

August 6, 2013

RE: Addendum # 1 to the Request for the
Provision of Non-Emergency Permanent and
Transitional Supportive Congregate Housing for
Persons Diagnosed with Clinical Symptomatic
HIV Illness or AIDS and their Families
PIN: 06914H081600 EPIN: 09612P0005

Robert Doar
Commissioner

Roy A. Esnard
General Counsel

Vincent Pullo
Agency Chief
Contracting Officer

180 Water Street
New York, NY 10038

212 331 3434

Dear Prospective Proposer:

The Human Resources Administration ("HRA") appreciates your interest in the Request for Proposals ("RFP") for the Provision of Non-Emergency Permanent and Transitional Supportive Congregate Housing for Persons Diagnosed with Clinical Symptomatic HIV Illness or AIDS and their Families issued on June 20, 2013.

Please find attached Addendum # 1 for the above-referenced RFP. Addendum # 1 extends the due date for proposals until **Wednesday, August 28, 2013**. Addendum #1 also contains:

- **Revisions to the Provision of Non-Emergency Permanent and Transitional Supportive Congregate Housing RFP:** HRA made revisions to the RFP, and has released the revisions as Attachment A to this Addendum. All new language is bolded and underlined. Language that is crossed out is being deleted from the RFP.
- **Attachment B:** Attachment B contains the answers to questions received subsequent to the Pre-Proposal Conference and submitted in writing to HRA. No other questions will be accepted.
- **Attachment C:** Attachment C contains the Congregate Housing Allocation Chart.
- **Attachment D:** Attachment D contains the Sign-In Sheets for the Pre-Proposal Conference attendees.

Please acknowledge your receipt of Addendum # 1 by listing it on the Acknowledgement of Addenda (Attachment C of the RFP package) and include it in your proposal submission.

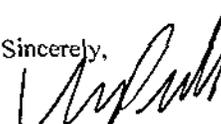
The deadline for submission of proposals is **Wednesday, August 28, 2013 at 2:00 P.M.**

Proposers are reminded that they must deliver their proposals by **August 28, 2013 at 2:00 P.M.** to:

NYC Human Resources Administration
Office of Contracts
180 Water Street, 14th Floor,
New York, NY 10038

Proposals received at this location after the proposal due date and time are late and shall not be accepted by the Agency, except as provided under the New York City Procurement Policy Board Rules.

Sincerely,



Vincent Pullo

ATTACHMENT A

**Revisions to the Provision of Non-Emergency Permanent and Transitional Supportive
Congregate Housing for Persons Diagnosed with Clinical Symptomatic HIV Illness or
AIDS and their Families RFP**

Addendum #1

REQUEST FOR PROPOSALS

For

Provision of Non-Emergency Permanent and Transitional Supportive Congregate Housing for Persons Diagnosed with Clinical Symptomatic HIV Illness or AIDS and their Families RFP

PIN: 06914H081600 EPIN: 09612P0005

Please be advised that the subject RFP is revised as described below. All new language is bolded and underlined. Language that is crossed out is being deleted from the RFP. The affected language is organized by Section below.

Page 2

SECTION I - TIMETABLE

D. Proposal Due Date and Time and Location:

- **Date:** **August ~~21~~28, 2013**
- **Time:** 2:00 p.m.
- **Location:** Proposals shall be submitted to :
NYC Human Resources Administration
Office of the Agency Chief Contracting Officer – RFP Unit
180 Water Street, 14th floor
New York, New York 10038

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SECTION II- SUMMARY OF THE REQUEST FOR PROPOSALS

B. Program Options

Proposer may propose to provide Option 1, Option 2 and/or Option 3. ~~It is HRA's intention~~ **anticipates to awarding** approximately 14 permanent congregate contracts for about 599 units for single individuals, 2 permanent congregate contracts for about 29 units for families and approximately 2 transitional congregate contracts for about 207 units under this RFP.

