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## Questions and Answers ("Q&As") Request for Proposals ("RFP") for Section 8 Housing Choice Voucher Program Local Administrators (LAs)

Issued: October 1, 2021  
Updated: November 23, 2021

Topic	Order of Question received	Questions	Answers	Posted Round
Administrative Proposal	66	Does a government agency need to complete the "Vendor Responsibility Questionnaire"? Section 8.4 item 5.	Yes, the Vendor Responsibility Questionnaire is required for all proposals, including those submitted by Government entities. Check with your legal counsel on how to respond to individual questions.	5
Cost Proposal	23	Will administrative fee pricing for the current LAs be made publicly available or shared with the potential Proposers.	Not at this time.	3
Cost Proposal	42	Until this point, is the administrative fee a negotiable item at any time? The RFP mentions built in annual increases may be considered. Is this something new? Does HUD increase their fee automatically to a PHA each year? Or is this something the PHA would have to request.	The previous LA administrative fees were negotiated with the current LAs, who could request an increase for approval at HTFC's discretion. The new LA contract will provide for annual increases subject to, among other factors, available federal funding for HCV administrative expenses. HUD automatically assigns A- and B-rates to each PHA, which is subject to a national proration factor based on available funding.	4
Cost Proposal	43	When was the last increase in administrative fees for the current LAs?	This information is not available to the public.	4
Cost Proposal	44	How long have the current administrative fees been in place.	This information is not available to the public.	4
Cost Proposal	48	Under 8.3 TAB 3: Cost Proposal (page 26 of the most recent issuance of the RFP) it states "The Cost Proposal should not exceed 1 page." In the same section, it also states "if Proposer is proposing to serve more than one contiguous county and opts to submit a single proposal for all counties that are contiguous (as defined herein), the Proposer must provide a price per leased voucher for each county within their Cost Proposal. My question: When submitting a cost proposal for each county, should the cost proposal be distinct by county (1 page each) or are proposers still limited to a one-page limit in total?	Costs for each county should be included on the same page.	4
Cost Proposal	57	Does a narrative or justification need to be included with the cost proposal? Once we have determined a number to bid per voucher, do we need to include a specific breakdown of our budget?	No, but we reserve the right to request a breakdown at a later time.	4
Cost Proposal	63	1. 8.3 Cost Proposal. Do entities considering applications to serve counties they are not currently serving have access to the rates at which the incumbent LAs are currently being paid by HTFC for administering the vouchers in those counties?	No.	5
Cost Proposal	65	How will points for pricing be awarded? (e.g. 10% fewer points for 10% higher than the lowest monthly fee)	HTFC declines to disclose this information.	5
Cost Proposal	78	Amendment 4: Please clarify the placement of the new language in the Amendment 4. Are these to be separate tabs under the first bullet or are the port-out fee and port-in fee to each be a separate bullet in the list?	The Port-in and Port-Out fees will be standard for each LA and set by HTFC. The Proposer is only bidding on the monthly administrative fee per leased voucher.	5



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County bidding instructions	5	The RFP indicates that some counties are not included within HTFC's Section 8 program. However, several years ago HTFC began issuing PBVs to affordable housing projects in all counties in New York, including those that HTFC does not presently serve with tenant based vouchers? At that time LAs were selected to administer those vouchers in previously unserved counties. How will LAs be selected to administer PBVs in those counties going forward?	For counties that HTFC does not serve except when awarding PBVs (e.g. Broome, Onondaga, etc.), it is not necessary to include those counties in your proposal, even if you presently administer PBVs there. HTFC will procure the administration of PBVs in unserved counties at a later date utilizing the methodology for adding/replacing LAs outlined in this RFP. Your proposal's Operations Plan should only include counties that are listed in the RFP. However, you may list PBV administration in other counties as part of "Other Relevant Experience."	1
