



**Homes and
Community Renewal
Housing Trust Fund Corporation**

KATHY HOCHUL, Governor

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**Request for Proposals
for
TECHNICAL ASSISTANCE
CONSULTING SERVICES**

Issuance Date:

April 27, 2026

Submission Deadline

May 22, 2026, 2pm, EDT

RFP Number: HCR-RFP260427

**HOUSING TRUST FUND CORPORATION
641 LEXINGTON AVENUE ▪ NEW YORK, NEW YORK 10022
www.hcr.ny.gov**

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HOUSING TRUST FUND CORPORATION

REQUEST FOR PROPOSALS FOR TECHNICAL ASSISTANCE CONSULTING SERVICES

IMPORTANT NOTICE: A Restricted Period under the Procurement Lobbying Law is currently in effect for this procurement process and will remain in effect until execution and approval of the Contract(s). Proposers are prohibited from impermissible Contacts related to this procurement process with any employee of the Housing Trust Fund Corporation (“HTFC” or Agency(ies) or Affiliate(s), other than the Designated Contact Officer listed below.

Lobbying Law Designated Contact Officer:

Kathryn Mazzeo, Associate Counsel

New York State Homes and Community Renewal Housing Trust Fund Corporation

38-40 Broadway, Hampton Plaza, 5th Floor

Albany, NY 12207

Email: Kathryn.Mazzeo@hcr.ny.gov

If you have inquiries regarding this request for proposal or would like to contact the Agency(ies) regarding issues not relating to impermissible Procurement Lobbying Law Contacts, please forward inquiries via electronic email to contractunitinfo@hcr.ny.gov. The subject line of the email should indicate “2026 RFP for Technical Assistance Consulting Services”.

Further information regarding the Procurement Lobbying Law policies of the Agency(ies) is available in the [Agencies’ Standard Clauses and Requirements for Solicitations](#), hyperlinked herein as Exhibit A.

¹Affiliates shall mean the other agencies comprising New York State Homes and Community Renewal being the New York State Housing Finance Agency, State of New York Mortgage Agency, New York State Affordable Housing Corporation, State of New York Municipal Bond Bank Agency, and Tobacco Settlement Financing Corporation.

1. INTRODUCTION

New York State Homes and Community Renewal (“HCR”) consists of all the major housing and community renewal agencies of the State of New York (“State” or “NYS”), including the Housing Trust Fund Corporation (“HTFC” or “Agency”). HCR includes other agencies (i.e., Affiliates) not directly involved in this Request for Proposals process.

The mission of HTFC is to further community development through the construction, development, revitalization and preservation of low-income housing, the development and preservation of businesses, the creation of job opportunities, and the development of public infrastructures and facilities.

HTFC is responsible for the administration of a portfolio of state and federally funded grant programs that provide funding to local governments and not-for-profits to create and preserve affordable housing and support public infrastructure projects, job creation and small business development.

These programs include the State’s Community Development Block Grant (CDBG) and HOME programs which collectively include about \$75 million in federal funds from the U.S. Department of Housing and Urban Development (HUD) each year and a one-time \$93 million in HOME-ARP program funding that was allocated as part of the American Rescue Act. In addition to the federal programs, HTFC administers a large portfolio of state-funded programs including but not limited to Access to Home, RESTORE, New York Main Street, Plus One ADU, Vacant Rental Program and Leading in Lead Prevention.

2. PURPOSE

New York State Homes and Community Renewal’s (HCR) Housing Trust Fund Corporation (HTFC) is issuing this Request for Proposals (“RFP” or “Solicitation”) to solicit proposals from qualified vendors (“Respondents” or “Bidders” or “Proposers”) that have the experience and qualifications required to provide targeted, expert support and consulting services. Responses to this RFP will be the basis for establishing a prequalified list (“List(s)” or “Panel(s)”) of state and federally funded grant program subject matter experts (“Contractor(s)”) to provide strategic analysis and guidance on regulation, statute and policies to ensure program objectives are met, stakeholder trainings, and contributions to administrative processes on an as-needed basis over a five-year period. Interested Respondents shall demonstrate the qualifications, certification and licensure requirements demonstrated in Scope of Work section of this RFP. This comprehensive support aims to enhance operational efficiencies across various areas. Placement on the Panel does not guarantee that the Firm will be selected or engaged for work assignments or any specific volume of work or assignments.

2.1 Project Funding

The Contract(s) resulting from this RFP process shall be funded, in whole or in part, with federal CDBG and HOME grant funds or other HTFC program resources. The successful Respondent(s) resulting from this RFP process (“Contractor(s)”) shall be required to comply with the terms and conditions of the contract and applicable federal, State, and local laws, regulations, and

procedures including, but not limited to, the Uniform Administrative Requirements and Cost Principles, codified in 2 CFR Part 200.

2.2 General Federal Grant Requirements (as applicable)

As the Contract(s) resulting from this RFP process will be funded with federal funds, the Contract shall be governed by certain federal terms and conditions for federal grants, such as the Office of Management and Budget’s (OMB) applicable circulars. Respondent shall provide a description of experience with such grant requirements and affirmatively represent and certify that the Respondent shall adhere to any applicable federal requirements. Any funds disallowed by any federal government entity shall be disallowed from the fee or compensation to the successful Respondent(s).

2.3 HUD General Provisions

As the Contract(s) resulting from this RFP process will be funded with HUD funds, the Contract(s) shall be governed by certain general HUD terms and conditions, attached hereto as Appendix III. Respondent shall provide a description of experience with such requirements and affirmatively represent and certify that Respondent shall adhere to the terms and conditions set forth in Appendix III, and any subsequent changes made by HUD.

3. CALENDAR OF EVENTS AND MILESTONES

HTFC reserves the right to modify this schedule at its discretion. Notification of changes in connection with this RFP will be made available to all interested parties via the HTFC webpage at: <https://hcr.ny.gov/procurement-opportunities>

It is the responsibility of the Respondent to check the above referenced webpage regularly for notifications relating to this RFP.

CALENDAR OF EVENTS AND MILESTONES

EVENT	DATE
Issuance of Request for Proposals	April 27, 2026
Deadline for RFP Questions	May 8, 2026
Deadline for Agency Responses to the RFP Questions	May 15, 2026
Intent to Submit Proposal	May 8, 2026
Proposal Submission Deadline	May 22, 2026, 2PM EDT
Interviews (if necessary)	To Be Determined
Anticipated Selection Date	July 2026

* The HTFC contract(s) resulting from this RFP process will be subject to the approval of the HTFC Board and may also be subject to annual review by the HTFC Board.

4. SCOPE OF SERVICES

The Contractor(s) will provide on-call technical assistance and consulting services to support the Housing Trust Fund Corporation program areas. Support will be provided in the form of the three following “Elements”:

- ELEMENT 1: Regulatory Interpretation & Consultation
- ELEMENT 2: Direct Project Assistance
- ELEMENT 3: Training

ELEMENT 1: Regulatory Interpretation & Consultation

This element will involve requests from HCR staff for interpreting regulations and statutes to support decision making, compliance and policy development.

- Interpretation and guidance on federal regulations (24 CFR Part 570 and Part 92, 2 CFR Part 200); federal and state policy directives; Federal Register Notices and rules; HUD Notices; and other relevant cross-cutting rules, regulations and policies.
- Interpretation and guidance on state statutes, rules & regulations such as Private Housing Finance Law, labor standards, environmental compliance, procurement, and financial management.
- Analysis regarding the applicability of federal regulations, state statutes and strategy to help HTFC achieve program state and national objectives and compliance.
- Strategic planning and analysis to help New York State optimize its funding impact.
- Advise on program and project compliance, risks and mitigation strategies.

ELEMENT 2: Direct Project Assistance

This element will involve requests for development of written materials, graphics, tools or presentations to support HCR programs and specific HCR-funded projects.

