

HTFC
RHC Technical Assistance
Questions and Answers - as of 3/5/2024

Number	Questions	Answers
1	Can two proposers submit a joint proposal where they share the scope of work and hold individual contracts and budget direct with HTFC?	No, proposers cannot submit joint proposals; however, a proposer may consider subcontracting with another vendor.
2	Does the \$1M cover the budget for the entire three years?	Yes.
3	What documentation platform is currently in place to document grant management activities?	HTFC plans to use Intelligrants for both front-end application submission and back-end case management.
4	Is there a current HTFC vendor performing said services outlined in the RFP?	No.
5	Section 9.3 (page 18) Is the estimated contract value \$1,000,000 in total for the 3-year contract? Or \$1,000,000 for each of the years for the 3-year contract (i.e. \$3,000,000)?	The estimated contract value of \$1,000,000 is the value for the 3-year contract.
6	Section 9.2.3 (page 17): If our company (prime) is utilizing two subcontractors, should we provide 9 references to comply with section 9.2.3 (i.e. 3 reference for each party) or is it 3 references in total?	If your company (prime) is utilizing two subcontractors, provide 9 references to comply with section 9.2.3 (i.e. 3 references for each party).
7	Section 3.1 (page 7) Is there a separate MWBE certification for ESD outside of the New York State MWBE certification that we are expected to comply with as a part of meeting the minority-owned certification requirements? Or does the New York State minority-owned certification filed with the Department of State meet these requirements?	No, to be considered an MWBE, the MWBE must be certified by New York State ESD.
8	HUD 2516 Form: Is a completed HUD 2516 Form required in the submission of this RFP? The top of the form indicates that it is a voluntary form.	The HUD 2516 Form is not required for the submission of a proposal, however, once a contract is awarded; regular submission of the form will be required.
9	Appendix II (page 5) Should all intended subcontractors fill out form PROC 1 – Staffing Plan?	Yes.
10	Appendix II (page 6) Is the PROC-2 form required within the proposal submission? Or may we submit it upon contract award as stated in Appendix II page 6?	The PROC-2 form is required to be submitted with proposal.
11	When will the M/WBE and SDVOB Partner/Subcontractor Interest list be made available?	The list will be posted no later than Monday, February 26th. The list will be updated regularly.
12	Could a two week extension be granted in order for consultants to match with the firms on the said list referenced above?	The submission of proposals deadline was extended to March 13th. See addendum.
13	Section 9.2.1 (page 16): Should we limit the number of resumes included in the proposal to 2 in total?	No. The number two in the sentence was an indicator of two additional items required in the Technical Proposal, i.e., a functional organizational chart AND resumes. Resumes are required for each proposed principal and key staff employee.
14a	"Any tasks listed in the Scope of Services section of the RFP that the Proposer is NOT capable of providing" (Page 17) a. Does this imply there will be any consideration for firms that cannot complete or have the experience for the full scope of service deliverables?	Firms do not need to possess the experience for the full scope of services and may demonstrate their experience for the portion of the scope of services that they can provide. HTFC may select one or more firms to complete some or all of the scope of work.
14b	b. Can a firm still submit for this RFP if they are able to clearly demonstrate effectiveness in delivering for part of the SOW?	Yes.
14c	c. This scope's size, including things such as the publishing of white papers, would then exclude many competent small business from submitting. Will more than one awardee than be considered?	While HTFC may award more than one contract, it is HTFC's intent to award a single contract.
15	At Section 9.3, page 18 of the 2024 Ida Technical Assistance RFP, the following statement is made: "HTFC expects to make up to one million dollars (\$1,000,000) available to one or more vendors to provide the services indicated in this RFP." Please confirm that the total anticipated budget is \$1 million for between 3-5 years, which calculates to less than 1 Full Time Employee per year total for this engagement? If not, then please provide a likely annual budget.	The total anticipated budget is \$1M for 3 years. If HTFC determines a need to extend the term of the contract, the budget will be revised accordingly.
16	RFP Page 13, Section 9.1.2 Cover Letter with Executive Summary (3 pages) Please confirm, the total page limit for the Cover Letter and Executive Summary is 3 pages.	Confirmed.
17	RFP Page 13, Section 9. Contents of Proposals. Will the HTFC consider allowing the inclusion of 11x17 pages?	No.
18	The Deadline for Responses to RFP Questions only allows for five (5) business days to finalize our submission which is a tight timeframe since we need the answers to move ahead on a few items. Is it possible to extend the proposal submission date (3/7) into the following week?	The Proposal submission date was extended to March 13th. As questions are being asked, HTFC is providing responses as expediently as possible.