County bidding instructions	6	Are two counties listed in the RFP considered contiguous if they are separated by an unserved county?	Yes	1
County bidding instructions	11	Will only one LA be awarded per county?	Yes, unless otherwise stipulated by HTFC.	2
County bidding instructions	12	If submitting a proposal for multiple counties that are contiguous, does the technical proposal still have to be 20 pages, or is per county within the proposal?	HTFC will responded to this question with an addendum. See our procurement web site.	2
County bidding instructions	13	Is the list of counties on the website ?	For the list of counties, please refer to page 8 of the RFP.	2
County bidding instructions	14	If submitting for multiple counties on one proposal, is it possible to be awarded for one county but not the other?	Each county will be evaluated individually, even when included within a multi-county proposal. Additional guidance was provided in an addendum.	2
County bidding instructions	15	Will HTFC consider expanding its program to provide full service, including tenant based vouchers, to currently unserved counties in the future or during the life of the LA contract?	The RFP provides language giving HTFC the right to select and negotiate with LAs to expand the program or to replace an LA if necessary. HTFC may consider program expansion at its discretion if a significant increase in Section 8 funding become available in the future. The RFP provides for multiple alternatives when selecting the correct vendor to accommodate growth.	2
County bidding instructions	16	Will we be made aware of how many applicants per county?	No.	2
County bidding instructions	17	If we currently only administer a small number of Project Based Vouchers for a single property on behalf of HTFC, do we need to respond to this RFP.	HTFC will respond to this question directly with the LA.	2
County bidding instructions	19	If an agency plans to submit more than one proposal, should the counties in the proposal being submitted be noted in each email subject line in addition to the required information noted in Section 11 - Proposal Submission Requirement, page 28?	Yes, that would be preferable.	2
County bidding instructions	31	What will happen to a proposer who submits a proposal for multiple, contiguous counties, and who wins some but not all.	Again, HTFC will score each county individually. It is possible that a Proposer could be awarded counties that are not contiguous, even though they submitted a contiguous proposal. For example, a Proposer applying to serve Orleans, Genesee and Wyoming Counties could be awarded for Orleans and Wyoming, but not Genesee. The decision as to which counties to pursue is up to Proposer.	3
County bidding instructions	32	Are the percentage goals listed in Section 2.2 on page 9 by county or by # of vouchers?	By county.	3



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County bidding instructions	77	Purpose: How will HTFC provide/communicate the names of the successful Respondents selected for each county or group of counties to establish the prequalified list?	Award letters will be issued subject to HTFC Board approval and other due diligence requirements.	5
Coversheet/Cover letter	76	Cover letter: Section 8.1, Item 2 says to indicate how many proposals are included in the submission in the cover letter. Please clarify the meaning of Item 2 since Section 11 requires that each proposal be submitted in two emails with specific subject line text.	HTFC is amending this language. Only one proposal should be included with each submission.	5
Diversity	49	We are a government entity, we submit the EEO-4 forms biennially. Is this acceptable in lieu of the PROC-7 form?	Government entities may submit EEO-4 forms in lieu of the Proc -7.	4
Diversity	54	Section 8.5.1: we are a government agency – must we designate a MWBE liaison? We will not be subcontracting any work.	Proposers are not required to designate a MWBE liaison.	4
Diversity	55	If the Proposer does not plan to subcontract any of the work performed under this contract, do the MWBE and EEO contract goals in the PROC-4 form need to be filled out?	The Proposer must complete a Proc-4 that reflects zero MWBE and zero EEO contract goals.	4
Diversity	56	How are the 5 points for "Diversity and SDVOB Scoring" assessed if the Proposer, a government entity, is not eligible for MWBE Status under NYS Executive Law Article 15-A §§ 310-317?	Only proposals that have identified MWBEs, MBEs, WBEs and/or SDVOBs as the Proposer to meet the Scope of Work will receive the 5 points.	4
Diversity	68	I am looking for clarification on page 27, Tab 5, Diversity Proposal. If our agency is not certified as a Minority-Owned, etc. business and will not be subcontracting from one, do we omit Tab 5 altogether?	No. The documents in Tab 5 are required.	5
