



**Human Resources
Administration**

Department of
Social Services

Office of Contracts

Robert Doar
Commissioner

Roy A. Esnard
General Counsel

Vincent Pullo
Agency Chief
Contracting Officer

180 Water Street
New York, NY 10038

212 331 3434

December 11, 2013

**RE: ADDENDUM # 3 to the Request For
Proposals for Home Care Services
PIN: 06914H084300 EPIN: 09613P0002**

Dear Prospective Proposer:

The Human Resources Administration (“HRA”) appreciates your interest in the Request for Proposals (“RFP”) for Home Care Services issued on November 8, 2013.

Please find attached Addendum #3 for the above-referenced RFP. Addendum #3 contains:

- **Revisions to the RFP:** Attached to this Addendum as Attachment A are revisions to the Home Care Services RFP. **All new language is bolded and underlined.** **Language that is crossed out is being deleted from the RFP.**
- **Answers to Questions, Submitted to HRA in Writing:** Attached to this Addendum as Attachment B are answers to questions received subsequent to the Pre-Proposal Conference held on November 22, 2013. **No further questions will be accepted.**

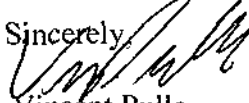
Please acknowledge your receipt of Addendum #3 by listing it on the Acknowledgment of Addenda (Attachment B of the RFP package) and include it in your proposal submission.

The deadline for submission of proposals is January 7, 2014.

Proposers are reminded that they must hand deliver their proposals by **January 7, 2014 at 2:00 p.m.** to:

NYC Human Resources Administration
Office of Contracts
Request for Proposal (RFP) Unit
180 Water Street, 14th Floor
New York, New York 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 Home Care Services RFP
PIN:06914H084300 EPIN:09613P0002

**Revisions to Home Care Services RFP
PIN:06914H084300 EPIN:09613P0002**

Please be advised that the subject Request for Proposals is revised as described below. All new language is bolded and underlined. Language that is crossed out is being deleted from the Request for Proposals.

Page 20

Section IV B4c

- c. Most **two** recent certified financial audit reports or certified financial statements or a statement as to why no such report or statement is available.

Page 22

B. Proposal Package Contents (“Checklist”)

- ~~Whistleblower Protection Expansion Act Rider (Attachment E)~~

Attachment B
Questions and Answers

Home Care Services RFP Questions and Answers
PIN: 06914H084300 EPIN: 09613P0002

Question 1. What is the anticipated amount of annual funding for Competition 2 ONLY for CDPAP services as related to the entirety of \$215,943,000 stated on page 5 for the Anticipated Available Funding, Letter E?

Due to the on-going transition of HRA CDPAP clients to Managed Care, HRA is not able to determine the annual funding that will be available for CDPAP only at this time.

Question 2. Is this specific program subject to wage parity laws?

Yes, Wage Parity is a NYS regulation and Contractors must follow all applicable NYC, NYS and Federal regulations.

Question 3. As per “Notice for Providers,” Page 104 of the RFP, please indicate whether the liquidated damages in this section are applicable to the services we will propose (Category 2). Are you open to negotiating this term?

Subcontracting is not permitted for this solicitation, therefore, this section is not applicable.

Question 4. According to Addendum 1, Question 14. How do you reconcile the DOH background check requirement with the Young Men’s Act: you stated that, “It is strongly encouraged that proposers contact the State if they have any questions concerning the DOH background check.” For the Category 2 services, CDPAP services, we cannot do any background checks on personal attendants. Please advise how the background checks relate to the Category 2 services.

Background checks are required for personal attendants for this award unless prohibited by regulation.

Question 5. Will you accept a list of Notes to Contractual Terms with our proposal that outlines not exceptions to terms, but items we would like to discuss before signing the resultant contract?

Contractual terms can be submitted for discussion at the contract award stage. Please note that HRA does not intend to amend any provisions of the contract at this time.

Question 6. Appendix A, Section 7.02.A., Page 51 – Our policies are on a claims-made basis and not an occurrence basis as indicated by this section. Can we negotiate this during contract discussions?

Please see answer to question 5 above.

Question 7. Appendix A, Section 8.03-8.05, Page 55 – Is the City open to accepting mutual indemnification language for this section?

Please see answer to question 5 above.

Question 8. Is the City open to accepting additional language in Appendix A relating to allowing assignment within our company without consent in the event of restructuring?

Please see answer to question 5 above.

Question 9. Appendix A, Section 10, Page 57 – May we request revising this section to allow termination for convenience, without cause with 30 days' written notice?

Please see answer to question 5 above.

Question 10. Appendix A, Section 12, Page 67-68 Claims, Letter G6: We request deleting this section to maintain the right to pursue all applicable legal options. Please advise if you are open to this request?

Please see answer to question 5 above.

Question 11. On the package that was given to the Vendors, Appendix A (General Contract Provisions) has an "Affirmation" form and Appendix B (Living Wage Certification) has a "Certification" form, but the "Checklist" does not indicate where to insert these forms. Are they required to be submitted with the proposal? If so where should they be inserted?

The Affirmation found in Appendix A - General Contracts Provisions and the Living Wage Certification form – Appendix B, is completed and submitted at the contract award stage.

Question 12. The instructions contained on page 22, Proposal Package Contents (“Checklist”), of the above referenced proposal provides a listing of required Attachments (A through E) that are to be submitted as part of the response to this proposal. In reviewing these attachments, each one has a separate signature page or a signature line at the end of the document except Attachment E, Whistleblower Protection Expansion Act.

Please let us know what HRA/HCSP would like us to submit regarding a signed acknowledgement of Attachment E.

A signed acknowledgement of Attachment E is not required.

Question 13. I think I might have finally gotten a copy of the bid document. Can you assist with the below queries? Is this the initial offering for this contract? If not what were the previous prices?

Yes, this is the initial offering for this particular contract.

Question 14. In response to Question 109, HRA provided a list of the Home Health Care agencies that currently have contracts with HRA. We currently hold a Housekeeping contract, but was not on this list. We are wondering if the list was limited to agencies holding Home Attendant contracts. Could you please confirm?

Housekeeping contractors were inadvertently omitted. The Housekeeping contractors are:
Beth Emeth
Bushwick Economic Development,
CABS Housekeeper Service, Inc.
F.C.P.C. Community Affairs, Corp.
PSC Community Services, Inc.
Richmond Home Needs Service, Inc.
Ridgewood Bushwick Senior Citizen Home Attendant
Self Help Community Services
Social Concern Vendor Agency

Question 15. A question came up as to if the entire proposal need to be printed on both side of the page, including exhibits and charts. Should exhibits and charts be printed on both side of the page?

The instructions for Section IV on page 18 of the RFP states that the proposal should be typed on both sides of 8 1/2" X 11"papers.