

July 7, 2016

Re: Negotiated Acquisition for the Provision of
Housing and Services for the Properties Currently
Managed by Housing Bridge/Housing Partners

EPIN: 07116N0012

Dear Potential Applicant:

The Department of Social Services (DSS), on behalf of the Department of Homeless Services (DHS), provides shelter for those vulnerable New Yorkers who are homeless and require such shelter. In furtherance of the Mayor's initiative to combat homelessness, the DHS endeavors to preserve all available shelter capacity due to the ongoing homelessness crisis.

An Information Session will be held on July 13, 2016 at 2:00 pm at 150 Greenwich Street (4 World Trade Center), New York, NY 10007. Please note security at 150 Greenwich Street requires that all visitors provide identification (with photo) to be admitted into the building. **Please send an email to Accoprocurements@hra.nyc.gov with the names of the individuals expected to attend from your organization no later than the day before the Information Session. Please include RSVP and title of the NA in subject line of email.** Please arrive at least fifteen (15) minutes early to ensure adequate time for security procedures. In addition, contractors should bring a copy of the NA to indicate the purpose of the individual's visit to the building

As announced previously, DHS is moving away from the "Cluster Model" of housing, and is converting such cluster housing into stand-alone shelters for families with children or permanent housing, depending on the availability and suitability of units. Housing Bridge/Housing Partners (Housing Bridge), a current DHS vendor, was managing units for families with children at various locations through a cluster model contract. Due to circumstances beyond the control of DHS, the provider and DHS have decided to end this contractual relationship with an effective starting date of June 30, 2016 or as soon as practicable. Despite this contract termination, DHS still needs to preserve the housing units and protect the shelter residents.

Therefore, DSS seeks vendors that can provide housing and services for those current Housing Bridge/Housing Partners units that are part of the cluster model contract. Such proposal may include managing the property as shelter, as permanent housing, or as a conversion from shelter to permanent housing. Vendors should propose appropriate services and indicate which site or sites they propose to manage.

Housing Bridge currently manages the following cluster sites:

Building Owner	Building Address	Number of DHS Shelter Units
1237-1239 Webster LLC Joel Shafran/Steve Berger	1237-1239 Webster Avenue Bronx, NY	30

124 Development LLC Joel Shafran/Steve Berger	124 Stuyvesant Avenue Brooklyn NY	18
1243 Webster LLC Joel Shafran/Steve Berger	1243 Webster Avenue Bronx, NY	15
1387 Realty LLC Joel Shafran/Steve Berger	1387 Grand Concourse Bronx, NY	40
1410 Holding LLC Joe Friedman	1410 Grand Concourse Bronx, NY	33
1838 Development LLC Joel Shafran/Steve Berger	1838 Vyse Avenue Bronx, NY	60
389 Chauncey Street LLC Isaac Herskovitz	389 Chauncey Street Brooklyn, NY	11
526 Pen LLC. Sam Gershen	526 Pennsylvania Avenue Brooklyn, NY	31
828 Courtlandt LLC Joel Shafran/Steve Berger	828 Courtlandt Avenue Bronx, NY	16
851-853 Halsey LLC Jeff Groner - SDG Management	853 Halsey Street Brooklyn, NY	20
Briggs Realty LLC Jay Miller	3001 Briggs Street Bronx, NY	25
Cooper Tower LLC Joel Shafran/Steve Berger	38 Cooper Street Brooklyn, NY	16
Golden Time Properties, LLC Ben Celaj	2399 Grand Concourse Bronx, NY	17
Lafayette Homes Inc. Sam Gertner	640 Lafayette Avenue Brooklyn, NY	16
Pilgrim Realty LLC Joe Friedman	1245 Findlay Avenue Brooklyn, NY	64
T B G Putnam LLC Joe Friedman	1027 Putnam Avenue Brooklyn, NY	16
T B G Van Siclen LLC Joe Friedman	433 Van Siclen Avenue Brooklyn, NY	18
York 85 Ralph, LLC	1325 St. John's Place	12

J. Rabinowitz	Brooklyn, NY	
York Management Group J. Schlanger	429 Bainbridge Street Brooklyn, NY	16
720 E151st St, Bronx, NY Michael Goldman	720 E151st St, Bronx, NY	11
722 E151st Street, Bronx, NY Michael Goldman	722 E151st Street, Bronx, NY	11
664 East 213th Street, Bronx, NY David Kleiner	664 East 213 th Street, Bronx, NY	20
682 East 233 rd Street, Bronx, NY Franc Gjini	682 East 233 rd Street, Bronx, NY	6
684 East 233 rd Street, Bronx, NY Franc Gjini	684 East 233 rd Street, Bronx, NY	6

Additional landlord information is provided upon request.