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19	Is the 200+ residences expected to be done under this program for residences in Dutchess, Nassau, Orange, Rockland, Suffolk, and Westchester Counties or are those 200+ residences throughout all of NYS? If throughout NYS, do we know the number homes in the territory of this RFP?	The programs will only serve the counties identified as the most impacted and distressed: Dutchess, Nassau, Orange, Rockland, Suffolk and Westchester.
20	Is there additional information on the breakdown of the 200+ storm-impacted residences regarding those expected to need renovations and those needing structural work/elevation lifting?	No, the programs have not yet taken applications and no residences have been identified.
21	Can the "local units of governments" be better defined? IE: DPW, DOT, etc.	Any government entity including county, municipality, town, village, and other local government entities.
22	In the last paragraph, it states "The content in Tab 2 must be limited to 15 letter-size pages (minimum of 12-point font, and at least one-inch margins)" - can you confirm if the font point size and margins only applies to Tab 2 or is it specific to the entire document?	The minimum of 12-point font size and at least one-inch margin requirements apply only to Tab 2.
23	Can we insert a page in our proposal to separate the sections? For example, Tab 1 is the Proposal Coversheet, Cover Letter & Proposal Certification, can we add a physical Tab 1 sheet before or after the Proposal Coversheet? Same, after the Proposal Certification, can we add a physical Tab 2 sheet? Or should Bookmarks be the only source to identify Tab sections?	Bookmarks should be the only source to identify Tab sections.
24	Confirm if the "relevant experience with the public sector" related to the proposer's overall work history or if the projects should be specific to projects of a similar disaster-recovery nature.	Yes, relevant experience should be specific to CDBG-DR programs.
25	Is there a specific form to be used for our cost proposal? Section 9.3 makes reference to Form A; however, the only Form A is RFP documents is RFP Form A: Intent to Submit RFP Submission Form. If there is a Form A to be used for the cost proposal please provide.	Yes. The RFP was amended by way of an Addendum to indicate that Form A referenced in Section 9.3 is deleted and replaced with Form B. Use Form B as a template for the cost proposal. Form B may be downloaded on HCR's Procurement Opportunities' webpage at https://hcr.ny.gov/form-b-cost-proposal-template-0
26	Please explain the difference between Item #3 & Item #4 (customary hourly not to exceed rate for each role vs. blended not to exceed rate(s) for roles or related roles or all roles that HTFC may select instead of hourly not to exceed rates for roles)	A customary hourly rate for a specific job title is the actual hourly rate used to perform the responsibilities under that specific job title. A blended rate is the average of combined hourly rates for various job titles to be charged, i.e., one single rate to be charged for two or more job titles.
27	Confirm that the proposer is providing program management services only? Confirm that the proposer will not be holding any contract for the work to be performed under the IHRR or RISC programs?	Correct, the firm will provide technical assistance services only. HTFC will be selecting subrecipients to implement the Ida recovery programs.
28	The last paragraph states that" HTFC expects to make up to one million dollars (\$1,000,000) available to one or more vendors to provide the services indicated in this RFP." Is that \$1M a capped fee on the entire contract term? If so, are additional funds available in excess of the \$1M?	\$1,000,000 is available for the initial 3-year term for this project. The expectation is that services under the contract will be completed within the initial three-year term. At this time, there are no additional funds available.
29	Confirm if a copy of the certifications, licenses should be included in Section 9.4.2?	Yes.
30	Confirm what should be included in our proposal regarding Item 4.3? IE: a statement that we can provide the minimum insurance requirements upon notice of intent to award or a copy of our current certificate of requirements.	Yes, the proposal should include a statement that upon notice of intent to award a contract, proposer will provide HTFC with evidence of the insurance requirements indicated in section 9.4.3 of the RFP.
31	If the proposer is certified by NYS as a MBE and WBE firm, how does that count towards meeting the contract utilization goals for this project? Does our compensation only count towards the MBE or WBE or can it be applied to both the M&WBE?	Participation from a firm certified as both an MBE and WBE may only be counted towards meeting either the MBE or WBE participation goal. HTFC may consider a proposal that meets a 30% MBE participation goal or a 30% participation WBE as meeting an overall 30% MWBE participation goal.
32	9.5, Tab 5, Diversity & SDVOB Proposal, Proc-2 Utilization Plan - This is the only form in an Excel format, confirm that this form is submitted as a PDF only as part of the proposal submittal.	Confirmed.
33	Does the Proposal Checklist need to be incorporated into the returned proposal as a TOC?	No.
33b	If not, can we opt to include it at the beginning of our proposal or at the end of our proposal?	Yes.

