



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

**KATHY HOCHUL**, Governor

**RUTHANNE VISNAUSKAS**, Commissioner/CEO

# Request for Proposals for Public Engagement Consultant

**Issuance Date:**

**June 3, 2026**

**Submission Deadline**

**June 25, 2026, 12pm, EDT**

**RFP Number: HCR-RFP260603**

**HOUSING TRUST FUND CORPORATION**  
641 LEXINGTON AVENUE ▪ NEW YORK, NEW YORK 10022  
[www.hcr.ny.gov](http://www.hcr.ny.gov)

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**HOUSING TRUST FUND CORPORATION**  
**REQUEST FOR PROPOSALS FOR**  
**PUBLIC ENGAGEMENT CONSULTANT**

**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 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](mailto:Kathryn.Mazzeo@hcr.ny.gov)

If you have inquiries regarding this Request for Proposal (“RFP”) or would like to contact the HTFC regarding matters not relating to Lobbying Procurement Law Contacts, please forward inquiries via electronic email to [contractunitinfo@hcr.ny.gov](mailto: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 solicitation. The subject line of the email should indicate “2026 Public Engagement Consultant RFP”.

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.

<sup>1</sup>Affiliates 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 the [Housing Trust Fund Corporation](#) 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.

## 2. PURPOSE

The HTFC is issuing this RFP to seek a consultant, who will assist the Agency’s Fair and Equitable Housing Office (“FEHO”) with public engagement that informs an assessment of fair housing report. The public engagement consists of (i) a Public Engagement Plan, (ii) Public Engagement Events (iii) Community Surveys and (iv) a Public Engagement Report, as further described in the “*Scope of Services*” section of this RFP.

The contract resulting from this RFP process will be for a one-year term, subject to approval by the Agency’s Board of Directors (“Board”).

## 3. BACKGROUND

To fulfill New York State’s statutory obligation and New York State Homes and Community Renewal’s (“HCR”) commitment to affirmatively further fair housing, the Fair and Equitable Housing Office (“FEHO”) spearheads an Assessment of Fair Housing (“AFH”) throughout the state. The AFH process consists of robust quantitative data analysis as well as input from New York State residents, community leaders, nonprofit organizations, and housing professionals – culminating in a report (“Report”) that examines key fair housing issues and outlines goals and strategies to address such issues. The Report is published to the general public and submitted to the legislature.

### 3.1. Affirmatively Furthering Fair Housing

In December of 2021, Governor Hochul enacted a law that reaffirms New York State’s obligation to Affirmatively Further Fair Housing (“AFFH”). The State’s AFFH law details that agencies who administer programs related to housing and community development must undertake meaningful actions to:

- Eliminate Disproportionate Housing Needs
- Reduce Disparities in Access to Opportunity
- Eradicate Patterns of Residential Segregation and Racially or Ethnically Concentrated Areas of Poverty (R/ECAPs)

- Enforce and Maintain Compliance with the NYS Human Rights Law (NYSHRL), which Prohibits Housing Discrimination
- Engage the Public in the Development and Advancement of Fair Housing Policy

In 2024, HCR published an AFH report titled “[Fair Housing Matters NY](#),” which consists of quantitative data analysis and input from New York state residents, community leaders, nonprofit organizations, and housing professionals. The resulting AFH Report detailed seven key fair housing issues throughout the State, along with eight goals and corresponding strategies to address such issues. [The AFH Mapping Snapshot](#) was subsequently published to accompany Fair Housing Matters NY, providing an online interactive mapping tool that highlights some of the major findings and goals detailed throughout the report and geographically illustrates how fair housing issues impact New Yorkers throughout the state. In adherence to the State AFFH law, HCR intends to conduct another AFH and publish a report in 2027, for which it is now seeking a public engagement consultant.

#### 4. 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 respondents to the proposal (“Proposer(s)”) to check the above referenced webpage regularly for notifications relating to this RFP.