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B. Proposal Package Contents ("Checklist")

- Program Proposal

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- **Bidder's Certification of Compliance with Iran Divestment Act**

ATTACHMENT B

Answers to Questions, Submitted to HRA in Writing

Addendum # 1

REQUEST FOR PROPOSALS

For

**PROVISION OF NON-EMERGENCY PERMANENT AND TRANSITIONAL SUPPORTIVE
CONGREGATE HOUSING FOR PERSONS DIAGNOSED WITH CLINICAL SYMPTOMATIC HIV
ILLNESS OR AIDS AND THEIR FAMILIES RFP**

PIN: 06914H081600/EPIN: 09612P0005

QUESTIONS & ANSWERS

Question 1. I have a question about the new NYC HRA/HASA Provision of Non-Emergency Permanent and Transitional Supportive Congregate Housing for Persons Diagnosed with Clinical Symptomatic HIV Illness or AIDS and their Families RFP, specifically, is there any flexibility around the fact that you are looking for 2 providers to share the provision of 207 units of Transitional Supportive Congregate Housing for Single Adults? Put simply, we would be interested in providing 6 such units to PLWHA with criminal justice histories. Would our application be deemed non-competitive based on the small number we propose to serve?

Answer: No, the application would not be deemed non-responsive.

Question 2. We received the letter from Vincent Pullo regarding our need to respond to HRA's RFP and be selected for a contract award to be eligible to continue providing services after December 31, 2013. However, the RFP states that the contracts will begin on July 1, 2014, while our current contract ends on December 31, 2013. If The Doe Fund is awarded a new contract, what would we do between January 1 and June 30, 2014?

Answer: In the interim, it is HRA's plan to do a six-month Negotiated Acquisition Extension, ending June 30, 2014, while the proposals are evaluated and awarded.

Question 3. Page 8 details the allowable types of units for single persons and what they must be equipped with. If they are studios, must the furniture required for the living room and dining room still be provided even if those rooms don't exist? For example, must a dining table and chairs be provided if there is no separate dining room, or a sofa and coffee table if there is no living room?

Answer: For the living and dining room, the providers should include a sofa, table and two chairs in the permanent congregate units.

Question 4. Are the units required to have kitchen facilities?

Answer: Kitchens are preferred for permanent congregate units. If a kitchen is not available, then the units should include, at a minimum, a small refrigerator, a microwave and/or stove top and a sink.

Question 5. Page 7 lists the direct service staff, including mental health counselors, substance abuse counselors, clinical supervisors, social workers, benefits and entitlement specialists and case managers that are required. Can one person fulfill multiple roles? For example, could the case manager also be the substance abuse counselor?

Answer: Yes, one person can fulfill multiple roles as long as he or she meets all qualifications for those positions.

Question 6 On page 7, what is the difference between the Progressive Experience required for the Program Director and the Experience required for other staff?

Answer: Program directors must have a bachelor's degree or 5 years of experience in the field in providing supportive services to special needs populations.

Question 7. On page 8 – The first bullet under Eligibility, Placement and Referrals says that “The contractor has a maximum of 30 days from the referral.” It seems that there is something missing from the end of this sentence. The contractor has 30 days to what?

Answer: The contractor has 30 days from referral and acceptance to placement of client for permanent congregate units.

Question 8. On page 22, regarding the formatting, it says that the proposals should be double-spaced. Should they be printed on both sides of the paper or just one?

Answer: Proposals should be printed on both sides of the paper.

Question 9. In the budget, should we show the total cost of the program or only what we are requesting HRA fund?

Answer: Total cost of the program, less any sources of revenue or income, should be equal to the Total Annual Amount, which is the Total Funding Requested from HRA.

Question 10. Can designated staff fulfill more than one function?

Answer: Please see response to Question 5.

Question 11. For Option 2 (permanent supportive congregate housing for families), on page 11, minimum staffing requirements refer to 20 clients. In this section, is “client” defined as family or as an individual?

Answer: HASA is referring to one case manager per 20 cases which can be either an individual or family case.

Question 12. We currently include security in our budget. Is that an allowable expense for this proposal?

Answer: Security is an allowable expense.

