



**Human Resources
Administration**

Department of
Social Services

Office of Contracts

Robert Doar
Commissioner

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180 Water Street
New York, NY 10038

212 331 3434

May 28, 2013

**RE: ADDENDUM # 1 To the Request For
Proposals for Customized Assistance
Services Program Monitoring
PIN: 06913H081800 EPIN: 09612P0008**

Dear Prospective Proposer:

The Human Resources Administration (“HRA”) appreciates your interest in the Request for Proposals (“RFP”) for Customized Assistance Services Program Monitoring issued on May 3, 2013.

Please find attached Addendum #1 for the above-referenced RFP. Addendum #1 contains:

- **Revisions to the RFP:** Attached to this Addendum as Attachment A is the change of the Authorized Agency Contact Person. Additionally, the title “Standard Human Service Contract” has been omitted from the RFP cover page.

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

The deadline for submission of proposals is June 27, 2013.

Proposers are reminded that they must hand deliver their proposals by **June 27, 2013 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.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Vincent Pullo".

Vincent Pullo

**Customized Assistance Services Program Monitoring
PIN: 06913H081800 EPIN:09612P0008
ADDENDUM #1
Attachment A**

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 Proposal.

Cover Page - Page 1

**THE CITY OF NEW YORK
HUMAN RESOURCES ADMINISTRATION
CUSTOMIZED ASSISTANCE SERVICES

REQUEST FOR PROPOSALS
for
CUSTOMIZED ASSISTANCE SERVICES PROGRAM MONITORING**

**PIN: 06913H081800
EPIN: 09612P0008**

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AUTHORIZED AGENCY CONTACT PERSON

Proposers are advised that the Authorized Agency Contact Person for all matters concerning this Request for Proposals is:

~~Donna Scott~~ **Robin Norwood**
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Customized Assistance Services
New York City Human Resources Administration
2 Washington Street, Room ~~1704~~1716
New York, New York 10004
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