



# Homes and Community Renewal

ANDREW M. CUOMO  
Governor

RUTHANNE VISNAUSKAS  
Commissioner/CEO

## ***ADDENDUM #3 dated January 28, 2021***

### ***Request for Proposals (“RFP”) for Federal COVID Rental Assistance Administration in New York State Issued: January 13, 2021***

#### **Amendment 1**

The deadline for the submission of proposals has been extended to February 5, 2021 at 12:00 p.m. Below is a revised implementation timeline.

<b>Deliverable</b>	<b># of weeks after selection of vendor to complete (tasks to be performed concurrently where possible)</b>
Selection of Vendor	February 7, 2021
Execution of Contract	1 week
Provide staffing and operations plans and other deliverables for Program Management and Staffing	2 weeks
Provide deliverables for Functional and Non Functional Requirements for Technology Solution	3 weeks
Fully staff and train the Customer Service Team to the initial required staffing level	4 weeks
Deliver Applicant and Landlord Portal	4 weeks
<b>Open Application Window (HTFC)</b>	4 weeks
Fully staff and train the Case Management Team to the initial required staffing level	6 weeks
Begin reviewing applications	6 weeks
Issue first Housing Assistance Payment	7 weeks
Issue required tax documents to landlords	2022 – TBD



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#### **Amendment 2**

The U.S. Treasury has issued additional guidance in the form of a Frequently Asked Questions (“FAQ”) document. See the link below. It is anticipated that additional guidance may be forthcoming. Where this guidance or any future rules issued by the Treasury conflict with any terms listed in this RFP and SOW, the Treasury guidance shall prevail. [https://home.treasury.gov/system/files/136/ERA-Frequently-Asked-Questions\\_Pub-1-19-21.pdf](https://home.treasury.gov/system/files/136/ERA-Frequently-Asked-Questions_Pub-1-19-21.pdf)

#### **Amendment 3**

Per the Executive Budget proposed by Governor Andrew M. Cuomo, it has been determined that the Office of Temporary and Disability Assistance (“OTDA”) will administer the rental assistance program described in this RFP. Therefore, HTFC is assigning this RFP to OTDA. All responsibilities and obligations of the Vendor to HTFC, as described in the RFP/SOW and in bidder proposals, are now assigned to OTDA. RFP references to “HTFC” shall now be read as “OTDA,” where applicable.

Proposers are instructed to disregard the contact information listed on Page 1 of the RFP and in Section 12. Going forward, OTDA will post notices and amendments pertaining to the RFP on their web site at: <https://otda.ny.gov/contracts/procurement-bid.asp>.

Bids should now be submitted to [procurements@otda.ny.gov](mailto:procurements@otda.ny.gov)

Inquiries regarding this RFP shall now be submitted to OTDA's designated contacts:

Jason Wilkie: Director, Bureau of Contract Management: [Jason.Wilkie2@otda.ny.gov](mailto:Jason.Wilkie2@otda.ny.gov)

Cynthia McGrath: Acting Assistant Director, Bureau of Contract Management:  
[Cynthia.mcGrath@otda.ny.gov](mailto:Cynthia.mcGrath@otda.ny.gov)

**DO NOT SUBMIT PROPOSALS OR INQUIRIES TO HTFC. OTDA will select the vendor(s) and negotiate and execute any contract resulting from the RFP. As per the terms of the RFP, OTDA reserves the right to make a partial award, or to cancel part or all of this RFP solicitation at any time. OTDA may elect to acquire the services in the RFP as an emergency procurement under Executive Order No. 202 in order to address stakeholders' urgent needs for assistance.**



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## ***ADDENDUM #2 dated January 25, 2021***

### ***Request for Proposals (“RFP”) for Federal COVID Rental Assistance Administration in New York State Issued: January 13, 2021***

Section 5 of the RFP (“RFP Timeline”) is hereby amended as follows:

The anticipated date for RFP responses has been extended to January 28, 2021.

The deadline for submission of proposals has been extended to February 05, 2021 by 12 p.m. EST

The anticipated selection date has changed to ‘To be determined.’

## **5. RFP Timeline**

<b>Event</b>	<b>Date</b>
Issuance of RFP	January 13, 2021
Pre-bid Conference via WebEx#	January 15, 2021 at 2:00pm, Eastern Standard Time (EST), see WebEx Information below
Deadline for RFP Questions	January 20, 2021
Anticipated Date for RFP Responses	<del>January 25, 2021</del> January 28, 2021
Deadline for Submission of Proposals	<del>February 1, 2021 by 12 p.m. EST</del> February 5, 2021 by 12 p.m. EST
Interview(s) (if necessary)	To be determined
Anticipated Selection Date*	<del>February 8, 2021</del> To be determined



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## ***ADDENDUM #1 dated January 21, 2021***

### ***Request for Proposals (“RFP”) for Federal COVID Rental Assistance Administration in New York State Issued: January 13, 2021***

Section 5 of the RFP (“RFP Timeline”) is hereby amended as follows:

The anticipated date for RFP responses has been extended to January 25, 2021.

The deadline for submission of proposals has been extended to February 01, 2021 by 12 p.m. EST

## **5. RFP Timeline**

<b>Event</b>	<b>Date</b>
Issuance of RFP	January 13, 2021
Pre-bid Conference via WebEx#	January 15, 2021 at 2:00pm, Eastern Standard Time (EST), see WebEx Information below
Deadline for RFP Questions	January 20, 2021
Anticipated Date for RFP Responses	<del>January 21, 2021</del> January 25, 2021
Deadline for Submission of Proposals	<del>January 27, 2021 by 12 p.m. EST</del> February 1, 2021 by 12 p.m. EST
Interview(s) (if necessary)	To be determined
Anticipated Selection Date*	<del>February 1, 2021</del> February 8, 2021