Question 13. In the letter from HRA from June 20, our building is referred to as one name, while our current contract refers to it as another name. Is there any concern re this change in name?

Answer: No, this is not an issue as it is the same program.

Question 14. Our current contract now ends on 12/31/13. The RFP states that anticipated contract start date is 7/1/14. Would current contracts ending at the end of 2013 be extended for the six months (1/1/14 to 6/30/14) until the new contract is to start?

Answer: Please see the response to Question 2.

Question 15. Are “start-up costs” allowed to support enhancements for current facilities?

Answer: Start-up costs should be included on Attachment B-4 as part of your price proposal. This is in addition to the operating expenses identified in the Attachment B-2 and B-3. Start-up costs are not calculated as part of the unit cost rate.

Question 16. We are required to submit an annual budget; for subsequent budgets beyond year 1, is COLA allowed?

Answer: Potential awardees should not include COLA in their budgets for subsequent years. If COLAs are provided, then HRA will allocate COLAs to all awardees.

Question 17. If the maximum unit cost for families as stated in the RFP (\$39,863) is lower than the current unit cost, will there be any consideration to adjusting the rate to be reflective of current rates?

Answer: HRA has aligned rates with current family rates. If the RFP rate is lower than the provider’s current unit cost, then the provider should review all expenses for savings. HRA will not award a contract to a provider whose rate is above the maximum rates outlined in the RFP.

Question 18. Can you make a list of people/agencies that are attending the Pre-Proposal Conference available as part of the RFP addendum?

Answer: HRA will provide this as part of the RFP addendum (see Attachment D).

Question 19. **Section III: Scope of Services**
B. Agency Assumptions Regarding Contractor Approach – Option 1: Permanent Supportive Congregate Housing for Single Individuals bullet Point 7
Include studios, efficiencies or one-bedroom apartments for single persons which are minimally equipped with beds, including mattress and box spring, dresser and side table in the bedroom(s); sofa and coffee table in the living room; dining table and chairs for the dining room, pots, dishes, utensils and a stovetop, microwave oven, cabinets, drawers, small refrigerators and sinks for the kitchen. The provider should also provide bed linens, towels, etc.

The proposed site is a converted hotel. Each client has their own bedroom with private bath but NO kitchen or cooking facility.

Does this room configuration meet the minimum standard for this RFP?

Answer: Minimally, clients would have to be provided with a microwave and/or stove top, a small refrigerator and a sink in their unit. Please see the answer to Question 4.

Question 20. Due to this room configuration, we provide meals 365 days per year. Is this cost expected to be covered in the maximum rate for singles?

Answer: Yes, this should be included within the current maximum rate for providers.

Question 21. As a converted hotel, there are specific FDNY staffing requirements, would we be expected to cover this cost in the maximum rate allowed under this RFP?

Answer: Generally yes, however please provide the specific requirements that you are concerned about as a separate, follow-up question.

Question 22. This facility was opened prior to the availability of HOPWA (1992) and HPD capital monies. The facility does not have a capital reserve and depend on the per diem to fund building maintenance and normal “wear and tear” (as opposed to Post-Sandy renovations) – is this supposed to be included in the unit max?

Answer: Yes, this is the standard norm for many providers. HRA encourages providers to obtain funding from additional sources.

Question 23. Please confirm for “Option 1: Permanent Supportive Housing for Single Individuals” that individuals must be housed in studio, efficiency, or one bedroom apartments. Would HASA accept a proposal where an agency would house individuals in multi-bedroom apartment, with separate bedrooms but a shared common space? If so, would there be a modified per person cost rather than per unit cost?

Answer: No. HASA requires studios, efficiencies or one bedroom apartments.

Question 24. The RFP states on pg 7 that “Accommodations would be ready for occupancy immediately”. Can you please clarify this statement? Does this mean that the accommodations would be ready by July 1, 2014 as that is the contract start date? If not, when is an appropriate date for the accommodations to be ready for occupancy?

Answer: The building has to be ready for immediate occupancy on the contract start date (the providers should have in hand a certificate of occupancy and have completed the Fair Share Survey, if required).

