



**Department for  
the Aging**

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**ADDENDUM # 1**  
PIN: 12513TECHAST/EPIN: 12511P0005

**REQUEST FOR PROPOSALS FOR  
PROFESSIONAL TECHNICAL ASSISTANCE  
MARCH 26, 2012**

**THE PROPOSAL DUE DATE HAS BEEN EXTENDED TO  
APRIL 11, 2012 AT 1:00 PM.**

This addendum is in reference to an RFP issued by the Department for the Aging for Professional Technical Assistance on February 15, 2012. The RFP is amended as follows:

- The due date and time for proposal submission has been extended to Wednesday, April 11, 2012 at 1:00 P.M. Proposals shall be hand-delivered to the address as indicated on page 2 in the RFP.
- As stated in the RFP, this contract is subject to Local Law 129. The Schedule B – Subcontractor Utilization Plan, attached as Appendix F in the RFP, has been revised and is attached. Please note that the Target Subcontracting Percentage, applicable to this contract, has been revised to 20%; and the M/WBE Subcontractor Participation Goals will be 31% for unspecified groups.

If applicable, proposers must complete the Subcontractor Utilization Plan included herein, Schedule B, Part II. Subcontractor Utilization Plan which do not include the required affirmations will be deemed to be non-responsive, unless a full waiver of the target subcontracting percentage is granted (Schedule B, Part III).

Vendors who previously submitted a request for a waiver prior to this addendum, must re-submit a request, if applicable, based on the revised goals as stated above. Requests for waivers must be submitted, in accordance to the instructions in the RFP, no later than seven (7) days prior to the extended date and time the proposals are due.

Not-for-Profit organizations are not subject to Local Law 129, and are not required to submit Schedule B.

**Acknowledgment of Addenda**

Proposers must acknowledge the receipt of this addendum when submitting a proposal [see Acknowledgment of Addenda, Appendix E in the RFP].

Tax ID #: \_\_\_\_\_



12513TECHAST/EPIN:  
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APPENDIX F, ATTACHMENT2

THE CITY OF NEW YORK

### SCHEDULE B – Subcontractor Utilization Plan – Part I: Agency’s Target

This page to be completed by contracting agency

#### Contract Overview

Pin # 12513TECHAST/EPIN:12511P0005 FMS Project ID#: \_\_\_\_\_

Project Title PROFESSIONAL TECHNICAL ASSISTANCE

Contracting Agency THE CITY OF NEW YORK DEPARTMENT FOR THE AGING

Agency Address 2 LAFAYETTE STREET City NEW YORK State NY Zip Code 10007

Contact Person Nahida Abuhamda Title Deputy ACCO

Telephone # 212.442.7429 Email nabuhamda@aging.nyc.gov

#### Project Description *(attach additional pages if necessary)*

The contractor will provide professional technical assistance (TA) in the areas of organizational infrastructure development and fiscal management for DFTA and its contractors. The contractor will provide TA services in the form of workshops/seminars and organizational consultations. The contractor is expected to offer a broad range of expertise, including strategic planning, best practices in HR/personnel management and policies, fundraising, fiscal assessments and reorganization, customization of fiscal IT-related needs, Board development, leadership development etc, either directly or through subcontractors or partners.

(1) ✓ **Target Subcontracting Percentage**  
 Percentage of total contract dollar value that agency estimates will be awarded to subcontractors in amounts under \$1 million for construction and professional services. 20 %

#### Subcontractor Participation Goals

*Complete and enter total for each Construction or Professional Services, or both (if applicable)*

Group	Construction	Professional Services
Black American	%	%
Hispanic American	%	%
Asian American	%	No Goal
Caucasian Female	No Goal	%
<b>Total Participation Goals</b>	<b>(2) %</b>	<b>(3) 31%</b>

## SCHEDULE B – Subcontractor Utilization Plan – Part II: Bidder/Proposer Subcontracting Plan

This page and the next (Part II herein) are to be completed by the bidder/proposer. **AFFIRMATIONS; Bidder/proposer must check the applicable boxes below, affirming compliance with M/WBE requirements.**

Bidder/proposer  **AFFIRMS** or  **DOES NOT AFFIRM** [statement below]

It is a material term of the contract to be awarded that, with respect to the total amount of the contract to be awarded, bidder/proposer will award one or more subcontracts for amounts under one million dollars, sufficient to meet or exceed the Target Subcontracting Percentage (as set forth in Part I) unless it obtains a full or partial waiver thereof, and it will award subcontracts sufficient to meet or exceed the Total Participation Goals (as set forth in Part I) unless such goals are modified by the Agency.

