



How to respond to a sealed bid solicitation at NYCHA

February 6, 2023



Agenda (1/2)

Objective:

- Guide contractors through the steps of how to read, prepare, and respond to an RFQ sealed bid solicitation in an effective and timely manner.
- Show vendors how to navigate NYCHA's specific processes and systems (particularly iSupplier).

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Agenda (2/2)

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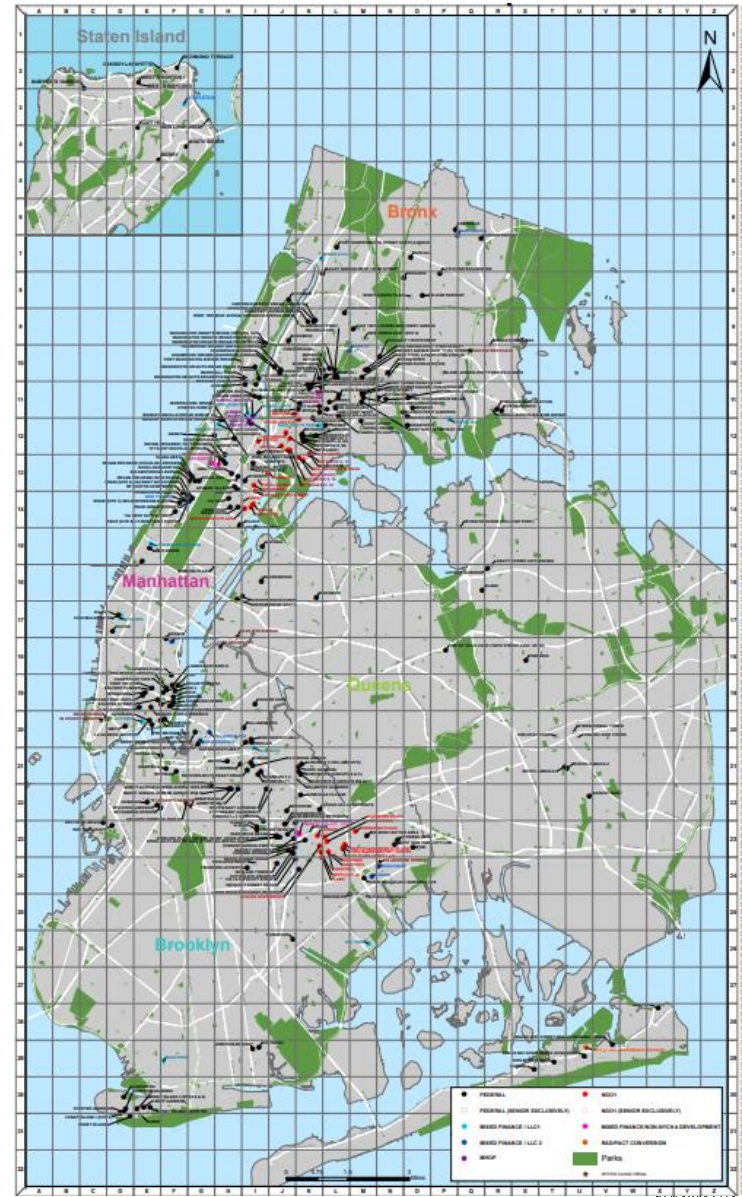
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About NYCHA: Overview

- **Mission:** Increase opportunities for low- and moderate-income New Yorkers by providing safe, affordable housing and facilitating access to social and community services
- **Properties:** 277 developments across the five boroughs
 - **Manhattan:** 82 developments
 - **Brooklyn:** 79 developments
 - **The Bronx:** 75 developments
 - **Queens:** 21 developments
 - **Staten Island:** 10 developments
- **Total buildings:** 2,106
- **Total apartments:** 162,143
- **Workforce:** 12,538 employees
 - 20% of workforce made up of NYCHA residents

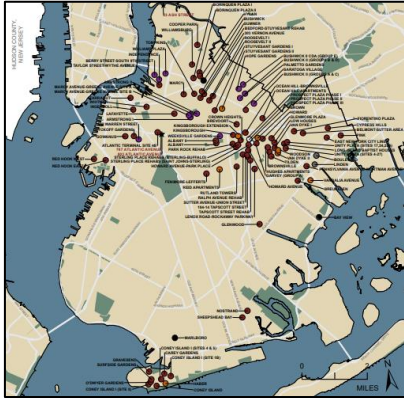


Tip: Each development has their own contact info; see FAQ for how to get in touch for questions or a site visit.

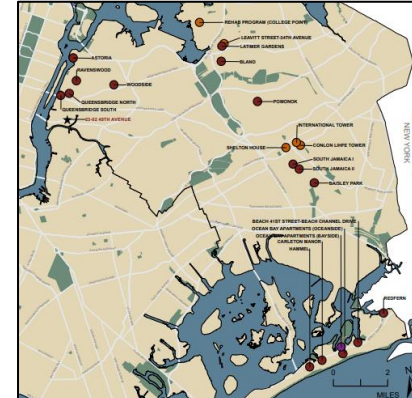


About NYCHA: Geography

Procurement opportunities can exist at the city, borough, or development level.