- Review, refine, and draft policies, procedures and other program materials to ensure regulatory compliance, enhance operational efficiency and align with best practices.
- Development of new materials and tools to support program administration.
- Project-specific underwriting or project development support.
- Grant project management support, including project compliance with federal or state requirements.
- Assist with Consolidated Plans, Action Plans, CAPERs, or other planning, reporting and strategy documents.

ELEMENT 3: Training

This element will involve development and delivery of specialized training for HCR staff, program applicants and award recipients. Training formats may include in person (classroom or one-to-one), virtual (online delivery of live or self-paced), and hybrid approaches.

- Provide expert-led workshops for navigating complex program requirements. Sessions should feature tailored consulting, interactive exercises, and best practices.
- Assist or support HTFC staff in developing and delivering training, by providing “train the trainer” sessions or reviewing training materials prepared by HTFC staff.
- Training topics may cover areas related to:

- Implementation and compliance of regulatory and policy requirements such as:
 - Understanding fiscal responsibility, audit requirements
 - Environmental
 - Accessibility, fair housing, lead based paint requirements
 - Construction management (procurement, writing work scopes, property inspections,)
 - Property rehabilitation standards
- How to develop and administer a federal or state grant funded program (i.e., Lifecycle management, contracts, subrecipient agreements, insurance, proper documentation and reporting).
- Strategies for financing, including project development with multiple sources of financing.

5. Work Engagement Process

The RFP process will form the basis for the establishment of a prequalified list (“List(s)” or “Panel(s)”) of subject matter experts to provide strategic analysis, policy guidance, stakeholder training, and support for state and federally funded grant programs. Over a five-year period, HTFC plans to select and engage qualified Firms on an as-needed basis.

Engagements will vary in scope, duration and urgency. Engagements may require immediate, intensive effort over a short or extended period of time. Placement on the Panel does not guarantee that the Firm will be selected or engaged for work assignments or any specific volume of work or assignments.

5.1 Contract Term

The term of the contract is anticipated to be for five years, subject to approval of the HTFC Board. Any contract that exceeds a five-year period will require the affirmative concurrence of HTFC’s Board to extend the term of the contract without undergoing a new solicitation process.

5.2 Primary Contractor and Subcontractor(s) Team

The successful Contractor(s) must be the lead vendor on at least two of the three Scope of Service Elements and will serve as the legal contracting entity with which the Agencies will enter into a contract. However, a Contractor may partner with other entities, including but not limited to MWBEs and SDVOBs, to provide the Agencies with the Scope of Work described in the Scope of Services section of this RFP. If the RFP submission includes Consulting Services from any other participating vendors, it is understood that those vendors will serve as subcontractors to the Prime Contractor.

For purposes of evaluating RFP Submissions and developing the intended agreement between HTFC and the Contractor, all contributions to the project from both the Prime Contractor and its subcontractor(s), including skills, attributes, and products, will be considered as the total proposal put forth by the Respondent. All necessary communications will be directed to the Prime Contractor.

6. PROPOSAL REQUIREMENTS

The content in the response must be limited to letter-size pages (single spaced, minimum 12-point font, and at least one-inch margins). The page limits are identified for each section but does not include resumes, organizational chart, graphic charts, diagrams, flow charts, etc. A complete proposal for this RFP must include:

- TAB 1: Proposal Coversheet, Cover Letter & Proposal Certification
- TAB 2: Technical Proposal
- TAB 3: Cost Proposal
- TAB 4: Administrative Proposal
- TAB 5: EEO, Diversity and SDVOB Proposal.

The Proposal must be complete and prepared in the format consistent with the instructions provided in this RFP. The Respondent is advised to thoroughly read and follow all instructions contained in this RFP. Proposals not organized in the manner prescribed in this RFP or proposals that do not include all required information and completed forms may be subject to rejection. In all instances, HTFC's determination regarding a proposal will be final.

HTFC does not require, nor desire, any promotional material that does not specifically address the response requirements in this RFP. Proposals must demonstrate that the Respondent is qualified to perform the Scope of Services based on eligibility requirements and prior relevant professional experience.

6.1 TAB 1: Proposal Coversheet, Cover Letter, & Proposal Certification

The Respondent must submit, as part of its Proposal Submission, the Proposal Coversheet, Cover Letter, and Proposal Certification as outlined in this RFP.

6.1.1, Proposal Coversheet

The Respondent shall complete and submit a Proposal Coversheet which contains identifying information for the Proposer's organization. The Coversheet must be submitted utilizing the template provided in Attachment I

6.1.2. Cover Letter with Executive Summary (3 pages max.)

- The Respondent's Cover Letter must: (i) be on Respondent letterhead, (ii) not exceed three (3) pages and (iii) include the following items: The Proposer's name, address, telephone number, fax number, email address and website address, if applicable;
- The names, titles, telephone numbers, fax numbers, and email addresses of the principals and the individuals within the Proposer's organization who will be the Agency's primary contact concerning the proposal;
- A summary of the Respondent's organizational history, legal structure (e.g. corporation, State of incorporation, MWBE and/or SDVOB certification status, etc.) and include a statement confirming that the vendor is registered to do business in the

State of New York. This summary must include an explanation of the organization's primary work and core competencies.

- The location of the Respondent's main business office. If there are other locations of the Respondent that may be involved in providing services described in this RFP, identify those other location(s) and include names of contact persons in those locations;
- A statement affirming the number of years that the proposer or its principals have provided similar services to those described in the Scope of Service section;
- The name(s) of the primary staff who will provide services to the Agency/ies;
- Indicate whether the Respondent will be subcontracting with a MWBE and/or SDVOB, and if so, provide the name of the MWBE and/or SDVOB entity(ies) and principal(s); if the Respondent will not be subcontracting/partnering with an MWBE and/or SDVOB, indicate the reason why there are no subcontracting/partnering opportunities for the services described in the Scope of Services section of this RFP.

6.1.3. Proposal Certification

Respondent must complete and submit with their Proposal Submission a signed certification ("Proposal Certification") which affirms that the information contained in the proposal is true and accurate and that the person signing the Proposal Certification is authorized to submit the proposal on behalf of the Respondent. The Proposal Certification must be submitted utilizing the template provided in Attachment II

6.2 TAB 2: Technical Proposal (10 pages max.)

This section of the RFP provides instructions to Proposers regarding information that is to be included in the Technical Proposal. The content in Tab 2 is limited to ten (10) letter-size pages, double spaced, minimum 12-point font, and at least one-inch margins. The ten-page limit in Tab 2 does not include resumes, references, organizational chart, etc. Any material beyond this limit will be disregarded. HTFC does not desire any promotional material, which does not specifically address the response requirements to this RFP. Proposal documents must be complete, factual and as detailed as necessary to allow the Agency/Agencies to adequately evaluate capabilities and experience for the services required under the contract(s) awarded to the successful Proposer(s)

The Technical Proposal must detail the Respondent's experience and qualifications for the services requested. Please address the technical information listed below, including any tasks from the Scope of Services section of this RFP that the Proposer is unable to fulfill with in-house staff. Do not include any cost or hourly rate information in the Technical Proposal.

The Technical Proposal must be composed of:

1. Table of Contents
2. Experience, Qualifications and Capability Narrative
3. Qualifications Response Form

Table of Contents

The Table of Contents must clearly indicate the location of all sections and corresponding page numbers within the proposal.

Experience, Qualifications & Capability

Minimum Qualifications.

To be considered a qualified bidder for this solicitation, HTFC requires the following pre-requisite:

1. Legal Status – Must be a registered for-profit or not-for-profit entity; and
2. Experience – Must demonstrate at least five (5) years of experience providing technical assistance to state- or federal-level entities; and
3. Capability & Availability – Existing staff must present adequate experience and qualifications to deliver at least two service Elements in house throughout the contract's duration.