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34	RFP States: "All deliverables shall be inputted into RHC's system of record" Question: What is your System of Record?	We are planning on using Intelligrants for front end application assistance and back-end case management. There may be other systems that will be utilized which HTFC will assist the awarded firm(s) in getting access.
35	RFP States: "Participation in all required RHC program meetings as needed." Question: What are your expectation regarding in-person vs. remote program support?	Meetings are expected to be largely remote.
36	Section 9.3 states: "HTFC expects to make up to one million dollars (\$1,000,000) available to one or more vendors to provide the services indicated in this RFP." Is the \$1 million budget outlined in the RFP accurate, or are more funds available to complete the outlined scope? It does not appear that \$1 million is sufficient to provide the scope of services to all 200 impacted residents.	\$1,000,000 is available for the initial 3-year term for this project. The expectation is that services under the contract will be completed within the initial three-year term. At this time, there are no additional funds available.
37	On Proc-2, Utilization Plan, please provide the information needed for the Developer/Grantee Information	The Proposer's name.
38	The Technical Proposal is limited to 15 pages, excluding resumes, charts, flow charts, etc. However, there is a lot of information to respond to in within the Technical section since we are responding to our experience in three different type of programs (IE: The IHRR, RISC, and RRHI/AHRI programs). Can the page count be increased to 20 pages? Or the font point size be reduced to 10 pt rather than 12 pt?	Yes, the page count can be increased to 20 pages, however the font point size should remain at 12 pt.
39	Further clarification on Tab 3's Cost Proposal (Budget). We have an existing question awaiting a response as to whether there is a Form A that we will be provided with so that all respondents are providing the same staffing personnel. However, I wanted to stress the importance of receiving a Cost Proposal Form from HCR. Since the current value associated with this RFP is \$1M over the three-year term, it means that there is limited personnel that can be assigned to this proposal. We need know if there are certain roles/titles that we have to provide hourly rates (direct or FLHR) so that as staff may be added their costs are already associated and built into the contract.	Yes. The RFP was amended by way of an Addendum to indicate that Form A referenced in Section 9.3 is deleted and replaced with Form B. Use Form B as a template for the cost proposal. Form B may be downloaded on HCR's Procurement Opportunities' webpage at https://hcr.ny.gov/form-b-cost-proposal-template-0
40	[Page 11, Section 8.1] For the construction management services mentioned in the 7th bullet, what is the expectation on the types of services to be provided? Would these services just be provided for the IHRR program or all four programs?	The vendor would provide construction management services to assist non-profit subrecipients in overseeing the housing rehabilitation and mitigation work for the IHRR and RRHI programs. The vendor would manage the contractor(s) hired for to perform construction and ensure that work is completed and complies with all applicable requirements.
41	[Page 10, Section 8.0] For the RRHI and the AHRI programs: Have renters already been identified? Has the application process begun?	The application process for the RRHI and AHRI programs have not begun and no renters have been identified for the RRHI program.
41b	How many renters is RHC anticipating assistance to be provided	The RRHI program may assist renters with relocation and/or landlords with the rehabilitation of housing. The program anticipates assisting approximately 200 households.
41c	Will application intake be part of this scope?	Application intake will not be a part of this scope.
42	Page 10, Section 8.0] For the RISC program, is the scope to help these local units of governments draft applications for grants or does RHC have programs already funded and just needs help with implementation?	The vendor would provide policy guidance to the RISC program; it would not be assisting with the drafting of applications for grants. [devon what else would you need a TA consultant for on RISC?]
43	RFP States: "Proposals that have identified MBEs, WBEs, MWBEs or SDVOB as the Proposer to meet the Scope of Services are eligible to receive five percentage points. Proposals that receive the five percentage points are eligible to receive an additional five percentage points if the Proposer's Staffing Plan demonstrates that a majority of its staff are comprised of minority, women or disabled veterans." Question: Must a Proposer be MBE, WBE, MWBE, or SDVOB to be eligible for the additional five percentage points?	Yes. In order to receive the <i>initial</i> five percentage points, a proposer (Prime) must be identified as either MBE, WBE, MWBE or SDVOB. The Proposer, as a result, would then be eligible for an <i>additional</i> five percentage points if their Staffing Plan demonstrates that a majority of its staff are comprised of minorities, women or disabled veterans.
44	Question: Is a Proposer with a staffing plan that meets the overall goal of 30% of total contract expenditures for MWBE participation eligible for the additional five percentage points if the Prime is not MWBE or SDVOB certified?	No. In order to be eligible for the <i>additional</i> five percentage points, the proposer (Prime) must be MWBE or SDVOB certified.