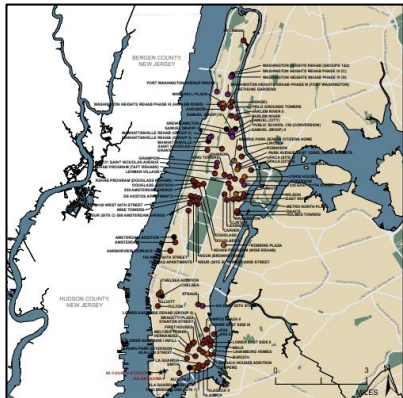
Brooklyn



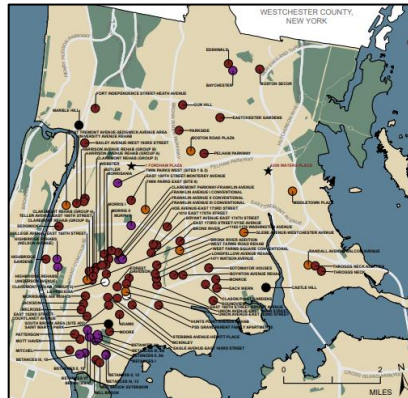
Queens

City-wide

Manhattan



The Bronx

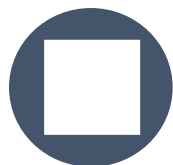


Staten Island



About NYCHA: What we buy

Common goods & services purchased via sealed bids include:*



#1 Tile



#2 Painting



#3 Environmental services (asbestos, lead, and other hazardous material disposal and remediation)



#4 General renovation






#5 Electrical, plumbing, heating, elevators, etc.

Source: PO Summary 2017-2022

*But are not limited to.

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Intro: Selling to government

Characteristic	What it means for NYCHA	What it means for you
 Risk-averse	<ul style="list-style-type: none"> • NYCHA will select the lowest responsive and responsible bidder • NYCHA cannot accept bids too far above or below NYCHA's cost estimate 	<ul style="list-style-type: none"> • Do your research to understand if you are competitive • If you cannot justify the costs (low or high), your bid will be deemed non-responsive
 Standardized & Thorough	<ul style="list-style-type: none"> • NYCHA procurements must comply with federal, state, and local laws • Requirements are standardized to ensure fair treatment 	<ul style="list-style-type: none"> • All firms must adhere to the same requirements, regardless of starting point or contract type • Read what it is required to do the work before submitting bid to avoid being deemed non-responsive or financially liable later • Prepare company info to more easily complete various required forms
 Diverse	<ul style="list-style-type: none"> • By law, NYCHA is required to sell a certain percentage of its contracts to diversity-owned businesses 	<ul style="list-style-type: none"> • If you qualify as MWBE or Section 3, various programs are available to help you scale and bid more competitively



Tip: As a NYCHA vendor, you will submit bid paperwork via NYCHA's systems (PASSPort and iSupplier).

Intro: What is a sealed bid?



Sealed bid 101

What?

- A contracting method employing public, competitive bidding
- A price-based evaluation awarded to the lowest responsive and responsible bidder

When?

- Materials/supplies purchases >\$25K
- DECAR* purchases >\$50K
- All other purchases >\$250k**
- Commonly used in construction when detailed submission of approach is not necessary
- To remove risk of bid shopping and ensure fair awards by keeping pricing confidential

How?

- Sealed bids are administered via NYCHA's free procurement platform, iSupplier
- Via an RFQ (vs. an RFP)

Main components

Component	Description
Header	Outlines the industry, geography, and certifications required for bidding eligibility
Terms & conditions	Definitions of words used and legal obligations of doing business with NYCHA
Forms	Required paperwork to submit proposal and report progress & compliance
Line-item information	Identifies target quantities and prices of each item or service required for the project



Tip: Be sure to create an account with MOCS' system, PASSPort, in addition to creating an account with NYCHA's iSupplier system to avoid future delays in the contract process.

*Demolition, Excavation, Construction, Alteration, or Renovation services

**When aggregate active POs begin to exceed \$250k, the NYCHA VNC (Vendor Name Check) team will contact the vendor and initiate the process to continue work after a VNC is procured (see FAQ section for further details).

iSupplier 101: What is iSupplier? & Demo

What is iSupplier?

- New York City Housing Authority's (NYCHA) free online procurement portal
- Self-service tool where vendors can see upcoming procurement opportunities, be notified of bids relevant to their offerings, submit bids and proposals, and view existing responses and purchase orders
- **All vendors seeking to sell goods and/or services to NYCHA must [register on iSupplier](#)**
- All vendors are strongly encouraged to:
 - 1) Create an account in MOCS' [Procurement and Sourcing Solutions Portal](#) (PASSPort)
 - 2) Complete the enrollment package in PASSPort (i.e., business questions and disclosures) so that the status of their organization is 'Filed' (approved).

Let's explore a live demo...



Tips:

- Keep iSupplier guide handy to follow-along while navigating the iSupplier portal.
- NYCHA strongly recommends using Firefox or Microsoft Edge when accessing iSupplier; Google Chrome and Apple browsers are not compatible with the portal.

iSupplier 101: How to submit a sealed bid

1. Login to the iSupplier Portal

- Click on *Sourcing Supplier* and then click on the *Sourcing Home Page*.
- Next, click on the *Negotiations* tab.

2. Search for the bid

- Obtain the negotiation number from NYCHA's [Procurement Opportunities](#) list and enter it in the *Search Open Negotiations* box.
- Click on the number under the *Negotiation Number* column to view and respond to the bid.

3. Review the bid details

- Review the *Header*, *Lines*, *Controls*, and *Contract Term (General Terms and Conditions)* tabs.
- As needed, select *Online Discussions* from the *Actions* dropdown menu to request additional information or clarify issues related to the bid. This replaces email communication.