Qualifications Response Form. HTFC prefers Respondents that meet or exceed the following qualifications:

- At least two (2) engagements in the past five (5) years involving implementation and provision of technical assistance and management consulting services for a state or federal entity.
- References. include at least three (3) references for the Respondent and for its partners or subcontractors/subconsultants (if applicable). Each reference should include the name, title, company, address, phone number, email address, and a summary of the relationship between the reference and the Respondent. HTFC is not responsible for the responsiveness of the listed references and is not obligated to notify the Respondent of any unresponsive references. Failure to contact references may negatively impact the evaluation. HTFC reserves the right to consult additional sources not identified in the submission.
- Disclose any existing or contemplated relationship which would constitute an actual or potential conflict of interest or appearance of impropriety, relating to other clients/customers of the Proposer. If a conflict does or might exist, please describe how the Proposer would eliminate or prevent it. Indicate what procedures will be followed to detect, notify the Agencies of, and resolve any such conflicts; and
- Disclose whether the Proposer, or any of its members, has been the subject of any investigation or disciplinary action by the New York State Commission on Public Integrity or its predecessor State entities.

Experience. This section should detail the knowledge, skills, and experience relevant for selection. Respondents should highlight expertise related to the Scope of Services and the following areas of expertise:

- **Housing Programs**

- Demonstrated expertise in federal housing and community development programs, including HOME Investment Partnerships Program (HOME) and Community Development Block Grant (CDBG).
- Experience administering or providing compliance support for HOME and CDBG programs, including cross-cutting federal requirements such as environmental review, fair housing, lead-based paint, the Uniform Relocation Act (URA), Davis-Bacon, IDIS, and 2 CFR Part 200.
- Strong understanding of federal regulations and grant program requirements, including the ability to interpret HUD guidance and translate statutory and regulatory requirements into operational policies and procedures.

Housing Preservation & Construction

- Preparation of written scopes of work and bid packages.
- Development and review of housing development pro-forma, packaging financing for housing project development.
- Interpretation of New York State building code and evaluation of jurisdictional variation in local plan review and permitting, including but not limited to code governing offsite construction.
- Evaluation of offsite construction technologies and development of funding strategies that accommodate factory produced housing. Support for manufacturer selection, contract structuring and risk allocation in offsite procurement.

- **Grant Management and Compliance**

- Experience managing the full federal grant lifecycle, including application support, program implementation, compliance oversight, performance tracking, and closeout.
- Experience conducting program monitoring, risk assessments, and compliance reviews, including preparing monitoring reports and supporting corrective action plans.
- Knowledge of federal procurement and financial management requirements under 2 CFR Part 200.

- **Program Design and Project Implementation**

- Experience designing or refining housing and community development programs funded with federal resources, including development of program guidelines, underwriting standards, intake procedures, and compliance frameworks.
- Expertise in HOME and CDBG underwriting, including evaluating project financial feasibility, financial reconciliation, identifying risks, determining appropriate subsidy levels, and ensuring regulatory compliance.
- Experience managing project pipelines and coordinating with developers, subrecipients, and nonprofit partners to ensure successful project implementation.

- **Technical Assistance, Training, and Capacity Building**
 - Experience partnering with state, county, and local government agencies to provide technical assistance that strengthens technical capacity and improves program performance.
 - Demonstrated ability to develop and deliver training on state and federal program administration, regulatory compliance, and best practices for federally funded housing programs.
 - Ability to design, facilitate, and deliver educational content related to HUD programs, including familiarity with HUD-approved training models such as Basically CDBG Online or Building HOME Online.
 - Experience facilitating workshops, stakeholder meetings, and peer-learning opportunities for local governments and housing organizations.
- **Data, Systems, and Reporting**
 - Experience using federal reporting systems such as IDIS and developing internal systems for tracking program performance, expenditures, and compliance.
 - Ability to develop standardized tools, templates, and guidance documents such as underwriting templates, monitoring checklists, and compliance manuals.
- **Professional Credentials**
 - Relevant professional certifications such as HUD Housing Counselor certification, EPA/HUD Lead-Based Paint certification, or other related professional credentials.

Capability. Provide a comprehensive description of the Respondent’s organization and its staff, demonstrating the capacity to deliver the requested services.

- Identify the principals and key staff (and roles) who will be primarily responsible for providing Consultant Services. For each staff member listed, provide the number of years of relevant experience, certifications and/or licenses. Attach a copy of the proposed organizational chart together with resumes, titles and contact information for all key and supporting staff. The information required herein must also be provided for any subcontractors or partners. Attach any contracts, agreements, or letters of intent that have been entered into with such firms that are relevant to this RFP.
- If subcontracting or partnering with an MWBE and/or a SDVOB for any portion of the work, include resumes and qualifications of the subcontractor(s) and their staff. In addition, describe the tasks anticipated to be assigned to the subcontractor(s)/partner(s).
- Include the nature and amount of assistance your Firm expects from the Agencies for the timely completion of the work as described in this RFP, including availability of Agency staff during other than normal business hours, if any.
- Respondent must identify any known limitations in ability or availability to participate on the prequalified list. Specifically, confirm that adequate staff time is available to support

the proposed elements and that existing contracts do not restrict contracting and performing services for HCR and HTFC.

6.3 TAB 3: Cost Proposal

Respondents must complete and submit the Cost Proposal, provided as Attachment III concerning fees for services outlined in the Scope of Services. Failure to comply with the Cost Proposal format and content requirements may result in disqualification.

The Cost Proposal must include a single hourly rate for each individual team member providing services. HTFC will reimburse Contractor directly only for hours authorized on each project assignment. The hourly rate shall include all expenses of the Prime Contractor or subcontractor except as provided in the following paragraphs under reimbursable expenses.

Reimbursable Expenses

Receipts are required to substantiate expenses for all reimbursements related to a specific project assignment. Contractors may be reimbursed for the following, if pre-approved by HTFC:

- Individual project hours (at hourly rate) expended by designated team member(s).
- Lodging at government per diem rate.
- A/V rental for training or use of Contractor's A/V equipment at comparable rates.
- Transportation via common carrier.
- Rental car.
- Meeting room rental.

Although proposed fees will be taken into account, the Agencies reserve the right to negotiate a lower or different fee structure with any Firm selected.

In no event will the Contractor be reimbursed for vehicle fuel, road tolls, parking feed or food and beverages.

Respondents must not include technical information in their Financial Response nor financial information in any other part of their submission.

6.4 TAB 4: Administrative Proposal

Administrative Proposal contains standard requirements by which the Respondent must agree to abide, information requested by HTFC in connection with these requirements, and additional forms to be completed by the Respondent. Respondents must include the following as part of their Administrative Proposal.

6.4.1 Standard Clauses and Requirements

Respondents are subject to the requirements indicated in HTFC's Standard Clauses and Requirements for Solicitations, hyperlinked herein as [Exhibit A](#). Such requirements include, but are not limited to, submission of the following information and forms:

- [Vendor Information FORM](#)
- [Lobbying Procurement Law FORM 1](#)

- [Lobbying Procurement Law FORM 2](#)
- [Non-Collusive Bidding Certification FORM](#)
- [Vendor Responsibility Questionnaire for For-Profit Business Entity](#) or [Vendor Responsibility Questionnaire for Not-For-Profit Entity](#)
- [Vendor Assurance of No Conflict of Interest and Detrimental Effect](#)
- [Executive Order #16 - Prohibiting Contracting with Businesses Conducting Businesses in Russia](#)

All of the above forms can be found at this URL:

<https://hcr.ny.gov/procurement-and-contract-information#procurement-information-and-forms>

6.4.2 Financial Capacity

The Proposer must provide the most recent two years of audited financial statements or federal tax returns. Note that each financial statement or federal tax return must be accompanied by a balance sheet.

