



KATHY HOCHUL  
Governor

RUTHANNE VISNAUSKAS  
Commissioner/CEO

**ADDENDA**  
**Request for Quote (“RFQ”) for Rent Regulation System**  
**Modernization**  
**Updated January 6, 2023**

Addenda No. 1 - Issued on November 14, 2022

**Amendment 1:**

The “Pre-Bid Conference” section D.1 on page 30 of the RFQ relating to registration point of contact is hereby amended by adding the following provision to this section:

DHCR will be conducting a Pre-Bid Conference on **November 17, 2022, from 1:00 PM-2:30 PM**, Eastern Standard Time (EST) via **WebEx**. Registration is required for each attendee. To receive a registration form, please email Monika Lekarczyk, Senior Procurement Specialist, at [Monika.Lekarczyk@hcr.ny.gov](mailto:Monika.Lekarczyk@hcr.ny.gov). The subject line of the email should indicate” RRSN RFQ Pre-bid Conference - Registration Request”.

Addenda No. 2 - Issued on November 17, 2022

**Amendment 2\*:**

The “Partnering” section E.1 on page 32 of the RFQ relating to Submission Requirements is hereby amended by adding the following provision to this section:

Vendors not on Lot 3, interested in partnering opportunities, can submit their contact information and area of expertise/interest to DHCR. That information will be shared with Lot 3 vendors via Comet and will also be available for viewing on HCR’s [Procurement Opportunities webpage](#), hyperlinked here.

\*Please view Questions and Answers for additional information on HCR’s [Procurement Opportunities webpage](#), hyperlinked here.



# Homes and Community Renewal

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Addenda No. 3 - Issued on November 23, 2022

### **Amendment 3:**

The “Questions and Other Events” table on the Cover page of the RFQ is hereby amended by deleting the table and replacing it with the following table:

#### **QUESTIONS AND OTHER EVENTS**

| <b>Event</b>                       | <b>Date</b>                                   | <b>Time</b> |
|------------------------------------|---|-------------|
| RFQ Release Date                   | November 10, 2022                             | N/A         |
| Pre-Bid Conference                 | November 17, 2022                             | 1pm EST     |
| Vendor Questions Due               | December 28, 2022                             | 12pm EST    |
| DHCR Responses to Vendor Questions | <del>December 9, 2022</del> January 6, 2023   | N/A         |
| Vendor RFO Response Due            | <del>December 22, 2022</del> January 19, 2023 | 12pm EST    |
| Demonstration and Interview Dates  | TBD   | TBD         |
| Expected Contract Start Date       | CY2023 Q1                                     | N/A         |

Addenda No. 4 - Issued on January 4, 2023

### **Amendment 4:**

Section E.2.4 TAB Four is hereby amended as follows:

Replace the hyperlink to #2 titled “Utilization Plan, PROC-2” with the following hyperlink:

2. Utilization Plan, PROC -2 updated hyperlink:

<https://hcr.ny.gov/system/files/documents/2019/02/copy-proc2-utilizationforms.xlsx>



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Addenda No. 5 - Issued on January 6, 2023

## **Amendment 5 :**

The “Questions and Other Events” table on the Cover page of the RFQ is hereby amended by deleting the table and replacing it with the following table:

### **QUESTIONS AND OTHER EVENTS**

| <b>Event</b>                                | <b>Date</b>                                   | <b>Time</b> |
|---|---|-------------|
| RFQ Release Date                            | November 10, 2022                             | N/A         |
| Pre-Bid Conference                          | November 17, 2022                             | 1pm EST     |
| Vendor Questions Due                        | December 28, 2022                             | 12pm EST    |
| DHCR Responses to Vendor Questions Released | <del>January 6, 2023</del> , January 11, 2023 | N/A         |
| Vendor RFQ Response Due                     | <del>January 19, 2023, February 2, 2023</del> | 12pm EST    |
| Demonstration and Interview Dates           | TBD   | TBD         |
| Expected Contract Start Date                | CY2023 Q1                                     | N/A         |