4. Download the bid documents

- Click on the *Header* tab.
- Under *Notes and Attachments* click on the name under the *Title* column of the document to download it.

5. Acknowledge Participation

- Select *Acknowledge Participation* from the *Actions* dropdown menu and then click on the *Go* button.
- Click on the *Yes* button to confirm participation in the bid and then click on the *Apply* button.

6. Create a quote

- Next, select *Create Quote* from the *Actions* dropdown menu and then click on the *Go* button.
- Accept the Terms & Conditions.
- In the *Header* tab, enter date the quote expires, however, not less than 150 days from bid closing date and click on *Add Attachment* button to attach required documents (note: see Instruction to Bidders Section 8 for more information on Withdrawal of Bids).
- In the *Lines* tab, enter a dollar amount under the *Quote Price* column for each line item and click the *Apply* button when done.
- RFQs requiring a bid factor only:** enter the bid factor number in the *Bid Factor* field and click *Calculate Line Price*.
- RFP responders only:** enter "0.01" in the *Price Quote* field.

7. Validate and Submit the Bid

- Click on the *Save Draft* button to save a draft response or click on the *Continue* button to proceed to the next step.
- Click *Validate* to verify the quote before submitting. Then, click on the *Submit* button.



Tip: Begin to respond to bid immediately after open date to allow adequate time for Procurement to respond via email or phone to any unforeseen technical difficulties or questions.



= specific to sealed bid
Sources: iSupplier Guide 09/2022,
How to Download Bid Documents
v4.4

iSupplier 101: Guide overview

The iSupplier Guide shows you how to:

- Register and maintain iSupplier account
- Set up vendor profile
- Login to and navigate iSupplier
- Source the supplier worklist (where you will find bid invitations, amendments to bids & proposals, blanket releases, etc.)
- Register business classifications (i.e., Minority-owned, Woman-owned, Resident-owned, Veteran-owned, and Small Business)
- Register products and services
- Register as a Section 3 Business Concern
- Access bid opportunities
- View and submit a bid

*Source document of the iSupplier screenshots throughout this deck: iSupplier Guide 09/2022.

Navigating iSupplier: Where do I find sealed bids?

NYCHA Procurement Opportunities

Status Active

Go

1. Please note that this page only provides a brief summary of NYCHA Procurement Opportunities. For more complete access, including viewing attachments and creating responses.
2. To log into the NYCHA iSupplier application, navigate to the Doing Business with NYCHA website (and select the Log In here button) by clicking on the following link: [Doing Business with NYCHA](#)
3. To change the way RFQs are displayed, select a different value in the Status drop-down list (i.e., All, Active, Cancelled, etc.) and then click on the Go button.
4. To sort data for improved viewing, you may click on the Negotiation Number, Title, and Sourcing Type column heading.

5. The following is a legend describing the NYCHA buying group acronyms found in RFQ Titles.

SMD = Supply Management Department (i.e., Building Maintenance Services, IT Services, Goods).

CPD = Capital Projects Division (i.e., Demolition, Excavation, Construction, Alteration, Renovation).

Use the dropdown menu to filter the list by a specific status and then click Go.

Negotiation Number

Title

Sourcing Type

379912.3	SMD_RFQ_377912_IDIQ UNDERGROUND LEAK DETECTION AT VARIOUS DEVELOPMENTS	FIRE SAFETY INSPECTION AND
383910.2	SMD_RFP_383910_THE SERVICES OF LAW FIRMS TO DEFEND TORT CASES	
384926	SMD_Services_384926_Installation of new fire alarm system, M94	FLOOR TILE INSTALLATION
385895	SMD_Services_385895_Installation of new fire alarm system, BK	FLOOR TILE INSTALLATION
385898	SMD_Services_385898_Installation of new fire alarm system, BX	FLOOR TILE INSTALLATION
385903	SMD_Services_385903_Installation of new fire alarm system, ES	FLOOR TILE INSTALLATION
385905	SMD_Services_385905_Installation of new fire alarm system, ES	FLOOR TILE INSTALLATION
385906	SMD_Services_385906_Installation of new fire alarm system, BX	FLOOR TILE INSTALLATION
318868.3	CPD_SMD-State Phase II A Boiler Replacement & Hot Water Heaters @ Brevort House	Boiler Replacement
385910	SMD_Materials_Door Locking, Electromagnetic Devices And Accessories	Building Hardware
385916	SMD_Materials_Sliding Bypass Door Hardware	Building Hardware
325891-2,1	SMD_Services_Replacement of Elevator Doors & Bucks & Related Work	Elevators - Replacement / Repair
368905	SMD_Services_IDIQ Maintenance & Repair of Interior Compactor, Citywide, MNHT Focus	Interior Compactors
368906	SMD_Services_IDIQ Maintenance & Repair of Interior Compactor, Citywide, BX Focus	Interior Compactors

The Negotiation Number is a 6-digit Pin number also referred to as the RFQ/RFP number.

Navigating iSupplier: How do I search for a sealed bid solicitation?

- 1) Navigate to left of iSupplier screen, click Sourcing Supplier, click Sourcing, click Sourcing Home Page, and click *Negotiations* tab.
- 2) In *Search Open Negotiations* box, choose *Number* from drop-down menu.
- 3) Enter the 5-to-7-digit negotiation #, also known as the RFQ/RFP #, in the box.
- 4) Click *Go*.

