



**Department of
Social Services**

Human Resources
Administration

Department of
Homeless Services

December 19, 2016

Addendum # 14

Office of Contracts

Steven Banks
Commissioner

Martha A. Calhoun
General Counsel

Vincent Pulio
Agency Chief
Contracting Officer

150 Greenwich Street
New York, NY 10007

829 221 6347

Re: Open-Ended Request for Proposals for the Development and Operation of "Standalone" Transitional Residences for Homeless Adults and Families; Drop-In Center for Homeless Adults; and the Neighborhood Cluster Transitional Residence for Homeless Families -- Pin#071-00S-003262.

Dear Potential Proposers:

The Purpose of this Addendum is to notify you of new transitional program models for families with children and adult families, the "Overnight Facility Program". This Addendum amends the RFP by adding the language in the sections delineated below.

The following provisions add new introductory and concluding paragraphs, respectively, to Section II.A., Background and Purpose of the RFP.

DHS seeks proposals to operate the Overnight Facility ("Overnight Program"). Under the Overnight Program, providers would supply shelter units to homeless families with children and adult families unable to complete their shelter application on the date they apply within a facility from the hours of 10:00 pm to 10:00 am, 24 hours per day, and seven (7) days per week.

The following adds a concluding paragraph to Section II.D., Payment Structure.

Overnight Program

Payment and the *per diem* rate for the Overnight Program includes funds for all staffing and OTPS costs required to operate the facility, including but not limited to maintenance, security, rent and utilities. Additionally, payment is calculated to reimburse the contractor for the use of 95% of the units whether or not a unit is occupied. Finally, renovation costs are not available for the Overnight Program. For purposes of this type of shelter, proposers may submit its own price proposal form, which would be subject to DHS approval.

The following adds a new Paragraph D to Section III – Scope of Services.

D. Uniform Requirements for the Overnight Program:

The following sections outline the Department's needs and requirements for the Overnight Program.

1. **Uniform Facility Requirements:**

For purposes of the Overnight Program, the term "Facility" refers to a building, or the proposed building, in which units or beds of the Overnight Program are located. The term

"Units" refers to dwelling unit within a Facility to which access is controlled by a locked door and which contains sleeping rooms with windows and its own bathroom. Units are not homes, rather Units are temporary, emergency shelter provided to homeless families with children and adult families. The term "Beds" refers to individual beds in a *Unit* used to temporarily shelter families with children and adult families.

In order to assure a safe, comfortable environment for the clients, the Contractor or its landlord, in accordance with the terms of its lease or site control documents, shall ensure that the Facilities, and the Units and beds contained therein, are maintained in a good state of repair and sanitation. All Beds, Units and Facilities must comply with the governing law, including but not limited to the Housing Maintenance, Building, Fire and Health Codes and implementing rules of the City of New York, the Social Services Law of the State of New York, 18 N.Y.C.R.R. §§ 352.3 (e), 900, and the requirements for physical plant or shelter facilities embodied in the December 12, 2008, Final Judgment in *Boston v. City of New York* (Index No. 402296/0/, Sup. Ct., N.Y. Co.). All contractors must provide written documentation, through leases, licenses, rental agreements or other site control documentation that it can deliver and maintain compliant Facilities.

2. Minimum Furnishings:

- a. Families with Children. Minimum furnishings shall be provided by the Contractor and shall include the following. For each person, the Contractor shall provide one (1) bed, with complete bed linens, and a personal hygiene package (which contains personal hygiene supplies such as soap, towels, toothbrushes, toothpaste and personal hygiene supplies for infants where applicable). Additionally, the Contractor shall provide lamps and a bureau, locker or similar secured container, a table and chairs for the family. Moreover, the Contractor shall provide linens, as required by OTDA rules and regulations, to the clients. Clients shall be responsible for their personal laundry. The Contractor shall be responsible for providing clean bed linens and towels to each new client.
- b. Adult Families. Minimum furnishings shall be provided by the Contractor and shall include the following. For each person, the Contractor shall provide one (1) bed, with complete bed linens, and a personal hygiene package (which contains personal hygiene supplies such as soap, towels, toothbrushes and toothpaste). Additionally, the Contractor shall provide lamps and a bureau, locker or similar secured container for the family. Moreover, the Contractor shall provide linens, as required by OTDA rules and regulations, to the clients. Clients shall be responsible for their personal laundry. The Contractor shall be responsible for providing clean bed linens and towels to each new client.

3. Supervision and Security:

Proposals must include a plan to secure, staff and supervise all clients within each Facility included in the proposal. Security includes staff, as well as physical components such as cameras and locks, and should include any provisions for access control, fire safety systems and emergency response plans.

You are receiving a copy of this Addendum as a result of your name appearing on the DHS RFP "Pick Up Log" or from your agency downloading the RFP from the

www.nyc.gov/cityrecord web site. If you have any questions, please contact Vincent Pullo, Agency Chief Contracting Officer, The Department of Homeless Services/ Department of Social Services, 150 Greenwich Street, 37th Fl., New York, NY 10007, 929.221.6347.

Section IV, C, "Basis of Award" is hereby amended by the adding the following language. Proposals for the Overnight Program, will be reviewed on a first come, first serve basis and selection is subject to the needs of the Agency and availability of funds.

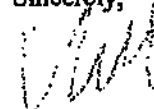
Finally, the last sentence in Section I, "Timetable - Proposal Due Date" is hereby deleted and replaced with the following text:

Please hand-deliver one (1) original and four (4) copies to:

The Department of Homeless Services \ Department of Social Services
150 Greenwich Street, 37th Fl.
New York, NY 10007

This address is also known as 4 World Trade Center, 37th Fl., New York, NY 10007. This Addendum incorporates Exhibit A into the OERFP.

Sincerely,



Vincent Pullo