Diversity	80	Our IT company is a woman-owned business but not a subcontractor. Would we complete Tab 5 based on that? Please advise.	No. The documents in Tab 5 are based on the Prime.	5
Experience of Proposers	21	Does the administration of Section 8 Project Based Rental Assistance count towards "Direct Experience?"	No. It should be listed under "Other Relevant Experience."	2
Experience of Proposers	36	Are the SEMAP scores and utilization rates for the LAs that currently serve each county included in this RFP publicly available?	Not at this time.	3
Experience of Proposers	47	Please clarify that Other Relevant Experience may be provided by a Proposer's team, which includes those subcontractors approved by HTFC.	Yes.	4

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Getting Assistance	4	What assistance was offered to potential bidders in preparing their proposal?	The RFP included three in-person pre-bid conferences, one in New York City, another in Albany and a third in Syracuse. All three of the in-person pre-bid conferences were also broadcast virtually as webinars. In addition, HTFC will continue to accept questions by email up until the date listed in the Calendar of Events and Milestones section. The RFP may be downloaded at <a href="https://hcr.ny.gov/system/files/documents/2021/10/211001_rfp_las_section-8-hcv-program_final.pdf">https://hcr.ny.gov/system/files/documents/2021/10/211001_rfp_las_section-8-hcv-program_final.pdf</a> . In addition, visit HTFC's Procurement Opportunities webpage frequently for updates to the RFP at <a href="https://hcr.ny.gov/procurement-opportunities">https://hcr.ny.gov/procurement-opportunities</a> . This Request for Proposal (RFP) is in a Lobbying Restricted Period. All questions and responses to this RFP will be made available to the entire bidding community.	1
Getting Assistance	7	I missed the pre-bid conferences. How can I get help?	You may still submit questions to the email address listed in the RFP. Recordings of all three pre-bid conferences are posted to the HCR's Procurement Opportunities' webpage.	1
Getting Assistance	9	Will the information presented in the Pre-Bid conferences be the same in for all three locations.	The presentations will be largely similar; however, the Q&As may differ. Recordings of all three pre-bid conferences are posted to the HCR's Procurement Opportunities' webpage.	2
Getting Assistance	10	When will the questions that we submitted be answered?	We are updating the Q&A document on the Website at least weekly. The Q&As from the conferences will be posted as soon as is reasonably possible. We are experiencing a high volume of questions and our goal is to ensure that each question is answered accurately and thoroughly. Your patience is appreciated.	2
Getting Assistance	20	Was the information the same across all pre-bid conferences?	All three pre-bid conferences followed the same format; however, questions from participants were different in each session. HTFC encourages potential proposers to check HCR's website regularly for updates to the RFP, the Q&As (specifically 7 and 9), addenda and other pertinent information.	2
Getting Assistance	30	What happens if we need assistance after the Deadline for RFP Questions.	HTFC reserves the right to extend the deadline. <b><u>But you are strongly encouraged to begin working on your proposal early, and not wait until the last minute.</u></b> That way you will still have time to submit questions if the need arises.	3
Getting Assistance	53	Will there be an update to the Q and A this week?	The Questions and Answers are updated approximately weekly or as determined necessary by HTFC.	4
Insurance	18	The Data Breach and Privacy/ Cyber Liability Insurance coverage of 5 million. Is that amount required for all or depending on the size of your program?	<b><u>HTFC has updated its insurance requirements. The RFP has been revised, and the changes are now also listed in Addendum 3 (page 14 of the Addenda document). Changes include revised limits for Errors and Omissions and Cyber liability, as well as a new fidelity bond requirement. Proposers are strongly encouraged to review these changes with their insurance provider as soon as possible.</u></b>	2
Insurance	33	Do we need to have insurance bound at the time our proposal is submitted?	No. You do not need to actually purchase the required insurance until prior to contract execution (unless you are already under contract with HTFC). However, you should confirm that you will be able to meet all insurance requirements. <b><u>HTFC has updated its insurance requirements. The RFP has been revised, and the changes are now also listed in Addendum 3 (page 14 of the Addenda document). Changes include revised limits for Errors and Omissions and Cyber liability, as well as a new fidelity bond requirement. Proposers are strongly encouraged to review these changes with their insurance provider as soon as possible.</u></b>	3