Bidder/proposer  **AFFIRMS** that it intends to meet or exceed the Target Subcontracting Percentage (as set forth in Part I); or

**AFFIRMS** that it has obtained a full/partial pre-award waiver of the Target Subcontracting Percentage (as set forth in Part I) and intends to award the modified Target Subcontracting Percentage, if any; or

**DOES NOT AFFIRM**

### Section I: Prime Contractor Contact Information

Tax ID # _____	FMS Vendor ID # _____
Business Name _____	Contact Person _____
Address _____	
Telephone # _____	Email _____

### Section II: General Contract Information

**1. Define the industry in which work is to be performed.**

- **Construction** includes all contracts for the construction, rehabilitation, and/or renovation of physical structures. This category does include CM Build as well as other construction related services such as: demolition, asbestos and lead abatement, and painting services, carpentry services, carpet installation and removal, where related to new construction and not maintenance. This category does not include standard services which may be associated with construction projects but which do not constitute construction, such as trucking, site protection, site security, site surveying, soil testing, extermination, and maintenance/operations.
- **Professional Services** are a class of services that typically require the provider to have some specialized field or advanced degree. Services of this type include: legal, management consulting, information technology, accounting, auditing, actuarial, advertising, health services, pure construction management, environmental analysis, scientific testing, architecture and engineering, and traffic studies, and similar services.

a. Type of work on Prime Contract (Check one):      b. Type of work on Subcontract (Check all that apply):

Construction     Professional Services       Construction     Professional Services     Other

2. What is the expected percentage of the total contract dollar value that you expect to award to all subcontracts? \_\_\_\_\_ %

3. Will you award subcontract(s) in amounts below \$ 1 million for construction and/or professional services contracts within the first 12 months of the notice to proceed on the contract?       Yes     No

### Section III: Subcontractor Utilization Summary

**IMPORTANT: If you do not anticipate that you will subcontract at the target level the agency has specified, because you will perform more of the work yourself, you must seek a waiver of the Target Subcontracting Percentage by completing p. 4).**

Step 1: Calculate the percentage (of your total bid) that will go towards subcontracts under \$1M for construction and/or professional services	Subcontracts under \$1M (4) (construction/professional services)	Total Bid/Proposal Value	Calculated Target Subcontracting Percentage
	\$ _____	÷ \$ _____	x 100 = _____ %
<ul style="list-style-type: none"> <li>• <b>Subcontracts under \$1M (construction/professional services):</b> Enter the value you expect to award to subcontractors in dollars for amounts under \$1 million for construction and/or professional services. This value defines the amount that participation goals apply to, and will be entered into the first line of Step 2.</li> <li>• <b>Total Bid/Proposal Value:</b> Provide the dollar amount of the bid/proposal.</li> <li>• <b>Calculated Target Subcontracting Percentage:</b> The percentage of the total contract dollar value that will be awarded to one or more subcontractors for amounts under \$1 million for construction and/or professional services. <b>This percentage must equal or exceed the percentage listed by the agency on page 1, at line (1).</b></li> </ul>			
<b>NOTE: The "Calculated Target Subcontracting Percentage" MUST equal or exceed the Target Subcontracting Percentage</b>			

listed by the agency on Page 1, Line (1).

**Step 2:**

Calculate value of subcontractor participation goals

		<b>Subcontracts under \$1M</b> (construction/professional services)	
<b>a.</b>	Copy value from Step 1, line (4) – the total value of all expected subcontracts under \$1M for construction and/or professional services	\$ _____	
		↓	↓
<b>b.</b>	<ul style="list-style-type: none"> <li>• From line a. above, allocate the dollar value of "Subcontracts under \$1M" by Construction and Professional Services,</li> <li>• If all subcontracts under \$1M are in one industry, enter '0' for the industry with no subcontracts.</li> <li>• Amounts listed on these lines should add up to the value from line a.</li> </ul>		
		<b>Construction</b>	<b>Professional Services</b>
		\$ _____	\$ _____
<b>c.</b>	<ul style="list-style-type: none"> <li>• For Construction enter percentage from line (2) from Page 1.</li> <li>• For Professional Services enter percentage from line (3) from Page 1.</li> <li>• <b>Total Participation Goals Percentages must be copied from Part I, lines (2) and (3).</b></li> </ul>	x _____ %	x _____ %
<b>d.</b>	<b>Value of Total Participation Goals</b>	\$ _____	\$ _____

**Step 3:**

*Enter brief description of type(s) of subcontracts in amounts under \$1M anticipated, by type of work, not by name of subcontractor*

**Subcontracts in Amounts Under \$1 M Scope of Work – Construction**

*Enter brief description of type(s) of subcontracts in amounts under \$1M anticipated, by type of work, not by name of subcontractor*

**Subcontracts in Amounts Under \$1 M Scope of Work – Professional Services**

**Section IV: Vendor Certification and Required Affirmations**

*I hereby 1) acknowledge my understanding of the M/WBE requirements as set forth herein and the pertinent provisions of Local Law 129 of 2005, and the rules promulgated thereunder; 2) affirm that the information supplied in support of this subcontractor utilization plan is true and correct; 3) agree, if awarded this Contract, to comply with the M/WBE requirements of this Contract and the pertinent provisions of Local Law 129 of 2005, and the rules promulgated thereunder, all of which shall be deemed to be material terms of this contract; 4) agree and affirm that it is a material term of this contract that the Vendor will award subcontract(s) sufficient to meet the Target Subcontracting Percentage, unless a waiver is obtained, and the Vendor will award subcontract(s) sufficient to meet the Total Participation Goals unless such goals are modified by the Agency; and 5) agree and affirm, if awarded this contract the Vendor intends to make all reasonable, good faith efforts to meet the Target Subcontracting Percentage, or If the Vendor has obtained a waiver, the Vendor intends to meet the modified Target Subcontracting Percentage, if any, and the Vendor intends to solicit and obtain the participation of M/WBEs so as to meet the Total Participation Goals unless modified by the Agency.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

