestones

Event	Date
Issuance of RFP	April 22, 2020
Pre-bid Conference via WebEx#	April 29, 2020 at 2:00pm, Eastern Daylight Time (EDT), via WebEx++ May 7, 2020 at 2:00pm, Eastern Daylight Time (EDT), via WebEx++
Deadline for RFP Questions	May 20, 2020, 3pm, EDT
Deadline for RFP Responses	May 27, 2020
Deadline for Submission of Proposals	June 3, 2020
Interview(s) (if necessary)	Weeks of May 25, 2020 and June 1, 2020

4. **Table of Contents:** “Attachment 2 – HTFC Requirements” under item 17 titled “Attachments” of the RFP is amended as follows:

17. Attachments.....	18
Attachment 1 – Intent to Bid	
Attachment 2 – HTFC RFP Requirements [Reserved]	
Attachment 3 – Scope of Services	
Attachment 4 – Proposal Checklist	
Attachment 5 – Proposal Supplemental Worksheet	
Schedule 1 – Application Cover Sheet	
Appendix I -- HTFC’s Standard Clauses for Contracts , hyperlinked herein	

5. **Attachment 2:** Attachment 2 on page 21 of the RFP is amended as follows:

Attachment 2

[RESERVED]

~~HTFC Section 8 Housing Choice Voucher RFP Requirements~~

~~Attachment 2, the HTFC Section 8 Housing Choice Voucher RFP Requirements, may be downloaded from the Agency's website:~~

~~<https://her.ny.gov/procurement-and-contract-information>~~

~~Proposers are to complete the Attachment. The answers in the Attachment are to match your proposal.~~

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ADDENDUM NO. 1

Request for Proposals (“RFP”) for Special Purpose Local Administrators for Section 8 Housing Choice Voucher Program

Issued: April 24, 2020

Section: RFP Cover page

Revise “Proposal Submission Deadline: June 3, 2020, 12pm, ~~EST~~” to
“Proposal Submission Deadline: June 3, 2020, 12pm, ~~EST~~”.

Section: Section 5 titled “Calendar of Event and Milestones,” page 5 of the RFP as indicated in the below table.

Table 2, Calendar of Events and Milestones

Event	Date
Issuance of RFP	April 22, 2020
Pre-bid Conference via WebEx#	April 29, 2020 at 2:00pm, Eastern Standard Time (EST) Eastern Daylight Time (EDT), via WebEx++
Deadline for RFP Questions	May 20, 2020, 3pm, EST EDT
Deadline for RFP Responses	May 27, 2020
Deadline for Submission of Proposals	June 3, 2020 June 3, 2020, 12:00pm, EDT
Interview(s) (if necessary)	Weeks of May 25, 2020 and June 1, 2020