

# NEW YORK STATE DIVISION OF HOUSING AND COMMUNITY RENEWAL, NEW YORK STATE HOUSING FINANCE AGENCY, AND HOUSING TRUST FUND CORPORATION

## Request for Proposals (RFP) for Sustainability and Environmental Technical Assistance Services

### Questions and Answers - Updated July 25, 2023

Number	Questions	Answers	Posted Round
1	HCR Sustainability RFP refers to Attachment 1 and 2 several times throughout the RFP, but does not include links and attachments are not included on procurement page and start with attachment 3, see here: <a href="https://hcr.ny.gov/procurement-opportunities">https://hcr.ny.gov/procurement-opportunities</a>	Attachments have now been added to the RFP.	1
2	RFP refers to RFP form B and RFP form G on Page 31, but does not include links. Where are these documents located?	Attachments have now been added to the RFP.	1
3	The RFP requires the submission of a vendor responsibility questionnaire, in order to submit the questionnaire we need a NYS Vendor ID Number. I have contacted <a href="mailto:its servicedesk@osc.ny.gov">its servicedesk@osc.ny.gov</a> as listed in the RFP on page 31, but worried about timing and it we will receive this snumber in time. Please provide directions on how to proceed.	A NYS Vendor ID Number is required only for on-line submission of form. In the alternative, Proposer may submit the form attached to its proposal.	1
4	In the guidance section 8 of the RFP there seem to be a couple of attachments missing and/or I'm mis-reading the document. Page 21: 8.1.1 states re the Proposal Coversheet: The Coversheet must be submitted utilizing the template provided in Attachment I. The Template is not attached to the RFP or on the webpage.	Attachments have now been added to the RFP.	1
5	Page 22: 8.1.3 re Proposal Certification: The Proposal Certification must be submitted utilizing the template provided in Attachment 1 of Tab 1. The template is not attached or linked in the RFP or on the webpage.	Attachments have now been added to the RFP.	1
6	Page 68: Regional Checklist Attachment not linked or attached.	Attachments have now been added to the RFP.	1
7	Page 68: Intent to Submit not linked or attached.	Attachments have now been added to the RFP.	1
8	I have identified several attachments and forms that I seem unable to find. Can you please refer me to the below documents: -Attachment I- Proposal Coversheet and Certification -Attachment II- Regional Checklist -RFP Form B: Intent to Submit Proposal Form -RFP Form E: Iran Divestment Act Certification -RFP Form M: Sexual Harassment Prevention Policy Certification	Attachments have now been added to the RFP.	1

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9	Throughout the RFP document there is mention of Attachments I - Proposal Coversheet and Certification and Attachment II - Regional Checklist. I do not see these two attachments anywhere in the RFP document or on the HCR Procurement Opportunities website. Can someone help me find these two attachments?	Attachments have now been added to the RFP.	1
10	Section 3.1 page 12- How does HCR plan to track and evaluate the 30% MBE/WBE and 6% SDVOB compliance given that the scope of the services and assignments are not determined with this RFP?	HCR tracks and evaluates the 30% MWBE and 6% SDVOB utilization separately based on dollar amounts expended on the contract. The MWBE and SDVOB firms engaged must perform a commercially useful function as required by law. We rely on the successful respondent to perform the due diligence necessary to determine which scopes of services they can best use MWBE and SDVOB firms in to fulfill the MWBE and SDVOB goals.	1
11	Can you provide any insight on timing?	For the RFP timeline, see Section 4 of the RFP titled "Calendar of Events and Milestones."	Pre-Bid
12	If you are a NYSERDA FlexTech provider does this eliminate any of the application administrative needs?	No. They are two separate procurements, so all material is required for the HCR application even if you are a Flextech provider with NYSERDA.	Pre-Bid
13	If we are bidding on a specific Functional area, do we have to include all tasks or can we bid on selective task within functional area?	A Proposer may bid on a selective task(s) within a Functional Area.	Pre-Bid
14	On timing, when do you expect to start assigning work/projects?	The Agency anticipates assigning contracts in the first half of 2024.	Pre-Bid
15	Are there any restrictions on multiple firms joining hands to deliver various scopes to complete mentioned, any others?	Please refer to Section 6 of the RFP titled "Primary Contractor and Subcontractors Team."	Pre-Bid
16	Do all subcontractors we engage need to be listed at the point of bidding?	No; however, a list of potential subcontractors is highly recommended.	Pre-Bid
17	There are 12 administrative documents in the Administrative Task, so all of those documents need to be filled out for the application or are any for reference after the contract has been signed?	Please refer the instructions in Section 8.4, Tab 4 of the RFP titled "Administrative Proposal."	Pre-Bid
18	How many vendors are you planning to add to the bench?	Vendors with a composite score of 65 points or more will be added to the Functional Area applied.	Pre-Bid
19	For the programmatic supports, do you intend to have a core team that is staffed for the duration of the contract?	We may have a team assigned for a specific need that could span multiple years, but will not be limiting the qualified pool to 1 vendor in this area.	Pre-Bid

