

FROM: Jay Bernstein, Deputy Agency Chief Contracting Officer, NYC Housing Preservation and Development

TO: Prospective Respondents to the Request for Qualifications for Qualified Marketing Agents

SUBJECT: Addendum #1 to the Request for Qualifications for Qualified Marketing Agents

DATE: September 30, 2020

ADDENDUM #1

The Department of Housing Preservation and Development is issuing **Addendum #1** to the Request for Qualifications for Qualified Marketing Agents ("RFQ" hereafter).

I. QUESTIONS AND ANSWERS

a. RFQ Questions by email

The following Questions were presented to HPD via email between 9/8/2020 and 9/30/2020. 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 RFQ:

Question #1: I'm interested in your marketing RFQ. Please forward any additional information you may have available.

Answer #1: All information about this Request for Qualifications and all relevant application documents are available on this site: <https://www1.nyc.gov/site/hpd/services-and-information/marketing-agent-rfq.page>. To download the application and associated documents, click "Register and download" and fill out the form that appears.

Question #2: I will like to apply for a for the agent

Answer #2: See Question #1 Answer for all information regarding this RFQ.

Question #3: I am unable to open the forms and rfq zip file . can you please email me friendly format ?

Answer #3: If you have trouble downloading the RFQ application documents in a ZIP file, you can send a request to MarketingRFQ@hpd.nyc.gov and we can email you the RFQ application documents.

Question #4: Is this a new list? And is it apart and separate from the inclusionary Admin Agent list?

Answer #4:

- Yes, a new list of Qualified Marketing Agents will be created as a result of the issuance of this list, from entities who apply to this RFQ and are deemed qualified. This RFQ has an initial deadline date of March 5, 2021, after which applications will be reviewed on a rolling basis.
- It is separate from the Inclusionary Housing Program Administering Agent RFQ. Entities are welcome to apply to both. This is a separate submission. For more information on the Administering Agent RFQ, go here: <https://www1.nyc.gov/site/hpd/services-and-information/inclusionary-housing-administering-agent-rfq.page>

Question #5: This is the first time I am completing a RFQ. Should I send the registration, forms and attachments now or should I wait for the training?

Answer #5: See Question #1 Answer for all information regarding this RFQ.

Question #6: Yes, hello I I am still very interested in March 5 Housing.

Answer #6: See Question #1 Answer for all information regarding this RFQ.

Question #7: I noticed the organization needs to provide an EEO-1 form. Can HPD provide this form or this something the applicant must obtain on their own?

Additionally, as a Marketing Agent we only sell affordable units/properties. Do we still need to have a LIHTC compliance certification?

Answer #7:

- The EEO-1 form is a submission required of certain entities by the U.S. Equal Opportunity Commission (EEOC). You can read more about it here: <https://www.eeoc.gov/employers/eeo-1-survey>. Per Form 1, Question IV of the RFQ, it is only required as part of the RFQ application if the applying entity is required to submit this form to the EEOC.
- Per section III A (“Qualification Considerations”) of this RFQ, “Low Income Housing Tax Credit (“LIHTC”) compliance certification, from a certified third-party provider, is required for at least one manager and all staff reviewing applications for eligibility.”

Approved for issuance by ACCO Office:

Jay Bernstein

Deputy Agency Chief Contracting Officer

NYC Housing Preservation and Development

END OF ADDENDUM #1

