



Steven Banks
Commissioner/Administrator
Human Resources
Administration/Department of
Social Services

June 6, 2016

Addendum # 13

Re: Innovative Shelter Models

Dear Potential Proposers:

This addendum announces the Department's requests for proposals for shelter models which contain options for the placement of homeless individuals and families into permanent housing. This addendum also notifies you of the amendment to Section E, Minimum Qualifications Requirements on Page 5 of the subject Open Ended Request for Proposals ("OERFP").

I. BACKGROUND

The City of New York has prioritized the prevention of homelessness and the placement of homeless New Yorkers into permanent housing, the improvement of shelter conditions and the delivery of high quality social services. Despite the unprecedented success in reducing the number of evictions by 24% over the past two years and placing clients into permanent housing, (including but not limited to the development of rental assistance such the Living in Communities Rental Assistance Program ("LINC"), City FEPS and SEPS and preventing entry into shelter and providing permanent housing over 34,000 people through our rental assistance and housing programs), homeless New Yorkers continue to struggle to find affordable housing in the face of an increasingly competitive rental market. As a result, the Department continues to face significant demand for shelter and the challenge of locating stable permanent housing throughout New York City.

II. REQUEST FOR ALTERNATIVE SHELTER MODEL PROPOSALS

DHS seeks proposals for innovative shelter models that promote affordable housing placements.

Proposers should submit shelter models that:

- For purposes of this OERFP, the term "Target Population" means



homeless or formerly homeless families and individuals who are exiting or who have previously resided in the Department's shelter system.

Proposals which contain the development of affordable housing through co-location will receive greater consideration, as well as the following:

- Integration of shelters into the community
- Operation of shelter using asset management and real estate principles
- Use of evidence-based practices for social services

The Models include but are not limited to (A) Shelter Conversion to Permanent Housing; the construction of new shelter facilities, which can be utilized as permanent housing for homeless households after expiration of the shelter contract as evidenced by a deed restriction or right of first refusal; and, (B) Co-Location; proposals in which shelter and permanent housing units for formerly homeless households are co-located in the same building, (C) Shelters that Promote Community Integration, which contain a space which may be used by or shared with the surrounding community (e.g., space for child care or after school programs).

The Department will consider proposals of models other than those delineated herein. However, such proposals must comply with all of the requirements of the OERFP, including the Uniform Requirements and Financing outlined in Sections III and V below, and contains a clear plan indicating how the program will quickly place clients into appropriate permanent housing in a manner consistent with the requirements of this OERFP. The Department of Social Services and the Department of Housing Preservation and Development will jointly review applications for the alternative shelter model.

For purposes of the OERFP, alternate shelter proposals shall be considered a separate competition from the shelter modeled within the current document. As such, proposers proposing alternative shelter models shall clearly label its proposal "ALTERNATIVE SHELTER MODEL" on the proposal Cover Sheet.

III. UNIFORM REQUIREMENTS AND PREFERENCES

The following sections outline the Department's needs for the Models. All proposals should contain permanent housing for homeless households in the manner set forth above. All units, both shelter and permanent housing, must be located in the City of New York. All shelter sites and permanent housing units must comply with the standards prescribed by the Americans with Disabilities



Act of 1990, the Fair Housing Amendments Acts of 1988, Section 504 of the Rehabilitation Act of 1973 and the Human Rights Laws of New York State and City). Moreover, Shelter and permanent housing units must comply with applicable law including but not limited to N.Y.C.R.R. §§ 491 *et. seq.*, 900 *et. seq.*, New York City Administrative Code § 21-124 and the New York City Housing Maintenance, Building and Fire Codes.

A. Shelter Conversion to Permanent Housing:

Proposals for this model must contain a permanent housing component discussed above and the construction of an ADA Compliant shelter facility. This includes ADA compliant entries and exits, common spaces, elevators, and sleeping, bathing and dining accommodations. Additionally, the Department seeks and prefers proposals in which sites are constructed in a manner that can be utilized for permanent housing upon the expiration of the contract. The section includes substantial reconstruction of existing buildings.

B. Co-Location:

With respect to the Co-Location model, the Department seeks proposals in which the shelter facility and permanent housing units are located within the same building envelope. The shelter facility will remain a distinct space in such a model.

C. Shelters that Promote Community Integration:

Such proposals include integrative programming by linking residents to nearby services and supports and by offering outward facing amenities like early childhood education, afterschool programs or other programming available to both shelter residents and the surrounding neighborhood.

V. FINANCING AND BUDGET

Financing for all proposals for shelter submitted in response to the OERFP is limited to the operation of shelter facilities, as well as the successful integration of permanent housing as required in this OERFP. Again, Shelter units must comply with applicable law including but not limited to N.Y.C.R.R. §§ 491 *et. seq.*, 900 *et. seq.*, New York City Administrative Code § 21-124 and the New York City Housing Maintenance, Building and Fire Codes. Proposals will be



selected and awarded for models which demonstrate compliance with the above provisions for purposes of reimbursement.

For new facilities to be constructed (either rehabilitation of existing building or new construction), proposers should include in their proposals documents evidencing site control, which would include but not be limited to documents evidencing capital funding commitments, funding applications, or site availability. For such sites, final contract registration is predicated on full funding for capital construction or repair.

Pricing: Proposers should utilize the existing Price Proposal Forms when submitting their proposals for the shelter-only portion of the facility only. For all other uses as described in the proposal, proposers should submit a line item budget showing the entire operation of the alternative shelter model, and proposers should include a narrative discussing such line item structure. This information shall initially be used for information purposes only, but the City of New York and the Department of Social Services reserve the right to incorporate certain elements of the line item budget (in addition to the shelter-only components) in their negotiations of the resultant contract(s) with the successful proposer(s).

VI. NOTIFICATION

Finally, Addendum # 10 is revised as follows:

All proposers shall submit written notification to City Council Members, State Senators, Assembly Members, Congressional Representative and Borough President of their intent to operate a homeless shelter within 10 business days from the date that it receives written notice of a selection of an award of a contract by the Department. Twenty-four (24) hours after these notifications are delivered to elected officials, the same notices must also be sent to both the Chairperson and District Manager of the appropriate Community Board. A signed copy of that letter on official organization letterhead and proof that the letter was received by all local elected officials shall be delivered to the Department. The notification letter shall include the following:

- An introductory paragraph which states that the organization has been selected for an award of a shelter contract by the Department.
- Indication of the population the organization is proposing to serve (families with children, single adults or adult families).

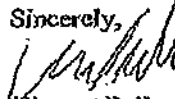
- Indication of the proposed capacity of the shelter (number of units for families or number of beds for adults).
- The proposed timeframe for occupancy.
- The address for the proposed facility.
- Relevant background information in regard to the organization's qualifications as a social services provider, in particular the proposed population to be served.
- Either a request to meet with the Community Board within 30 days of receipt of the organization's notification letter to discuss the proposed program, or a summary of the presentation meeting that has already taken place with the CB. If the CB does not schedule such meeting, the proposer shall notify the Department no later than 30 days from the date the CB is known to have received the notification letter.

NOTE: As a condition of award, the Proposer is required to submit proof of receipt of the above described written notification that was sent to the Chairperson and District manager of the appropriate Community Board and the copies that were sent to each applicable City Council Member, State Senator Assembly Member, Congressional Representative and Borough President.

Such proof shall include one or more of the following: Fax receipt with date, time and fax number; US Postal Service Certified Mail Receipt; other courier/delivery service with signature required indicating date, time and signature of such other proof as is deemed acceptable by the Department in its sole discretion.

Addendum# 12 supersedes Addenda #10 and #7 and any prior references to Community Board notification cited in the Frequently Asked Question section of Addendum #6 (17th bullet) and Appendix A, (Proposal Form), Page 5 of 9. Addendum #12 applies to all proposals submitted in response to this OERFP.

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 Keli Mills at (212) 607-6032.