Agency Assumptions Regarding the Ideal Program Model Application

Applicants may choose to propose any of the following models to manage these services, or propose a different, workable model:

1. Transition the property to permanent housing using LINC and other rental assistance vouchers with the families signing leases directly with the owner.
2. Transition the property to permanent housing via a master lease with the Applicant serving both as the property manager and social services provider.
3. Transition the property to a stand-alone shelter.

Applicants can propose any of the above models, or a combination of the models. Proposal of the model does not guarantee that DHS will approve such a model for that property. Applicants shall propose the best price and technical terms as possible. Greater consideration will be provided for applicants that propose converting the shelter units to permanent housing at the most economical cost to the City.

Experience

- The Applicant must possess sufficient experience to manage the building(s) for which it is applying and a demonstrated record of expertise and experience providing services to homeless individuals and families.
- The Applicant must possess demonstrated experience in successfully securing permanent housing for homeless individuals and families, including working with City and other government agencies to obtain rental vouchers and assistance.
- The Applicant must possess demonstrated experience in successfully managing residential properties, including leases

- The Applicant must be a not for profit corporation.

Staffing

- The Applicant should propose a staffing model that meets the needs of the program proposed.
- The Applicant should identify and submit resumes for all key staff.

Contractor Expectations

The contractor will be expected to:

- Forge a positive working relationship with the owners of the building(s) it proposes to manage
- Provide appropriate levels of service for the clients residing in those buildings.
- Provide an operations plan that sufficiently addresses the clients' needs and the City's goals.

Site/Facility Considerations

In most instances, providers will be assuming responsibility for current clients in existing apartments. For these housing units, providers are expected to engage the property owner in lease negotiations. As part of its proposal, an Applicant should submit a letter of agreement with the landlord to negotiate leases for each specified property.

Providers will be responsible for ensuring that the units are maintained in an appropriate manner. These apartments will:

- Be in compliance with the Americans with Disabilities Act, the City of New York building code, the New York State multiple dwelling laws, New York State Division of Housing and Community Renewal rent guidelines, including legal rents and all other pertinent Federal, State, and Local Laws, Rules, and Regulations.
- Insure that any existing building or maintenance code violations are quickly and fully corrected.

Support Services

The contractor will:

- Provide appropriate case management to every client.
- Provide all services appropriate to the facility type, i.e. permanent housing or shelter.
- Provide rehousing services, including providing all necessary related assistance and services.

Administration:

The contractor will:

- Provide regular supervision of staff performance in the provision of client services.
- Maintain all documents and materials necessary for a quality assurance review. The contractor will submit reports and quality assurance documentation electronically.
- The provider will be required to use CARES, DHS' system of record, for maintaining attendance, case notes, and to process invoices.
- Provide other reports, as requested by DHS.
- Work in close cooperation with HRA and DHS to secure appropriate permanent housing for clients.

Security:

The contractor will:

- Provide security for the property to include, but not limited to security staff, lighting, access control processes and/or CCTV systems that will be determined by a security risk assessment of said property and considerations of the neighborhood including, but not limited to crime statistics, etc.

Contract Term:

It is anticipated that the term of the contracts awarded from this Negotiated Acquisition will have a maximum term of three years from the Agency's notice to proceed, with an option to renew for up to three additional years. DHS reserves the right to change this term to match the program as proposed by the Applicant.

Payment Structure:

It is anticipated that the payment structure for contracts awarded under this Negotiated Acquisition will be a per diem reimbursement, or a combination of other payment methods. DHS encourages Applicants to propose innovative payment structures.

Application Process and Format:

The application process is an accelerated one. Vendors that have been chosen to receive applications, or that have requested an application, and can meet the required criteria will be considered. Technical proposals should respond to the information delineated in this solicitation. Price proposals may be submitted in the Applicant's own format.

DHS reserves the right to request the entire application electronically after receipt of the hand-delivered paper application.