6.4.3 Insurance Requirements

The successful Respondent (“Contractor”) is required to provide, prior to execution of the awarded Contract and maintain, at its sole cost and expense, the required insurance coverage, at the minimum limits specified in Appendix IV, during the term of the contract and for two years after completion of work. All required insurance policies must be maintained with insurance companies licensed within the State of New York and holding an AM Best rating of no less than A-.

6.5 TAB 5: Equal Employment Opportunity Requirements

HTFC has determined, pursuant to New York State Executive Law Article 15-a (“Article 15-A”) and New York State Veterans’ Law Article 3 (“Article 3”), that the assessment of participation by minority-and/or women-owned business enterprises (“MWBEs”) (assessment of participation by MWBEs hereinafter referred to as “Diversity”) and SDVOB practices of Proposers responding to this RFP is practical, feasible, and appropriate.

Minority and/or Women Owned Business Enterprise Participation

HTFC is committed to awarding contracts to firms that are dedicated to diversity and provide high-quality services. HTFC strongly encourage(s) firms that are certified by the State as MWBEs to submit responses to this RFP. All MWBE firms submitting proposals to this RFP should be registered as such with the State’s Empire State Development (“ESD”). HTFC is required to implement the provisions of Article 15-A and 5 NYCRR Parts 142144 (“MWBE Regulations”) for all Agency contracts, as defined therein, with a value in excess of \$25,000. For assistance identifying MWBE partners, review the list of certified State MWBEs, accessible at the following web address: [NYS M/WBE Directory](#)

For purposes of this solicitation, HTFC hereby establishes an overall goal of 30% of total contract expenditures for MWBE participation, 15% for minority-owned business enterprises (“MBEs”) and 15% for women-owned business enterprises (“WBEs”).

Service-Disabled Veteran-Owned Business Enterprise Participation

HTFC is committed to awarding contracts to Service-Disabled Veteran-Owned Business (SDVOB) enterprises that provide high-quality services. HTFC strongly encourages firms that are certified as SDVOBs to submit responses to this RFP. All SDVOB firms submitting proposals to this RFP should be certified with the State’s Office of General Services (“OGS”). For assistance identifying SDVOB partners, review the list of certified State SDVOBs, accessible at the following address: [NYS SDVOB Directory](#)

HTFC is required to implement the provisions of Article 3 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.

For purposes of this solicitation, HTFC hereby establishes a goal of 6% of total contract expenditures for SDVOB participation. HTFC aspires to meet the SDVOB participation goal by directly contracting with SDVOBs.

MWBE and SDVOB Partner/Subcontractor Interest

MWBEs and SDVOBs certified in the State may request that their firm’s contact information be included on a list of MWBE and SDVOB firms interested in serving as a subcontractor for this RFP. The listing will be publicly posted on the HTFC website for reference by the bidding community. A firm requesting inclusion on this list should send contact information and a copy of its MWBE certification and/or SDVOB certification to ContractUnitInfo@hcr.ny.gov. Nothing prohibits an MWBE or a SDVOB firm from proposing as a prime contractor (i.e., a “Proposer”).

Proposers that are certified in NYS as an MBE, a WBE, an MWBE and/or a SDVOB should attach evidence of NYS certification. Proposers are also subject to the Article 15-A and Section 3 MWBE and SDVOB requirements. Such requirements include, but are not limited to, submission of the following information and forms, hyperlinked herein:

- [EEO Staffing Plan Form, PROC-1](#)
- [Utilization Plan, PROC-2](#) .
- [Request for Waiver Form, PROC-3 form](#), if applicable.
- [MWBE & EEO Policy Statement, PROC-4](#)
- [Company Demographic Profile, PROC-7](#)
- [EEOC Statement, PROC-8](#), applicable to Respondents with 15 or more employees
- [Diversity Practices Questionnaire, PROC-9](#)
- [Certification of Good Faith Efforts](#), PROC-10 form, if applicable.

All of the above forms can be found by copying and pasting this URL into your browser:

<https://hcr.ny.gov/procurement-and-contract-information#mwbe-and-sdvob-forms-and-information>

7. PROPOSAL SUBMISSION INSTRUCTIONS

Proposals must be delivered, by email, no later than the proposal due date and time indicated in the “*Calendar of Events and Milestones*” section of this RFP.

Proposals must be submitted by email to Nyhomes.proposal@hcr.ny.gov in searchable portable document format (“PDF”) compatible with Adobe Reader XI and the required documents. HTFC will not accept discs, flash drives, or FTP file references that require the Agency to download information from the Proposer’s or a third party’s site. If the file is large, it may be submitted in multiple email attachments, with the proper Part One or Part Two label (if applicable) and “1 of X”, “2 of X”, etc., and the last email as “X of X – Final” for each additional email.

The proposal for this RFP must be prepared as five files (tabs) (i) Tab One: Proposal Cover Sheet and Proposal Certification (PDF); (ii) Tab Two: Technical Proposal (PDF); (iii) Tab Three: Cost Proposal (Excel); (iv) T Four: Administrative Proposal (PDF); and Tab Five: EEO Diversity and SDVOB Proposal

Any proposal delivered after the date and time designated as the proposal submission deadline listed in the “*Calendar of Events and Milestones*” section of this RFP may be deemed ineligible. It is the Proposer’s sole responsibility to ensure that all emails and attachments are delivered on time in a legible format. Proposers assume all risk for proposal delivery. HTFC is not responsible for any proposals that are not received due to technical issues related to email submission.

A proposal may be deemed to be non-responsive because it is materially incomplete. HTFC reserves the right to seek clarification or request additional information. The determination of whether any proposal is complete or was received on time is at the sole discretion of the Agency.

All materials submitted in response to this RFP shall become the property of HTFC. HTFC will not be liable for any costs incurred by any Respondent pertaining to the preparation and submittal of any written response or for participation in an interview in response to this RFP. RFP Submissions are subject to disclosure under NYS Public Officers Law § 87 (“Freedom of Information Law”).

7.1 Questions and Answers

Any questions or requests for clarification regarding this RFP must be submitted via email to ContractUnitInfo@hcr.ny.gov, citing the RFP page and section, no later than the date identified in the “*Calendar of Events and Milestones*” section of this RFP. The “Subject” line of the email should indicate “2026 Technical Assistance Consulting Services RFP.”

Questions will not be accepted orally, and any question received after the deadline may not be answered. The list of questions/requests for clarifications and the official Agency responses will be posted in a timely manner on HCR’s “Procurement Opportunities” webpage at <http://hcr.ny.gov/procurement-opportunities>.

Respondents should note that all clarifications and exceptions are to be resolved prior to submission of the proposal.

An electronic version of this RFP will be posted on [HCR's website](#) in addition to any subsequent changes, additions or deletions to the RFP, including the timelines and target dates. Proposers are encouraged to check [HCR's website](#) frequently for notices of any clarifications, changes, additions or deletions to the RFP.

7.2 Amendments and Addenda

HTFC reserves the right to modify any part of this RFP including, but not limited to, the date and time by which proposals must be submitted and received by the Agency, at any time prior to the Deadline for Submission of Proposals date listed in the “Calendar of Events and Milestones” section of this RFP. Modifications to this RFP will be made by issuance of amendments and/or addenda. Any amendment or addendum to this RFP will become part of this RFP.

Prior to the Deadline for Submission of proposals' date, any such clarifications or modifications as deemed necessary will be posted to [HCR's website](#).

If the Proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the Proposer will immediately notify the Agency of such error in writing and request clarification or modification of the document.

There are no designated dates for release of addenda; therefore, interested Proposers should check the [Agency's website](#) frequently through the Deadline for Submission of Proposals' date. It is the sole responsibility of the Proposer to be knowledgeable of all addenda related to this RFP process.