The screenshot shows the 'Negotiations' tab in the iSupplier interface. A red box highlights the 'Search Open Negotiations' section, which includes a dropdown menu set to 'Number' and a 'Go' button. A callout box explains: 'Vendors can search and respond to other bids they were not invited to.' Below this is a table titled 'Your Active and Draft Responses' with columns for Response Number, Response Status, Supplier Site, and Negotiation Number. It lists two active responses. A callout box states: 'Vendors can view responses to bids they are participating in. Vendors have either placed an active response or draft response which is in progress.' To the left, the 'Navigator' sidebar shows a path from 'Sourcing Supplier' to 'Sourcing' to 'Sourcing Home Page', which is highlighted with a red box and a callout pointing to the main content area. Below the first table is a section for 'Your Company's Open Invitations' with a table showing supplier sites and negotiation numbers. A callout box explains: 'Vendors can view a list of new bids that they have been invited to participate in.' The 'Quick Links' section is visible at the bottom left.

Response Number	Response Status	Supplier Site	Negotiation Number
8516255	Active		20854
8548304	Active		370912

Supplier Site	Negotiation
	370906, 11
	368905

Navigating iSupplier: How do I access a sealed bid?

- 1) Click on the number link under the *Select Number* column of the desired bid.

Select Negotiation: Respond	
Select Number ▲	Title ▲
<input type="radio"/> 368905	SMD_Services_IDIQ Maintenance & Repair of Interior Compactor, Citywide, MNHT Focus

Sealed bid components: Header

View information about the bid including, buyer name, description, terms and requirements, and also download bid documents.

View the proposed contract terms.

View important response dates and rules.

View information on all line items.

Snapshot

Title	Scope of work	Open/close dates
Contact info	Required affidavits, licenses, certifications	Quote style



Tip: General info may be found in the Header section of the solicitation in iSupplier, however, we strongly recommend opening and reviewing all attached bid documents.

Navigating iSupplier: How do I view and download sealed bid documents?

- 1) Within the *Header* tab, scroll down to the *Notes and Attachments* section.
- 2) Under *Notes and Attachments*, download documents by clicking the document name under *Title* column of the document.

MarkView	Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
	Bid Requirement Documents 11.18.2021.pdf	File	Bid Requirement Documents	To Supplier	BRANDNER	30-Aug-2022	One-Time		
	060252 QSI SOW, 2022.08.31 Clean.pdf	File	Specifications	To Supplier	BRANDNER	31-Aug-2022	One-Time		
	060252 QSI FOP, 2022.08.30 Clean CORRECTED.pdf	File	Form of Proposal	To Supplier	BRANDNER	31-Aug-2022	One-Time		
	RFQ #383923 IDIQ Pump Repair and Replacement - Citywide with Boroughs of Queens & Staten Island Focus-Bid Factor Worksheet PROTECTED.xlsx	File	SMD_Services_Bid Worksheet - Queens & Staten Island	To Supplier	BRANDNER	30-Aug-2022	One-Time		
	General Decision NY20220003 Modification 6-080522.pdf	File	Davis Bacon Prevailing Wage Schedule	To Supplier	BRANDNER	30-Aug-2022	One-Time		
	Template 07 - Construction wHazMat - Low-Med Risk - Final as of 7-6-21.pdf	File	Risk Finance-Insurance Requirements	To Supplier	BRANDNER	30-Aug-2022	One-Time		
	iSupplier Quick Guide - New Standard 7-23-21.pdf	File	iSupplier Quick Guide - New Standard	To Supplier	BRANDNER	30-Aug-2022	One-Time		
	060252 QSI Appendix A City Devs.pdf	File	Appendix A Queens & Staten Island Locations	To Supplier	BRANDNER	30-Aug-2022	One-Time		
	Section 3 Hiring Plan 10-20-21.pdf	File	FOP Section 3 - Large Procurement	To Supplier	BRANDNER	30-Aug-2022	One-Time		
	Passport Vendor_UserManual.pdf	File	PASSPort User Manual	To Supplier	BRANDNER	30-Aug-2022	One-Time		

◀ Previous 1-10 ▾ Next 10 ▶



Tips:

- Save documents on your computer to view offline.
- All documents which need to be populated must be uploaded and filled out when submitting the bid.

Moving from viewing bid documents to creating the quote... (1/2)

The processes for viewing and submitting bid documents differ...

Two *applications* exist within iSupplier:

Name	Purpose
iSupplier Portal Full Access	Access info on existing POs, receipts, invoices, payments, and set up profile
Sourcing Supplier Worklist	Access and submit bids and proposals



Two *views* exist within the Sourcing Supplier Worklist application:

Name	Purpose
View bid	Access and view bid documents
Create quote	Fill out and submit bid



Tip: Access sealed bid info and download bid documents via the Header view. Fill out and submit bid via Actions → Create Quote.

Moving from viewing bid documents to creating the quote... (2/2)

The screenshot shows the NYCHA Oracle Financials E-Business Suite interface. The top navigation bar includes the NYCHA logo, 'ORACLE FINANCIALS', 'E-Business Suite', and user status 'Logged In As'. Below the navigation bar is a search bar with 'Enterprise Search' and 'Contract Documents' dropdowns, a 'Go' button, and a 'Search Results Display Preference' dropdown. The main content area is titled 'Home' and features a 'Navigator' sidebar on the left and a 'Worklist' section on the right. The 'Navigator' sidebar contains a 'Personalize' button and a list of links: 'iSupplier Portal Full Access', 'Home Page', 'Sourcing Supplier', 'Sourcing', 'Sourcing Home Page', and 'Worklist'. Two red circles with numbers '1' and '2' are placed next to the 'iSupplier Portal Full Access' and 'Sourcing Supplier' links, respectively. Two red boxes with text are overlaid on the interface. The first box, connected by a red line to the 'iSupplier Portal Full Access' link, contains the text: 'In iSupplier Home Page, vendors can access information about existing purchase orders, receipts, invoices and payments, and set up their profile.' The second box, connected by a red line to the 'Sourcing Supplier' link, contains the text: 'In Sourcing Home Page vendors can access and submit bids and proposals. In Worklist vendors can view a list of notifications or items related to bids they are interested in that require action.'