Sincerely,

Vincent Pullo

Gilbert Taylor
Commissioner

June 19, 2015

Lula Urquhart
Deputy Commissioner
Fiscal and Procurement
Operations

Addendum # 12

Janine Woodley-
Brown
Assistant Commissioner
Agency Chief
Contracting Officer
ACC0
jwoodley@dhs.nyc.gov

33 Beaver Street
13th Floor
New York, NY 10004

212.361.2411 tel
212.361.2418 fax

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 - Plan# 071-008-003-262

Dear Potential Proposers:

The purpose of Addendum is to notify you that Section E. Minimum Qualification Requirements on Page 5 of the subject RFP is hereby amended as follows. (New language is highlighted and underlined.)

E. Minimum Qualification Requirements

Proposers that fail to meet all the following minimum qualification requirement will be determined by the agency to be non-responsive and will be disqualified.

- All proposers must have tax exempt status under 501(c)(3) of the Internal Revenue Code and/or be legally incorporated as a for-profit entity.
- All proposers must demonstrate that they have, or can obtain by the anticipated contract start date, site control of the proposed Standalone facility location(s).
- All proposers must demonstrate an intent to enter into lease agreements with the owner(s) or management designee(s) for each property.
- All proposers shall submit prior written notification to City Council Members, State Senators, Assembly Members, Congressional Representative and Borough President of their intent to submit a proposal to DHS in response to this RFP to operate a homeless shelter site. Twenty-four (24) hours after these notifications are given to elected officials, the same notices must also be sent to both the Chairperson and District Manager of the appropriate Community Board. A signed copy of that letter on official organization letterhead and proof that the letter was received by all local elected officials shall accompany the proposal submitted to DHS. The notification letter shall include the following:
 - An introductory paragraph state that the organization intends to submit a proposal to DHS for review in response to the Open Ended RFP.

- o Indication of the population the organization is proposing to serve (families with children, single adults or adult families).
- o Indication of the proposed capacity of the shelter (number of units for families or number of beds for adults).
- o The proposed timeframe for occupancy should DHS accept your proposal.
- o The address of the proposed facility.
- o Relevant background information in regard to the organization's qualifications as a social services provider to provide the proposed population to be served.
- o Bidder is required to notify the Community Board within 30 days of receipt of the organization's notification letter to discuss the proposed program, or a summary of the presentation meeting that has already taken place with the CB. If the CB fails to schedule such meeting, the proposer shall notify DHS no later than 30 days from the date the CB is known to have received the notification letter.

NOTE: The Proposer is required to submit proof of receipt of the above described written notification that was sent to the Chairperson and District Manager of the appropriate Community Board and the copies that were sent to each applicable City Council Member, State Senate Assembly Member, Congressional Representative and Borough President of their intent to submit a proposal to DHS in response to this RFP to operate a homeless shelter site.

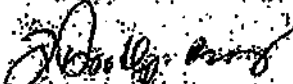
Such proof shall include one or more of the following: Fax receipt with date, time and fax number; US Postal Service Certified Mail Receipt; other commercial service with signature required indicating date, time and signature of such other proof as is deemed acceptable by DHS in its sole discretion.

While submission of such proof is required, it is NOT a Minimum Qualification Requirement, the review process for any proposer failing to submit such proof will be delayed until the requisite proof is received.

Addendum #12 supersedes Addenda #10 and #7 and any prior references to Community Board notification cited in the Frequently Asked Question section of Addendum #6 (17th bullet) and Appendix A, (Proposal Form), Page 5 of 9.

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 Calvin Pitter, Deputy ACCO, at (212) 366-8413 or Maria Zimora, Senior Contract Officer, at (212) 361-1058.

Sincerely,


Janine Woodley Brown
Agency Chief Contracting Officer



Gilbert Taylor
Commissioner

November 21, 2014

Lita Urquhart
Deputy Commissioner
Fiscal and Procurement
Operations

Addendum # 11

Janine Woodley-Brown
Assistant Commissioner
Agency Chief Contracting
Officer
ACCO
jwoodley@dhs.nyc.gov

Re: Open Ended Request for Proposals for the Development and Operation of "Standalone" Transitional Residences for Homeless Adults and Families; Drop-in-Centers for Homeless Adults; and Neighborhood Cluster Transitional Residence for Homeless Families
EIN #: 071-60S-003-262

33 Beaver Street
13th Floor
New York, NY 10004
212.361.8411 tel
212.361.8418 fax

Dear Potential Proposers:

The purpose of this addendum is to notify you that Section IV – Proposal Evaluation and Contract Award Procedures on Page 10 of the subject RFP is hereby amended to include the weights for each sub-criteria listed below.

B. Evaluation Criteria

The following evaluation criteria, listed in descending order of importance, will be applied to proposals submitted in response to this RFP:

- Demonstrated quantity and quality of successful relevant experience 40%
- Quality of proposed program approach 40%
- Demonstrated level of organizational capability 20%

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Sincerely,

Janine Woodley-Brown
Agency Chief Contracting Officer

March 19, 2014

Addendum #10

Gilbert Taylor
Commissioner

Lisa Ungar
Deputy Commissioner
Facilities and Procurement
Operations

Janet Wilson
Assistant Commissioner
Agency Chief Contracting
Director
ADCO
jwilson@dcqs.ny.gov

33 Beaver Street
15th Floor
New York, NY 10004

212.361.8411 tel
212.361.8418 fax

RE: Open-Ended Request for Proposals for the Development and Operation of "Standalone" Transitional Residences for Homeless Adults and Families; Drop-in Centers for Homeless Adults; and The Neighborhood Cluster Transitional Residence for Homeless Families- PHS# 071-003-003-262

Dear Potential Proposers:

The purpose of Addendum #10 is to notify you that Section E. Minimum Qualification Requirements on Page 5 of the subject RFP is hereby amended as follows. (New language is highlighted and underlined.)

E. Minimum Qualification Requirements

Proposers that fail to meet all of the following minimum qualification requirements will be determined by the agency to be non-responsive and will be disqualified.

- All proposers must have tax exempt status under 501(c)(3) of the Internal Revenue Code and/or be legally incorporated as a for-profit entity.
- All proposers must demonstrate that they have, or can obtain by the anticipated contract start date, site control of the proposed Standalone facility location(s).
- All proposers must demonstrate an intent to enter into lease agreements with the owner(s) or management designee(s) for each property.
- All Proposers shall submit prior written notification to both the Commission and District Manager of the appropriate Community Board (CB) with copies to each applicable City Council Member, State Senator, Assembly Member, Congressional representative and Borough President of their intent to submit a proposal to DHS in response to this RFP to operate a homeless shelter site. A signed copy of that letter on official organization letterhead and proof that the letter was received by all local elected officials shall accompany the proposal submitted to DHS. The notification letter shall include the following:
 - o An introductory paragraph stating that the organization intends to submit a proposal to DHS for review in response to the Open Ended RFP.

- Indication of the population the organization is proposing to serve (families with children, single adults or adult families).
- Indication of the proposed capacity of the shelter (number of units for families or number of beds for adults).
- The proposed timeframe for occupancy should DHS accept your proposal.
- The address of the proposed facility.
- Relevant background information in regard to the organization's qualifications as a social services provider, in particular the proposed population to be served.
- Either a request to meet with the Community Board within 30 days of receipt of the organization's notification letter to discuss the proposed program, or a summary of the presentation meeting that has already taken place with the CB. If the CB fails to schedule such meeting, the proposer shall notify DHS no later than 30 days from the date the CB is known to have received the notification letter.

NOTE: The proposer is required to submit proof of receipt of the above described written notification that was sent to the Chairperson and District Manager of the appropriate Community Board and the copies that were sent to each applicable City Council Member, State Senator, Assembly Member, Congressional representative and Borough President of their intent to submit a proposal to DHS in response to this RFP to operate a homeless shelter site.

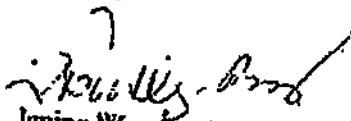
Such proof shall include one or more of the following: Fax receipt with date, time and fax number; US postal Service Certified Mail Receipts; other courier/delivery service with signature required indicating date, time and signature or such other proof as is deemed acceptable by DHS in its sole discretion.