<b>EVENT</b>	<b>DATE</b>
Issuance of Request for Proposals	June 3, 2026
Intent to Submit Proposal <i>(Optional but highly encouraged)</i>	June 9, 2026, 12:00pm, EDT
Deadline for RFP Questions	June 9, 2026, 2:00pm, EDT
Deadline for Responses to RFP Questions	June 16, 2026
Deadline for Proposal Submission	June 25, 2026, 12:00pm, EDT
Interviews (if necessary)	To Be Determined
Anticipated Selection Date *	July/August 2026

\* The HTFC contract 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.

## 5. MINIMUM QUALIFICATIONS

To be considered for this solicitation, Proposers must meet the following pre-requisites:

i. **Legal Status**

The Proposer must be a registered for-profit or not-for-profit entity.

ii. **Experience**

The Proposer must demonstrate at least 2 years of experience providing public outreach and engagement efforts to non-profits and government.

iii. **Availability**

The Proposer must confirm that existing staff has the availability to complete the scope within the timeline set forth in this RFP.

## 6. SCOPE OF SERVICES

HCR is committed to fostering a statewide dialogue on the policies, regulations and practices related to fair housing. The public engagement component of the Report is critical to creating a meaningful examination of barriers to housing and opportunity. This section details the main deliverables and corresponding responsibilities of the successful Proposer (“Consultant”).

### 6.1 Main Deliverables & Timelines

The anticipated engagement period will run from approximately July 31, 2026, through December 30, 2026. Should unforeseen circumstances disrupt this schedule, the Consultant and FEHO will engage in discussions to establish amended timelines for the deliverables.

i. **Public Engagement Plan**

Within 10 business days of the effective date of the contract, the Consultant must submit a complete Public Engagement Plan (“PEP”) to FEHO staff for review. The PEP shall include details for each of the main deliverables listed and further described below, including deadlines for deliverables, dates and locations, media and outreach plans, and updated lists of internal and external stakeholders to be invited. The PEP is flexible and dynamic but must be robust. FEHO must approve the PEP before proceeding with the remainder of the engagement. The PEP must be finalized by the Consultant within one month of the effective date of the contract.

ii. **Public Engagement Events**

The Consultant will carry out Stakeholder Focus Groups and Regional Public Meetings (together, the “Public Engagement Events”) as set out below. These shall be completed within 4 months of the effective date of the contract.

a. **Stakeholder Focus Groups**

The Consultant will organize and conduct 14-16 virtual stakeholder focus groups (“Focus Groups”) with fair housing stakeholders throughout New York State (e.g., housing developers, fair housing organizations, other state agencies, public housing authorities, etc.), with the purpose of obtaining feedback on fair housing concerns for varying groups of stakeholders. For each of these Focus Groups, the Consultant will be responsible for the invitations/outreach, event management, technology, accessibility, materials and the recordkeeping/reporting, all as further explained below in Section 6.2: Corresponding Responsibilities.

b. **Regional Public Meetings**

The Consultant will organize and facilitate 4-6 in-person Regional Public Meetings (“Public Meetings”) and two (2) WebEx/call-in Public Meetings with the general public. The locations of the public meetings shall be determined in consultation with FEHO. The Consultant will make a brief presentation on the AFH process and fair housing background and will create structured time and space for dialogue and listening on fair housing issues concerning participants. The Consultant will facilitate the conversation with prompts and interactive activities, as approved by FEHO. For each of these public meetings, the Consultant will be responsible for the media outreach, invitations/ outreach, event management, technology, accessibility, materials and presentations and the recordkeeping/reporting, all as further explained below in section 6.2: Corresponding Responsibilities.

iii. **Community Surveys**

The Consultant will update and disseminate two community surveys (“Community Surveys”) on housing discrimination and fair housing more broadly, to be completed by (1) fair housing stakeholders throughout New York State (e.g., housing developers, fair housing organizations, other state agencies, public housing authorities, etc.), and (2) the general public. In addition to formulating the Community Surveys, the Consultant will be responsible for the invitations/ outreach, technology, accessibility and recordkeeping/reporting with respect to this deliverable, all as further explained below in section 6.2: Corresponding Responsibilities. The Community Surveys must be translated into Spanish, Chinese, Russian, Haitian Creole, Bengali, Korean, Yiddish, Italian, Arabic, Polish, French and Urdu. The Community Surveys shall be released within 1.5 months from the effective date of the contract.

iv. **Public Engagement Report**

The Consultant will compile and summarize the results of all the Public Engagement Events and all of the Community Surveys and generate them into a report (“Public Engagement Report”) within ten (10) business days from the date of the last Public Engagement Event. The Public Engagement Report will be reviewed and revised in collaboration with FEHO.