1

2

Navigator

Personalize

- iSupplier Portal Full Access
- Home Page
- Sourcing Supplier
 - Sourcing
 - Sourcing Home Page
 - Worklist

Worklist

iSupplier Portal

NEW: *Take

CHECK NOW

Surveys from the menu on the left hand side. Section 3 Businesses Concern status may be available to current NYCHA residents or residents who currently live in Section 8-assisted housing or very-low income metropolitan persons residing in Section 8-assisted housing re

Contact ap.support@nycha.nyc

Concern status by clicking on the

In iSupplier Home Page, vendors can access information about existing purchase orders, receipts, invoices and payments, and set up their profile.

In Sourcing Home Page vendors can access and submit bids and proposals. In Worklist vendors can view a list of notifications or items related to bids they are interested in that require action.

Sealed bid components: Terms & conditions

- 1) Accept the Terms and Conditions of the Sourcing tool before proceeding.
- 2) After reading the *Terms and Conditions*, click on the checkbox at the bottom left of the page.
- 3) Next, click *Accept* on the top right of the page.

negotiations >

Terms and Conditions

Cancel Accept

The following terms and conditions must be accepted before a quote is placed in this RFQ.

By responding to this solicitation, the supplier acknowledges and agrees to be bound by the terms and conditions of the solicitation and certifies that the person submitting the response is authorized to sign and bind the supplier. The supplier agrees that the resulting contract is the complete and exclusive statement of the agreement between the parties, which supersedes all prior agreements, oral or written, and all other communications between the parties relating to the subject matter of the solicitation. The supplier certifies that any and all information contained in the submittal is true, and further certifies that the submittal is made without prior understanding, agreement or connections with any person, firm or corporation submitting a response for this same solicitation and is in all respects fair and without collusion or fraud.

The person submitting this response hereby individually certifies to the above information by the use of their username and/or password, which constitutes their signature.

Attachments

MarkView	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found										

☐ I have read and accepted the terms and conditions



Tip: It is critical to read the terms & conditions now, to avoid being deemed non-responsive or financially liable later.

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Terms & conditions snapshot

Some important terms & conditions to look out for include, but are not limited to:



Snapshot	
Bid security, payment & performance bonds	Prevailing wage rate, fringe & hourly wage rate, overhead*
Addenda and modifications	Insurance & claims
Time for commencement, completion, delays	Section 3 and labor law compliance & reporting requirements



Tips:

- Terms & conditions are found in the *Header* tab by selecting *Actions* and choosing *Supplier View*.
- Be sure to read any addenda; they may include important changes to the solicitation.
- Pay attention and adhere to delivery schedules; NYCHA will only pay for what it requested. For example, if you order and deliver 20 pipes all at once, when NYCHA asked for 5 each month over a period of 4 months, NYCHA will only pay you for items delivered in each delivery window.
- Rules may not be instinctive and may differ from the past; get clarification via informational webinars & FAQs provided by NYCHA.

*Term defined in FAQ.

Terms & conditions deep-dive:

Bid security and performance & payment bonds (1/2)

	Bid security*	Performance & payment bonds
Purpose	To minimize frivolous bids and wasted time for both vendor and NYCHA; ensures vendor is serious about bid before submitting	To ensure: <ol style="list-style-type: none"> 1) Completion of the work, and 2) All laborers involved are paid upon completion of the work; ensures vendor will complete work on time, within budget, and according to specifications
Condition	Base bid >\$150k or aggregate bid >\$150k**	Contract >\$100k
Form / Process	Certified check to NYCHA, in form prescribed by NYCHA	Executed bond, prepared on forms of bonds and with surety company(ies) as authorized by NYCHA <ul style="list-style-type: none"> • Federally-funded contract: Issuing company must be on current Treasury Dept. list <i>and</i> authorized to do business in State of New York • All other contracts (unless otherwise specified): Issuing company must be authorized to do business in State of New York
Timeline	By bid open date	Within 15 business days of notification that proposal under consideration for award***

*Return of bid security is subject to NYCHA's right to retain bid guarantee as provided in contract; NYCHA will not return bid guarantee until after contract is awarded.

**Aggregate bids are defined as either: 1) A contract involving 1+ base bid >\$150k, or 2) Several combined based bids aggregating >\$150k. The sum of the base bids or the amount of the combined bid (whichever is greater) shall determine the bid security amount.

***Or such extent as NYCHA may grant.

Source: Bid Security and Performance Bonds Information (003)

Terms & conditions deep-dive:

Bid security and performance & payment bonds (2/2)

	Bid security	Performance & payment bonds
Amount	5% proposal or bid bond, insuring NYCHA extent of: <ul style="list-style-type: none"> 10% amount proposals for state-funded contracts, or 5% amount proposals for all other contracts 	100% contract price, 100% performance and payment bonds****
Result of Failure to Provide	At time of bid submission, bid deemed non-responsive and ineligible for contract award	Bid deemed non-responsive; NYCHA may: <ul style="list-style-type: none"> Award contract to next lowest responsible bidder Re-advertise for bids Charge against bidder the difference between bid amount and subsequent contract execution amount*****



Tip: To submit a bid bond or check, upload a copy in iSupplier before the bid due date. Then await further instruction to submit the original later.