While submission of such proof is required it is NOT a Minimum Qualification Requirement, the review process for any proposer failing to submit such proof will be delayed until the requisite proof is received.

Addendum #10 supersedes Addendum #7 and any prior references to Community Board notification cited in the Frequently Asked Question section of Addendum #6 (17th bullet) and Appendix A, (Proposal Form), Page 5 of 9.

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 Calvin Pitter, Deputy ACCO, at (212) 361-8413 or Marta Zmoira, Senior Contract Officer, at (212) 361-0888.

Sincerely,


Janice Woodley-Brown
Agency Chief Contracting Officer

Richard Ovesey
Commissioner

November 21, 2013

Steve Palk
Deputy Commissioner
Fiscal & Procurement
Operations

Attachment 9

Janine Woodley-Brown
Assistant Commissioner
Agency Chief Contracting
Officer
jwoodley@dhs.ny.gov

RE: Open Ended Request for Proposals for the Development and Operations of
Stand-Alone Transitional Residences for Homeless Adults and Families; Drop-In
Centers for Homeless Adults; and Neighborhood Center Transitional Residences
for Homeless Families

33 Beaver Street
13th Floor
New York, NY 10004

PHN: 071-008-003-262

212.361.6610
917.637.3877 fax

Dear Potential Proposers:

The purpose of this addendum is to revise the per diem rate language for Partially
Transitional Residences outlined in Addendum 8 dated September 14, 2010, which
stated the following:

Families

Stand-Alone Transitional Residences

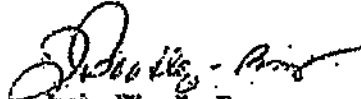
For operational costs, the range of per diem rates (cost/per unit/per day) within
which DHS will accept proposals is \$52 to \$75. Occupancy costs, as defined above,
are not included in the operational per diem.

This paragraph is being revised to read as follows: For new shelters, the range of
per diem rates for operational costs (cost/per unit/per day) within which
DHS will accept proposals is \$52 to \$75. Occupancy costs, as defined above,
are not included in the operational per diem.

In addition:
For existing shelter sites, the per diem rate for operational costs (cost/per
unit/per day) within which DHS will accept proposals shall not exceed the
current per diem rate for occupancy costs for this particular shelter site.

If you have any questions please contact Maria Zocora, Senior Contract Officer, at
(212) 361-0688.

Sincerely,


Janine Woodley Brown
Agency Chief Contracting Officer



Both Diamond
Commissioner

September 14, 2010

Slova Pock
Deputy Commissioner
Fiscal and Procurement
Operations

Suzette Schuman
Assistant Commissioner
Agency Chief Contracting
Officer
sschuman@dhs.nyc.gov

32 Beaver Street
13th Floor
New York, NY 10004

212.381.8400 tel
212.361.8418 fax

Addendum B

RE: Open-Ended Request for Proposals for the Development and Operation of
"Stand-Alone" Transitional Residences for Homeless Adults and Families; Drop-In
Centers for Homeless Adults; and Neighborhood-Cluster Transitional Residences
for Homeless Families
PIK: 071-005-003-262

Dear Potential Proposer:

The purpose of this addendum is to update the per diem rates for family and adult
transitional residences.

Operational costs include all costs other than occupancy costs (e.g., social service
program related costs, personnel, utilities, security, etc.).

Occupancy costs are defined as the cost to occupy the site (e.g. rent under a lease;
debt service for a purchase). Occupancy costs should be based on current market
rates. The proposer should provide a market rate justification for the occupancy
costs, which DHS will take into consideration when negotiating the total per diem
rate. Each proposal will be reviewed taking into consideration competitive pricing
and costs relative to the program. Funding may be available for start-up costs.

Please note that greater consideration will be given to proposers that offer linkages
to community-based services (where applicable) and supplemental funding from
outside resources to offset Department of Homeless Services dollars.

Proposers must submit a line item budget for annual operating costs, as well as a
separate line item budget for any proposed start-up costs. Actual funded amounts
will be based on negotiations, the Agency's need, size of the facility, the types and
levels of service, and funding appropriation.

Families
Stand-Alone Transitional Residences

For operational costs, the range of per diem rates (cost/per unit/per day) within
which DHS will accept proposals is \$52 to \$73. Occupancy costs, as defined above,
are not included in the operational per diem.

Families
Neighborhood-Based Cluster Transitional Residences

For combined operational and occupancy costs, the range of all-inclusive per diem rates (cost/per unit/per day) within which DHS will accept proposals is \$104 to \$115. Actual funding will be dependent on the number and size of apartments and the types of services provided.

Adults
Stand-Alone Transitional Residences for Single Adults

For operational costs, the range of per diem rates (cost/per single adult/per day) within which DHS will accept proposals is \$62 to \$84, depending on the size, population, and program model. Occupancy costs, as defined above, are not included in the operational per diem.

Adults
Stand-Alone Transitional Residences for Adult Families

For operational costs, the range of per diem rates (cost/per unit/per day) within which DHS will accept proposals is \$69 to \$84, depending on the size, population, and program model. Occupancy costs, as defined above, are not included in the operational per diem.


Stellan Schulman
Agency Chief Contracting Officer



Robert V. Hess
Commissioner

Addendum 7

Stava Pock
Deputy Commissioner
Fiscal and Procurement
Operations

December 31, 2009

Suzellen Schulman
Assistant Commissioner
Agency Chief Contracting
Officer
sschulman@dhs.nyc.gov

RE: Open-Ended Request for Proposals for the Development and Operation of "Standalone" Transitional Residences for Homeless Adults and Families; Drop-in Centers for Homeless Adults; and The Neighborhood Cluster Transitional Residence for Homeless Families - Pin# 071-003-003-262

33 Beaver Street
12th Floor
New York, NY 10004

Dear Potential Proposers:

212.351.8400 tel
212.351.8410 fax

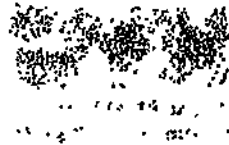
The purpose of Addendum #7 is to revise the following information regarding Community Board Notification requirements:

- All proposers must submit prior written notification to the Community Board (Chair and District Manager) of intent to submit a proposal to DHS to operate a homeless shelter site. A signed copy of the letter on official organization letterhead and proof that the letter was received by the Community Board must accompany the proposal submitted to DHS. Proof of receipt must include one or more of the following: Fax Receipt with date, time, and fax number; U.S. Postal Service Certified Mail Receipt; or other courier/delivery service with signature required receipt indicating date, time, and signature.

- What information should be included in the Community Board Letter?

Include an introductory paragraph stating that you, the proposer, have submitted a proposal to DHS under the Open-Ended RFP process for review; the type of proposed site (i.e., Tier II, cluster, families with children, single adults, adult families); the proposed capacity; and the address.

Include either a request to meet with the Community Board to discuss the proposed program, or a summary of the presentation meeting that took place with the Community Board. Also include some background information about your qualifications as a social services provider.



Community Board notification is a minimum requirement. Proposers that fail to meet this requirement will be deemed non-responsive by the agency and will be disqualified. Addendum #7 supersedes all prior references to Community Board notification quoted anywhere in this Request for Proposals, including, but not limited to information regarding Community Board notification (17th bullet) in the Frequently Asked Questions section of Addendum #6.

You are receiving a copy of this document as a result of your name appearing on our RFP "Pick Up Log" for this solicitation. If you have any questions, please contact me at (212) 512-3413.