More information regarding FEHO's review of deliverables is detailed below in section 6.3: Deliverable Reviews and Feedback.

## 6.2 Corresponding Responsibilities

As part of the deliverables listed above, the Consultant will be responsible for the following:

### i. Outreach & Invitations

The Consultant will invite and otherwise engage a broad range of stakeholders involved with and/or affected by fair and affordable housing issues. These include but are not limited to fair housing organizations and advocates, developers, public housing authorities, municipal officers, local and state government agencies, Section 8 program administrators, community advocacy and support organizations, legal services organizations, faith-based organizations, recipients of CDBG and HOME funding, and the general public.

As part of this responsibility, the Consultant will:

- Create a stakeholder list from existing lists provided by FEHO and original research by Consultant.
- Create and distribute invitations, including flyers translated into Spanish, Chinese, Russian, Haitian Creole, Bengali, Korean, Yiddish, Italian, Arabic, Polish, French and Urdu, that can be posted and distributed by the invitees either on social media, email or by physical posting.
- Manage all invitations, track RSVPs and conduct appropriate follow-up, which may include individual calls.
- Coordinate concerns and requests regarding transportation, translation, accessibility, and technological capabilities.

### ii. Media Outreach

The Consultant will secure media outlets to notify the public of upcoming Public Engagement Events and Community Surveys. Placement in these media outlets should include information in other languages as appropriate and information about accessibility and translation services.

As part of this responsibility, the Consultant will:

- Facilitate placement of upcoming Public Engagement Events and Community Surveys in social media and local community/municipal calendars
- Track the response rate from each ad and the population of those who responded - the Consultant should ask each attendee/participant how they heard about the Public Engagement Event/Community Survey
- Provide and staff a telephone hotline and email address for interested parties to get more information about upcoming Public Engagement Events in their region
- Deploy innovative techniques to maximize public participation in Public Engagement Events and Community Surveys, particularly among populations who

are less likely to engage due to barriers and other considerations, including individuals with disabilities, foreign language speakers and other minority populations.

iii. **Event Management**

The Consultant will coordinate and facilitate each Public Engagement Event, including:

- Outreach to locations that provide community meeting space free of cost, the list of which will be a mix of places provided by FEHO and original research by Consultant
- Securing the location of any Public Engagement Event with a backup location and time in case of inclement weather
- Setting up and breaking down any Public Engagement Event
- Ensuring necessary accessibility and translation services are available
- Presenting and facilitating the discussion
- Tracking attendance and time management to ensure timeliness

iv. **Technology**

The Consultant will oversee setting up and coordinating all technology to record and facilitate each Public Engagement Event, including:

- Securing access to computers/TV monitors for PowerPoint presentations
- Establishing and providing call-in numbers for any Public Engagement Event
- Setting up any applicable Webex/live streaming capabilities
- Securing microphone access where necessary
- Video recording and audio recording

v. **Accessibility**

The Consultant is responsible for ensuring accessibility to each location/livestream for any Public Engagement Events, particularly for individuals with disabilities. Additionally, there must be access to language translation services, and effective communication methods for individuals with hearing and/or vision impairments, as necessary.

vi. **Materials & Presentations**

The Consultant will develop materials to present at Public Engagement Events and to make available on HCR's website. The materials and presentation must be approved by FEHO, and should include:

- An agenda for each Public Engagement Event
- The purpose of the Public Engagement Event
- Background on fair housing
- Discussion questions, talking points and visuals that will help participants express their views on availability of and impediments to fair housing

- Contact information for the Consultants where participants can ask additional questions or provide additional comments

#### vii. Recordkeeping/Reporting

The Consultant will take and compile notes from each Public Engagement Event and each Community Survey to generate a report (i.e., “Public Engagement Report”). The Consultant will also follow up as necessary with participants to further discuss any issues deemed important and include these responses in the Public Engagement Report.