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20	Is there a maximum award to prequalified vendors you foresee? Question expanded from vendor: Is there a limit on awarded projects a vendor will receive from agency. For example if a vendor has \$1 million in projects, are they exempt from bidding or being awarded more projects?	The Agencies reserve the right to limit awards to any bidder that is currently engaged in three other active and concurrent engagements, irrespective of the Region(s) they may be servicing. The Agencies further reserve the right to adjust these goals at their discretion. Please refer to Section 2.2 of the RFP titled "Assignment of Work."	Pre-Bid
21	Is there a scoring methodology on how you will score the requirements?	Yes, please refer to Section 11 of the RFP titled "Evaluation and Selection Process."	Pre-Bid
22	Is there a preference for housing experience?	The level of qualifications and experiences are included in Section 7 of the RFP titled "Scope of Services."	Pre-Bid
23	Will the 5 points be given for MWBE if it's a subcontractor vs. the prime?	Only proposers who are State certified MWBEs are eligible for the 5 points.	Pre-Bid
24	Under energy auditing, can you please review the energy modeling experience/requirements, WUFI was mentioned, any others?	Any interested firm should detail their energy modeling experience, showing what tools they are able to support. We list examples in the RFP, but if firms are experienced with other tools, please provide that in your response. WUFI as an example, is a Passive House tool, not required, but an example of another tool used in the industry.	Pre-Bid
25	Throughout the RFP document there is mention of Attachments I - Proposal Coversheet and Certification and Attachment II - Regional Checklist. I do not see these two attachments anywhere in the RFP document or on the HCR Procurement Opportunities website. Can someone help me find these two attachments?	The Attachments may be found in the RFP, updated on June 27th. To download a copy of the updated RFP, please visit HCR's Procurement Opportunities webpage at Procurement Opportunities   Homes and Community Renewal (ny.gov), as indicated in the RFP.	2
26	Following up to ask about a number of other forms that I'm not able to locate. Please see below: Intent to Submit Proposal Form, RFP Form B, Iran Divestment Act Certification, RFP Form E, Procurement Lobbying Provision Forms, RFP Form G, Financial Disclosures, RFP Form J, Evidence of Licensure and/or Certifications, if applicable, RFP Form L, Sexual Harassment Prevention Policy Certification, RFP Form M	All the above forms may be found in the RFP, updated on June 27th. To download a copy of the updated RFP, please visit HCR's Procurement Opportunities webpage at Procurement Opportunities   Homes and Community Renewal (ny.gov), as indicated in the RFP.	2
27	Do all of the forms in the Administrative Proposal and the Diversity and SDVOB Proposal have to be signed by the same individual? Or can they be signed by different individuals at our company?	Forms do not need to be signed by the same individual, but the forms must be signed by an authorized signatory in your organization.	2