Sincerely,

Calvin Pinter
Deputy Agency Chief Contracting Officer



NYC Department of Homeless Services

Linda Gibbs
Commissioner

Marcie Stevenson
First Deputy Commissioner

Thelma A. Edwards
Deputy Commissioner
Administration

Suzanne Schulman
Assistant Commissioner
Agency Chief Contracting
Officer

Addendum 6

October 2, 2003

RE: Open-Ended Request for Proposals for the Development and Operation of "Standalone" Transitional Residences for Homeless Adults and Families; Drop-in Centers for Homeless Adults; and The Neighborhood Cluster Transitional Residence for Homeless Families- Pin# 071-008-003-262

Dear Potential Proposers:

Enclosed is a copy of Frequently Asked Questions related to the Neighborhood Cluster Transitional Residence for Homeless Families included in the Open-Ended Request for Proposals (RFP). You received a copy of this Addendum # 6 as a result of your name appearing on our RFP "Pick-Up Log" for this solicitation.

If you have any questions, please contact me at (212) 361-8413.

Sincerely,

Calvin Pitter
Deputy Agency Chief Contracting Officer



Addendum # 6
The Neighborhood Cluster Transitional Residence
for Families Frequently Asked Questions

- How is the start-up budget calculated?
DHS limits the start-up budget to two months of the annualized budget.
- Does the Cluster Model permit For-Profit entities to apply?
Yes
- What size apartments should the Cluster Model contain?
Any combination of studio, 1-4 bedroom apartments.
- Does the \$95 dollars cited in the RFP include the apartment and support services costs?
Yes, the Program will reimburse the Provider up to \$95 per unit per day. The \$95 does not include start up costs. Greater consideration will be given to applicants that propose more competitive prices in combination with a high quality program.
- Where should Caseworkers/Housing Specialists be located in relationship to the Cluster apartments?
Within a reasonable walking distance of no more than 1/2 mile.
- What is an acceptable number of apartment visits per week?
Twice per week, visits should be announced and unannounced.
- Will DHS pay for security costs in a Cluster Model?
DHS will consider the security expenses on a case-by-case basis. The Proposer must demonstrate as part of their proposal how the security plan will be coordinated in the Cluster Model.
- Will DHS pay for childcare costs in Cluster Model?
DHS requires access to childcare services including securing community based childcare and daycare linkages.
- What types of start-up expenses will be eligible for the Cluster Model?
Furnishing of apartments, P/S and OTPS start-up expenses, including leasing of office space for social service staff.
- Can apartments in different boroughs be considered a Cluster?
No, however a single proposal may contain more than one Cluster, with each Cluster of apartments in a different Borough and within close proximity to each other.
- Should linkage letters be included in the proposal submission?
Yes, Letters should describe the types of services that will be offered to families residing in the Cluster Model.

- Should the Program Approach discuss visitation, overnight guests and curfew for the Cluster Model?
Yes, and should describe how these criteria will be enforced.
- Should staffing patterns be included in the proposal?
Yes, a staffing pattern should be included which outlines how the proposed staff will be deployed 7 days a week, 24 hours per day.
- Should the proposal include resumes of key staff?
Yes, the proposer and subcontractor resumes should be included.
- What is the Case Manager to family ratio?
1:23
- Should there be a Housing Specialist?
Yes, depending on the size of the program there should be a staff person assigned to assist the families or case manager(s) in identifying permanent housing.
- What information should be included in the Community Board Letter?
A brief description of the proposed program including the dollar amount requested as well as a request to meet with the Community Board to discuss the proposed program.
- Should a sample lease between the owner or managing agent and the provider be included?
Yes, a sample lease should describe the roles and responsibilities of all the parties.
- Should the apartment be phone ready?
Yes.
- What is the purpose of the 24-hour hotline?
The purpose of the 24 hour hotline is to provide families with access to social service staff during evening and weekend hours and in case of an emergency.
- How much detail is expected in describing the characteristics of each building in the Cluster?
Description should include such characteristics as the number of stories, approximate square footage, fire escape, intercom, basement, cat-in kitchen or separate dining/living room, elevator, laundry on or off site.
- Is there a maximum number of units in a particular building to be used as a Cluster?
No.
- Who should be the lead proposer to submit the Cluster Model, the Not-for-Profit or the For-Profit?
This arrangement should be determined between the two parties.

- Should a description of neighborhood amenities and support services be included in the proposal?
Yes, a brief description of the surrounding neighborhood and amenities such as shopping, transportation, hospital, entitlement offices, Post Office, laundry should be included.
- Can Cluster Apartments be flipped into permanent housing?
Yes, however the proposer must replace the unit flipped with another transitional unit.
- Is furnishing the apartment an eligible start-up expense?
Yes, however this is a negotiated line item expenditure.
- Is a mixed model of Cluster apartments and permanent apartments acceptable?
Yes, it is the nature of the Cluster Model to locate Cluster Apartments that will co-exist in a particular neighborhood with permanent units.
- Are there renovation funds available for the Cluster Apartments?
No.
- Must apartments included in the cluster model be vacant?
Yes, as stated in the RFP, the units must be vacant and there is no evidence of harassment or eviction of existing tenants.
- Is the cluster model similar to scattered sites; what are the differences?
The primary difference is that DHS is seeking Tier II services in the cluster model. Also, the cluster model will be a formal contract.
- Can the start-up funds for the cluster model pay renovation costs for office/child care space?
DHS may consider office space renovation expenses. DHS will not fund direct child care renovation expenses and the provider should seek other resources for this purpose.
- Can we propose a stand-alone building (100 to of the apartments) as one of several buildings that makes up the cluster model sites?
Yes.
- Who maintains the lease for the Cluster Apartment?
The Provider would maintain the lease.



NYC Department of Homeless Services

Linda Gibby
Commissioner

Marie Stevenson
First Deputy Commissioner

Thalia A. Edwards
Deputy Commissioner
Administration

Suzanne Schifano
Assistant Commissioner
Agency Chief Contracting
Officer

December 30, 2002

Open Ended Request For Proposal for the Development and Operation of Transitional Residences for Adults and Families Including The Neighborhood Cluster Transitional Residence for Families and Drop-In Centers for Homeless Adults

File# 071-008-003-262

ADDENDUM NO.5

Dear Potential Proposer:

Enclosed is a copy of the amended Request for Proposals (RFP) dated December 30, 2002. You received a copy of this document as a result of your name appearing on our RFP mailing list for this solicitation.

Summary of Revisions made to the Open-Ended RFP are as follows:

The purpose of this Addendum is inclusive of the following:

- To include a new transitional Program Model for Families " Neighborhood Based Cluster Transitional Residence for Families"
- To clarify the potential range of capacity for each Transitional Residence for Families and Adults
- To eliminate under the Facility Site Location/Development Section " an area of economic redevelopment"
- City-owned buildings no longer precluded as potential sites
- To allow a proposer greater flexibility to submit one application for program option(s) 1, 2 or 3 or any combination thereof
- To update the operating per diem rates for Families and Drop-in Centers
- To include "for-profit entity" as a minimum qualification requirement
- To modified DHS's Goal and Objectives



- To revise the application for proposals (Proposal Form, Appendix A) to incorporate the new program model, Neighborhood Based Cluster Transitional Residence for Families.

All revisions have been made in italics and are bolded.

The information presented in this addendum incorporates and supersedes addendum #4 issued on July 20, 2001.

Organizations who have already submitted a proposal(s) to DHS pursuant to the prior RFP addendum #4 dated July 20, 2001 will not have to modify and/or update their proposal submissions.

If you have any further questions, please contact Calvin Pittet, Deputy Agency Chief Officer at (212) 361-8913.