The Public Engagement Report should include a summary and analysis of the Public Engagement events, including but not limited to the following:

- List of all participants at each event and who they represent/the purpose of the organization, and which geographic area each represented
- Number of attendees from each protected class and other minority groups, as available
- Explanatory graphs and charts
- Comments made by participants at each event
- Whether comments made were by a variety of attendees or a specific few participants and which demographic did they represent
- If participation was low, the factors that led to that
- Description of key findings, including common fair housing themes/issues/concerns raised

The Public Engagement Report should include a summary and analysis of the Community Survey results, including but limited to the following:

- List of all survey respondents and who they represent/the purpose of the organization, and which geographic area represented
- Number of survey respondents for each language distributed
- Number of survey respondents from each protected class and other minority groups, as available
- Explanatory graphs and charts
- Comments provided by survey respondents

The Public Engagement Report will be reviewed by FEHO and integrated into FEHO’s draft of the AFH Report.

### 6.3. Deliverable Reviews & Feedback

Throughout the duration of the contract, FEHO will review deliverables submitted by the Consultant, accept or reject those deliverables, and provide written comments and/or notices of deficiencies, if any, to the Consultant. The Consultant shall correct any deficiencies cited by FEHO and resubmit the deliverable for approval within five (5) business days of receipt of

FEHO's notice of deficiencies, unless an extension is requested, in writing, by the Consultant and approved, in writing, by FEHO.

In no event shall the Consultant be entitled to any price increase due to the need to correct deficient deliverables unless such correction results from a change in the deliverable indicated in the Agreement. The Consultant should deliver drafts of deliverables to FEHO to facilitate FEHO's review process. Nothing set forth herein with regard to the formal review process for deliverables shall preclude verbal comments by FEHO to the Consultant or its representatives during that process, and those verbal comments may be provided in addition to the formal process set forth herein. The Consultant will make a written request for final and formal acceptance of contract deliverables.

## 6.4 Questions and Answers

Any questions or requests for clarification regarding this RFP must be submitted via email to [ContractUnitInfo@hcr.ny.gov](mailto: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 Public Engagement Consultant 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>.

Proposers 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.

## 6.5 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.

## 7. PROPOSAL SUBMISSION INSTRUCTIONS

### 7.1 Intent to Submit Proposal

Proposers are strongly encouraged to complete an *Intent to Submit Proposal* form, attached hereto as Attachment IV, and to submit the form via email to [ContractUnitInfo@hcr.ny.gov](mailto:ContractUnitInfo@hcr.ny.gov) with the subject line "*Intent to Submit Proposal – 2026 Public Engagement Consultant RFP*".

The submission of the Intent to Submit Proposal form, while encouraged, is not mandatory and, as such, is not binding in any way. Proposers that submit an Intent to Submit Proposal form will be added to HCR's bidders' list and will be notified of future related HCR solicitations.

### 7.2 General Instructions

Proposals must be submitted by email to [Nyhomes.proposal@hcr.ny.gov](mailto: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.

Proposals must be delivered, by email, no later than the proposal submission deadline listed in the "*Calendar of Events and Milestones*" section of this RFP. Any proposal delivered after the proposal submission deadline 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.

The proposal for this RFP must be prepared in five sections (i.e., "Tabs"), in the following order and format:

- (i) Tab One: Proposal Cover Sheet, Cover Letter, and Proposal Certification (PDF),
- (ii) Tab Two: Technical Proposal (PDF),
- (iii) Tab Three: Cost Proposal (Excel),
- (iv) Tab Four: Administrative Proposal (PDF), and
- (v) Tab Five: EEO Diversity and SDVOB Proposal (PDF).

Additional information regarding the required contents of these Tabs is further detailed below in subsections 8.1 – 8.5. of this RFP. 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 Tab, below in the “*Proposal Requirements*” section of this RFP. The page limits do not include resumes, reference letters, organizational charts, graphic charts, diagrams, flow charts, etc. Any material beyond the stated limits will be disregarded.