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28	If we do not intend to subcontract any of the services we are proposing for, then which of all the forms in the MWDE and SDVOB Proposal do we need to submit with our RFP response?	You organization must provide the following forms: EEO Staffing Plan, PROC-1 form; MWBE Waiver Form, PROC-3 form; MWBE & EEO Policy Statement, PROC -4 form; Company Demographic Profile, PROC-7 form; EEOC Statement, PROC-8 form; Diversity Practices Questionnaire, PROC-9 form	2
29	Even though we do not intend to subcontract any of the services we are proposing for, are we still required to make a "good faith effort" (as defined by 5 NYCRR §142.8) to subcontract MWBE and/or SDVOB subcontractors?	Yes.	2
30	Will we automatically be disqualified from consideration if we do not make a "good faith effort"? Or will we simply not receive the MWBE and EEO - 5 percentage points in the Scoring and Evaluation of our proposal?	The 5 percentage points will be awarded to those proposers that provide evidence of their certification as a NYS certified MBE, NYS certified WBE or NYS certified MWBE. This RFP is subject to meeting MWBE and SDVOB participation goals. If the MWBE and SDVOB participation goals cannot be met as a result of the proposer's "good faith effort," the proposer should complete the MWBE Waiver, PROC-3 form, hyperlinked here, with documentation of their "good faith effort."	2
31	In the table of contents it says the Proposal Narrative for each Task area should be no more than 7 pages, but in the actual text it says 10. Can you confirm which it is?	10 pages.	2
32	7.1 Training and Technical Assistance, areas 1, 2, 3, and 4 (p. 16-17) Does the fixed-fee pricing structure include all costs of developing training, such as including what topics to cover, overall program curriculum development, etc.? Or does the fixed-fee pricing include only the costs to develop and deliver a specific training, with additional associated costs to be invoiced per the hourly schedule?	The fixed fee should include a flat fee to deliver specific trainings assigned through future requests. The fixed fee per training should not include the cost to develop ideas for the scope of the training, but should include the cost to develop material and deliver the training in full.	3

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33	7.1 Training and Technical Assistance (p. 16-17) Within this category, is it possible to propose on some components statewide (training, 1, 2, 3, and 4) and some in specific geographic regions only (5, 6, and 7) because tasks such as field inspections might require travel and on-site work? Or must we propose to provide services for the same regions for all services within this Functional Area?	You can propose some task areas within a functional area as state-wide and geographic (in person) tasks on a regional basis. This should be made clear in your narrative and description as well as in your fee schedule.	3
34	7.2 Energy Auditing and Benchmarking, B. Benchmarking (p. 17-18) Can you clarify "providing or developing a data platform" in tasks 2, 5, and 6? Does this mean actually procuring a platform? Developing a platform in house? Does this mean evaluating existing products and recommending a platform for HCR to procure and implement?	7.2 requires a benchmarking platform be provided for use to HCR. This may be developing or providing access to an existing platform as part of the scope of work for this task in the functional area.	3
35	Pre-qualified "Panels" clarification: In Section 2, p.8 the purpose of the RFP states that it seeks to establish 3 pre-qualified lists or panels. Can you clarify if each Panel will be composed of only one SV or SVs.	Each Panel may be composed of one or more SVs. Any SV with a composite score of 65 points or more is eligible for contract award.	3
36	Will the Proposer be "preferred" if it submits qualifications to all three Functional Areas? Will each Functional Area act as its own independent RFP submission?	There will be no preference to firms that apply to all three functional area. Each functional area will be scored individually.	3
37	Will a recording of the virtual Pre-Bid conference be provided?	No, the recording is for internal purposes only.	3
38	Will awarded contracts for "Upstate or Downstate Region" be further divided by individual regions (1-10), or will they involve all the listed counties for either "Upstate" or "Downstate" contracts?	Contracts will be awarded for Upstate or Downstate regions.	3
39	Section 8.5.1; page 38: Please confirm the Utilization Plan (Form PROC-2) does not need to be included in the submission of the proposal.	A completed PROC-2 form is not required to be included in the submission of Tab 5 documents; however, a PROC-2 form will be required for engagements assigned to SVs by the Agencies.	3
40	Section 26; page 68: Does the proposal checklist need to be submitted as part of the proposal package?	No.	3