Sincerely,



Suellen Schülman

REQUEST FOR PROPOSALS

THE CITY OF NEW YORK
DEPARTMENT OF HOMELESS SERVICES

- OPTION #1 DEVELOPMENT AND OPERATION OF A NEW STAND-ALONE TRANSITIONAL RESIDENCE FOR HOMELESS SINGLE ADULTS AND/OR FAMILIES AND/OR A NEW DROP-IN CENTER FOR HOMELESS ADULTS
- OPTION #2 DEVELOPMENT AND OPERATION OF A REPLACEMENT SITE FOR AN EXISTING STAND-ALONE TRANSITIONAL RESIDENCE FOR HOMELESS SINGLE ADULTS AND/OR FAMILIES AND/OR AN EXISTING DROP IN CENTER FOR HOMELESS ADULTS
- OPTION #2 DEVELOPMENT AND OPERATION OF NEIGHBORHOOD BASED CLUSTER TRANSITIONAL RESIDENCES FOR FAMILIES

PIN #: 071-00S-003-262

ORIGINAL RELEASE DATE:

January 11, 2000

REISSUED DATE: (INCORPORATE AMENDMENTS #1 - #5)

December 30, 2002

(NOTE: ALL LANGUAGE PRESCRIBED PURSUANT TO AMENDMENT #5. ISSUED ON SEPTEMBER 12, 2002 APPEARS IN BOLD *ITALICS*)

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AUTHORIZED AGENCY CONTACT PERSON

Proposers are advised that the authorized agency contact person for all matters concerning this Request for Proposals is:

Calvin Pitter
Deputy Agency Chief Contracting Officer
Department of Homeless Services
33 Beaver Street, 13th Floor, Room 1312
New York, NY 10004
Telephone No. (212) 361-8413
FAX (212) 361-8418

SECTION I - TIMETABLE

- A. Release Date of this Request for Proposal: January 11, 2000
- B. Re-Issue Date of this RFP: December 30, 2002
- C. Proposal Due Date:

This is an open-ended RFP. Therefore, there is no prescribed due date for submissions.

All proposals will be reviewed by the agency on an on-going basis as they are received.

Please hand deliver one (1) original and four (4) copies to:
 The Department of Homeless Services
 33 Beaver Street, 13th Floor
 New York, NY 10004
 ATTN: Calvin Piner
 Deputy Agency Chief Contracting Officer

SECTION II. SUMMARY OF THE REQUEST FOR PROPOSALS

A. Background/Purpose of the RFP

DHS is seeking proposals to develop and operate new *stand-alone* Transitional Residences for homeless single adults and/or families and/or new Drop-In Centers for homeless adults. DHS is also seeking proposals for the development and operation of replacement sites for currently operated *stand-alone* sites, where there are compelling circumstances, including but not limited to: the need to replace an older maintenance intensive facility with a more modern energy efficient and structurally sound building; the loss of a lease requiring the Provider to relocate; some other reason that would endanger or compromise the current bed count or program if a replacement site is not found; and/or a replacement site would offer overall more advantageous terms for the City. *In addition, DHS is seeking proposals to develop and operate Neighborhood Based Cluster Transitional Residences for families.*

Stand-alone Transitional Residences for single adults would preferably have the potential capacity for 50 to 200 beds for new facilities and up to 400 beds for replacement of an existing facility; stand-alone Transitional Residences for families would preferably have the potential capacity for 40 to 100 units. Drop-In Centers would preferably have the potential capacity to serve up to 300 clients on-site per day. Greater consideration will be given to proposers for Drop-In Centers that demonstrate the ability to outreach to and engage the homeless population and/or the capacity to provide off-site beds, laundry/laundry services and, if needed, transportation from and back to the Drop-In Center either directly or indirectly through established linkages with "faith" (i.e., religious affiliated) and/or community beds. The Neighborhood Based Cluster Transitional Residences for families would have a minimum capacity of 10 cluster apartment units (i.e., apartments in close proximity to one another) within a specified community district to house eligible homeless families. The selected provider would closely monitor and assist families in a specific community setting to facilitate obtaining appropriate support services, including but not limited to counseling, access to childcare, employment and referrals.

In the case of stand-alone Transitional Residences and Drop-In Centers, DHS will not consider sites that are existing buildings currently housing residential tenants who would have to be either displaced or relocated, have significant environmental issues (i.e., where hazardous materials are present that cannot be abated safely at minimal cost) or where the scope and/or cost of renovations would be significantly altered by landmark or historic district designations. Greater consideration will be given to sites located in M1 or C1 through C6 zoning district, have no current use, and are accessible to public transportation, particularly subways. DHS reserves the right to conduct a site visit in order to assess the proposed site and, if applicable, the condition of the proposed existing facility.

In the case of Neighborhood Based Cluster Transitional Residences for families, the buildings would meet all applicable NYC building codes and regulations and all apartments would be free of any violations which may have an effect on the safety of the families. The provider would ensure that the landlord or designee (i.e., property management) be responsible for maintenance and repairs of the apartments. The lease for each apartment would be held in

the provider's name. In addition, apartments would be subject to DHS inspection prior to occupancy.

Proposers that lack experience in locating appropriate facility sites are encouraged to work with qualified consultants, brokers, or developers.

B. Program Options

Proposers may propose to provide program Option #1, #2 and/or #3 or any combination thereof. DHS will determine whether to award the (1) contract for more than one program option.

C. Anticipated Contract Term

It is anticipated that the term of the contracts awarded through this RFP will be for a term of between 3 and 10 years including renewal options and depending on the financial terms and conditions.

D. Payment Structure

Stand-alone Transitional Residences and Drop-In Centers

The contracts for stand-alone Transitional Residences and Drop-In Centers to be awarded through this RFP may include both capital and expense funding. The contracts will be comprised of two phases: facility development and facility operations.

During Phase I: Development, DHS will provide funding during the development phase that may be used to cover rent or mortgage costs, taxes, insurance, broker and/or consultant fees, and start-up costs, in addition to the costs of design and/or construction or renovation. The development phase may take up to 18 months, dependent upon the complexity of work required and the way in which the renovations are implemented.

Contractors will be encouraged to finance initial facility development themselves, for which they would be reimbursed by DHS through the operating budget. Where self-financing is not available, DHS Capital funds may be used. DHS has several funds available to support necessary design and/or construction or renovations at proposed sites. In each case, DHS and the contractor will be required to comply with the competitive bidding requirements of the City's Procurement Policy Board (PPB) Rules and section 101 of the New York State Wick's Law.

During Phase II: Operations, contractors providing Adult Transitional Residences and Drop-In Centers will be paid on a budget reimbursable basis for actual expenses incurred. Contractors providing Family Transitional Residences will be paid on a per unit per unit rate basis. The current average operating costs for stand-alone Transitional Residences for adults is \$50 per bed per day, for stand-alone Transitional Residences for families is \$80 per unit per day and for on-site services at Drop-In Centers is \$11 per unit per day. Greater consideration will be given to proposers that offer competitive prices, including, where applicable, prices for off-site beds (inclusive of laundry/linen service and, where applicable, transportation) to be linked to Drop-In

Centers. Actual funding amounts will be dependent on the size of a facility and the specific types and level of services to be provided. All funds will be subject to appropriation.

Neighborhood Based Cluster Transitional Residences for Families

The program will reimburse the provider up to \$95.00 per unit per day. This amount includes funds for support service staff and OTPS expenses including lease payments to the landlord(s). A nominal amount of funding will be available for start-up costs such as broker fees, furnishings, utilities, etc. Greater consideration will be given to proposers that offer competitive prices. Actual funding amounts will be dependent on the number and size of the apartments proposed and the types of services to be provided. All funds will be subject to appropriation.

E. Minimum Qualification Requirements

Proposers that fail to meet all of the following minimum qualification requirements will be determined by the agency to be non-responsive and will be disqualified.

- All proposers must have tax exempt status under 501(c)(3) of the Internal Revenue Code and/or be legally incorporated as a for-profit entity
- All proposers must demonstrate that they have, or can obtain by the anticipated contract start date, site control of the proposed Standalone facility location(s)
- All proposers must demonstrate an intent to enter into lease agreements with the owner(s) or management designee(s) for each property.

F. Other Qualifications

Greater consideration will be given to stand-alone Transitional Residential and Drop-In Center facilities located in zoning districts M1 or C1 through C6 in New York City. DHS will not consider proposals for either stand-alone or Neighborhood Based Cluster Transitional Residences for families that:

- Cause the displacement or relocation of existing residential tenants.
- Have significant environmental issues. This may include sites where hazardous materials can not be safely abated or where proper abatement would be prohibitively expensive.
- Where the scope and/or cost of renovation would be significantly altered by landmark or historic district designations.

In addition, greater consideration will be given to proposers that demonstrate two or more years of successful experience in providing social services to homeless people.