8. EVALUATION AND SELECTION PROCESS

HTFC reserves the right to reject all proposals received after the RFP due date and time. All proposals will be reviewed to determine if they contain all required submittals specified in this RFP. Incomplete proposals may be rejected.

8.1 Evaluation Overview

The evaluation process will include a comprehensive review and evaluation of each of the written proposals. The purpose of the evaluation is two-fold (1) to examine the responses for compliance with the requirements of this RFP and (2) to identify the complying Respondents that have the highest probability of satisfactorily performing the Scope of Services, described herein, for a reasonable cost. The evaluation will be conducted in a comprehensive and impartial manner as set forth herein.

Proposals will undergo an evaluation process conducted by an HTFC Review Committee (“Committee”). The Committee will evaluate proposals based on the qualifications and experience of the Respondent and its personnel, utilizing criteria listed in this RFP.

The Committee may also consider any negative findings related to the Respondent, its subcontractors, if any, and any individual team members including, but not limited to, findings of nonperformance and contract defaults from any federal, state, or local entity, unpaid State or local taxes or fines; and any pending governmental, criminal, or civil investigations. Failure to disclose any of these findings, either in the Vendor Responsibility Questionnaire form or in a separate attachment, may result in the rejection of the proposal, at the sole discretion of HTFC. HTFC retains the right to request any additional information pertaining to the Respondent’s ability, qualifications, financial capacity, financial stability, and procedures used to accomplish all work under the resulting Contract(s), as it deems necessary, to ensure safe and satisfactory work.

During the evaluation process, HTFC may require information from a Respondent. If specific sections of the written response require clarification, HTFC will identify the section(s) and information requested in writing. The Respondent should respond by the deadline stated in the correspondence. In addition, HTFC may use the response, information obtained through any interviews, HTFC’s own investigation of a Respondent’s qualifications, experience, ability, or financial standing, and any other material or information submitted by the Respondent in the course of the evaluation and selection under this RFP. HTFC reserves the right to contact other sources not necessarily identified in the response to obtain information.

8.2 Scoring

Technical Response – 65 Points

HTFC’s Review Committee (“Committee”) will independently score each Technical Response to identify Respondents with the highest probability of satisfactorily providing the services described in the Scope of Services of this RFP. HTFC will evaluate Technical Responses using the categories listed in the table below.

Technical Response Evaluation	
Category	Description
Background and Experience	<ul style="list-style-type: none"> • Demonstrated experience, ability, competence, capacity, knowledge, technical expertise and qualifications of Respondent, its staff and its sub-Respondent(s), if any, to provide the services indicated in the Scope of Services sections of this RFP • Historical performance of Respondent and any partners or subcontractors
Administrative	<ul style="list-style-type: none"> • Staffing approach • Overall organization, completeness and quality of response, including cohesiveness and clarity of all information provided in the proposal • Avoidance of any potential conflict of interest or appearance of impropriety and policies designed to ensure the avoidance of such conflicts in the future

	<ul style="list-style-type: none"> • Financial stability • Compliance with State and federal law together with regulatory and oversight bodies • Availability for the duration of the contract term
Overall	<ul style="list-style-type: none"> • Understanding of state and federally funded grant administration, regulations, statutes and policies

Diversity Practices – 10 Points

Diversity practices are the efforts of contractors to include New York State certified MWBEs in their business practices. HTFC’s Department of Empowerment, Compliance and Opportunity (“DECO”) will evaluate the Respondent’s Diversity Practices Questionnaire, PROC-9 form. Evaluation will be based on the Respondent’s demonstration of its efforts to collaborate and promote MWBEs.

Cost Proposal – 25 Points

HTFC’s Review Committee will examine the Financial Response documents and review them for completeness and responsiveness to cost requirements. If a Financial Response is found to be non-responsive, that submission will be eliminated from consideration. All complete, responsive Financial Responses will receive a cost score.

Interviews

HTFC reserves the right to conduct interviews with the Respondents who receive the highest Initial Composite Scores. An Initial Composite Score for each responsive Respondent will be calculated by adding the Technical Response points, Cost Proposal points, and Diversity Practices points.

Respondents will be notified of the date, location, and time of their interview. The interview will be designed to allow the Respondent to demonstrate their ability to provide the required services. The Respondent, as well as other key personnel who would be responsible for providing the required services, must be present and participate in the interview.

Further information regarding the format of the interview will be provided to the Respondent prior to the interview. The interview should substantiate the characteristics and attributes claimed by the Respondent in the written response to the RFP. However, the interview will not be an opportunity to cure material omissions in any Respondent’s response and are not a substitute for a well-written response.

8.3 Selection and Notification Process

The selected Proposers will be notified via U.S. mail or email. Proposers who are not selected will be notified of the Agency’s decisions via U.S. mail or email.

8.4 Adverse Findings

A Contractor may be rejected at any time during the evaluation process or removed from the Qualified List if adverse findings are made about the Contractor or any of its principals or related entities, including, but not limited to, adverse findings with respect to any of the following:

- Past or pending suspension, debarment, or finding of non-responsibility by any government agency.
- Findings of tenant harassment or a pending case of harassment.
- Arson, fraud, bribery, or grand larceny conviction or a pending case.
- A past or pending voluntary or involuntary bankruptcy proceeding.
- False information or failure to disclose information.
- Violation of any anti-discrimination or fair housing laws, rules or regulations.

9. PREQUALIFIED LIST OF CONTRACTORS

Any contracts with the selected Respondents resulting from this RFP process will be for Technical Assistance and Consulting Services for a five-year period, subject to approval by the HTFC Board.

HTFC, at its discretion, may exercise its option to modify any provision in the contract including, but not limited to, the scope of services and compensation, on an as-needed basis, with the mutual written consent of the contracting parties. Any contract that exceeds a five-year period will require the affirmative concurrence of HTFC's Board to extend the contract beyond the five-year period without undergoing a new solicitation process.

The successful Proposer(s) will be required to execute a contract(s) with HTFC that incorporates HTFC's Standard Clauses for Contracts, HTFC's MWBE Participation Requirements and Procedures for Contracts, and HUD's General Provisions for Contracts, hyperlinked hereto, respectively, as Appendices I, II, and III. The contract(s) resulting from this RFP process is subject to federal and State law, rules and regulations. If there is a conflict between federal and State law, rules and regulations, federal law, rules and regulations will prevail.

The contract(s) resulting from this RFP process is subject to the availability of State and/or Federal funding, as outlined herein. HTFC reserves the right, at their discretion, to cancel this RFP, amend this RFP including the timetable, and/or delay the execution of a contract(s) resulting from this RFP process, as it deems necessary.

Prior written approval must be received from HTFC for the use of any subcontractor(s), including substitution and/or change in existing subcontractor(s). The subcontract(s) between the Proposer and its subcontractor(s) must receive written approval by HTFC. The sections relating to the scope of services and compensation in the subcontracting agreement must be well defined.

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Appendices to follow this page

Appendix I

HTFC's Standard Clauses for Contracts, hyperlinked [here](#)

Appendix II

HTFC's MWBE Participation Requirements and Procedures for Contracts, hyperlinked here:
[HTFC's MWBE Participation Requirements and Procedures for Contracts](#)

Appendix III

HUD's General Provisions for Contracts, hyperlinked here:

[HUD's General Provisions for Contracts](#)

Appendix IV

Insurance Requirements

The successful Proposer(s) of this RFP process (Bidder(s) or Contractor(s)) shall be required to procure, at its sole cost and expense, all insurance required by this Attachment.