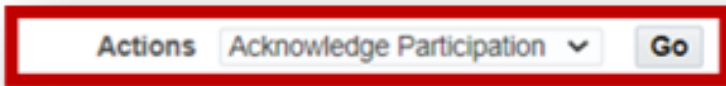
****1) To secure faithful performance of contract, and 2) As security for payment of all persons performing labor or furnishing materials in related to this contract.

*****Irrespective of whether amount thus due exceeds bid guaranty amount. In recovering such difference, NYCHA may proceed against the surety on the bid bond or the bidder's check or take other action as it sees fit.

Source: Bid Security and Performance Bonds Information (003)

Navigating iSupplier: Beginning to create a quote and submit a sealed bid

- 1) Acknowledge participation in the bid by selecting *Acknowledge Participation* from the *Actions* drop-down menu and *clicking Go* on the top right of the top right of the page. To confirm participation, click *Yes* and then click *Apply*.
- 2) Create a quote by selecting *Create Quote* from the *Actions* drop-down menu and *clicking Go* on the top right of the page.



Tip: If a solicitation has a new addendum, you must acknowledge it before you proceed to respond and submit the bid using the amended RFQ number. If you had a bid on file prior to the addendum, you must acknowledge the addendum and resubmit using the amended RFQ number.

Sealed bid components: Accessing forms (1/2)

1) Find forms to fill out by scrolling to the bottom of the *Header* tab.

Some important forms, include but are not limited to:

Form	Brief description
Form of proposal*	Used to submit unit price and bid factor form for each line item good or service requested and all other valuable information (e.g., applicable licenses and experience)
Bid proposal*	Found within form of proposal, used to submit unit price and bid factor form for each line item good or service requested
Pricing worksheet**	
Section 3 & REO Plan*	Provides # hours/hires of Section 3 individuals the vendor intends to place on the contract
M/WBE Utilization Plan*	Commitment by Prime vendor to meet the M/WBE goals by utilizing M/WBE firms as subcontractors/suppliers
Project labor agreement*	Agreement with labor organization(s) establishing the terms & conditions of employment for a construction project
Letter of assent certification*	Ensures the contractor/subcontractor read & understood the PLA



Tips:

- Read instructions carefully and contact NYCHA staff when in need of clarification.
- Errors committed in some forms are curable, whereas others are not. For example, if a bid factor is submitted as 85.00 instead of .8500, NYCHA cannot fix the submission. For these non-curable errors, the bid will be deemed non-responsive.

*If applicable to the contract, failure to submit these forms will result in the bid being deemed non-responsive. In addition, mistakes committed when submitting these forms are non-curable.

**Only required in instances of bid factor pricing (sometimes non-applicable).

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Sealed bid components: Accessing forms (2/2)

Form	Brief description
Bid proposal face sheet	General vendor contact and MWBE info sheet required for contracts >\$10k
Non-collusive bidding certification	Ensures the absence of corruption and restriction of competition
Certification of payments to influence federal transactions	Certification protecting against corruption of government funds
Certification regarding debarment and suspension	Ensures contractor is not debarred or excluded from work with any Federal agency
Previous HUD participation certification	List previous involvement and completion of multi-family projects with HUD
Contract experience form	Formally certifies work experience with an organization



Tip: All vendors must submit same paperwork regardless of work type, vendor type, or previous capacity; failure to do so will result in bid being deemed non-responsive.

Sealed bid components: Pricing

There are 2 different types of pricing, each with their unique submission process...

Pricing type	Description	Form	How to submit*
Evaluated base bid	Estimated price of a good or service provided by the vendor	A one-line quote totaling the sum of all line items	Either: <ul style="list-style-type: none">• Spreadsheet download/upload• Manually
Bid factor	Your quote price / NYCHA's target price as a decimal	% of bid total cost as decimal to the 4 th place	Quote price for each line-item automatically populates based on entered bid factor and unit amount



Tip:

- To submit pricing info for an evaluated base bid, a vendor may either upload a spreadsheet or enter the info directly into iSupplier.
- A bid factor is entered in the pricing worksheet form, whereas an evaluated base bid is entered in the form of proposal.

*See iSupplier Guide 09/2022 for a more detailed explanation.

Evaluated base bid pricing: submit manually or via spreadsheet

Evaluated base bid:

- For or RFP responders, enter “0.01” in the *Price Quote* field since specific pricing information will be obtained from the Cost Proposal. Confirm the *Target Minimum Release Amount Quote* is set to Yes.
- For all other bids, enter total dollar amount under the Quote Price column next to each line item.

require a bid factor, i.e. IDIQs etc. Any extra zeros will be removed Factor field.

Enter “0.01”

b

Change to Yes.

RFP Responders only: Enter 0.01 in the Price Quote field below. Specific Pricing information will be obtained from the Cost Proposal.

Line	Rank	Start Price	Target Price	Quote Price	Unit	Estimated Quantity	Target Minimum Release Amount	Quote
1 Interior Compacto...	Sealed		2,917	<input type="text"/>	EACH	1		No
2 Interior Compacto...	Sealed		2,832	<input type="text"/>	EACH	1		No

OR

Evaluated base bid:

Enter a dollar amount under the *Quote Price* column next to each line item or submit quote by spreadsheet.

