



**Consumer and  
Worker Protection**

# **Annual Tax Season Initiative Request for Proposals Pre-Proposal Conference**

July 1, 2025,  
2:00PM

# Welcome and Agenda



**RFP Timeline**



**PASSPort Resources and Overview**



**Program Expectations**



**Post-Award Requirements**



**Question and Answer Session**

All questions will be answered at the end of the conference, during the Q&A Session.  
**Please submit your questions via the chat feature.**

# **RFP Timeline**

Erik Schiff, ACCO, DCWP

# RFP Timeline

Anticipated Contract Term: July 1, 2026 to June 30, 2029  
(Option of Two (2) Three (3) Year Renewals)

Proposal Due Date	August 15, 2025 at 02:00 PM
Award Announcement	Fall/Winter 2025
Questions	Must be received by <b>August 11, 2025</b>

- **Questions should be submitted through the Discussion Forum in PASSPort**

# **PASSPort Resources and Overview**

Erik Schiff, ACCO, DCWP

# PASSPort Resources and Overview



**PASSPORT  
RESOURCES**



**LEARNING TO USE  
PASSPORT**

# PASSPort Resources

<https://www.nyc.gov/site/mocs/passport>

Create an account to view and respond to the opportunities in the system. Search for opportunities through the Public Portal



About PASSPort

PASSPort Highlights

PASSPort FAQ

PASSPort Reports

PASSPort Public

Share  
Print

## About PASSPort

PASSPort Login

If you have a PASSPort account, click the **PASSPort Login** button to access the application.

Launched in 2017, the **Procurement and Sourcing Solutions Portal (PASSPort)** is New York City's end-to-end procurement platform, designed to streamline every stage of the contracting process—from vendor enrollment and solicitations (known as RFx) where agencies invite vendors to submit bids or proposals, to contract awards, contract registration, contract management, and payments. To learn more about how to do business with NYC, visit the [Contracting Roadmap](#).

Register NYC.ID

If you do not yet have a PASSPort account, click the **Register NYC.ID** button to create your login credentials. This is the first step toward creating a PASSPort account. [Learn how to create a](#)

You can also find answers to common questions and submit messages directly to the PASSPort Service Desk

# Learn to Use PASSPort

NYC Mayor's Office of Contract Services

311 Search all NYC.gov websites

한국어 Translate Text-Size

About PASSPort Learn PASSPort PASSPort Financials

## Learn PASSPort

Learn how to use PASSPort to find and respond to NYC contracting opportunities, complete contract tasks, manage budgets, invoices, and more!

### Resources Library

Understand each step of the NYC contracting process with step-by-step guides and more.

[View learning resources →](#)

### FAQ

Find answers to common questions from organizations like yours.

[Browse the FAQ →](#)

### Trainings

Check out our in-person training sessions and live webinars!

[Learn more about trainings →](#)

Resources Library

FAQ

Trainings

Procurement 101

Requirements Contract

Share Print

## Learning to use PASSPort

Access user guides, videos, one-pagers, HHS Accelerator to PASSPort quick guide, Finding and Respond to RFx, E-learning course, Finding and Responding to RFx for HHS Providers, recorded training webinar, and more

# Submission Instructions

- Responses must be submitted electronically utilizing the PASSPort system. If vendors have questions on how to respond to the RFP, please submit a ticket with the **MOCS Service Desk**.
- Responses must be completed and submitted in PASSPort by **02:00 PM EDT on August 15, 2025**.
- Please allow sufficient time to complete and submit responses, which includes entering information and uploading documents. The PASSPort system will only allow Proposers to submit proposals prior to the Proposal Due Date and Time.
- Unless the Agency issues a written addendum to the RFP that extends the Proposal Due Date and Time for all proposers, the Proposal Due Date and Time above shall remain in effect.

# HHS PQL Application in PASSPort

- Please take the following steps to complete the HHS Accelerator Prequalification application in PASSPort:
- Navigate to **RFx** on the top navigation menu and select **Browse Prequalified Lists** from the dropdown.
- Search for “HHS Accelerator Prequalification” and click the **PQL Label**.
- Click the **Create New Application** button located at the top of the page, complete the questionnaire, upload any required documentation, and click **Submit for Review** and then the Vendor Admin or Procurement L2 may click **Sign and Submit Application** to sign and submit the PQL application for MOCS' review.
- Please ensure you have the assigned Roles: Vendor Procurement Level 1, Vendor Procurement Level 2\*, and Vendor Admin\*

# Application Approval and Returned for Revision

The screenshot shows the PASSPort interface with the 'Application History' section expanded. The 'Current Status' is 'Approved' and 'Application Activity' is 'None'. A table lists one application with ID 'PQA000106', submitted on '06/13/2021' by 'Y Brijl', with a status of 'Approved' and a decision date of '06/13/2021'. A red circle with the number '1' highlights the 'Approved' status in the table.