SECTION III - SCOPE OF SERVICES

A. Agency Goals and Objectives

- Provide temporary emergency shelter for eligible homeless people in a safe, supportive environment.
- Provide drop-in services to people living in public places, determine eligibility for emergency housing services, assess client service needs, and offer services to enable people to assume responsibility for achieving the goal of independent living in permanent housing.
- To ensure successful long-term outcomes for individuals and families who are, or who may become homeless.

B. Agency Assumptions Regarding the Program Approach

Facility Capacity/Use

- Stand-alone Transitional Residences Single adult facilities would preferably have the potential capacity of 50 to 200 beds for new families and up to 400 beds for replacement of an existing shelter. Family facilities would preferably have the potential capacity for 40 to 100 units. DHS will consider mixed-use facilities (e.g., adults and families within the same facility; a Transitional Residence and a Drop-In Center within the same facility).
- Drop-In Centers Drop-In Center facilities would preferably have the potential capacity to serve up to 300 clients on-site per day.
- Neighborhood Based Cluster Transitional Residences for Families would preferably be within a range of up to 100 units.

Facility Site Location/Development

- Stand-alone Transitional Residences and Drop-In Centers

Preferably, the site would be located in M1 or C1 through C6 zoning districts, have no current use, and be accessible to public transportation, particularly subways.

- Phase 1: Development would encompass all design and construction and/or renovation activities necessary to establish the facility. The contractor would be responsible for selecting and contracting with, subject to DHS approval, qualified, experienced professionals, including, as applicable, an architect, a project manager, construction manager, and construction firms.

After construction is complete, facilities would be in accordance with all applicable laws, codes and regulations including, but not limited to: Part 491 for adult facilities and Part 900 of OTDA regulations for family facilities.

- *Neighborhood Based Cluster Transitional Residences for Families would be located in residential community districts in close proximity to each other in order to facilitate access to appropriate support services. The proposer would describe where the buildings are in relationship with each other and the proposer's administrative offices and other social service facilities to which the families would have access.*

Operations

Phase II: Operations, which would commence once the construction or renovation of the facility, if any, is complete, would encompass the actual day to day management of the applicable facility(ies). The contractor would, at a minimum, provide the following:

- Stand-alone Transitional Residences and Drop-In Centers

The contractor would provide the following, directly or indirectly through subcontracting agreements with qualified providers.

- Social Services - An array of social services appropriate to the population served.
- Security/Supervision - A high level of security and supervision 24 hours a day, seven days a week.
- Building Management - Maintenance of all areas of the shelter in a sanitary and safe condition and maintenance and repair of the facility, including all mechanical systems and interior and exterior building components.
- Community Relations - Development and implementation of a "good neighbor" plan for the facility. The plan would address how quality of life issues in the immediate area such as security, loitering, and sanitation would be handled and how the transitional residence or drop-in center could be used as a resource for the community.
- Other Support Services - Health services including referrals to neighborhood clinics, recreation, food services and counseling and case management.
- *In addition to the above, the contractor for a stand-alone Transitional Residence would provide laundry/linen services and, if applicable, child care services directly or indirectly through subcontracting agreements with qualified providers.*
- *In addition to the above, the contractor for a Drop-In Center would:*
 - Provide outreach and engage the homeless population.
 - Provide, directly or indirectly through sub-contracting agreements with qualified providers, a progressive level of social services that may include individual/group counseling, advocacy, mental health programming, substance abuse services, life skills training and vocational and employment program activities.

- Provide off-site beds, laundry/linen services and, if needed, transportation from and back to the Drop-In Center either directly or indirectly through established links with "faith" (i.e. religious affiliation) and/or community beds.

• **Neighborhood Based Cluster Transitional Residences for Families**

All services would be compatible with the Tier II transitional model. For services that are not reimbursable under Part 900 regulations of the NYSOTD, the proposer would demonstrate service linkages. The contractor would provide the following, directly or indirectly through subcontracting agreements with qualified providers:

- **Social Services** - An array of social services appropriate to the population served including a plan to visit each apartment
- **Community Relations** - Development and implementation of a "good neighbor" plan for each apartment building. The plan would address low quality of life issues in the immediate area such as security, littering, and sanitation needs to be handled.
- **Other Support Services** - Access to health services including referrals to neighborhood clinics, recreation, counseling and case management.

In addition to the above, the contractor would provide on or off-site laundry services in close proximity to the residences and child care services directly or indirectly through subcontracting agreements with qualified providers.

In addition, a 24-hour telephone hot-line would be established in order for families to contact the provider for emergency and other crisis intervention issues.

C. Agency Assurances Regarding Performance Outcome Measures and Related Financial Incentives and/or Disincentives

The Agency's assurances regarding which performance outcome measures and related financial incentives and/or disincentives will best ensure that the selected proposer(s) will perform the work under the contract(s) awarded from this RFP in a manner that is cost-effective for the Agency and most likely to achieve the Agency's goals and objectives.

These measures would be based on the contractor's demonstrated excellence, as measured by performance outcome indicators for the following areas:

Stand-alone Transitional Residence for Adults: housing placement; program placement and recidivism.

Stand-alone Transitional Residence for Family and Neighborhood Based Cluster Transitional Residences for Families: housing placement; school attendance; length of stay; and recidivism.

Drop-In Centers: engagement and housing placement (transitional and placement).

Any incentive payment may only be used for the following contract related purposes, subject to DHS approval: enrichment of the on-site program; staff incentives; and, to provide a rent and/or service supplement to relocated individuals.

SECTION IV - PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES

A. Evaluation Procedures

All proposals received by the agency will be reviewed on an on-going basis to determine whether they are responsive or non-responsive to the requirements of the RFP. Proposals that are determined by the agency to be non-responsive will be disqualified. The agency's Evaluation Committee will evaluate all responsive proposals. Although discussions may be conducted with proposers submitting acceptable proposals, the agency reserves the right to award contracts on the basis of initial proposals received. Therefore, the proposer's initial proposal should contain its best programmatic and price terms.

B. Evaluation Criteria

The following evaluation criteria, listed in descending order of importance, will be applied to proposals submitted in response to this RFP:

- | | |
|---|-----|
| • Demonstrated quantity and quality of successful relevant experience | 40% |
| • Quality of proposed program approach | 40% |
| • Demonstrated level of organizational capability | 20% |

C. Basis for Contract Award

Proposals will be reviewed by the Department, as they are received, and contracts will be awarded on an on-going basis, until the agency's capacity needs are met. DHS reserves the right to award a contract on the basis of initial offers received without discussion. Each initial offer, therefore, should contain the proposer's best terms with respect to both program and cost. Contracts will be awarded to responsible applicants whose negotiated offers are determined to be the most advantageous to the City, taking into consideration the price and other such factors and criteria set forth in the RFP. Contract award will be subject to the timely completion of contract negotiations between the agency and the selected proposer.

SECTION V - GENERAL INFORMATION TO PROPOSERS

A. Complaints. The New York City Comptroller is charged with the audit of contracts in New York City. Any proposer who believes that there has been unfairness, favoritism or impropriety in the proposal process should inform the Comptroller, Office of Contract Administration, 1 Centre Street, Room E35, New York, NY 10007; the telephone number is (212) 659-3060. In addition, the New York City Department of Investigation should be informed of such complaints at its Investigations Division, 80 Maiden Lane, New York, NY 10038; the telephone number is (212) 825-3959.

B. Applicable Laws. This Request for Proposals and the resulting contract award(s), if any, unless otherwise stated, are subject to all applicable provisions of New York State Law, the New York City Administrative Code, New York City Charter and New York City Procurement Policy Board (PPB) Rules. A copy of the PPB Rules may be obtained by contacting the PPB at (212) 758-7820.

C. General Contract Provisions. Contracts shall be subject to New York City's General Contract Provisions, a copy of which is available through the Authorized Agency Contact Person.

