

**CITY OF NEW YORK
DEPARTMENT OF HEALTH AND MENTAL HYGIENE**

REQUEST FOR PROPOSAL:

**HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)
RENTAL ASSISTANCE FOR PERSONS LIVING WITH HIV/AIDS**

PIN: 13AE000500R0X00

**ADDENDUM No. 1
September 4, 2013**

Except as otherwise stated below and by any subsequent Addenda to the above-referenced Request for ProposalS (“RFP), which was released on August 5, 2013, the RFP remains unchanged:

Part I: Annexes to this Addendum No. 1

- Annex A to this Addendum No. 1, ATTACHMENT B- Price Proposal Cover Sheet – Revised, is attached and incorporated herein.

The Budget Forms have been revised; proposers are directed to download and complete all Budget Forms from:

<http://www.nyc.gov/html/doh/html/vendors/acco-home.shtml>

Note that the budget forms are contained in a link separate from the RFP document.

The Budget Forms must be attached to ATTACHMENT B – Price Proposal Cover Sheet – Revised, and submitted with your proposal.

- Annex B to this Addendum No. 1 contains Questions and Answers received at the Pre-Proposal Conference on August 22, 2013 and questions received on or before the Question/Clarification Deadline of August 28, 2013.
- Annex C to this Addendum No. 1 contains a revised ATTACHMENT C – ACKNOWLEDGEMENT OF ADDENDA form. Proposers are directed to complete and submit this version of Attachment C with their proposal.

Part II: Corrections to the RFP Document

Underlined sections indicate revised language; strike-throughs indicate deleted language.

1. Section IV.B.5. (page 23), has been changed as follows:

A sealed outer envelope; enclosing the ~~three~~ four sealed inner envelopes. The sealed outer envelope should have two labels containing:

Annex A:

ATTACHMENT B

**Price Proposal Forms- Revised
HOPWA Rental Assistance
PIN 13AE000500R0X00**

INSTRUCTIONS:

1. Download all Budget Forms from:
<http://www.nyc.gov/html/doh/html/vendors/acco-home.shtml>
2. Complete *ALL* budget forms.
3. Complete this Price Proposal Cover Sheet.
4. Attach the completed Budget Forms to this Price Proposal Cover Sheet, and submit with your Proposal.

A. Total Proposed Cost for 2-Year Contract Term \$ _____ (A)
(Copy from Budget Forms-Budget Summary,
"Total City Funded Budget")

B. Total Proposed Cost per Year \$ _____
(A / 2)



Annex B:

QUESTIONS AND ANSWERS:

Question: On page 23 of the RFP, bullet #5 indicates that the sealed outer envelope should enclose “three sealed inner envelopes”. However, bullets #1-4 suggest there are 4 inner envelopes: 1) Minimum Qualification Requirements, 2) Proposal and Attachments, 3) Price Proposal, and 4) Doing Business Data and Iran Contractor Compliance Forms. Could you clarify this discrepancy?

Answer: This language has been revised to reflect the correct language. Four sealed inner envelopes are required. See Part II on page 1 of this Addendum No. 1.

ANNEX C

ATTACHMENT C
Acknowledgement of Addenda
HOPWA Rental Assistance
PIN #: 13AE000500R0X00

COMPLETE EITHER PART I OR PART II, WHICHEVER IS APPLICABLE, AND COMPLETE AND SIGN PART III.

PART I.

LISTED BELOW ARE THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS RFP:

ADDENDUM # 1, DATED September 3, 2013

ADDENDUM # 2, DATED _____, 20____

ADDENDUM # 3, DATED _____, 20____

ADDENDUM # 4, DATED _____, 20____

ADDENDUM # 5, DATED _____, 20____

PART II.

_____ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFP.

PART III.

ORGANIZATION _____

NAME _____

TITLE _____

SIGNATURE of Authorized Contact Person _____

DATE _____