Proposal documents must be complete, factual and as detailed as necessary within the permitted page limits, to allow the Agency to adequately evaluate capabilities and experience for the services required under the contract awarded to the successful Proposer. 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 Proposer 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”). HTFC does not require, nor desire, any promotional material that does not specifically address the response requirements in this RFP.

## **8. PROPOSAL REQUIREMENTS**

Proposals must demonstrate that the Proposer is qualified to perform the Scope of Services based on eligibility requirements and prior relevant professional experience.

The Proposals must be complete and prepared in the format consistent with the instructions provided in this RFP. The Proposers are 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/or completed forms may be subject to rejection. In all instances, HTFC’s determination regarding a proposal will be final.

### **8.1 TAB 1: Proposal Coversheet, Cover Letter, & Proposal Certification**

The Proposer must submit, as part of its Proposal Submission, the Proposal Coversheet, Cover Letter, and Proposal Certification as outlined in this RFP. Refer to the “*Proposal Submission Instructions*” section of this RFP for more information regarding submission requirements (e.g., font sizes and line spacing).

#### **8.1.1. Proposal Coversheet**

The Proposer 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.

### 8.1.2. Cover Letter with Executive Summary (3 pages max)

- The Proposer’s Cover Letter must: (i) be on Proposer’s 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 Proposer’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 Proposer’s main business office. If there are other locations of the Proposer 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 Services*” section of this RFP;
- The name(s) of the primary staff who will provide services to the Agency;
- Indicate whether the Proposer 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 Proposer 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;
- Confirmation that the current staff have the availability to complete the Scope of Services in the time set out in this RFP.

### 8.1.3. Proposal Certification

Proposer 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 Proposer. The Proposal Certification must be submitted utilizing the template provided in Attachment II

## 8.2 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. Refer to the

“*Proposal Submission Instructions*” section of this RFP for more information regarding submission requirements (e.g., font sizes and line spacing).

The Technical Proposal must detail the Proposer’s experience and qualifications for the services requested in the “*Scope of Services*” section of this RFP. Do not include any cost or hourly rate information in the Technical Proposal.

The Technical Proposal must be comprised of the following, all as described further below:

- (i) Table of Contents,
- (ii) Experience, Qualifications and Capability Narrative,
- (iii) Work Plan,
- (iv) Disclosure Statement,
- (v) References, and
- (vi) Resumes

i. **Table of Contents**

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

ii. **Experience, Qualifications, and Capability Narrative**

The Narrative must clearly detail:

- How the minimum qualifications provided in the “Minimum Qualifications” section of this RFP are met
- The Proposer’s qualifications and experience relating to the scope of work detailed in the “*Scope of Services*” section of this RFP
- The Proposer’s engagements or contracts of similar size and scope compared to the scope of work detailed above in the “*Scope of Services*” section of this RFP
- Any tasks from the “*Scope of Services*” section of this RFP that the Proposer is unable to fulfill with in-house staff

iii. **Work Plan**

The Work Plan must be comprehensive, detailing how the deliverables and timelines will be met as outlined in the “*Scope of Services*” section of this RFP.

iv. **Disclosure Statement**

The Disclosure Statement must 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
- 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.

v. References

Include at least three (3) references for the Proposer 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 Proposer. HTFC is not responsible for the responsiveness of the listed references and is not obligated to notify the Proposer 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.

vi. Resumes

Resume(s) of key personnel providing the deliverables and corresponding responsibilities detailed above in the “*Scope of Services*” section of this RFP.

### 8.3 TAB 3: Cost Proposal

Proposers 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.

For each deliverable listed in Attachment III, proposers must:

- Provide a fixed price (deliverable amount) for each deliverable or deliverable grouping.
- Ensure that pricing reflects all associated costs, including personnel, travel, logistics, translation and interpretation services, materials, venue costs, and any other required expenses.