Application ID	Submission Date	Submitted By	Application Status	Decision Date
PQA000106	06/13/2021	Y Brijl	Approved	06/13/2021

The screenshot shows an email message from 'The PASSPort Team, Mayor's Office of Contract Services (MOCS)'. The email states that a prequalified application 'PQA000021' has been returned for revision. A red circle with the number '2' highlights the text 'has been Returned for Revision with the following comments:'.

Message: Dear Jane Johnson,  
The Prequalified Application PQA000021 you submitted for QLA000104 HHS Accelerator Prequalification has been Returned for Revision with the following comments:  
Tami BURNEY-HENDRIX: Need IRS letter  
To view and edit the Prequalified Application, click this link: [HHS Accelerator Prequalification](#)  
Please contact OFFICE OF CONTRACT SERVICES directly if you have any questions.  
Regards,  
The PASSPort Team  
Mayor's Office of Contract Services (MOCS)

The screenshot shows the 'Application History' section with 'Current Status' as 'Approval Required' and 'Application Activity' as 'Returned'. A table lists one application with ID 'PQA000013', submitted on '7/30/2021' by 'Edmunds Christine', with a status of 'Returned' and a decision date of '7/30/2021'. A red circle with the number '3' highlights the 'Returned' status in the table.

Application ID	Submission Date	Submitted By	Application Status	Decision Date
PQA000013	7/30/2021	Edmunds Christine	Returned	7/30/2021

## Once Approved:

- 1 Providers receive a notification email notifying them of their **Approved** status and will see their application status has changed to **Approved** in the Application History section.

The screenshot shows the application action buttons: 'Save', 'Save and Close', 'Submit for Review' (highlighted with a red circle and number '4'), 'Cancel Application', and 'Close'.

## When Reviewing, MOCS Approvers can Return the application to the Vendor for Revision

- 2 Providers receive a notification email notifying them of **Returned** status and cited reason for revision.
- 3 Providers will see their application status has changed to **Returned** in the Application History section.
- 4 Providers can return to the application, make updates, and resubmit for review.
- 5 Once application is approved, Application status is changed to **Approved**.

The screenshot shows the 'Vendor Status' section for application ID 'PQA000022'. The 'Current Status' is 'Approved' and 'Application Activity' is 'None'. The 'Qualification Expiration Date' is '08/05/2021'. A red circle with the number '5' highlights the 'Approved' status.

Application ID : PQA000022  
Current Status : Approved  
Application Activity : None  
Qualification Expiration Date : 08/05/2021

# Checking your PQL Status

You may view your HHS Accelerator Prequalification (PQL) status in PASSPort by following these steps:

1. Navigate to **RFx** on the top navigation menu and select **Browse Prequalified Lists** from the drop-down.
2. Search for “HHS Accelerator Prequalification”. You will see in the results, the **Current Status** for this particular PQL.
3. Additionally, you may click the **PQL Label** to view more PQL related information including the Vendor Status section which includes your **Current Status** as it relates to HHS Accelerator Prequalification (PQL). In the same section, you will see the **Qualification Expiration Date** which is the expiration date for the current PQL.

# Prequalification Renewals/ Expirations

ADDITIONAL HISTORY

Action Type	Action Triggered By	Action Date	Comments
Extension	scheduler scheduler	7/20/2021	The Application Expiration Date for this PQL has been extended because of the RFx Participation to the PQL Procurement

- 1 PQL Applications are valid for 3 years or until Documentation expires, whichever occurs first.

If Documentation expires, PQL status changes from **Approved** to **Expired**.

- 2 As providers submit proposals to RFx in PASSPort they will be asked to **validate** and **confirm** that PQL information is current.

This restarts the clock on Approved status, moving **Expiration Date** to 3 years after proposal submission date.

- 3 Users can find current PQL status in the Additional History section of their application under the **Application History** tab.