Question 25. Does the requirement that the building be ready for immediate occupancy mean ready right now or does it mean ready by the contract start date?

Answer: Please see the answer to Question 24.

Question 26. What types of additional funding do you suggest to supplement cost of increase in OTPS?

Answer: The provider will need to access alternate sources of revenues/income, which may include fundraising.

Question 27. Will HASA consider payment for units utilized to house families in permanent-congregate, as funding over the \$39,863 which is for social services cost of personnel and building innovated OTPS expense?

Answer: No. The funding amount from HRA should pay for both housing and operating expenses.

Question 28. What services would be considered acceptable to cut, in an effort to shave off \$90,000 from present contract amount?

Answer: This determination should be made by the proposer. In addition, proposers should review alternate funding sources.

Question 29. Should detailed budget be included into the price proposal?

Answer: Proposers should fully complete Attachments B-1 to B-4 as discussed in the RFP.

Question 30. How many units are up for renewal and how many units are brand new?

Answer: There are 835 units being procured – 599 permanent congregate single units, 29 permanent congregate family units and 207 transitional congregate single units. Of that amount, 571 units are being re-procured – 542 permanent congregate single units and 29 permanent congregate family units. There are 264 new units, of which 57 are permanent congregate single units, and 207 are transitional congregate single units. Please see chart included in this Addendum as Attachment C.

Question 31. How long is the transitional period before a client must move out?

Answer: The transitional period is a maximum of 180 days.

Question 32. Page 6, Administration bullet point #4-Does this mean we must notify HASA anytime case records are subpoenaed?

Answer: Yes.

Question 33. Page 11, Staffing: Full time program director, full time clinical director, do they have to be 100% funded on this contract or can they be responsible for additional units and salaries be spread over several grants?

Answer: Yes. Their salaries can be spread over additional grants.

Question 34. Page 23, Experience bullet point #6-If the program has previous audits, what constitutes “related programs”?

Answer: Programs that are similar such as housing programs with other special populations or programs which provide supportive services.

Question 35. Page 23- Does key program staff includes staff that is not funded by this contract?

Answer: Key staff, including some portion of the program director, clinical supervisor, and case managers, would be funded by this contract. Other program staff could be funded by alternative sources.

Question 36. Is this RFP for the development of new units of housing? Or is it a competition based on existing units?

Answer: This RFP is for both. Please see the answer to Question 31.

Question 37. Is the permanent congregate unit’s part of the NY/NY Agreement? Do residents need to be NY/NY eligible?

Answer: No, this is not part of the NY/NY III agreement and the residents do not need to be NY/NY III eligible.

Question 38. What is the relationship (if any) of this RFP with the rolling RFP for Permanent Congregate Housing released on or after 5/15/13?

Answer: There is no relationship between the two RFPs.

Question 39. Can 1 proposal be submitted for a single property which may include units for individuals (option 1) and families (option 2)?

Answer: The proposer would have to submit two proposals – one for family and one for single congregate units.

Question 40. Are the 14 contracts a re-solicitation? If so, what is the breakdown in units?

Answer: Of the 599 single permanent congregate units being solicited, 542 are being re-solicited. The 542 units are currently broken down as follows - 30, 17, 40, 50, 50, 28, 43, 28, 70, 72, 70 and 44 units.

Question 41. What is the deadline for submission of the certificate of occupancy?

Answer: Final award will only be made once the Certificate of Occupancy is received and the provider has completed Fair Share Survey, if required.

Question 42. If we were to add single congregate units 2 (1) bedroom units would single congregate need to be a budget and proposal of its own, or can the single units included in the congregate family budget and proposal, since the services and staffing remain the same for under 20 heads of household? Also, are the congregate single units the only new units coming on line, or are their congregate

family units that are newly added? What is the breakdown of the 29 congregate family units? Are there any “new” family units coming on line with this RFP out of the 29 stated in the proposal.

Answer: The proposer would have to submit two proposals – one for family and one for single congregate units. There are new units for both permanent congregate and transitional single units. The current family programs have 16 and 13 units. There are no new family units.