The Bidder shall be required to provide proof of compliance with the requirements of this Attachment, as follows:

- Proof of Workers' Compensation and Disability Benefits Insurance should be provided at the time of Bid submission;
- Proof of all other insurance shall be provided in accordance with Section B below;
- After award, the Contractor shall be required to provide proof of all insurance after renewal or upon request according to the timelines set forth in Section A.10 below.

Contractors shall be required to procure, at their sole cost and expense, and shall maintain in force at all times during the term of any Contract resulting from this Solicitation/this Contract, policies of insurance as required by this Attachment. All insurance required by this Attachment shall be written by companies that have an A.M. Best Company rating of "A-," Class "VII" or better. In addition, companies writing insurance intended to comply with the requirements of this Attachment should be licensed or authorized by the New York State Department of Financial Services to issue insurance in the State of New York.

The Agency may, in its sole discretion, accept policies of insurance written by a non-authorized carrier or carriers when certificates and/or other policy documents are accompanied by a completed Excess Lines Association of New York (ELANY) affidavit or other documents demonstrating the company's strong financial rating. If, during the term of a policy, the carrier's A.M. Best rating falls below "A-," Class "VII," the insurance must be replaced, on or before the renewal date of the policy, with insurance that meets the requirements above.

Bidders and Contractors shall deliver to the Agency evidence of the insurance required by this Solicitation and any Contract resulting from this Solicitation/Contract in a form satisfactory to the Agency. Policies must be written in accordance with the requirements of the paragraphs below, as applicable.

While acceptance of insurance documentation shall not be unreasonably withheld, conditioned or delayed, acceptance and/or approval by the Agency does not, and shall not be construed to relieve Bidders or Contractors of any obligations, responsibilities or liabilities under this Solicitation and any Contract resulting from this Solicitation/Contract.

The Contractor shall not take any action, or omit to take any action that would suspend or invalidate any of the required coverages during the term of any Contract resulting from this Solicitation/the Contract.

A. **General Conditions Applicable to Insurance.** Only original documents (certificates of insurance and any endorsements and other attachments) or electronic versions of the same that can be directly traced back to the insurer, agent or broker via e-mail distribution or similar means will be accepted. The Agency requires Contractors to submit only certificates of insurance and additional insured endorsements. Contractors should refrain from submitting entire insurance policies. If an entire insurance policy is submitted but not requested, the Agency shall not be obligated to review it and shall not be chargeable with knowledge of its contents. In addition, the submission of an entire insurance policy not requested by the Agency does not constitute proof of compliance with the insurance requirements and does not discharge Contractors from submitting the requested insurance documentation.

The Agency reserves the right to request other proof of insurance, including, but not limited to, policies, and Contractors agree to comply with all reasonable requests.

All policies of insurance required by this Solicitation and any Contract resulting from this Solicitation/Contract shall comply with the following requirements:

1. **Coverage Types and Policy Limits.** The types of coverage and policy limits required from Bidders and Contractors are specified in Paragraph B Insurance Requirements below.
2. **Policy Forms.** Except as otherwise specifically provided herein, or agreed to in the Contract resulting from this Solicitation, all policies of insurance required by this Attachment shall be written on an occurrence basis. In the event that occurrence-based coverage is not commercially available, the Agency reserves the right to accept claims-made policy forms, in its sole discretion, provided that, at minimum, it includes provisions that allow for (a) reporting circumstances or incidents that may give rise to future claims and (b) an extended reporting period of not less than three (3) years with respect to events that occurred but were not reported during the term of the policy.
3. **Certificates of Insurance/Notices.** Bidders and Contractors shall provide the Agency with a Certificate or Certificates of Insurance, in a form satisfactory to the Agency as detailed below, and pursuant to the timelines set forth in Section A.13. below. Certificates shall name State of New York and the Housing Trust Fund Corporation, 38-40 State Street, Hampton Plaza, Albany, NY 12207 as the certificate holder.

Certificates of Insurance shall:

- Be in the form acceptable to the Agency and in accordance with the New York State Insurance Law (e.g., an ACORD 25);
- Disclose any deductible, self-insured retention, aggregate limit or exclusion to the policy that materially changes the coverage required by this Solicitation and any Contract resulting from this Solicitation/Contract;
- Be signed by an authorized representative of the referenced insurance carriers; and

- Contain the following language in the Description of Operations / Locations / Vehicles section of the Certificate or on a submitted endorsement: Additional insured protection afforded is on a primary and non-contributory basis. A waiver of subrogation is granted in favor of the additional insureds.
1. **Primary Coverage.** All Commercial General Liability, Business Automobile Liability, and Umbrella/Excess Liability insurance policies shall provide that the required coverage shall be primary and non-contributory to other insurance available to the State of New York, Housing Trust Fund Corporation, any entity authorized by law or regulation to use any Contract resulting from this Solicitation/the Contract and their officers, agents, and employees. Any other insurance maintained by the State of New York, Housing Trust Fund Corporation, any entity authorized by law or regulation to use any Contract resulting from this Solicitation/the Contract and their officers, agents, and employees shall be excess of and shall not contribute with the Bidder/Contractor's insurance.
 2. **Breach for Lack of Proof of Coverage.** The failure to comply with the requirements of this Attachment at any time during the term of any Contract resulting from this Solicitation/the Contract shall be considered a breach of the terms of any Contract resulting from this Solicitation/the Contract and shall allow the State of New York State, Housing Trust Fund Corporation, any entity authorized by law or regulation to use any Contract resulting from this Solicitation/the Contract and their officers, agents, and employees to avail themselves of all remedies available under any Contract resulting from this Solicitation/the Contract, at law or in equity.
 3. **Self-Insured Retention/Deductibles.** Certificates of Insurance must indicate the applicable deductibles/self-insured retentions for each listed policy. Deductibles or self-insured retentions above \$100,000.00 are subject to approval from the Agency. Such approval shall not be unreasonably withheld, conditioned or delayed. Bidders and Contractors shall be solely responsible for all claim expenses and loss payments within the deductibles or self-insured retentions. If the Bidder/Contractor is providing the required insurance through self-insurance, evidence of the financial capacity to support the self-insurance program along with a description of that program, including, but not limited to, information regarding the use of a third-party administrator shall be provided upon request.
 4. **Subcontractors.** Prior to the commencement of any work by a Subcontractor, the Contractor shall require such Subcontractor to procure policies of insurance as required by this Attachment and maintain the same in force during the term of any work performed by that Subcontractor. An Additional Insured Endorsement CG 20 38 12 19 (or the equivalent) evidencing such coverage shall be provided to the Contractor prior to the commencement of any work by a subcontractor and pursuant to the timelines set forth in Section A.13. below, as applicable, and shall be provided to the Agency upon request. For subcontractors that are self-insured, the subcontractor shall be obligated to defend and indemnify the above-named additional insureds with respect to Commercial General Liability and Business Automobile Liability, in the same manner that the subcontractor would have been required to pursuant to this section had the subcontractor obtained such insurance policies.