Where deliverables are grouped (e.g. Stakeholder Focus Groups 1-4,5-8, etc., or Regional Public Meetings by grouping), proposers must provide pricing for each grouping as presented in Attachment III. Pricing should reflect the level of effort and logistical complexity associated with each grouping.

The sum of all deliverable amounts shall constitute the proposer’s total proposed contract amount. No additional costs outside those reflected in Attachment III shall be reimbursed unless expressly authorized in writing by HTFC.

Payments will be made upon successful completion and acceptance of each deliverable (or deliverable grouping), as defined in the Scope of Services and reflected in Attachment III.

The selected Consultant shall submit invoices corresponding to the agreed-upon deliverable amounts.

### 8.4 TAB 4: Administrative Proposal

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

#### 8.4.1 TAB 4: Standard Clauses and Requirements

Proposers 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>

#### 8.4.2 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.

#### 8.4.3 Insurance Requirements

The successful Proposer (“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-.

### 8.5 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 Service-Disabled Veteran-Owned Businesses (SDVOBs) 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 142-144 (“MWBE Regulations”) for all Agency

contracts, as defined therein, with a value in excess of \$25,000. The Agency strongly encourages the partnering of MWBE firms with majority firms and MWBE firms with other MWBE firms. 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”). 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, accessible at the following address: [NYS SDVOB Directory](#)

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.

Primary Contractor and Subcontractor(s) Team Proposers may partner with other entities including, but not limited to, MWBEs and SDVOBs, to provide the Agency with the scope of work described in the “*Scope of Services*” section of this RFP. The successful Proposer must be the lead vendor (“Primary Contractor”) that will serve as the legal contracting entity with which the Agency will enter a contract. If the Proposal Submission includes the provision of services from any other participating vendors, it is understood that those vendors will serve as subcontractors to the Primary Contractor.

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

### 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](mailto: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 Proposers with 15 or more employees
- [Diversity Practices Questionnaire, PROC-9](#)
- [Certification of Good Faith Efforts](#), PROC-10 form, if applicable.

All 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>

## 9. 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.

### 9.1 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 Proposers 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 Proposer and its personnel, utilizing criteria listed below.

### 9.2 Scoring

#### **Technical Response – 65 Points**

HTFC’s Review Committee (“Committee”) will independently score each Technical Response to identify Proposers 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
Public Engagement Experience	<ul style="list-style-type: none"> <li>○ Demonstrated experience completing projects of similar scope and complexity.</li> <li>○ Experience designing and implementing public engagement plans.</li> <li>○ Ability to effectively engage diverse stakeholder groups deploying innovative techniques.</li> <li>○ Proven track record of working effectively with varied stakeholders networks across the state</li> </ul>
Operational Capabilities	<ul style="list-style-type: none"> <li>○ Experience providing technical assistance and management consulting services for a state or federal entity</li> <li>○ Experience in developing transparent, structured project work plans and milestones to deliver complex RFP scopes of work strictly on schedule.</li> <li>○ Experience in gathering and synthesizing qualitative insights across multiple methodologies, including targeted focus groups and public feedback survey.</li> <li>○ Experience ensuring accessibility to all participants, particularly those with disabilities and individuals who speak various languages</li> <li>○ Experienced in building high-engagement presentation decks and directed professional virtual events utilizing enterprise streaming platforms like WebEx</li> </ul>
Organizational Capabilities	<ul style="list-style-type: none"> <li>○ Presence of an office in the State of New York</li> <li>○ Sufficient staffing levels to complete the various components of the Scope of Service</li> <li>○ Avoidance of any potential conflict of interest or appearance of impropriety and policies designed to ensure the avoidance of such conflicts in the future</li> </ul>

Fair Housing Experience	<ul style="list-style-type: none"> <li>○ Familiarity with affordable housing issues, fair housing, community development, and/or other tangential civil rights laws or equity-focused initiatives</li> </ul>
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**MWBE Scoring – 10 Points**

The Agencies’ Department of Empowerment, Compliance and Opportunity (“DECO”) will examine the MWBE/SDVOB documents and review them for responsiveness to MWBE/SDVOB requirements. Proposals that have identified MBEs, WBEs, MWBEs or SDVOBs as the Proposer to meet the Scope of Services are eligible to receive five (5) percentage points. All proposals are eligible to receive up to five (5). based on the representation of minorities and women among the firm's executive/senior-level officials, administrators, and professionals. Additional consideration will be given to the diversity of key staff proposed to work under this contract.

