



ANDREW M. CUOMO  
Governor

# Homes and Community Renewal

RUTHANNE VISNAUSKAS  
Commissioner/CEO

## **ADDENDUM TO** **Request for Proposals (RFP) for** **Senior and Co-Managing Underwriter Services** **Issued on May 3, 2021**

### **Addendum Updated May 13, 2021**

All MWBE and SDVOB subcontracting and partnership requirements are hereby removed from this RFP. The Agencies will use every effort to meet their MWBE and SDVOB participation goals through syndicate selection combined with firm performance. (May 13, 2021)

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#### **Amendment 1 (May 6, 2021)**

All references in the RFP to TAB 5 are revised to read as TAB 4.

#### **Amendment 2 (May 12, 2021)**

The hyperlink for the [Company Demographic Profile, PROC-7](#) form, hyperlinked here, was corrected in the RFP.

#### **Amendment 3 (May 13, 2021)**

Delete [Utilization Plan, PROC-2](#) under Tab 4 of the RFP's Proposal Checklist titled "Tab 4 – Diversity and SDVOB Proposal."

#### **Amendment 4 (May 13, 2021)**

Subsection 4.3 of the Table of Contents in the RFP titled "MWBE and SDVOB Partner/Subcontract Interest" is hereby deleted.

#### **Amendment 5 (May 13, 2021)**

The second paragraph of subsection 4.1 of the RFP titled "Minority and/or Women Owned Business Enterprise Participation" is hereby deleted in its entirety as follows:

~~The Agencies are required to implement the provisions of Article 15-A and 5 NYCRR Parts 142-144 ("MWBE Regulations") for all Agency contracts, as defined therein, with a value in excess of \$25,000. The Agencies strongly encourage joint ventures of MWBE firms with majority firms and MWBE firms with other MWBE firms. For assistance identifying MWBE partners, review the [list of certified State-certified MWBEs](#), hyperlinked herein.~~

### **Amendment 6 (May 13, 2021)**

The third paragraph of subsection 4.1 of the RFP titled “Minority and/or Women Owned Business Enterprise Participation” is hereby revised as follows:

*The Agencies are required to implement the provisions of Article 15-A and 5 NYCRR Parts 142-144 (“MWBE Regulations”) for all Agency contracts, as defined therein, with a value in excess of \$25,000. For purposes of this solicitation, the Agencies hereby establish an overall goal of 30% of total engagement expenditures for MWBE participation, 15% for minority-owned business enterprises (“MBEs”) and 15% for women-owned business enterprises (“WBEs”). The Agencies will use every effort to meet their MWBE participation goal through syndicate selection combined with firm performance.*

### **Amendment 7 (May 13, 2021)**

The second paragraph of subsection 4.2 of the RFP titled “Service-Disabled Veteran-Owned Business Participation” is hereby deleted in its entirety as follows:

~~The Agencies are required to implement the provisions of Article 17-B for all Agency contracts, as defined therein, with a value in excess of \$25,000. For assistance identifying SDVOB partners, review the [list of certified State SDVOBs](#), hyperlinked herein.~~

### **Amendment 8 (May 13, 2021)**

The third paragraph of subsection 4.2 of the RFP titled “Service-Disabled Veteran-Owned Business” is hereby revised as follows:

*The Agencies are required to implement the provisions of Article 17-B for all Agency contracts, as defined therein, with a value in excess of \$25,000. For purposes of this solicitation, the Agencies hereby establish a goal of 6% of total engagement expenditures for SDVOB participation. The Agencies will use every effort to meet their SDVOB participation goal through syndicate selection combined with firm performance.*

### **Amendment 9 (May 13, 2021)**

Subsection 4.3 of the RFP titled “MWBE and SDVOB Partner/Subcontractor Interest” is hereby deleted as follows:

~~4.3 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 the Agencies’ website for reference by the bidding community. A firm requesting inclusion on this list should send contact information and a copy of its State M/WBE certification and/or State SDVOB certification to [Lisa.Pagnozzi@nysher.org](mailto:Lisa.Pagnozzi@nysher.org). Nothing prohibits an MWBE or a SDVOB firm from proposing as a prime contractor.~~

### **Amendment 10 (May 13, 2021)**

Requirement number 1 titled "Underwriting Partnerships" in subsection 6.3 of the RFP titled "Engagement requirements" is hereby deleted as follows:

~~1. Underwriting Partnerships~~

~~At the direction of the Agencies, the firm must be willing to partner with other firms, including MWBE and SDVOB firms.~~

### **Amendment 11 (May 13, 2021)**

Item number 8 in subsection 8.1 of the RFP titled "Tab 1: Cover Letter and Application Coversheet" is hereby deleted as follows:

~~8. Indicate whether the Proposer will be subcontracting/partnering with a MWBE and/or SDVOB, and if so, provide the name of the MWBE and SDVOB entity(ies) and principal(s); if the Proposer will not be subcontracting/partnering with an MWBE and/or SDVOB, indicate the reason why there are no subcontracting/partnering opportunities for the Underwriting Services.~~

### **Amendment 12 (May 13, 2021)**

Item (b) Utilization Plan, PROC-2 in subsection 8.4 of the RFP titled "TAB 5: Diversity and SDVOB Proposal" is hereby deleted and items in this subsection are re-lettered as follows:

*Proposers are subject to the Article 15-A and Article 17-B requirements. Such requirements include, but are not limited to, submission of the following information and forms, hyperlinked herein: (a) EEO Staffing Plan, PROC-1; (b) Utilization Plan, PROC-2; (c) MWBE & EEO Policy Statement, PROC-4; (d) Company Demographic Profile PROC-7; (e) EEOC Statement, PROC-8, applicable to Proposers with 15 or more employees; and (f) Diversity Practices Questionnaire, PROC-9.*

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