

June 14, 2013

RE: Addendum # 2 to the Request for Proposals for the Provision of Critically Needed Support Services for At-Risk Individuals 18 years of age and older suffering from physical and/or mental impairment and who meet Adult Protective Services Program Eligibility Criteria.

PIN: 06914H082400 EPIN: 09612P0012

Robert Doar
Commissioner

Roy A. Esnard
General Counsel

Vincent Pullo
Agency Chief
Contracting Officer

180 Water Street
New York, NY 10038

Dear Prospective Proposer:

212 331 3434

The Human Resources Administration (“HRA”) appreciates your interest in the Request for Proposals (“RFP”) for the Provision of Critically Needed Support Services for At-Risk Individuals 18 years of age and older suffering from physical and/or mental impairment and who meet Adult Protective Services Program Eligibility Criteria issued on May 6, 2013.

Please find attached Addendum # 2 for the above-referenced RFP. Addendum # 2 contains:

- **Changes to the Provision of Critically Needed Support Services for At-Risk Individuals 18 years of age and older suffering from physical and/or mental impairment and who meet Adult Protective Services Program Eligibility Criteria 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 A:** Attachment A contains revisions to Attachment B-3 of the RFP. Attachment B-3 has been renamed Attachment B-3R. Two columns have been added for Year 2 and Year 3.
- **Attachment B:** Attachment B contains answers to questions received subsequent to the Pre-proposal Conference and submitted in writing to HRA. No other questions will be accepted.

Please acknowledge your receipt of Addendum # 2 by listing it on the Acknowledgement of Addenda (Attachment C of the RFP package) and include it in your proposal submission.

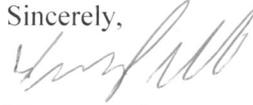
The deadline for submission of proposals is **Friday, June 28, 2013 at 2:00 P.M.**

Proposers are reminded that they must deliver their proposals by **June 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,

A handwritten signature in black ink, appearing to read 'Vincent Pullo', written in a cursive style.

Vincent Pullo

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ATTACHMENT A

Revisions to the Provision of Critically Needed Support Services for At-Risk Individuals
18 years and older suffering from physical and/or mental impairment and who meet
Adult Protective Services Program Eligibility Criteria RFP

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ATTACHMENT B -3R

BUDGET PROPOSAL – OTHER THAN PERSONNEL SERVICES (OTPS)

Provision of Critically Needed Support Services for At-Risk Individuals 18 years of age and older suffering from physical and/or mental impairment and who meet Adult Protective Services Program Eligibility Criteria
 PIN: 06914H082400 EPIN: 09612P0012

Proposer’s Legal Name: _____

Expense	Cost of Contract		
	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Rent			
Utilities			
Telephone			
Printing			
Supplies			
Equipment Purchase			
Equipment Rental			
Maintenance			
Insurance			
Travel			
Postage			
Other OTPS Cost (identify)	\$	\$	\$
Total Other Than Personnel Services Budget Request	\$	\$	\$

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ATTACHMENT B
Answers to Questions, Submitted to HRA in Writing

Addendum # 2
REQUEST FOR PROPOSALS

For
PROVISION OF CRITICALLY NEEDED SUPPORT SERVICES FOR AT-RISK INDIVIDUALS 18 YEARS OF AGE AND OLDER SUFFERING FROM PHYSICAL AND/OR MENTAL IMPAIRMENT AND WHO MEET ADULT PROTECTIVE SERVICES PROGRAM ELIGIBILITY CRITERIA
PIN: 06914H082400/EPIN: 09612P0012

QUESTIONS & ANSWERS

Question 1. What is the method of billing and receiving payments? Is a copy of the CAMFR available for review?

Answer: The monthly invoice (CAMFR) needs to be submitted online as well as a signed hard copy for our review and approval. The approved payment will be transferred to the vendor's bank account electrically. The payment will be made within 30 days from the invoice submission date.

The format of the CAMFR will be the same as the combination of Attachment B-1 and B-2 for PS and OTPS.

Question 2. B-2 has a provision for years 1, 2 and B-3 has no provision for Year 2 and 3. Can a contractor have different OTPS budget for years 2 and 3?

Answer: Attachment B-3 of the RFP has been revised and included as a part of this addendum as Attachment A.

Question 3. Is it possible for HRA to provide a reference to a proposer?

Answer: HRA cannot provide a letter of reference to any proposers. The letter of reference may come from other organizations, such as homecare, adult treatment centers, senior centers, legal and counseling services, or any other entity the proposer has worked with and/or received funding.