**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**

The Agency reserves the right to schedule interviews with the three highest-ranking firms resulting from the evaluation of written proposals. The Agency also reserves the right to forego interviews and award a contract to the highest-ranking firm resulting from the evaluation of written proposals based on “best-value”.

Proposers will be notified of the date, location, and time of their interview. The interview will be designed to allow the Proposer to demonstrate their ability to provide the required services. The Proposer, 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 Proposer prior to the interview. The interview should substantiate the characteristics and attributes claimed by the Proposer in the written response to the RFP. However, the interview will not be an opportunity to cure material omissions in any Proposer’s response and are not a substitute for a well-written response.

**9.3 Selection and Notification Process**

The selected Proposer 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.

## 9.4 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.

## 10. AWARD OF CONTRACT

The contract resulting from this RFP process will be for a 1-year period, with a 1-year renewal option to be exercised at the discretion of HTFC. In addition, HTFC, at its discretion, may exercise its option to revise any provision of the contract, including the scope of services, compensation, term, etc., on an as needed basis, with the mutual written consent of the contracting parties.

HTFC reserves the right to negotiate with the selected Proposer to provide additional events and deliverables during the contract period as necessary. Any Proposer awarded a contract will be required to execute a Consultant Services Agreement with HTFC that incorporates HTFC's Standard Clauses for Contacts, hyperlinked herein as [Appendix I](#)

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## **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

### 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 in accordance with Section B below;
- 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.10. below. Certificates shall name New York State 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 Proposer/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 Proposer/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
<b>Commercial General Liability</b>	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	
<b>Business Automobile Liability Insurance</b>	No less than \$1,000,000 each accident	
<b>Professional Liability</b>	\$1,000,000	
<b>Workers' Compensation</b>		
<b>Disability Benefits</b>		

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
- Medical Expenses Limit

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: PUBLIC ENGAGEMENT CONSULTANT 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):

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## 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.

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

## **ATTACHMENT III**

Cost Proposal Template

*Hyperlinked herein*

# ATTACHMENT IV

## FORM A: Intent to Submit Proposal

### **Housing Trust Fund Corporation Request for Proposals for**

### **2026 Public Engagement Consultant**

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](mailto:ContractUnitInfo@hcr.ny.gov)**

## **PROPOSAL CHECKLIST**

### **CHECKLIST OF ITEMS TO BE RETURNED WITH YOUR PROPOSAL SUBMISSION:**

- o TAB 1 – Proposal Coversheet, Cover Letter & Certification, attached hereto as Attachment I & II
- o TAB 2 – Technical Proposal as outlined in Section 8.2 of this RFP
  - o Table of Contents
  - o Experience, Qualifications and Capability Narrative
- o TAB 3 – Cost Proposal, Attachment III
- o TAB 4 - Administrative Proposal
  - o Non-Collusive Bidding Certification Form
  - o Vendor Information Form
  - o Procurement Lobbying Form 1 and Procurement Lobbying Form 2
  - o Vendor Responsibility Questionnaire - For-Profit Business Entity or Not-for-Profit Entity
  - o Financial Statements or Tax Returns.
  - o Vendor Assurance of No Conflict of Interest and Detrimental Effect.
  - o Certification Prohibiting State Agencies & Authorities from Contracting with Businesses Conducting Business in Russia under NYS Executive Order No. 16
- o TAB 5 – Equal Employment Opportunity Requirements
  - o EEO Staffing Plan, PROC-1
  - o Utilization Plan, PROC-2
  - o Request for Waiver Form, PROC-3, if applicable
  - o MWBE & EEO Policy Statement, PROC-4
  - o Company Demographic Profile, PROC-7
  - o EEOC Statement, PROC-8
  - o Diversity Practices Questionnaire, PROC-9
  - o Certification of Good Faith Efforts, PROC-10, if applicable