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41	If there is a partnership with a non-profit organization (NFP), should an M/WBE waiver be submitted to demonstrate the anticipated scope of work that the NFP will perform?	Yes.	3
42	Is there a due date for the "Intent to Submit Proposal" form? Should this be part of the overall submission (as mentioned in the Proposal Checklist) or should this be submitted prior to the proposal?	There is no due date for the "Intent to Submit Proposal" form. Proposers should submit the form to HCR as soon as is feasibly possible and should not wait until the submission of proposal deadline date.	3
43	RFP Section 8 – Contents of Proposals (pages 20 – 38): The instructions indicate that 5 tabs are required; however, the Proposal Checklist (page 68) does not include Tab 5. Should the submission include five tabs or four tabs?	Yes, the submission should include five tabs. The Proposal Checklist in the RFP was revised to include Tab 5. Please visit HCR's Procurement Opportunities page for the revised RFP at <a href="https://hcr.ny.gov/procurement-opportunities">https://hcr.ny.gov/procurement-opportunities</a> .	3
44	Form IV, Staffing Plan (hyperlink page 77): Where should the percentage of dedicated staff time to future solicitations for each functional area be included?	The RFP was revised to delete the requirement to include "percentage of dedicated staff time." Refer to updated RFP and Addendum No. 8, Amendment 20.	3
45	Can you confirm if the SDVOBs need to be registered in the state of New York?	The SDVOB must be certified by New York State's Office of General Services.	3
46	If a Proposer is only proposing on certain tasks within a Functional Area, does the 10-page limit for said Functional Area need to be reduced proportionally?	No.	3
47	RFP Section 8.1.2 (pages 21-22): Should a separate Cover Letter and Executive Summary be submitted? If so, can you please clarify whether it is a three-page limit for both together or three pages each?	Yes, a separate Cover Letter and Executive Summary Cover Letter should be submitted. The Cover Letter with Executive Summary combined should not exceed 3 pages.	3
48	Please clarify which forms, if any, M/WBE and SDVOB subcontracting firms are required to complete. For example, in RFP Section 17.3 (page 54), it is indicated that proposed subcontractors with subcontracts valued at \$100,000 or more are required to submit a certified Vendor Responsibility Questionnaire; however, subcontract values are not known at this time.	No subcontracting forms are required in proposal submission. Subcontracting forms from MWBE and SDVOB firms will be required prior to assignment of engagement.	3
49	Can bidders propose exceptions to the RFP's and attachments' contractual terms and conditions? If so, how would HCR like bidders to provide their exceptions (for example, in a marked-up copy of the document(s), a table setting out the proposed exception and the bidder's rationale, etc.)?	No.	3

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50	For credentials, do we only need to provide one engagement experience for each functional area that we are applying to? Or is it for each service under the functional area?	At least one engagement experience should be provided per functional area, but additional experience should be added/included where tasks vary within a functional area, so that the application is a clear representation of the firms experience in the proposed tasks.	3
51	Is it possible to apply for a portion of a service under a functional area? For example, in RFP Section 7.3.7 Program Delivery (page 20) "Provide origination and construction loan servicing support, underwriting, loan servicing, and reporting back on all activities as required by the Agencies" – would it be possible to apply for underwriting only?	Yes. Please provide clarity of service in the task area that you are applying for in your proposal.	3
52	Please confirm that there is no maximum limit on the number of subcontractors.	Please refer to Section 6 of the RFP titled "Primary Contractor and Subcontractors Team."	3
53	For RFP Form L, evidence of Licensure and/or Certifications, if applicable; is this referring to individual licenses and/or certifications of the employees included in our proposal? Or is it licences and/or certifications for the business as a whole?	Licenses held by staff within your firm, that the firm will retain as required by the Agency if selected.	3
54	<p>If we want to subcontract with an MWBE/SDVOB or other non-MWBE contractors, how much of their company and employee information needs to be included in our proposal? Do we need to include the subcontractor's employees in the staffing plan?</p> <p>Do the subcontractors need to fill out their own versions of all of the administrative proposal documents?</p>	<p>Proposals should include the names of the MWBE/SDVOB proposed subcontractors together with the names of each subcontractor's principals. In addition, Proposer should include the type of work to be subcontracted together with the qualifications and experience of each subcontractor.</p> <p>Any additional information/forms for subcontractor will be required prior to the assignment of an engagement.</p>	3
55	<p>We are planning on proposing to conduct Energy Auditing services only in the Downstate regions, and Benchmarking services in all of the regions. Is this acceptable?</p> <p>And should we plan on submitting one Regional Checklist for Energy Auditing services and another one for Benchmarking services?</p>	<p>Yes.</p> <p>Yes, one checklist for each service mentioned.</p>	3
56	Will a successful team have the opportunity to decline work that is requested of them?	Yes.	3