Insurance	37	Is HTFC willing to accept lower or different insurance coverage than what is currently specified in the RFP. What about government entities that are self-insured?	No. Please see the amended insurance requirements.	3
Insurance	45	Can you please confirm when the insurance documents will be due to HCR. It appears to be at the time the contract is awarded to the entity (us if we receive the award). Is this correct or do we need to submit proof during the RFP process.	As per 8.4.2 of the RFP titled "Insurance Requirements," proof of insurance is required prior to execution of an awarded contract; however, as per the instructions in 8.4.1 of the RFP titled "Required Documents," the Proposer must include in Tab 4, the Administrator Proposal, either (a) proof that the Proposer has the required insurance indicated in subsection 8.4.2 of the RFP, and confirm that if awarded a contract(s), the Proposer will maintain the same types of insurance and limits for the life of the contract OR (b) a statement from the Proposer that they will acquire the required insurance prior to contract execution, and will maintain insurance for the life of the contract.	4
Insurance	50	We are asking for clarification on Section 8.4.2 as amended – Insurance Requirements. Regarding Item c. Employee Dishonesty: Is a policy of \$500,000 limit PER PERSON acceptable?	HCR respectfully declines.	4



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Insurance	51	As to item B - Property can be defined quite broadly as a term. Does your definition of this term match the policy form? Item b. Data breach and privacy/cyber Liability. The sixth bullet addresses property. The term "property" is very broad. Our agent feels that our coverage specifies the following: The Social Engineering and Cyber Crime coverage includes "Financial Fraud Loss" including theft of specified property. Specified Property is defined as "Any tangible property, other than money or securities, which has intrinsic value." Would you agree with these statements?	HCR does not provide guidance on insurance policies or interpret policy language. Please check with your broker/agent to determine that the coverage is adequate for the requirements listed.	4
Insurance	69	Is a municipality that is self-insured for liability obligated to adhere to the requirement that contractors shall defend & indemnify the	Yes, as written in the RFP insurance requirements.	5
Insurance	70	Does a subcontractor's insurance verification have to be included with the RFP submission?	No.	5
Insurance	81	Regarding the insurance requirements, our insurance agent has indicated that as an LA, we offer no "professional services," as the criteria for being considered a "professional service," from an insurance standpoint, is NYS is a license. The example he gave was a licensed real estate agent or a licensed electrician. From his perspective, the "professional services" insurance requirement in the RFP is unnecessary for what we do. Would HCR reconsider this requirement?	HTFC respectfully declines. Delay of distribution of rent subsidy or miscalculated distribution of rent subsidies could result in claims. Licensing (ie payroll services and data processing) does not dictate the need, nor is it a qualifying factor for professional liability.	6
Misc.	24	Do local Public Housing Authorities that are applying to serve as LAs need to demonstrate they have the legal authority to work in the counties for which they are applying?	Yes. You should affirm in your cover letter that you have legal authority to serve the county or counties proposed. HTFC reserves the right to confirm with HUD and/or with the government entity that established the PHA.	3
Misc.	25	Are there any third-party representations or documentation that are required to complete a proposal?	Yes. You should at minimum be able to affirm that you will obtain the required insurance if awarded. Also, HTFC reserves the right to verify any SEMAP scores or utilization rates provided in the experience section. For additional guidance, please review the RFP.	3
Misc.	26	If political conditions change and there is a major reduction in federal funding for Section 8 administrative funds, what is HTFC's contingency plan?	HTFC does not guarantee a minimum or maximum level of funding in this contract, and all contracts are contingent on the availability of federal funds. HTFC maintains appropriate reserves to ensure continuity of services, but our resources are limited.	3