D. Contract Award. Contract award is subject to each of the following applicable conditions: New York City Fair Share Criteria; New York City MacBride Principles Law; New York City Human Law; submission by the proposer of the New York City Department of Business Services Division of Labor Services Employment Report and certification by that office; submission by the proposer of the requisite VBE/DBE Questionnaire Affidavit of No Change and review of the information contained therein by the New York City Department of Investigation; all other required oversight approvals; applicable provisions of federal, state and local laws and executive orders relating to affirmative action and equal employment opportunity; and Section 8-106.1 of the New York City Administrative Code relating to the Local Based Enterprise program and its implementation rules.

E. Proposer Appeal Rights. Pursuant to New York City's Procurement Policy Board Rules, proposers have the right to appeal agency non-responsibility determinations and agency non-responsibility determinations and to protest an agency's determination regarding the solicitation or award of a contract.

F. Multi-Year Contracts. Multi-year contracts are subject to identification or cancellation if adequate funds are not appropriated to the agency to support continuation of performance in any City fiscal year succeeding the third fiscal year and/or if the contractor's performance is not satisfactory. The agency will notify the contractor, agency as to whether the funds are, or are not, available for the continuation of the multi-year contract for each succeeding City fiscal year. In the event of cancellation, the contractor will be reimbursed for those costs, if any, which are so provided for in the contract.

G. Payment Policy. Pursuant to the New York City's Procurement Policy Board Rules, it is the policy of the City to process contract payments efficiently and expeditiously.

H. Prices Irrevocable. Prices proposed by the proposer shall be irrevocable until contract award, unless the proposal is withdrawn. Proposals may only be withdrawn by submitting a written request to the agency prior to contract award and after the expiration of 90 days after the opening of proposals. This shall not limit the discretion of the agency to request proposers to revise proposed prices through the submission of best and final offers and/or the conduct of negotiations.

I. Confidential, Proprietary Information or Trade Secrets. Proposers should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification of why such materials, upon request, should not be disclosed by the City. Such information must be easily separable from the non-confidential sections of the proposal.

J. RFP Postponement/Cancellation. The agency reserves the right to postpone or cancel this RFP, in whole or in part, and to reject all proposals.

K. Proposer Costs. Proposers will not be reimbursed for any costs incurred to prepare proposals.

L. Charter Section 3128b Certification. DHS has determined that the contract(s) to be awarded through this Request for Proposals (PIN # 071-005-000762) will not directly result in the displacement of any New York City employee.

Signature



Date

APPENDIX A

(Revised pursuant to Addendum No. 5 Issued on DECEMBER 30, 2002.)

DEPARTMENT OF HOMELESS SERVICES

PROPOSAL FORM

(PIN # 071 005 503 262)

[Please check whichever Option(s) is applicable.]

- OPTION #1:** DEVELOPMENT AND OPERATION OF A NEW STAND-ALONE TRANSITIONAL RESIDENCE FOR HOMELESS SINGLE ADULTS AND/OR FAMILIES AND/OR A NEW DROP-IN CENTER FOR HOMELESS ADULTS
- OPTION #2:** DEVELOPMENT AND OPERATION OF A REPLACEMENT SITE FOR AN EXISTING STAND-ALONE TRANSITIONAL RESIDENCE FOR HOMELESS SINGLE ADULTS AND/OR FAMILIES AND/OR AN EXISTING DROP-IN CENTER FOR HOMELESS ADULTS
- OPTION #3:** DEVELOPMENT AND OPERATION OF NEIGHBORHOOD BASED CLUSTER TRANSITIONAL RESIDENCES FOR FAMILIES

A. PROPOSER INFORMATION

1) PROPOSER:

Name _____

Address _____

Tax Identification Number _____

2) PROPOSER'S AUTHORIZED REPRESENTATIVE:

Name _____

Title _____

Telephone Number _____ Fax Number _____

E-mail Address (if available) _____

Signature _____

Contact Person (if other than authorized representative)

Name _____

Title _____

Telephone Number: _____ Fax Number _____

E-mail Address (if available) _____

3) PROPOSER'S ORGANIZATIONAL STATUS: (Check appropriate box)

Not For Profit

For Profit

NOTE TO PROPOSERS - RESPOND TO SECTION "B1/2" OR SECTION "B3", BELOW, WHICHEVER IS APPLICABLE.

B1/2. PROPOSED SITE INFORMATION - OPTIONS #1 AND #2

1) IF PROPOSING OPTION #2, A REPLACEMENT SITE:

- a) PROVIDE A DESCRIPTION OF THE CURRENT SITE AND PROGRAM, THE CURRENT CONTRACT TERM, DOLLAR AMOUNT AND THE NUMBER OF CLIENTS SERVED ON AN ANNUAL BASIS.
- b) IF APPLICABLE, DESCRIBE THE COMPELLING CIRCUMSTANCES THAT NECESSITATE THE REPLACEMENT OF THE CURRENT SITE. ATTACH INDEPENDENT SOURCE DOCUMENTATION IF AVAILABLE.
- c) IF APPLICABLE, DEMONSTRATE WHY A REPLACEMENT SITE WOULD OFFER OVERALL MORE ADVANTAGEOUS TERMS FOR THE CITY.

[Note: All remaining portions of "B1/2", below, apply to both Option #1 and #2 and should be addressed by the Proposer.]

2) TYPE/CAPACITY OF PROPOSED FACILITY

[Check all that apply and indicate number of beds, units, clients, etc.]

Standalone Transitional Residence

Single Adult # Beds _____

Family # Units _____

Drop-in Center # Clients/Day _____

Off Site Link Beds _____

3) LOCATION OF PROPOSED FACILITY

Address: _____

Borough: _____ Block: _____ Lot: _____

Community District: _____

4) STATUS OF SITE CONTROL

NOTE: FOR ANY CITY OWNED PROPERTY, SITE CONTROL IS NOT REQUIRED

Current Control as evidenced by the attached documentation:

- Certificate of Occupancy
- Deed
- Lease
- Contract of purchase
- Other (Specify): _____

OR

Control will be obtained by anticipated contract start date as evidenced by the attached documentation:

- Purchase option agreement
- Letter of intent from owner/Landlord to sell/lease to preparer
- Contract of sale
- Other

5) DESCRIPTION

Building

- a) Zoning District designation: _____
- b) Number of floors: _____
- c) Average square footage per floor: _____
- d) Is the facility ADA compliant? Yes No
- e) Is the facility currently occupied? Yes No
- f) Does the facility have significant environmental issues? Yes No
- g) Is the facility under the jurisdiction of City, State or Federal regulations? Yes No

OR

Vacant Lot

- a) Zoning District designation: _____
- b) Dimensions of lot _____ feet X _____
- c) Buildable area of lot _____ square feet.
- d) Does the lot have significant environmental issues? Yes No
- e) Is the lot in an area under the jurisdiction of City, State or Federal landmark regulations? Yes No

6) ATTACH DOCUMENTATION OF NOTIFICATION TO AND/OR LETTER(S) OF SUPPORT FROM THE RESPECTIVE COMMUNITY BOARD INDICATING THE PROPOSER'S INTENT TO APPLY FOR FUNDING FROM THE DHS TO DEVELOP AND OPERATE A STANDALONE TRANSITIONAL RESIDENCE OR DROP-IN CENTER IN THEIR COMMUNITY BOARD.

7) ATTACH A TIME LINE THAT ESTIMATES AND DESCRIBES A PROPOSED SCHEDULE, AS APPLICABLE, FOR ACQUIRING THE PROPOSED SITE, DEVELOPING (I.E., CONSTRUCTING OR RENOVATING) THE PROPOSED FACILITY AND ASSUMING FULL OPERATION OF THE FACILITY.