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57	Related to the A.3 Cost Proposal form, is the “Fixed Multiplier” column intended to reflect the # of hours for that employee category, or a multiplier based on overhead (+profit)? It is not clear what the total costs reflect annually without a clear scope of work and we envision different teams approaching completion of this form differently.	The cost proposal is intended to help the agency compare applying firms. Firms will be held to those per unit costs, with future multipliers applied depending on the scope of work, which will include a more detailed scope description in future mini-bid processes for specific engagements or projects.	3
58	P.15.S5: Can a company propose twice in one Functional Area: once as a prime and once as a subcontractor?	Yes.	3
59	For future mini-bids, if there are opportunities for a subcontractor of a team, would HCR be open to having a subcontractor lead the minibid without a prime contractor?	NO, the successful Proposer (i.e., Contractor) would need to be the prime Contractor and could subcontract with other MWBE/SDVOB firms.	3
60	The RFP states “7. Program delivery. Provide origination and construction loan servicing support, underwriting, loan servicing, and reporting back on all activities as required by the Agencies.” (p. 20). Does this specifically mean that DHCR is expecting the SV to provide underwriting and loan servicing, in a manner similar to financial institutions?	For this task, yes. We are looking for agencies/CDFI's that under contract, could provide direct loan servicing and/or underwriting support.	4
61	Will SVs be allowed to add MWBE/SDVOB partner(s)/subcontractor(s) to the contract post-selection?	Yes, with the prior written approval of the Agency.	4
62	How many SVs will be included in each Panel?	Refer to Q&A #35.	4
63	Is there an existing pipeline of work for each of the Functional Areas?	Yes.	4
64	Attachment V, the RFP’s Cost Proposal Form, was provided with fixed multiplier (2 and 5). Is this the fixed multiplier required for each job title or just a sample?	Just as a sample.	4
65	Per Attachment V, each Functional Area has a list of roles required with a description of tasks. Can we provide a list of additional roles that we believe might be required or relevant to the scope? Do we need to provide a cost for these as well?	No, you cannot provide other job titles in your description.	4
66	Please clarify if policy design and development will be consistent across the organization portfolio. If multiple policy categories are expected as deliverables, what are the distinguishing factors? (i.e. region, facility type, etc.)	Additional information will be provided once the panel is selected. Proposers will be eligible to accept or decline work based on the detailed Scope of Work.	4



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67	Are there specific dollar amounts or targets unit counts that are being considered for the lending portion of the RFP?	There are no specific lending amounts at this time. If awarded a contract under this RFP, eligible firms would have the opportunity to review future detailed scopes of work with project/program size before accepting work scopes.	4
68	Is there an expectation that set asides or more favorable terms will be implemented for Certified MWBE groups?	HCR does not expect to implement set asides or more favorable terms for NYS Certified MWBEs on this engagement.	4
69	As part of the 'Policy and Program development' scope, will you be requiring support for fundraising? Will it be required to provide loans?	Support for fundraising is not a task item in this RFP.	4
70	Where will the capital be coming from? Will we provide services to help utilize state dollars or will it be required for the prime to provide loans?	There are no specific lending terms or sources at this time. If awarded a contract under this RFP, eligible firms would have the opportunity to review future detailed scopes of work with project/program size before accepting work scopes.	4
71	Will you require annual energy reporting? Will this be from energy audits or utility data, or both?	Energy reporting or benchmarking is a requested task in the Functional area. A description of that scope of work can be found in the Functional Area.	4
72	In Section 7.2, under Energy Auditing, point 4. Can you clarify what "from time to time" means? Will this be limited to a certain number of tasks per year? or will these be billed separately?	More detailed information will define these terms based on each project scope presented to the awarded pool of Vendors from this RFP. The tasks and deliverables will be defined in future specific scopes of work.	4
73	Regarding the Energy Audit and Benchmarking scope, is <a href="https://www.ashrae.org/technical-resources/building-eq">https://www.ashrae.org/technical-resources/building-eq</a> an acceptable alternative to ESPM?	It can be an addition to using ESPM, but ESPM cannot be excluded as a component to the Benchmarking scope of services a vendor will provide.	4
74	For buildings over 25k in downstate, do they have an ESPM setup already?	Yes, properties across the State. HCR currently has a covered buildings list (CBL) that requires projects across NYS to benchmark. Those properties already have an ESPM account.	4
75	Does the scope include the review of copy of a utility bill to determine meter # and confirm corresponding meters onsite and areas served?	No. It is the owner's responsibility to provide utility data to HCR. An approved benchmarking provider under this RFP should be able to review and provide data quality checks on the data provided to the agency.	4