Misc.	27	Do we need to pre-qualify in Grants Gateway?	No. This is a procurement and not a grant.	3
Misc.	28	May we submit a joint application?	No. Proposers are permitted to utilize subcontractors, but there may only be one Primary Contractor, and that entity must be the vendor submitting the proposal. Proposers with subcontractors may be subject to additional requirements. If awarded a contract, HTFC's relationship will be with the Primary Contractor, i.e., the vendor that submitted the proposal.	3
Misc.	39	Does the current voucher allocation for Nassau County included in Attachment 4 include the Town of Hempstead vouchers?	HTFC has updated the voucher allocation charts in the next addendum.	3

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Misc.	71	Is there a possibility of the deadline being extended for any reason?	HTFC reserves the right to amend the RFP with regard to any deadlines.	5
Minimum Qualifications	46	Please clarify that the Minimum Qualifications can be met by a Proposer's team, which includes those subcontractors approved by HTFC.	Yes.	4
Operations Plan	58	RFP page 22: Where does HTFC prefer that we attach the required resumes – at the end of Tab 2, or as an appendix after ALL the tabs?	Resumes should be attached at the end of Tab 2.	4
Purpose	1	Why is this Request For Proposals necessary?	This RFP is required to comply with State and Federal rules, which stipulates that services must be periodically procured.	Info
Purpose	2	Why is the RFP considered a vendor procurement, and not a subrecipient Notice of Funding Availability?	HTFC, in consultation with the U.S. Department of Housing and Urban Development, has determined that Local Administrators are classified as vendors, and not as subrecipients. This is because: (1) Section 8 Housing Assistance Payment funds are not awarded to, and do not pass through, the LAs - they are instead paid directly to landlords by HTFC on behalf of Section 8 participants; (2) LAs are paid a flat rate for service as compensation for the performance of certain administrative tasks; (3) HTFC sets program policies statewide to ensure consistency, including the implementation of its Administrative Plan; (4) The LA network is currently comprised of a combination of local government, nonprofit and private sector partners - this unique combination has been critical to ensuring continuous service for Section 8 families in all counties served by HTFC. The vendor designation was determined by applying federal rules, and in no way diminishes the LAs' importance to the program - they are essential partners and the front line of HTFC's delivery network.	Info
Purpose	3	Why is the RFP being issued now?	HTFC issued a draft RFP in January, 2020, putting all interested parties on notice that an actual competitive solicitation would be forthcoming. We received hundreds of comments in response to the draft, many of which were incorporated into the final version of the RFP issued on Oct. 1. Current LAs were notified again in July, 2021 that their current contract would be expiring. HTFC's intention is to issue new contracts with revised terms on April 1, 2022. The new contracts will comply with federal and State rules while providing updated insurance requirements, new Key Performance Indicators, and other changes necessary to ensure HTFC's Section 8 program is fully prepared to properly serve New Yorkers and meet future challenges.	Info
Purpose	4	If we are an existing LA, does this RFP apply to us?	Yes, unless notified otherwise in writing by HTFC's Procurement staff. This is a statewide RFP.	1
Purpose	22	When is the Intent to Submit due?	Anytime prior to the proposal submission deadline. It is optional.	3
Purpose	67	Section 2.2 (Page 10) states: "Proposers should note the following objectives...HTFC does not intend to award more than 25 percent of the total counties served (12 counties) to a single Proposer...". Would HCR consider modifying this objective to: "HTFC does not intend to award more than the greater of 25 percent of the total counties served (12 counties) or 25 percent of HCV units to a single Proposer...?"	HTFC does not intend to amend the language at this time. However, HTFC is not limiting the number of counties for which a Proposer may submit a proposal. HTFC reserves the right to award a Proposer less counties than proposed. HTFC reserves the right to adjust these objectives if it does not receive a sufficient number of qualified proposals.	5
Submission instructions	35	Does HTFC have a capacity limit for receiving email attachments?	Our capacity per email is 153 MB.	3