5. ***Waiver of Subrogation.*** For all Commercial General Liability, Business Automobile Liability, Umbrella/Excess Liability policies and the workers' compensation insurance required below, the Bidder/Contractor shall cause to be included in its policies insuring against loss, damage or destruction by fire or other insured casualty a waiver of the insurer's right of subrogation against the State of New York, Housing Trust Fund Corporation, any entity authorized by law or regulation to use any Contract resulting from this Solicitation/the Contract and their officers, agents, and employees, or, if such waiver is unobtainable (i) an express agreement that such policy shall not be invalidated if the Contractor waives or has waived before the casualty, the right of recovery against the State of New York, Housing Trust Fund Corporation, any entity authorized by law or regulation to use any Contract resulting from this Solicitation/the Contract and their officers, agents, and employees or (ii) any other form of permission for the release of the State of New York, Housing Trust Fund Corporation, any entity authorized by law or regulation to use any Contract resulting from this Solicitation/the Contract and their officers, agents, and employees. A Waiver of Subrogation Endorsement shall be provided upon request. A blanket Waiver of Subrogation Endorsement evidencing such coverage is also acceptable.
6. ***Additional Insured.*** The Contractor shall cause to be included in each of the Commercial General Liability, Business Automobile Liability, and Umbrella/Excess Liability policies required below coverage for on-going and completed operations naming as additional insureds (via ISO coverage forms CG 20 10 12 19 and CG 20 37 12 19 and form CA 20 48 10 13, or a form or forms that provide equivalent coverage): State of New York, Housing Trust Fund Corporation, any entity authorized by law or regulation to use any Contract resulting from this Solicitation/the Contract and their officers, agents, and employees. An Additional Insured Endorsement, or the equivalent, evidencing such coverage shall be provided to the Agency pursuant to the timelines set forth in Section 13 below. A blanket Additional Insured Endorsement evidencing such coverage is also acceptable. For Contractors who are self-insured, the Contractor shall be obligated to defend and indemnify the above-named additional insureds with respect to Commercial General Liability and Business Automobile Liability, in the same manner that the Contractor would have been required to pursuant to this Attachment had the Contractor obtained such insurance policies.
7. ***Excess/Umbrella Liability Policies.*** Required insurance coverage limits may be provided through a combination of primary and excess/umbrella liability policies. If coverage limits are provided through excess/umbrella liability policies, then a Schedule of underlying insurance listing policy information for all underlying insurance policies (insurer, policy number, policy term, coverage and limits of insurance), including proof that the excess/umbrella insurance follows form must be provided upon request.
8. ***Notice of Cancellation or Non-Renewal.*** Policies shall be written so as to include the requirements for notice of cancellation or non-renewal in accordance with the New York State Insurance Law. Within five (5) business days of receipt of any notice of cancellation or non-renewal of insurance, the Contractor shall provide the Agency with a copy of any such notice received from an insurer together with proof of replacement

coverage that complies with the insurance requirements of this Solicitation and any Contract resulting from this Solicitation/Contract.

9. ***Policy Renewal/Expiration*** Upon policy renewal/expiration, evidence of renewal or replacement of coverage that complies with the insurance requirements set forth in this Solicitation and any Contract resulting from this Solicitation/Contract shall be delivered to the Agency. If, at any time during the term of any Contract resulting from this Solicitation/the Contract, the coverage provisions and limits of the policies required herein do not meet the provisions and limits set forth in this Solicitation and any Contract resulting from this Solicitation/Contract, or proof thereof is not provided to the Agency, the Contractor shall immediately cease work. The Contractor shall not resume work until authorized to do so by the Agency.

10. ***Deadlines for Providing Insurance Documents after Renewal or Upon Request.*** As set forth herein, certain insurance documents must be provided to the Agency's contact identified in the Contract Award Notice after renewal or upon request. This requirement means that the Contractor shall provide the applicable insurance document to the Agency as soon as possible but in no event later than the following time periods:
 - For certificates of insurance: 5 business days from request or renewal;
 - For information on self-insurance or self-retention programs: 15 calendar days from request or renewal;
 - For other requested documentation evidencing coverage: 15 calendar days from request or renewal;
 - For additional insured and waiver of subrogation endorsements: 30 calendar days from request or renewal; and
 - For notice of cancellation or non-renewal and proof of replacement coverage that complies with the requirements of this section: 5 business days from request or renewal.

Notwithstanding the foregoing, if the Contractor shall have promptly requested the insurance documents from its broker or insurer and shall have thereafter diligently taken all steps necessary to obtain such documents from its insurer and submit them to the Agency, the Agency shall extend the time period for a reasonable period under the circumstances, but in no event shall the extension exceed 30 calendar days.

B. Insurance Requirements

Bidders and Contractors shall obtain and maintain in full force and effect, throughout the term of any Contract resulting from this Solicitation/the Contract, at their own expense, the following insurance with limits not less than those described below and as required by the terms of any Contract resulting from this Solicitation/the Contract, or as required by law, whichever is greater:

Insurance Type		Proof of Coverage is Due
Commercial General Liability	No less than \$1,000,000 each occurrence	Upon notification of tentative award and updated in accordance with Contract
General Aggregate	\$2,000,000	
Products-Completed Operations Aggregate	\$2,000,000	
Personal Advertising Injury	\$1,000,000	
Medical Expenses Limit	\$5,000	
Business Automobile Liability Insurance	No less than \$1,000,000 each accident	
Professional Liability	\$1,000,000	
Workers' Compensation		
Disability Benefits		

1. **Commercial General Liability Insurance:** Such liability shall be written on the current edition of ISO occurrence form CG 00 01, or a substitute form providing equivalent coverage and shall cover liability arising from premises operations, independent contractors, products-completed operations, broad form property damage, personal & advertising injury, cross liability coverage, liability assumed in a contract (including the tort liability of another assumed in a contract) [and explosion, collapse & underground coverage].

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

- General Aggregate
- Products – Completed Operations Aggregate
- Personal and Advertising Injury
- Each Occurrence

Coverage shall include, but not be limited to, the following:

- Premises liability;

- Independent contractors;
 - Blanket contractual liability, including tort liability of another assumed in a contract;
 - Defense and/or indemnification obligations, including obligations assumed under any Contract resulting from this Solicitation/the Contract;
 - Cross liability for additional insureds; and
 - Products/completed operations for a term of no less than three [3] years, commencing upon acceptance of the work, as required by the Contract.
2. **Business Automobile Liability Insurance:** Such insurance shall cover liability arising out of automobiles used in connection with performance under any Contract resulting from this Solicitation/the Contract, including owned, leased, hired and non-owned automobiles bearing or, under the circumstances under which they are being used, required by the Motor Vehicles Laws of the State of New York to bear, license plates.

In the event that the Contractor does not own, lease or hire any automobiles used in connection with performance under any Contract resulting from this Solicitation/the Contract, the Contractor does not need to obtain Business Automobile Liability Insurance, but must attest to the fact that the Contractor does not own, lease or hire any automobiles used in connection with performance under any Contract resulting from this Solicitation/the Contract on a form provided by the Agency. If, however, during the term of the Contract, the Contractor acquires, leases or hires any automobiles that will be used in connection with performance under any Contract resulting from this Solicitation/the Contract, the Contractor must obtain Business Automobile Liability Insurance that meets all of the requirements of this section and provide proof of such coverage to the Agency in accordance with the insurance requirements of any Contract resulting from this Solicitation/the Contract.

3. **Professional Liability:** Such insurance shall apply to professional errors, acts, or omissions arising out of the scope of services (i.e. professional services, provide legal advice).
- Such insurance shall apply to professional errors, acts, or omissions arising out of the scope of services.
 - If coverage is written on a claims-made policy, the Contractor warrants that any applicable retroactive date precedes the start of work; and that continuous coverage will be maintained, or an extended discovery period exercised, throughout the performance of the services and for a period of not less than one (1) year from the time work under any Contract resulting from this Solicitation is completed or must agree to insure for one year following any Contract under award. Written proof of this extended reporting period or agreement must be provided to the Agency upon request.

