

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 #4 to the Request for Qualifications for Qualified Marketing Agents

DATE: January 20, 2021

ADDENDUM #4

The Department of Housing Preservation and Development is issuing **Addendum #4** 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 1/6/2021 and 1/18/2021. 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 RFQ:

Question #1: I am trying to download the forms for the RFQ but I don’t seem to be able to. When I press “submit” nothing happens. It asks to check the “I am not a robot” box, but that box doesn’t appear. Please send me the package or a new link. And please confirm if I am registered.

Answer #1: HPD Tech has tested the RFQ download functionality and confirmed that it is functional. If you continue to experience issues downloading the forms, try refreshing the website or downloading from the Google Chrome web browser.

Question #2: I attended the Pre-Submission meeting on 10/7 and actually announced my name when asked at the start, and I am not reflected on the attendee list.

Answer #2: This was an error of omission and the following company and representative has been added to the attendee list:

Linda Dalrymple, The Community Builders, Inc. - linda.dalrymple@tcbinc.org

Question #3: How can I register for the February 3rd Pre-Submission Conference?

Answer #3: Per Section II. A. (“Application”, page 3) of the RFQ, “All interested parties that have registered to download this RFQ on HPD’s website (<https://www1.nyc.gov/site/hpd/services-and-information/rfps-rfqs-rfeis.page>) will be invited to both pre-submission conferences.”

Question #4: Regarding the training sessions, are they a few hours or full day trainings?

Answer #4: The HPD Marketing Training is roughly eight hours split across two consecutive days. The next scheduled training is January 27-28 from 11:30 – 3:30. To request attendance, please send an email to NYCHPD_Marketing@hpd.nyc.gov.

Question #5: Will marketing agents applying to this RFQ be approved on a rolling basis or does everyone have to wait until after the March deadline for submissions?

Answer #5: Applications to this RFQ will be reviewed on a rolling basis and according to Agency capacity. Applicants approved to appear on the initial Qualified List will be informed at the time of the list's publication, expected some months after the initial deadline. If the Agency has determined that an Applicant is not qualified, it shall state the reasons upon which such determination is based.

Question #6: Good morning and thank you for the email. I was going over the questions, but couldn't locate where the answers can be found. I download the handbook and noticed that the answers are not there. Where can I find the answers on the hpd site?

Answer #6: All answers to questions posed by email to MarketingRFQ@hpd.nyc.gov or at one of the Pre-Submission Conferences are answered in addenda like this one. All issued addenda are emailed to all downloaders of the RFQ, as well as posted to the RFQ website: <https://www1.nyc.gov/site/hpd/services-and-information/marketing-agent-rfq.page>

Question #7: I am trying to download the Marketing RFQ required forms and for some reason it's telling me to register again. Would you be able to assist me with this matter?

Answer #7: Every time you download the RFQ forms from the website, you'll be asked to enter your registration information.

II. CHANGES TO THE RFQ

The following changes have been made to the RFQ:

a. Section II. A. ("Application", page 3)

Delete:

Applications received by Friday, March 5, 2021 at 2:00pm will be considered by the Agency for inclusion on the initial Qualified List.

Replace with:

Applications received by Friday, April 9, 2021 at 2:00pm will be considered by the Agency for inclusion on the initial Qualified List.

Approved for issuance by ACCO Office:

Jay Bernstein

Jay Bernstein

Deputy Agency Chief Contracting Officer

NYC Housing Preservation and Development

END OF ADDENDUM #4