Submission instructions	38	Under Section 8.4.1 "Required Documents," which Vendor Forms, if any apply to a proposer that is municipal government?	Please fill out all forms and, where applicable, select other/government entity. If there is a question on whether specific laws apply, please seek the advice of your counsel.	3



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Submission instructions	72	Proposal Submission Requirements: Are Tab 1 and Tab 2 to be separate files that are the attachments for one email or combined into one file electronically bookmarked with the tab numbers per the third paragraph of Section 8?  Are Tabs 3, 4, and 5 to be separate files that are the attachments for the other email or combined into one file electronically bookmarked with the tab numbers per the third paragraph of Section 8?	Tab 1 and 2 to be separate files that are attachments for one email. Tab 3, 4 and 5 to be separate files that are attachments for one email.	5
Submission instructions	73	Contents of Proposal: Are proposal covers and Table of Contents included in the page count?	The RFP does not require a Table of Contents. If one is included, it will go toward the page count of whichever Tab it is included. Page limits for the cover letter are included within the RFP.	5
Technical Proposal & Operations Plan	29	Should we attach job descriptions for positions we list along with resumes?	Yes, if available. They will not count towards the page limit.	3
Technical Proposal & Operations Plan	34	Does HTFC have preferences in regards to the make and model of any technology hardware to be used by LA staff?	No.	3
Technical Proposal & Operations Plan	40	In the Technical Proposal, should diagrams and charts be included in each section or should they be an attachment? We understand that they count towards the 20 pages regardless.	This is up to the Proposer.	3
Technical Proposal & Operations Plan	41	On page 23 of the RFP, one of the required documents listed for Tab 4 is: 2) required certifications and other credentials. Does this mean you want included copies of all staff certifications for required trainings? Would these be included in the page limits?	The RFP has been amended to reflect that the submission of certifications and other credentials is optional; however, HTFC reserves the right to request copies of certifications and other credentials. Proposals must minimally include a statement confirming of Certifications and other Credentials.	4
Technical Proposal & Operations Plan	52	Under 8.2.1.1 Direct Experience, Proposers are required to list any findings of non compliance. Is this also referring to any findings on SEMAP audits within the last (5) years?	Yes.	4
Technical Proposal & Operations Plan	59	Should the applicant discuss its approach to the Scope of Work (items in Attachment 3) within the Tab 2 Technical Proposal, beyond the instructions for Tab 2 that appear on pages 19-25?	Yes to the extent relevant.	4
Technical Proposal & Operations Plan	60	Will we only be evaluated on the items that appear in the instructions for the Tab 2 Technical Proposal?	Please refer to Section 12.3 of the RFP, as amended, titled "Evaluation, Criteria and Scoring for Section."	4
Technical Proposal & Operations Plan	61	If the former, how does HTFC prefer that we organize this information in the context of the requirements already listed for Tab 2?	At the end of the technical proposal.	4
Technical Proposal & Operations Plan	62	8.2.1.2 For "Other Relevant Experience: Will experience administering non-rental NYS HCR funded housing programs be considered	No. But some programs may be relevant for the "Value Added Best Practices" section of your Operations Plan, to the extent that these services may benefit Section 8 participants or their families.	5
Technical Proposal & Operations Plan	64	<b>Does E.O. 14042 apply to this contract (requirement for all employees to be vaccinated)</b>	<b>Additional clarification will be forthcoming.</b>	5



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Technical Proposal & Operations Plan	74	Other Relevant Experience: What type of "any relevant data regarding utilization of rental assistance resources within the most recent three years" is HTFC looking for?	HTFC is looking for data that measurably demonstrates the Proposers level of performance.	5
Technical Proposal & Operations Plan	75	TAB 2: Technical Proposal: May a Respondent use a smaller font size for tables, graphics, and callouts as long as it is legible?	No.	5
Technical Proposal & Operations Plan	79	Amendment 3: Operations Plan, Section 2.2: Is the term "Customer Strategy" in the language added by this amendment referring to the "Customer Service Strategy"?	Yes.	5