

To: Prospective Respondents to the Request for Expression of Interest in Funding: HPD Housing Ambassador Services

From: Jabari A. Haynes, Strategic Program Analyst, APM Strategic Initiatives, NYC Housing Preservation and Development

Subject: Addendum #2 to the Request for Expression of Interest in Funding: HPD Housing Ambassador Services

ADDENDUM #2

The Department of Housing Preservation and Development is issuing **Addendum #2** to the Request for Expression of Interest in Funding: HPD Housing Ambassador Services (“RFEI” hereafter).

I. QUESTIONS AND ANSWERS

i. **Questions by email:**

The questions below were submitted by email between November 12th, 2021 and November 19th, 2021. The answers to those questions are provided below for clarification and information purposes only and do not change the terms and conditions as contained in the issued RFEI:

Question 1: We are having a lot of technical issues with the RFEI document (and we have tried to download it onto four different devices), would you be able to email us the file?

Answer 1: An addendum to RFEI was released on Wednesday November 17, 2021 that may address the difficulties you are experiencing along with some possible solutions. The information can be found using the following link: <https://www1.nyc.gov/site/hpd/services-and-information/housing-ambassador-services-rfei.page>

Question 2: In the fillable PDF form for the Housing Ambassador Services RFEI, when I type in one text box, the information automatically duplicates to other text boxes. When I try to change the second text box, the information in the first text box changes to match that in the second.



For example, on page 9, when I type the name of someone who attended a Housing Ambassador training, that name is automatically entered in all four text boxes for that same date. When I type a different name in the box below the first, all text boxes under that date change to contain the second name I entered. How can I enter different information in each text box?

Answer 2: A similar question has been previously answered. Please refer to Answer 1 of this Addendum #2.

Question 3: We hope you are well, and realize that it is after the deadline for questions. This is more of a technical issue than a contract question: we are having a lot of glitches in the writable pdf application form, and I wondered whether there was a new one issued that might have addressed some of these challenges? A particular problem is that we find when we enter information into one cell of a table, the contents are auto-populated to all the cells in the column.

Answer 3: A similar question has been previously answered. Please refer to Answer 1 of this Addendum #2.

Question 4: I hope this finds you well! I was pretty much ready to submit although had noticed that the original fillable PDF copied itself. The addendum however states that it is okay to submit a word doc as a supplement which is what I was planning on doing. My question now is before it stated A-C was to be returned. Now it says A-D however D is not fillable in the PDF sent. Are we to return the attached as is and continue to only complete A B and C but return the whole document? Please inform and have a great evening!

Answer 4: The submission requirements found in the RFEI, Section VI. Submission Requirements on page 2 still apply.

As per the RFEI: Respondents must complete and submit Attachments A, B, and C to Ambassadors@hpd.nyc.gov

Question 5: Is there a Q&A from the info session held on November 3rd?

Answer 5: An addendum to RFEI was released on Wednesday November 17, 2021 in which an answer to your question can be found in Section II. Questions and Answers, subsection i. RFEI Pre-submission conference call at the top of page 3. That aforementioned addendum can be found using the following link: <https://www1.nyc.gov/site/hpd/services-and-information/housing-ambassador-services-rfei.page>

Question 6: Can you tell me when the contract starts for the Housing Ambassador Services? We will be submitting our RFEI but want to confirm contract start date before finalizing.

Answer 6: The answer to your question can be found in the RFEI in Section II. Period of Performance on page 1.

As per the RFEI: The period of performance for "Ready to Rent" begins upon respondent's receipt of notice of selection pending an affirmative determination of vendor responsibility from HPD and ends 06/30/22.



Question 7: Thank you, is this an annual REI? Can we expect to see this opportunity in FY22?

Answer 7: Provided funding is available, we expect that the Ready to Rent Housing Ambassador Services program will be offered for the Fiscal year of 2023.

Approved for issuance by Shannon Cardone, ACCO, HPD

END OF ADDENDUM #2

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