Question 43. Do supportive services for clients served in these units need to be located on-site or are off-site services with all units in one building still considered a congregate model?

Answer: All services should be on-site in one building.

Question 44. Does each unit in a permanent housing program for singles need to have a sofa, dining table and chairs if there are lounges and cooking and dining facilities elsewhere in the building. In other words, if our units are studio apartments and we provide both a communal lounge and a dining area for residents, are the units still required to have a sofa, dining table, and chairs? If the answer is yes, is there a minimum size for the sofa and table? How many chairs are required?

Answer: Please see the response to Question 3.

Question 45. Our permanent housing program for singles provides all meals as well as snacks. Residents have access to a microwave and a dining area at all times. Given these conditions, must the units still have kitchens? Is it sufficient for the units to have a refrigerator, or a refrigerator and a microwave?

Answer: Please see the response to Question 3.

Question 46. Our current contract includes a budget line for debt service. Can this be included in the budget submitted with the proposal? If so, where on the budget should it be placed? Should the debt service amount be included in calculating the annual cost per unit, to determine whether it is below the maximum of \$25,544?

Answer: Yes, this should be included in Attachment B-3 under Rent/ Debt Service or under OTPS as another line item. This amount should be included in calculating the annual cost per unit, which has maximums as indicated in the RFP.

Question 47. Under the permanent family congregate you have a minimum staffing requirement of F/T Program Director (Bachelor level 5 years experience), FT Clinical Supervisor (LMSW) and 1 Case Manager for every 20 families. Can we have our Director, who is LMSW be utilized for both Clinical Supervisor/Program Director, and use an Assistant Director/Resident Manager whose experience is more related to facility and property management?

Answer: Yes.

Question 48. Does the cost-per-unit factor into the final score? i.e. would an agency proposing a cost-per-unit below \$25,544 for single permanent congregate units receive a higher score than an agency proposing a cost-per-unit at \$25,544?

Answer: HRA will award contracts to the best technically rated proposals whose price does not exceed the maximum cost per unit as set forth in the RFP (please see page 29 of the RFP).

Question 49. Is there a cap on fringe benefits?

Answer: While there is no cap on fringe benefits, HRA has, in the past, limited fringe benefits to 35%.

Question 50. Is maintenance and housekeeping eligible expenses?

Answer: Yes.

Question 51. Is a driver an eligible expense? We have an in-kind van, but no driver to transport clients.

Answer: Yes.

Question 52. Is a budget narrative required with the price proposal? If so, does it need to be double-spaced and printed on both sides, as well?

Answer: If the budget narrative better explains the price proposal, then the provider should submit a budget narrative with its price proposals, which should be double-spaced and printed on both sides.

Question 53. We are unclear about the mixed performance based/line item budget structure. We would prefer an entirely performance based structure, or at least a very high percentage performance-based budget. Will this be possible?

Answer: At this time HRA uses the line item budget for the purposes of claiming from both Federal and State funding sources, as well as reviewing staffing ratios so it will not be possible.

Question 54. Page 24 of the RFP-provide a list of all government or government sub-contracted contracts with their total budget amounts, for which the proposer is now applying and/or for which it is currently funded to provide, can you please clarify whether you want us to list DIRECT contracts we have with government agencies or only those where we are a sub-contractor on another organization's contract with a government agency.

Answer: Both direct contracts and sub-contracts. The proposer should state where it is a direct contract holder and where it is a sub-contract holder in the listing.

Question 55. Option III: Transitional Supportive Congregate Housing
According to the RFP “the contactor would seek, secure, and maximize all potential offsets, particularly by collecting that portion of income which is set aside by State and/or Federal authorities for rental payments from those clients receiving Supplemental Security Income, SSD, Veterans benefits, or pensions that would be an offset against the amount that the contractor would receive from the City pursuant to the negotiated budget.”
I am assuming the provider needs to collect co-pays? If so, from what date are clients required to commence payments?