Create Quote 8561871: Quote By Spreadsheet (RFQ 388927)

RFQ Currency USD
Quote Currency USD

Step 1:Export Spreadsheet

TIP Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XML file is saved in Microsoft

Format ☒ XML Spreadsheet - Rich Style (.xml)
☐ XML Spreadsheet - Light-Weight Style (.xml)
☐ Tab-Delimited (.txt)

Export

Step 2:Import Spreadsheet

Format ☒ XML Spreadsheet (.xml)
☐ Tab-Delimited (.txt)

File To Import No file chosen

Import

Bid factor pricing

1) For RFQs requiring a Bid Factor, enter the bid factor # in the *Bid Factor* field and click *Calculate Line Price* to automatically populate the quote price for each line item.

Header **Lines**

RFQ Currency USD
Price Precision Any

Bid Factor

Calculate Line Price

Quote Currency USD

Enter the *Bid Factor* number and click *Calculate Line Price*.

Example:

Bid factor	Pro	Con
.9 (discount)	<ul style="list-style-type: none">• More competitive	<ul style="list-style-type: none">• Risks quality assurance
1.1 (increase)	<ul style="list-style-type: none">• Signals self-awareness	<ul style="list-style-type: none">• Less competitive



Tips:

- To input bid factor, create a quote, enter your chosen decimal to nearest 4th place, and select *calculate line price* to automatically populate prices for each line item.
- The bid factor applies to all line-items; you cannot designate different bid factors for specific line-items. As such, the bid factor worksheet can assist with determining the bid factor that a vendor can reasonably accommodate.

Let's practice calculating a bid factor...

Formula

$$\text{Your quote price} \div \text{Target price} = \text{Bid factor}$$

Example If the **target price** provided by NYCHA for a given line item is **\$200**, and your **quote price** for the same line item is **\$170**, the **bid factor** should be **.8500**.

Example formula

$$170 \div 200 = .8500$$



Tips:

- Your bid factor must be written as a decimal, specified to four (4) decimal places.
- If you make a mistake with decimal placement, the mistake is uncurable.
- Make best effort to accurately estimate all costs anticipated in the performance of the work across all requested services and materials.

Source: Calculating a Bid Factor with Example worksheet

Sealed bid components: Line-item information

Header

Lines

Controls

Contract Terms

Display Rank As

1,2,3...

Cost Factors

Buyer & Supplier

Ranking

Price Only

☒ Suppliers see their quote price transformed

Price Tiers

Price Breaks

Lines

◀ Previous

1-25

Next 25 ▶

Description	Line	Item, Rev	Category	Unit	Estimated Quantity	Best Price (USD)	Active Responses	Time Left
Booster Pump, 1HP thru ...	1 Booster Pump, 1HP thru ...	059001612	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
Booster Pump, 7-1/2HP t...	2 Booster Pump, 7-1/2HP t...	059001613	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
Booster Pump, 20HP thru...	3 Booster Pump, 20HP thru...	059001614	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
Replace Booster Pumps a...	4 Replace Booster Pumps a...	059001615	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
Booster pump: remove an...	5 Booster pump: remove an...	059001616	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
Booster pump: remove an...	6 Booster pump: remove an...	059001617	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
Booster pump: remove an...	7 Booster pump: remove an...	059001618	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
Booster pump: electrica...	8 Booster pump: electrica...	059001619	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
Mechanical Room Pipe In...	9 Mechanical Room Pipe In...	059001584	PL-PLUMBING.1CM	LINEAR FOOT	1	Sealed	Sealed	1 day 21 hours
Repair of Booster Pump	10 Repair of Booster Pump	059001620	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
Repair of Booster Motor	11 Repair of Booster Motor	059001621	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
House Pump, 1HP thru 5H...	12 House Pump, 1HP thru 5H...	059001622	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
Replace of House Pump &...	13 Replace of House Pump &...	059001623	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
House Pump Maintenance ...	14 House Pump Maintenance ...	059001624	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
Mechanical Room Pipe In...	15 Mechanical Room Pipe In...	059001584	PL-PLUMBING.1CM	LINEAR FOOT	1	Sealed	Sealed	1 day 21 hours
Repair of House Pump	16 Repair of House Pump	059001625	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
Repair of House Motor	17 Repair of House Motor	059001626	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
8000 EDR @ 20 PSI DISCH...	18 8000 EDR @ 20 PSI DISCH...	091001006	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours

Tips:

- Hundreds of line items may exist in a single contract; allow ample time to accurately propose pricing. Some contracts feature bid pricing, which will require forethought.
- In sealed bid contract vehicles such as Requirements contracts, quantities are estimated; to be used on an as needed basis with no guaranteed amounts.
- For *service* bids, read the specifications document to see details on quantities and specifications of items and services requested. For *materials* bids, expand description notes on line-items tab.

Takeaway tips for sealed bids



Tip

Why

Read addenda	Changes in solicitations may include important information.
Ask questions	If you are confused at any step, contact NYCHA staff for help.
Be realistic about pricing	If you cannot justify why your bid is as high or low as it is, your bid will be deemed non-responsive.
Allow adequate time to accurately respond to the RFQ	Bids are awarded to the lowest <i>responsive</i> and <i>responsible</i> bidder; allocating more time than anticipated and starting early will help you meet deadlines and provide accurate information.
Read instructions	Simple mistakes on some forms can deem your bid ineligible.
Reference iSupplier guide for detailed step-by-step process	Navigating NYCHA's system for submitting sealed bids is not necessarily intuitive.
Complete all requested forms	All NYCHA vendors must complete the same paperwork to ensure a fair process.