# Updating your PQL Application

**PASSPort** Profile Tasks Catalog RFIs Contracts Ordering Catalog Financials Reporting Performance Support

PGAD001054188 Accelerator Prequalification

Save Save and Close Update Application Close Actions

Save Save and Close Submit for Review Cancel Application Close Actions

Overview  
Questions  
Documents  
Application History

**APPLICATION HISTORY**

Application ID	Submission Date	Submitted By	Application Status	Decision Date
PGAD00106	06/13/2021	Y. Ray	Approved	06/13/2021
PGAD00107			Draft	

2

**Financial Statement or Report**

Save Save and Close Close Upload New Version

**DOCUMENT**

Version: 1

Document Name: CHAR500+990+Audit

Document Label: Filings Documents (i.e. Charities or Financial Statements)

Validity: Begin Date: 06/11/2022 Expiration Date: 06/11/2023

**INFORMATION**

Status: Uploaded

Upload a Document: Click or Drag to add a file

EN - CHAR500+990+Audit.pdf

**Financial Statement or Report**

Save Save and Close Close

**DOCUMENT**

Version: 2

Document Name: Updated CHAR500+990+Audit

Document Label: Filings Documents (i.e. Charities or Financial Statements)

Validity: Begin Date: 06/12/2022 Expiration Date: 06/11/2023

**INFORMATION**

Status: Draft

Upload a Document: Click or Drag to add a file

EN - Updated CHAR500\_990\_Audit.pdf

5

Save Save and Close Submit for Review Cancel Application Close Actions

### When Documentation Expires or Information needs Updating or Replacing

- 1 To make any updates to an Approved application providers should click the **Update Application** button located at the top of the screen of the application
- 2 Upon clicking, a new application is created with a new, unique Application ID.
- 3 To upload new documentation, providers can go to the Documents Tab and click on the **Upload New Version** button.
- 4 Once clicked, the **Version #** changes from 1 to 2 to reflect an update. Providers then click the **Save** and then **Save and Close** buttons to finish uploading the new document.
- 5 Once providers have finished updating the application, select the **Submit for Review** button

# MOCS HelpDesk



## General Request

Required fields are marked with an asterisk \*

Email confirmation to \*

### User Information

First and Last Name \*

Email \*

Organization Type \*

### Inquiry Information

Description/Summary \*

What does your inquiry relate to? Both fields are required. \*

Describe your concerns below (please be specific): \*

Normal text ▾

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Upload your files:

For all PASSPort related issues please reach out for assistance at the link below. To make it easier for MOCS to research your issue, provide screenshots of the error page(s).

<https://mocssupport.atlassian.net/servicedesk>

# **Program Expectations**

Grace Marie Louis, Director of Programs  
Office of Financial Empowerment, DCWP

# Annual Tax Season Initiative Mission

**The Annual Tax Season Initiative (Initiative) has three goals:**

**Tax time can be a crucial money moment for families and individuals with low incomes.**

Tax refunds can be the largest cash infusion or “paycheck” a family receives all year.

But tax preparation fees average \$322 in NYC and costs of \$800 or more are not uncommon, eroding the value of these critical funds.

1

Increase the availability and usage of high quality, free tax preparation services in New York City.

2

Increase the number of eligible New Yorkers claiming the EITC and other valuable tax credits through the City’s Annual Tax Season Initiative.

3

Use tax time as an opportunity to build assets among New Yorkers with low- and moderate-income, thereby improving their financial health.

# About NYC Free Tax Prep

**NYC Free Tax Prep** is the primary activity of the Initiative, making free tax preparation services available in-person and online for New Yorkers earning less than 60% of Area Median Income (AMI).

NYC Free Tax Prep services are based on the Internal Revenue Service (IRS) Volunteer Income Tax Assistance and Tax Counseling for the Elderly (VITA/TCE) programs.

In 2023, **NYC Free Tax Prep for Self-Employed Filers** was launched to serve self-employed New Yorkers (including freelancers, gig workers, for-hire drivers, and small business owners) who often struggle to file taxes and manage financial recordkeeping and who face limited access to capital, banking services, and loans.

# Competition Details

## Competition Pools:

<u>Competition Pool #1:</u>
NYC Free Tax Prep for Individuals & Families

<u>Competition Pool #2:</u>
NYC Free Tax Prep for Individuals & Families <i>and</i> NYC Free Tax Prep for Self-Employed Filers

**Total maximum available funding:** \$14,419,844 for 3 years (\$4,806,628 annually).

**Estimated number of contracts:** approximately seven (7) or more contracts ranging from no less than \$250,000 to no more than \$1,500,000 annually.