Answer: Regardless of income, clients residing in Transitional Supportive Congregate Housing are not required to contribute towards their rent. Consequently, the contractor is not required to seek an offset against the contract budget amount by collecting rent from clients.

Question 56. Is the rent part of the \$39,863.00 for family units?

Answer: Yes.

Question:57 The staffing on page 7 of the RFP is a little confusing. For instance, the minimum requirement for staffing is listed in the first bullet under staffing and the second bullet point discusses retaining direct service staff for multiple positions. One challenge that is highlighted is the requirement for LCSW for mental health counseling and then a slight departure to Licensed Social Worker as clinical supervisors. Traditionally, our LCSWs are the supervisors and LMSWs are individuals who performance the direct services. What is acceptable to HASA?

Answer: HASA will accept LCSW’s as supervisors and LMSW’s who would perform the direct services to the clients.

Question:58 Do we need to incorporate all of those direct service positions on the contract (mental health counselors, substance abuse counselor, clinical supervisors, social workers, benefits and entitlement specialists and case managers), and 100% FTE for any position on the contract?

Answer: All direct service positions should be minimally included in the contract with the exception of case managers who should be incorporated at a ratio of 1 case manager to 20 clients. However all other positions may be allocated. In addition, please see the response to question 5.

ATTACHMENT C
Allocation of Units for Congregate Housing Chart

ATTACHMENT C

Allocation of Units for Congregate Housing
PIN:06914H081600 EPIN:09612P0005

<i>Options</i>		<i>Total Units</i>	<i>Re-Solicitation</i>	<i>Brand New</i>
Permanent Single	Congregate	599	542	57
Permanent Family	Congregate	29	29	0
Transitional Single	Congregate	207	0	207
<i>Total</i>		835	571	264

ATTACHMENT D
Sign-In Sheets for the Pre-Proposal Conference Attendees

HUMAN RESOURCES ADMINISTRATION
PRE-PROPOSAL CONFERENCE FOR
PROVISION OF NON-EMERGENCY PERMANENT & TRANSITIONAL SUPPORTIVE CONGREGATE HOUSING FOR
PERSONS DIAGNOSED WITH CLINICAL SYMPTOMATIC HIV ILLNESS OR AIDS & THEIR FAMILIES
PIN: 06914H081600/EPIN: 09612P0005
JULY 10, 2013

	PRINT COMPANY NAME	PRINT ADDRESS	TELEPHONE & FAX	PRINT CONTACT PERSON & E-MAIL ADDRESS	RFP PICK-UP	
					ON LINE	IN PERSON
1.	Bailey House	1751 Park Ave 10035	212 633 2500 212 633 2932(F)	N SAMUEL BAILEYHOUSE.ORG	X	
2.	Henry St S/H/rent	26 S Henry St	212-766-9200	J Silvermechumplog	*	X
3.	Roland Conner Flemister House	54-39 100th Street 11348	917-495-5571	Nicholas AdL.Cana Edvin Scott edwinrscott@yahoo.com	R	X
4.	Edwin F. Scott	527 W. 22 St.	(212) 604-0124		✓	✓
5.	BRUNHA FRASECA					
6.						
7.						
8.						

HUMAN RESOURCES ADMINISTRATION
PRE-PROPOSAL CONFERENCE FOR
PROVISION OF NON-EMERGENCY PERMANENT & TRANSITIONAL SUPPORTIVE CONGREGATE HOUSING FOR
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	PRINT COMPANY NAME	PRINT ADDRESS	TELEPHONE & FAX	PRINT CONTACT PERSON & E-MAIL ADDRESS	RFP PICK-UP	
					ON LINE	IN PERSON
1.	Henry Street Settlement Gimme Guzman	40 Montgomery	212-233-5032	Jguzman@hunnyshtat ccc.org	X	
2.	IA Communities	214 W 21st St New York	212-211-1618	ILyssc@ia.com	X	
3.	HAITIAN CENTERS COUNCIL (HCC)	123 LINDEN BLVD 300 FL BRUNY 11226	718 946 220	FRENCH @ HCCINC.ORG	X	
4.	SERVICES FOR THE UNEMPLOYED	305 7th Ave NY, NY 10001	911 670-8008 914 408 1603	n.southwell@sus.org	✓	
5.	RYER AVE HDFC	2382 RYER AVE BRONX, NY	(718) 329 - 0600	Wroblee, Tharaka	✓	
6.	Shilpa Ramesh	2600 Madison Ave	(212) 979-8800	shilpa.ramesh@ palladiainc.org	✓	
7.	Ryer HFC	3860 Ryer Ave Bronx	718 739-3700 329-0600	frangbrown@ hottmail.com	✓	
8.	HCC (Haitian Centers)	1001 EASTERN BLVD Brooklyn NY 11213	718-221-9640	ANORE K. RECK aheck@hccinc.org	✓	