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76	In Section A (Energy Auditing), point 2, trends in energy usage, will 15 min interval data be provided from utility company along with kW demand?	No, but where provided by a utility, the Agency may request analysis through a request for services to this future qualified panel. Not all utility companies across the State are able to provide interval data at this time.	4
77	For onsite field visits to assess conditions, will this include water usage and analyzing water meter data?	If available, this could be a data set included in a field visit assessment.	4
78	For EEM costs, will RSMMeans suffice?	Yes, for some future scopes of work. But please state the tools you firm will utilize in your narrative.	4
79	For simple, heated only buildings, will an energy model be necessary?	For some future scopes of work, such as work supporting our Weatherization Assistance Program, yes.	4
80	Is there an infrastructure focus? submetering master metered buildings? Installing energy meters on large equipment at campus style buildings? RTEM?	Not for direct install by HCR at this time, and not with this RFP.	4
81	As noted in the scope of services, "Proposers should be able to mobilize quickly, as needs arise." Can you indicate how much advance notice will be provided?	Once this RFP is awarded, the Agency may request services from the qualified vendors for portions of the scope of work with a month's notice or more. Vendors will have the option to accept or decline.	4
82	HR&A is planning to submit a proposal as a prime and include an MWBE firm as a subcontractor. Could you please confirm which of the forms/attachments are required of the MWBE firm to include as part of this proposal?	Refer to Q&As # 48 and 54.	5
83	In response to the proposal requirement for Form J financial statement and tax return submission, I wanted to inquire about the possibility of using a more secure method than e-mail. Considering the sensitive nature of the financial information being shared, is there an alternative, more secure method available for submitting our financial statements?	We have no alternative method available at this time.	5
84	In section 8.2.3 the RFP requests that the proposer include "percentage of dedicated staff time to future solicitations for each Functional Area that Proposer is applying." Given that the amount of work under any Functional Area is not known how does HCR anticipate a respondent provide a firm percentage of time for an unknown quantity of future solicitations?	The RFP was revised to delete the requirement to include "percentage of dedicated staff time." Refer to updated RFP and Addendum No. 8, Amendment 20.	5

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85	Can DHCR please confirm is prospective vendors/bidders can include more than one case study (i.e. engagement experience) for each functional area or are we restricted to including only one per functional area that we are proposing on?	Program would be willing to accept up to three case studies for each functional area.	5
86	Can DHCR please clarify if a SDVOB Utilization Plan (RFP Form P) does or does not need to be submitted as part of an overall response.a.Section 8.5.1 General Forms, Page 38/69 of the RFP states the following:Note that a completed PROC-2 form is not required to be included in the submission of Tab 5 documents; however, a PROC-2 form will be required for engagements assigned to SVs by the Agencies.b.Page 50/69 of the RFP states the following:A.In accordance with 9 NYCRR § 252.2(i), Bidders/Proposers are required to submit a completed SDVOB Utilization Plan on Form PROC-2 ( <a href="https://hcr.ny.gov/utilization-plan-proc-2">https://hcr.ny.gov/utilization-plan-proc-2</a> ).	Utilization Plan does NOT need to be submitted as part of an overall RFP response. The Utilization Plan will be required prior to the assignment of a project.	5
87	Can DHCR please clarify how a complete proposal response should be submitted as we want to be compliant with your request for submission; for example how would we bookmark the complete PDF document (per instructions shown below in a.) if the response will be broken into three (3) parts for email submission (per instructions shown in b.), as followsPage 21/69 of the RFP states the following: “The completed proposal will include Tabs One through Five.Electronic Proposal Submissions must be bookmarked and submitted by email, in three parts,	As per Section 9 of the RFP:  Electronic versions of each Proposal Submission must be broken down and labeled as separate attachments as indicated below: A.Part I shall include two attachments, Tabs 1 and 2 of the proposal, and the subject line of the email for this section must be labeled: “2023 Sustainability RFP – Part I, Tabs 1 and 2”. B.Part II shall include one attachment, Tab 3 of the proposal (i.e., the Cost Proposal), and the subject line of the email for this section must be labeled: “2023 Sustainability RFP – Part II, Tab 3”. C.Part III shall include two attachments, Tabs 4 and 5 of the proposal, and the subject line of the email for this section must be labeled: “2023 Sustainability RFP – Part III, Tabs 4 and 5”.	5