DCWP OFE reserves the right to award more or less than the full amount of funding requested by proposers.

# Service Delivery - Competition Pool #1

**NYC Free Tax Prep offers free, high-quality tax preparation services.**

**Contractors are expected to:**

- Complete and file 3,500-20,000 tax returns annually
- Prepare Individual Taxpayer Identification Number (ITIN) applications and renewals as part of the IRS Certified Acceptance Agent (CAA) program
- Assist clients with tax-related issues, such as responding to IRS and New York State Department of Taxation and Finance (NYS DTF) correspondence, requesting transcripts, etc.

# Service Delivery - Competition Pool #2

**NYC Free Tax Prep offers free, high-quality tax preparation services.**

**Contractors are expected to:**

- Complete and file 3,500-20,000 tax returns annually across both service lines and scopes of service.\*
- Prepare Individual Taxpayer Identification Number (ITIN) applications and renewals as part of the IRS Certified Acceptance Agent (CAA) program
- Assist clients with tax-related issues, such as responding to IRS and New York State Department of Taxation and Finance (NYS DTF) correspondence, requesting transcripts, etc.
- Offer year-round educational and support programs for self-employed filers, including the preparation of quarterly estimated tax filings, one-on-one and small group consultations on record keeping and tax filing obligations, group workshops on recordkeeping and tax filing obligations.

\* See RFP Attachment C – SETP Scope of Services for more details.

# Sites, Scheduling, and Appointments

- Contractors operate one or more sites, with a focus on serving neighborhoods\* of highest need.
- Sites must:
  - Be convenient and accessible for people with disabilities
  - Be equipped with standard, modern technology and offer secure storage space
  - Provide a safe, weather protected waiting area for clients and allow appropriate privacy for tax preparers and clients to meet
- Contractors may subcontract (with pre-approval) or co-locate services to reach target audiences. OFE may mandate locations with key partners. *See RFP for more details.*
- At least 15% of services must be offered during evening and weekend hours.
- At least 1 site must be open at least 1 day each week year-round
- Appointments will be available by phone or online scheduling, using a centralized online scheduling system managed by DCWP, if available.
- Preference will be given to proposers who offer some capacity for walk-in appointments.

*\*See RFP Attachment B – Preferred Neighborhoods.*

# Wraparound Services & Referrals

**To help tax filers optimize their tax refund, begin to build assets, and develop financial capabilities, Contractors connect tax filers to wraparound services, Including:**

- Financial counseling
- Public benefits (e.g., SNAP) screening and/or enrollment
- Promoting asset building behaviors, such as using of direct deposit for receiving tax refunds and encouraging tax filers to save a portion of their refund;
- Access to safe and affordable financial services (e.g., savings accounts)
- NYC Business Solutions Centers and other Department of Small Business Services programs – *for Competition Pool #2.*

Contractors must train and support staff and volunteers on applicable IRS and NYS DTF forms and on effective strategies for engaging filers.

# Organization, Staffing, & Management – Competition Pool #1

## **Required dedicated staff:**

- Full-time, year-round Tax Program Manager to supervise the program and act as a primary point of contact.
- Site coordinator(s) to oversee each site during all hours of operation.
- Volunteer Program Manager to oversee volunteer recruitment, training and retention.

*See RFP for details on dedicated staff*

# Organization, Staffing, & Management – Competition Pool #1

**To ensure both high-quality and high-volume of tax preparation services, Contractors are expected to recruit and hire seasonal Tax Preparers, including paid staff and volunteers.**

- **Expected Staffing Levels:** The number of Tax Preparers needed to achieve annual the annual return completion goal at the rate of 1 return per preparer for each hour of service.
- **Volunteer Engagement:** to make best efforts to recruit enough volunteers so that 50% of the contractual return goal can be completed by volunteers.
- **Language Skills:** Contractors will make best efforts to recruit multilingual Tax Preparers to meet the language needs of their neighborhoods (based on NYC Department of City Planning data).
- **Training and Certification:** All Tax Preparers must complete and pass required IRS Standards of Conduct, ethics, and tax law exams.