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	PRINT COMPANY NAME	PRINT ADDRESS	TELEPHONE & FAX	PRINT CONTACT PERSON & E-MAIL ADDRESS	RFP PICK-UP	
					ON LINE	IN PERSON
1.	IRIS HOUSE, INC	2348-7th AVE NY NY 10030	646-548- 0100	HARRY GIBBS HGIBBS@irishouse. ORG	✓	
2.						
3.						
4.						
5.						
6.						
7.						
8.						

HUMAN RESOURCES ADMINISTRATION
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	PRINT COMPANY NAME	PRINT ADDRESS	TELEPHONE & FAX	PRINT CONTACT PERSON & E-MAIL ADDRESS	RFP PICK-UP	
					ON LINE	IN PERSON
1.	Peaxis Housing, Inc	171 Battery Place Suite 304 NY NY 10004	(917) 522-8407	Vashti Rampatsis		
2.	Peaxis Housing, Inc	11	(917) 522-8465	Su		
3.	CAMBA, Inc.	1720 Church Ave Brooklyn, NY 11226	(718) 287-2600 (V) (718) 287-0857 (F)	Gary Sutnick garys@camba.org erin-feely-nak erin-feely@factustink.com		✓
4.	Food First, Inc	165 Conover St Bklyn NY 11231	718 624-1950 718 624-1989			
5.	Bovary Residents' Committee	131 W. 25th St New York NY 10001	212-803-5712	brittany snyder bsnyder@brc.org		✓
6.	Friends House	130 E. 25th NY 10010	212-995-5000 " " 5317	Annie Soriano asoriano@friendshouseinc.org		✓
7.	Fortune Society	29-76 Northern Blvd LIC, NY 11104	212-691-7554	C. Medaris Black cblack@fortune-society.org		✓
8.	DOHMH	42-08 28th St 21st Fl Queens, NY 11101	(347) 396-7988	JACQUES E JACQUES@DOHMH.NY.GOV		✓

HUMAN RESOURCES ADMINISTRATION
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					ON LINE	IN PERSON
1.	Odyssey House	120 Wall St. 17th Floor NY, NY 10005	212-361-1600 212-361-1666 (EX)	Donna Burke dburke@odysseyhouseinc. org	X	
2.	Henry Street Settlement	40 Montgomery St NY, NY 10002	212-233-5032 212-240-9513	KKovale@HenryStreet.org	K	
3.	The Da Fund	345 E. 102nd NY 10029	646 622 4474 212 860 826	Rina@DaFund.org	X	
4.	Black Veterans for Social Justice Inc	474 Quincy St BK 11221	718-455-8590 718-455-3916 (F)	Katrina Little littlekbvsi@aol.com	✓	
5.	Manlam United	306 Lenox Ave NYC 10027	212.803.2850 X 2422 646 294 9788	EAL Cox ecox@ManlamUnited.org		
6.	Henry St. Settlement	205 Henry St. NY NY	212-766-7200	idewer@HenryStreet.org	✓	
7.	Bailey House	1751 PARK AVE NEW YORK, NY 10035	212 633-2500 X454	JUFFINS@BAILEYHOUSE.ORG	✓	
8.	Food First Inc.	165 CONNOLLY ST BK, NY		YOUNANN RODRIGUEZ@FOODFIRSTINC.COM		