- The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Services of any Contract resulting from this Solicitation.
4. **Workers' Compensation Insurance and Disability Benefits Requirements:** Sections 57 and 220 of the New York State Workers' Compensation Law require the heads of all municipal and state entities to ensure that businesses applying for contracts have appropriate workers' compensation and disability benefits insurance coverage. These requirements apply to both original contracts and renewals. **Failure to provide proper proof of such coverage or a legal exemption will result in a rejection of a Bid or any contract renewal. A Bidder will not be awarded a Contract unless proof of workers' compensation and disability insurance is provided to the Agency.** Proof of workers' compensation and disability benefits coverage, or proof of exemption must be submitted to the Agency at the time of Bid submission, policy renewal, contract renewal and upon request. Proof of compliance must be submitted on one of the following forms designated by the New York State Workers' Compensation Board. **An ACORD form is not acceptable proof of New York State workers' compensation or disability benefits insurance coverage.**

The failure to comply with the requirements of this Attachment at any time during the term of any Contract resulting from this Solicitation shall be considered a breach of the terms of any Contract resulting from this Solicitation and shall allow the State of New York, Housing Trust Fund Corporation, any entity authorized by law or regulation to use any Contract resulting from this Solicitation and their officers, agents, and employees to avail themselves of all remedies available under any Contract resulting from this Solicitation, at law or in equity.

Proof of Compliance with Workers' Compensation Coverage Requirements:

- Form CE-200, Certificate of Attestation for New York Entities With No Employees and Certain Out of State Entities, That New York State Workers' Compensation and/or Disability Benefits Insurance Coverage is Not Required, which is available on the Workers' Compensation Board's website (<https://www.wcb.ny.gov/icpocinq/>);
- Form C-105.2 (9/07), Certificate of Workers' Compensation Insurance, sent to the Agency by the Contractor's insurance carrier upon request, or if coverage is provided by the New York State Insurance Fund, they will provide Form U-26.3 to the Agency upon request from the Contractor; or
- Form SI-12, Certificate of Workers' Compensation Self-Insurance, available from the New York State Workers' Compensation Board's Self-Insurance Office, or
- Form GSI-105.2, Certificate of Participation in Workers' Compensation Group Self-Insurance, available from the Contractor's Group Self-Insurance Administrator.

Proof of Compliance with Disability Benefits Coverage Requirements:

- Form CE-200, Certificate of Attestation for New York Entities With No Employees and Certain Out of State Entities, That New York State Workers' Compensation and/or

Disability Benefits Insurance Coverage is Not Required, which is available on the Workers' Compensation Board's website (<https://www.wcb.ny.gov/icpocinq/>);

- Form DB-120.1, Certificate of Disability Benefits Insurance, sent to the Agency by the Contractor's insurance carrier upon request; or
- Form DB-155, Certificate of Disability Benefits Self-Insurance, available from the New York State Workers' Compensation Board's Self-Insurance Office.

An instruction manual clarifying the New York State Workers' Compensation Law requirements is available for download at the New York State Workers' Compensation Board's website, <https://www.wcb.ny.gov/icpocinq/>.

ATTACHMENTS TO FOLLOW THIS PAGE

**Attachment I
Proposal Coversheet**

Attach this form to the top of your Proposal Submission.

ALL PROPOSAL SUBMISSIONS MUST BE ELECTRONICALLY MAILED TO THE E-MAIL ADDRESS SPECIFIED IN THE PROPOSAL SUBMISSION INSTRUCTION SECTION OF THE RFP.

APPLYING FOR: TECHNICAL ASSISTANCE PANEL RFP

GENERAL INFORMATION ON FIRM:

Legal Name of Firm:

Firm's Mailing Address:

Firm's Website:

Firm's Main Telephone Number (including area code):

Federal Tax ID Number:

Data Universal Numbering System Number (DUNS) (if applicable):

SEC Registration Number (if applicable):

Statewide Financial System (SFS) Vendor ID Number (if applicable):

MWBE Registration Number (if applicable):

Indicate name(s) of MWBE subcontractor(s) (if applicable):

Service-Disabled Veteran-Owned Business (SDVOB) Control / Registration Number (if applicable):

Indicate name(s) of SDVOB subcontractor(s) (if applicable):

MAIN CONTACT INFORMATION FOR THIS PROPOSAL:

Please list the individual that will be the main contact *regarding this proposal*:

Contact Name:

Contact Telephone Number (including area code):

Contact E-mail Address:

Contact Facsimile Number (including area code):

PRINCIPAL IN CHARGE:

Please list the primary staff person(s) who will provide services to the Agency. Attach additional sheets if necessary.

Contact Name:

Contact Telephone Number (including area code)

ADDITIONAL CONTACTS (if applicable):

Contact Name:

Contact Telephone Number (including area code):

Contact E-mail Address:

Contact Facsimile Number (including area code):

Contact Name:

Contact Telephone Number (including area code):

Contact E-mail Address:

Contact Facsimile Number (including area code):

Attachment II Proposal Certification

The Proposal Submission must be fully and properly executed by an authorized person. By signing this Proposal Certification you certify your express authority to sign on behalf of the Proposer and acceptance of the terms included in (i) this RFP, (ii) Appendix I (Agencies' Standard Clauses For New York State Contracts) and (iii) State Finance Law § 139-j and § 139-k (Procurement Lobbying), and that all information provided in the proposal is complete, true and accurate. By signing this Proposal Certification, the Proposer affirms that it understands and agrees to comply with Agencies' procedures relative to permissible contacts as required by State Finance Law § 139-j (3) and § 139-j (6) (b). Proposer also affirms that it has reviewed the Requirements within the RFP and agrees to be bound by said terms.

Legal Business Name of Proposer:	D/B/A Name of Proposer:
Federal Tax Identification Number:	New York State Identification Number:
Printed or Typed Name of Authorized Firm Signatory:	Proposer Signature:
Title:	Date:

Attachment III

Cost Proposal Template

[\(Hyperlinked herein\)](#)

Attachment IV

FORM A: Intent to Submit Proposal Form

Housing Trust Fund Corporation Request for Proposals for 2026 Technical Assistance Panel

This is to notify you that it is our present intent to **submit** a proposal in response to the above-referenced RFP and to acknowledge that we have read the list of experience required to meet the minimum qualifications set forth in the Scope of Services section of the RFP.

The individual to whom all information regarding this RFP should be transmitted is:

Company Name: _____

Contact Name and Title: _____

Street Address: _____

City, State, & Zip: _____

Email Address: _____

Authorized Signature: _____

Name _____ Title _____

Phone Number: (____) _____ Fax Number: (____) _____

Email completed Intent to Submit Bid form to:
ContractUnitInfo@hcr.ny.gov

Proposal Checklist

CHECKLIST OF ITEMS TO BE RETURNED WITH YOUR PROPOSAL SUBMISSION:

- TAB 1 – Proposal Coversheet, Cover Letter & Certification, attached hereto as Attachment I & II
- TAB 2 – Technical Proposal as outlined in Section 6.2 of this RFP
 - Table of Contents
 - Qualifications Response Form
 - Experience, Qualifications and Capability Narrative
- TAB 3 – Cost Proposal, Attachment III
- TAB 4 - Administrative Proposal
 - Non-Collusive Bidding Certification Form
 - Vendor Information Form
 - Procurement Lobbying Form 1 and Procurement Lobbying Form 2
 - Vendor Responsibility Questionnaire - For-Profit Business Entity or Not-for-Profit Entity.
 - Financial Statements or Tax Returns.
 - Vendor Assurance of No Conflict of Interest and Detrimental Effect.
 - Certification Prohibiting State Agencies & Authorities from Contracting with Businesses Conducting Business in Russia under NYS Executive Order No. 16
- TAB 5 – Equal Employment Opportunity Requirements
 - EEO Staffing Plan, PROC-1
 - Utilization Plan, PROC-2
 - Request for Waiver Form, PROC-3, if applicable
 - MWBE & EEO Policy Statement, PROC-4
 - Company Demographic Profile, PROC-7
 - EEOC Statement, PROC-8
 - Diversity Practices Questionnaire, PROC-9

Schedule of RFP Appendices

Appendix I Standard Clauses for Contracts with HTFC

Appendix II HTFC's Requirements and Procedures for Contract Participation by
Minority Group Members and Women

Appendix III HUD's General Provisions

Appendix IV Insurance Requirements