Those seeking to express an interest in providing the subject services shall complete the attached application and HAND DELIVER it by 2:00 pm on July 27, 2016 to:

NYC Department of Social Services
Office of the Agency Chief Contracting Officer
4 World Trade Center
150 Greenwich Street, 37th Floor
New York, NY 10007

Any inquiries regarding the Application Process should be directed to the following Authorized Agency Contact person:

Adrienne Williams
DSS/Human Resources Administration
Email Address: Accoprocurements@hra.nyc.gov

Once an Applicant has demonstrated that it meets the minimum qualifications set forth above, the application will be evaluated by a committee and negotiations may take place. The City reserves the right to close the competition for any of the buildings before the due date, and reserves the right to extend the date of the competition for any applications of particular buildings.

Contractors will be selected based on those offers that are determined to be the most advantageous to the City using the following factors:

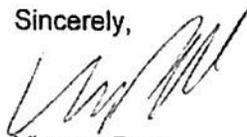
- Quantity and quality of successful relevant experience;
- Demonstrated level of organizational capability and capacity
- Quality of proposed approach;
- The feasibility of maintaining the property (permanent housing or shelter) as proposed; and
- A combination of other technical and price factors as determined by the City.

Applicants may submit applications for more than one facility, but is required to submit one full application for each facility. DHS reserves the right:

- To limit selections based on the Applicant's current capacity;
- To select only those applications it has deemed the "best value" to the City based on technical and pricing factors; and
- To commence negotiations on properties noted herein, but for which the Applicant has not applied.

Thank you for your interest in these important services.

Sincerely,



Vincent Pullo

Provision of Housing and Services for the Properties Currently Managed by Housing
Bridge/Housing Partners

Application –
PIN: 07116N0012

Applicant:

Program Name: _____

Legal Name: _____ Tax ID #: _____

Program Address: _____

Mailing Address: _____

Applicant's Contact Person:

Name: _____ Title: _____

Telephone: _____ Fax: _____

Email: _____

Facility

Building Proposed: _____

Requirements

Does vendor meet the following requirements?

- Not-for-profit status YES NO
- Are current providers of relevant shelter, housing, and case management services for homeless individuals and/or families YES NO

By submitting this application, the _____
(Legal name of organization)

certifies that it has met the above requirements/thresholds of the negotiated acquisition process:

Applicant's Authorized Representative:

Name: _____ Title: _____

Signature: _____ Date: _____

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Application –
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Describe the successful relevant experience of the applicant providing housing, shelter, and social services for homeless individuals and families.

___ Additional sheet(s) attached.

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PIN: 07116N0012

Demonstrate the Applicant's organizational capability, i.e., programmatic, managerial, and financial capacity to deliver the proposed program. Attach a copy of the Applicant's latest audit report or certified financial statements, along with any management letter, or a statement as to why a report, statement or management letter is not available.

___ Additional sheet(s) attached.

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Bridge/Housing Partners
Application –

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Describe how the Applicant will provide the services described in this solicitation.

___ Additional sheet(s) attached.

Provision of Housing and Services for the Properties Currently Managed by Housing
 Bridge/Housing Partners
 Application –
 Budget Summary

PIN: 07116N0012

Borough: _____

Applicant's Name: _____

Income	Amount
A. Client Rent Contributions:	
B. Other Revenues (Specify):	
C. Total Income	

D. Total Personnel Services (PS) Budget Request (from Application - Page 6)		\$ _____
E. Total Other than Personnel Services (OTPS) Budget Request: (from Application - Page 7)	+	\$ _____
F. Total Income (from Line C above)	-	\$ _____
G. Total Annual Budget Requested: (D + E - F)	=	\$ _____
H. # of Units Proposed		_____
I. Cost Per Unit (G / H)		\$ _____
J. \$ _____		

Provision of Housing and Services for the Properties Currently Managed by Housing
Bridge/Housing Partners
Application –
Start-up Budget

PIN: 07116N0012

Applicant's Name: _____

Expense	Cost to Contract
Apartment Furniture	
Office Furniture	
Telecommunications Equipment	
Computer Equipment	
Apartment Security Deposits	
Total Start-Up Budget	

Provision of Housing and Services for the Properties Currently Managed by Housing
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 Application –
 PIN: 07116N0012

Applicant's Name: _____

Expense	Cost to Contract
Indirect Cost	
Contracted Cost	
Rent	
Utilities	
Telephone	
Printing	
Supplies	
Equipment Purchase	
Equipment Rental	
Maintenance	
Insurance	
Travel	
Postage	
Other OTPS Cost (identify)	
Total Other Than Personnel Services (OTPS) Budget Request	