B3. PROPOSED SITE INFORMATION - OPTION #3

1) CAPACITY/LOCATION/DESCRIPTION PROPOSED FACILITY(IES)

Total # of Buildings _____ Total # Units _____

Address: _____

Borough: _____ Block: _____ Lot: _____

Community District: _____

- a) Number of Units: _____
- b) Studio _____ 1BR _____ 2BR _____ 3BR _____ 4BR _____
- c) Is the facility ADA compliant? Yes No
- d) Is the facility currently occupied? Yes No
- e) Does the facility have significant environmental issues? Yes No
- f) Is the lot in an area under the jurisdiction of City, State or Federal landmark regulations? Yes No

Address: _____
Borough: _____ Block: _____ Lot: _____
Community District: _____

- a) Number of Units: _____
b) Studio _____ 1BR _____ 2BR _____ 3BR _____ 4BR _____
c) Is the facility ADA compliant? [] Yes [] No
d) Is the facility currently occupied? [] Yes [] No
e) Does the facility have significant environmental issues? [] Yes [] No
f) Is the lot in an area under the jurisdiction of City, State
or Federal landmark regulations? [] Yes [] No

Address: _____
Borough: _____ Block: _____ Lot: _____
Community District: _____

- a) Number of Units: _____
b) Studio _____ 1BR _____ 2BR _____ 3BR _____ 4BR _____
c) Is the facility ADA compliant? [] Yes [] No
d) Is the facility currently occupied? [] Yes [] No
e) Does the facility have significant environmental issues? [] Yes [] No
f) Is the lot in an area under the jurisdiction of City, State
or Federal landmark regulations? [] Yes [] No

additional sheet(s) attached

2) ATTACH DOCUMENTATION OF NOTIFICATION TO AND/OR LETTER(S) OF SUPPORT FROM THE RESPECTIVE COMMUNITY BOARD(S) INDICATING THE PROPOSER'S INTENT TO APPLY FOR FUNDING FROM THE DHS TO DEVELOP AND OPERATE A TRANSITIONAL RESIDENCE(S) IN THEIR COMMUNITY BOARD.

3) ATTACH A TIME LINE THAT ESTIMATES AND DESCRIBES A PROPOSED SCHEDULE, AS APPLICABLE, FOR ACQUIRING THE PROPOSED SITE(S), DEVELOPING (I.E., RENOVATING) THE PROPOSED FACILITY(IES) AND ASSUMING FULL OPERATION OF THE FACILITY(IES).

C. EXPERIENCE/QUALIFICATIONS OF PROPOSER

- 1) Proposer has been in operation for _____ years.
- 2) Proposer employs _____ staff.
- 3) Proposer currently operates or has previously operated (Check all that apply):
 - Standalone Transitional Residence program(s)
 - Drop-In Center program(s)
 - Transitional Residence program(s)
 - Scattered-site programs

4) Provide the information requested below for EACH program reflected in "3", above, if any.

- a) Type of program _____
- b) Address of program _____
- c) Dates of operation _____
- d) Capacity of program: (Indicate all that are applicable)
_____ beds _____ units _____ clients/day _____ off site linkage beds
- e) Special population(s) served by program:
 - Single Adults
 - Families
 - Elderly
 - Mentally Disabled
 - Persons with AIDS/HIV
 - Substance Abusers
 - Ex-Offenders
 - Veterans
 - Young Adults
 - Other _____

-
- a) Type of program _____
 - b) Address of program _____
 - c) Dates of operation _____
 - d) Capacity of program: (Indicate all that are applicable)
_____ beds _____ units _____ clients/day _____ off site linkage beds
 - e) Special population(s) served by program:
 - Single Adults
 - Families
 - Elderly
 - Mentally Disabled
 - Persons with AIDS/HIV
 - Substance Abusers
 - Ex-Offenders
 - Veterans
 - Young Adults
 - Other _____

_____ additional sheet(s) attached

5) DESCRIBE THE PROPOSER'S SPECIFIC EXPERIENCE WORKING WITH THE GENERAL HOMELESS POPULATION AND/OR ONE OR MORE OF THE SPECIAL POPULATIONS CITED IN 4(c) ABOVE.

6) Proposer has held a NYC contract(s) within the last FIVE (5) years.

YES

NO

If YES, provide the information requested below for each of the two most current contracts, in the following order of preference: 1) contract(s) for the provision of the same or related services to those being solicited; 2) other contract(s). If only one NYC contract was held, check here: and provide the requested information for that contract.

Contract Title: _____
a) Name of contracting agency: _____
b) Term of contract: _____
c) Dollar value of contract: \$ _____
d) Most recent performance rating received: _____
e) Name of agency contact: _____
f) Telephone # of agency contact: _____

Contract Title: _____
a) Name of contracting agency: _____
g) Term of contract: _____
h) Dollar value of contract: \$ _____
i) Most recent performance rating received: _____
j) Name of agency contact: _____
k) Telephone # of agency contact: _____

7) DEMONSTRATE THE PROPOSER'S ADMINISTRATIVE CAPACITY TO HIRE PROFESSIONAL STAFF, MANAGE THE DESIGN AND CONSTRUCTION OR RENOVATION ACTIVITIES, OBTAIN FINANCING AND DEVELOP A TRANSITIONAL PLAN FOR THE OPERATION OF THE FACILITY.

D. PROPOSED PROGRAM APPROACH

E. ATTACH A CLEAR AND CONCISE NARRATIVE THAT DESCRIBES IN DETAIL HOW THE PROPOSER WILL PROVIDE THE PROGRAM DESCRIBED IN SECTION III - SCOPE OF SERVICES.

F. PROPOSED COST

1) Phase I - Acquisition and Development (Check each appropriate box and provide an estimate of the applicable facility costs.)

- Acquire site \$ _____
- Design/Development ("soft costs") \$ _____
- Construction/Restoration ("hard costs") \$ _____
- Estimated Total for Acquisition and Development \$ _____

2) Phase II - Operation Costs

(Check the applicable box below to indicate the type of program being proposed. Provide dollar amounts requested below and complete the applicable formula to calculate the per diem rate. Operating costs include annual debt service where applicable.)

Standalone Transitional Single Adult Residence

- Total Operating cost (per annum) \$ _____
- 365 days X # of beds.
- [as provided in Part B1/2,(2)] = \$ per diem rate \$ _____

Standalone Transitional Family Residence

- Total Operating cost (per annum) \$ _____
- 365 days X # of units
- [as provided in Part B1/2,(2)] = \$ per diem rate \$ _____

Drop-In Center

(Note: Operating costs include costs associated with overnight placement in "infectious" beds, linen, laundry and transportation costs, if applicable.)

• Total Operating cost (per annum) \$ _____

• 365 days X # of beds _____

[as provided in Part B1/2.(2)] = \$ per diem rate \$ _____

NEIGHBORHOOD BASED CLUSTER TRANSITIONAL RESIDENCES

• Total Operating cost (per annum) \$ _____

• 365 days X # of beds _____

[as provided in Part B1/2.(2)] = \$ per diem rate \$ _____

END OF APPLICATION

Note to Proposers: Review your application to confirm that you have addressed all information requested. Failure to do so may result in the rejection of your proposal as non-responsive.

APPENDIX B

ACKNOWLEDGEMENT OF ADDENDA

REQUEST FOR PROPOSALS

DEVELOPMENT AND OPERATION OF TRANSITIONAL RESIDENCES FOR HOMELESS SINGLE ADULTS OR FAMILIES

PIN # 071-00S-003262

Instructions: This form serves as the proposer's acknowledgment of the receipt of Addenda to this Request for Proposals which may have been issued by the Agency subsequent to Addendum #5. Complete Part I or Part II, as applicable, and sign the form.

Part I

Listed below are the dates of issue for each Addendum subsequent to Addendum #5 received in connection with this RFP.

Addendum #1 - #5 Incorporated into RFP as re-issued on December 30, 2002

- Addendum #6, dated _____
- Addendum #7, dated _____
- Addendum #8, dated _____
- Addendum #9, dated _____
- Addendum #9, dated _____
- Addendum #10, dated _____
- Addendum #11, dated _____
- Addendum #12, dated _____
- Addendum #13, dated _____

Part II

No Addendum subsequent to Addendum #5 was received in connection with this RFP.

Proposer Name: _____
Proposer's Authorized Representative: _____
Name: _____
Title: _____
Signature: _____
Date: _____