Thank you!

Who to contact

For general & iSupplier Portal technical inquiries:

Kim Young

iSupplier Support - Vendor Relations

Office of the Vice President

Supply Management and Procurement Department (“SMPD”)

New York City Housing Authority

procurement@nycha.nyc.gov

Office: 212-306-6676

Remote: 929-502-6107

For RFQ Trade Technical, bid-specific, and bid document-specific inquiries:

Your local buyer

Via the iSupplier Online Discussion Board (replacing email communication as of 06/2022)

For PASSPort inquiries:

MOCS Service Desk

Inquiry Submission Form

<https://mocssupport.atlassian.net/servicedesk/customer/portal/8>



How to Find the iSupplier Online Discussion Board:

- 1) From *Actions* drop-down at top right of iSupplier page, select *Online Discussions* and click *Go*
- 2) Click *New Message* and fill in *Subject* and *Message* fields, optionally add attachments
- 3) Click send

DRAFT AND CONFIDENTIAL

Sealed bid FAQs (1/5)

#	Topic	Question	Answer
1	General definitions	What is a bid factor?	Contract for which NYCHA establishes unit prices and estimated quantities for supplies/services in solicitation and contractor includes in its bid a bid factor, or multiplier, to be applied to each of NYCHA's unit prices.
2	General definitions	What is a sealed bid?	Type of procurement method in which NYCHA prepares the solicitation, including details of the desired good or service, and bidders submit a sealed bid containing the price at which the vendor can deliver the good or perform the service described in the solicitation.
3	General definitions	What is an RFQ?	The term "Request for Quotation" refers to a method of procurement involving solicitation of quotes for the purchase of specific goods and services. The Sealed Bid procurement method is a type of Request for Quotation.
4	General definitions	What is a PLA?	A Project Labor Agreement is an agreement between NYCHA, construction trades, and affiliated unions requiring all bidders on construction projects to agree with terms set forth therein.

Sealed bid FAQs (2/5)

#	Topic	Question	Answer
5	Terms & conditions	What is a payment bond?	Bond posted by a vendor that guarantees the vendor will pay its subcontractors and materials suppliers throughout the term of the contract.
6	Terms & conditions	What is a performance bond?	Bond that serves to guarantee satisfactory completion of a vendor's performance obligations under a contract.
7	Terms & conditions	What is a prevailing wage rate?	Basic hourly rate of wages and benefits paid to similarly employed workers in a geography (usually based on rates specified in collective bargaining agreements).
8	Terms & conditions	What is fringe rate?	Cost of employee's benefits divided by wages paid for hours working on the job; what an employee costs your business, besides their base salary.
9	Terms & conditions	What is Section 3?	Refers to Section 3 of the Housing and Urban Development Act of 1968, as amended and implemented by HUD. Its purpose is to increase economic opportunity for low- and very-low-income persons, particularly recipients of government assistance for housing.

Sealed bid FAQs (3/5)

#	Topic	Question	Answer
10	Terms & conditions	What is overhead markup?	A general phrase used to capture the expenses of bills, office equipment, and other items not explicitly included in the job costs.
11	Before submission	How can I contact the development office about arranging a site visit?	Reach out to the developments directly: https://www.nyc.gov/site/nycha/about/developments.page
12	After submission	Why wasn't I awarded work for a certain contract?	It is NYCHA's policy to award contracts to the lowest responsive and responsible bidder using the sealed bid procurement method. Work is requested as needed; the turnaround for posted bids can be as brief as a period of several days.
13	After submission	I performed well. Why hasn't NYCHA asked me back for more similar work recently?	Due to federal and state funding cycles, NYCHA's solicitations for work can occur seasonally. For example, some bid opportunities will only arise every 2-4 years.

Sealed bid FAQs (4/5)

#	Topic	Question	Answer
14	Active contract	Why did the development contact say I cannot continue work due to my contract exceeding \$250k? What happens now?	When aggregate active POs begin to exceed \$250k, a VNC (Vendor Name Check) is required. The VNC (Vendor Name Check) team will initiate the process to continue work, contact the vendor, and begin obtaining the VNC from the OIG (Office of the Inspector General). The vendor must respond in a timely manner to any issues or requests for corrections arising during this process. Once all corrections (if applicable) are made, the vendor will receive their VNC and be able to continue work. This process takes 45 days on average. NYCHA will rely on a VNC for one year, although the agency in its discretion may require one sooner.
15	Navigating iSupplier	How can I view current bid opportunities?	See Section 5A of the iSupplier guide: https://www.nyc.gov/site/nycha/business/isupplier-vendor-registration.page

Sealed bid FAQs (5/5)

#	Topic	Question	Answer
16	Navigating iSupplier	How can I find a bid opportunity in iSupplier?	See Section 6A of the iSupplier guide: https://www.nyc.gov/site/nycha/business/isupplier-vendor-registration.page
17	Navigating iSupplier	How can I view and download bid documents?	See Section 6B of the iSupplier guide: https://www.nyc.gov/site/nycha/business/isupplier-vendor-registration.page
18	Navigating iSupplier	How do I submit a bid?	See Section 6C of the iSupplier guide: https://www.nyc.gov/site/nycha/business/isupplier-vendor-registration.page

Other helpful resources

- Procurement Policy Manual:
<https://www.nyc.gov/site/nycha/business/isupplier-vendor-registration.page>
- iSupplier Guide 09/2022:
<https://www.nyc.gov/site/nycha/business/isupplier-vendor-registration.page>