# Organization, Staffing, & Management – Competition Pool #2

## **Required dedicated staff:**

- Full-time, year-round Tax Program Manager to supervise the program and act as a primary point of contact.
- Site coordinator(s) to oversee each site during all hours of operation.
- Volunteer Program Manager to oversee volunteer recruitment, training and retention.
- At least one Enrolled Agent, Certified Public Accountant, or licensed attorney to oversee tax return preparation for self-employed filers.

*See RFP for details on dedicated staff*

# Organization, Staffing, & Management

To ensure both high-quality and high-volume of tax preparation services, Contractors are expected to recruit and hire seasonal Tax Preparers, including paid staff and volunteers.

- **Expected Staffing Levels:** The number of Tax Preparers needed to achieve performance goals at the following rates:

For Individuals & Families	For Self-Employed Filers:
1 return per preparer for each hour of service	Four (4) hours per annual tax return Two (2) hours per quarterly estimated filing Five (5) hours per workshop Two (2) hours per consultation

- **Volunteer Engagement:** to make best efforts to recruit enough volunteers so that 50% of the contractual return goal can be completed by volunteers.
- **Language Skills:** Contractors will make best efforts to recruit multilingual Tax Preparers to meet the language needs of their neighborhoods (based on NYC Department of City Planning data).
- **Training and Certification:** All Tax Preparers must complete and pass required IRS Standards of Conduct, ethics, and tax law exams, with all SETP tax preparers qualifying at the “advanced” level or higher.

# Communications and Outreach

**In order to reach New Yorkers that may be eligible for free tax preparation services, Contractor will target outreach and marketing efforts to the following audiences:**

- Individuals and families with low- and moderate-incomes
- Working individuals and families living below the poverty line
- Tax filers who are currently using paid tax preparers and are likely to request loan products, such as Refund Anticipation Checks (RACs).
- Individuals and families who are eligible for the EITC;
- Individuals and families who might be eligible for EITC but are not likely to file a tax return, such as single workers who don't have kids, families with very low incomes, foster parents, and recent immigrants.
- Self-employed filers – *For Competition Pool #2*

**Contractors are expected to conduct their own marketing and outreach activities to augment the campaign run by DCWP and participate in events with DCWP.**

# Monitoring and Reporting

**Contractors will report on performance metrics and client demographics through reports to DCWP based on an annual reporting schedule.**

Reporting and performance management activities include:

- Bi-weekly or weekly reports during the tax season
- Regular conference calls
- Monitoring and evaluation via site visits, interviews, surveys, and other data collection

# Contractor Experience & Organizational Capability

**Contractors are expected to have the experience and organizational capability to manage a free tax preparation program, including:**

- At least 3 years' experience operating a VITA/TCE program or a similar direct service program in New York City.
- Experience working in one or more communities with low- or moderate incomes in New York City.
- Experience conducting effective client outreach, using multiple marketing and outreach tools, and cultivating partnerships with community leaders to build a high-volume client base.
- Experience engaging volunteers in support of direct service programs.
- Experience recruiting, training, and managing direct service program staff.

# Budget Management

**Contractor's proposed budget will represent the annual costs to provide services for each year of the proposed program over the duration of the contract term.**

- Contractor's costs would allow for the effective delivery of services described in the RFP.
- The annual contract amount cannot exceed 40 percent of a contractor's total organizational income for the program year.
  - In the case where a portion of the budget is going to a subcontractor, the sub-granted amount must not exceed 40% of the subcontractor's organizational income and would not count towards the lead contractor's 40% limit.

# Evaluating the Proposals

**Proposals will be evaluated using the following criteria:**

- A. Free Tax Preparation Services— 30 Points
- B. Communications and Outreach – 20 Points
- C. Monitoring and Reporting – 15 Points
- D. Contractor Experience & Organizational Capability – 20 Points
- E. Budget Management – 15 Points

# **Post-Award Requirements**

Erik Schiff, ACCO, DCWP

# Responsibility Determination

Please be advised that it is a requirement for all prospective contractors to be determined responsible in the Post Award phase.

Therefore, please make sure your Charities' filings are current and ensure that any outstanding liens or adverse information has been resolved.

Unresolved issues often cause significant delays in the post award process.

# NYC Insurance Requirements

- Commercial General Liability Insurance: \$1 Million per occurrence and \$2 Million aggregate
- Motor Vehicle Liability (if applicable) - \$1 Million per accident combined single limit
- Worker's Compensation, Disability Benefits Insurance and Employer's Liability
- Professional Liability Insurance- \$1 Million per occurrence, if indicated in schedule A

DCWP **will not** be able to proceed with processing an awarded contract until it has obtained acceptable proof of the necessary insurance coverage.

DCWP reserves the right to notify contractors of additional insurance requirements at the time of contract award.

# Conflict of Interest

Human Services Contract Section	Section in ≤\$100k Discretionary	Section in \$100k+ Discretionary	Subject	What the Contract says*
6.05	Article 5(B)(4)-(6)	6.05	Board of Directors-size, composition and rule against employees supervising or making decisions about family members	<p>Employees and members of their immediate families may not serve on the Board or any committee with authority to affect his/her job or the employment of any candidates in the program.</p> <p>The above rule does not apply if the Board has more than 5 members, provided that (1) employees and members of their immediate families are prohibited from deliberation and/or voting on any such personnel matters and must fully disclose all conflicts to the Board, and (2) Contractor employees and members of their immediate families may not serve as either Chairperson or Treasurer of the Board, nor constitute more than one-third of the Board or any committee.</p> <p>No person may hold a job with Contractor if their immediate family exercises any authority over him/her without the permission of the Commissioner, unless the position is voluntary and unpaid.</p> <p>Contractor must have at least 5 Board members if its contracts with the City over any 12-month period total more than \$1 million dollars and this amount makes up more than 50% of Contractor's total revenue.</p> <p>**Immediate family includes the following: husband, wife, domestic partner, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, son, son-in-law, daughter, daughter-in-law, niece, nephew, aunt, uncle, first cousin, and separated spouse. This also includes the immediate family of a spouse or domestic partner. *</p>
6.06	Article 5(C)(1)	6.06	Conflict of Interest Policy required; Disclosure of interests	<p>If required by New York's Not-for-Profit Corporation Law §715-a(a), the Contractor must maintain a Conflict-of-Interest Policy that includes:</p> <ul style="list-style-type: none"> <li>A definition of the circumstances that constitute a conflict of interest;</li> <li>Procedures for disclosing a conflict of interest or possible conflict;</li> <li>A requirement that the person with the conflict of interest not be present at or participate in board or committee deliberation or vote on the matter giving rise to such conflict;</li> <li>A prohibition against any attempt by the person with the conflict to influence improperly the deliberation or voting on the matter giving rise to such conflict;</li> <li>A requirement that the existence and resolution of the conflict be documented in the corporation's records, including in the minutes of any meeting at which it was discussed or voted upon; and</li> </ul> <p>Procedures for disclosing, addressing, and documenting related party transactions in accordance with this section.</p> <p>A requirement that each director annually submit the statement required by Section 6.06(b) or Article 5(c)(2) for ≤ \$100k Discretionary</p>
Appendix A, 2.02	Article 5(B)(1)-(3)	Appendix A, 2.02	Prohibition on Conflicts of Interest	<p>None of the key members of the Contractor can have any interest that may possibly conflict with the performance of the agreement.</p> <p>Consistent with NYC Charter § 2604, no elected official or other officer or employee of the City, nor any person whose salary is payable from the City Treasury can participate in decisions relating to this Agreement that affect his/her personal interests or outside professional interests. § 2604 details prohibited conduct and interests in New York City.</p> <p>This does not apply when the employee's sole personal interest is in the Contractor.</p> <p>Contractors cannot employ a person or allow a person to serve on the Board of Directors or as an officer if the employment would violate Charter Chapter 68, which governs the City's conflict of interest rules.</p>
4.06	Article 3(B), (C)	4.06	Prohibition on Related Party Transactions	<p>No funds obtained through this Agreement shall be spent for any expense not incurred in accordance with the terms of the Agreement.</p> <p>Any cost found by DYCD, the City, or an auditing authority that examines the financial records of Contractor to be improperly incurred, including but not limited to <a href="#">Improper Related Party Transactions</a>, shall be subject to reimbursement to the City.</p>
Appendix A, Section 13.04	Article 8(D)	Appendix A, Section 13.04	Compliance with Law	<p>The Contractor shall perform all services under this Agreement in accordance with all applicable Laws as are in effect at the time such services are performed.</p>

# **Question & Answer Session**

Please use the chat to ask any questions you may have about the RFP requirements or proposal process and DCWP staff will answer to the best of our ability.

# Wrap-Up

Transcript, presentation and attendance rosters will be posted to the DCWP website for viewing

[www.nyc.gov/DCWP](http://www.nyc.gov/DCWP)