



Partners in Preservation

Organized Tenants, Stronger Communities

April 5, 2023

Pre-Proposal Conference

EPIN: 80623P0015

NYC[™]
Department of
Housing Preservation
& Development

Conference Guidelines

All attendees (i.e., those not appearing on behalf of a City office or Agency) must indicate their attendance by introducing themselves via chat. Access the chat by clicking the text bubble button in the function bar at the bottom of your screen.

Attendees – please sign in on the chat with the following information:

- First and last name (title optional)
- Organization
- Optional details:
 - Indicate if your organization is a NYC Certified M/WBE
 - E-mail address
 - Telephone number

Please mute your microphone during the presentation.

If you have questions during the presentation, please type them in the chat or email PIP@hpd.nyc.gov. We will hold a Q&A at the end of the presentation. Questions emailed during or after the presentation will be answered in a PASSPort addendum.

Conference Agenda

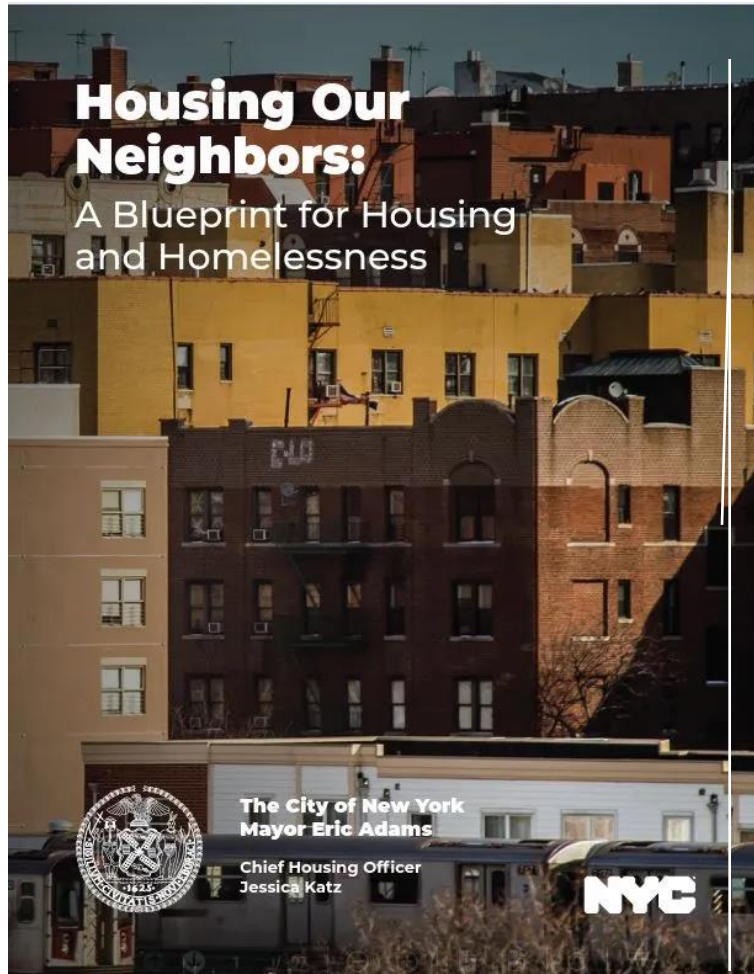
1. **Welcome and Introductions**
2. **Program Summary**
 - Program Overview
 - Contracting Areas
 - Contracting Teams
 - Scope of Work
3. **RFP Guidelines**
 - RFP Timetable
 - Questionnaire and Scoring Guide
 - Documents and Item Grid Expectations
 - Submission Instructions
 - Evaluation and Award
4. **How to Use the PASSPort System (MOCS)**
5. **Questions Reading (Q&A)**
6. **Closing Remarks**

Welcome and Introductions

- **Deputy Director of Tenant Engagement and Special Projects, Chris Servidio**
- **Members of the Partners in Preservation team: Maria Donado, Pablo Haake, and Robel Tekleab**
- **First Deputy Commissioner of HPD, Ahmed Tigani, to welcome attendees**

Program Summary

Overview



Mayor's Housing Blueprint: Partners in Preservation was identified as a key priority for building local capacity to address tenant harassment and protect affordable housing

Program Purpose: Empowering tenants and tenant organizers with dedicated resources, funding, and support through close partnerships and cross-collaboration with City and State agencies can:

1. Improve tenant confidence and self-sufficiency
2. Create noticeable improvements in living conditions
3. Hold landlords accountable for their actions, or inaction
4. Preserve rent-stabilized housing for future generations of New Yorkers

Challenges



Deregulation of rent regulated units and rent increases create greater housing insecurity



Ongoing harassment and displacement of rent-regulated tenants, particularly in low-income communities of color



While 2019 HSPTA laws introduced tenant protections against harassment and deregulation, loopholes still exist



Reactive interventions and lack of coordination across stakeholders

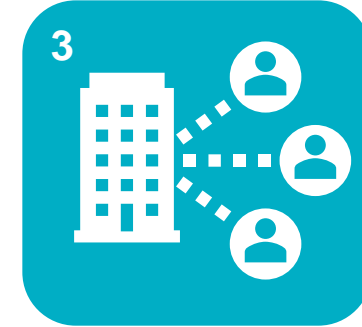
Goals



1
Organized tenants
are empowered to
act collectively



2
Informed tenants
know their rights



3
Improved
living conditions
and displacement
prevention



4
Increased tenant organizing
capacity and institutional support
for partner organizations



5
More effective integration
and coordination with City
resources and responses

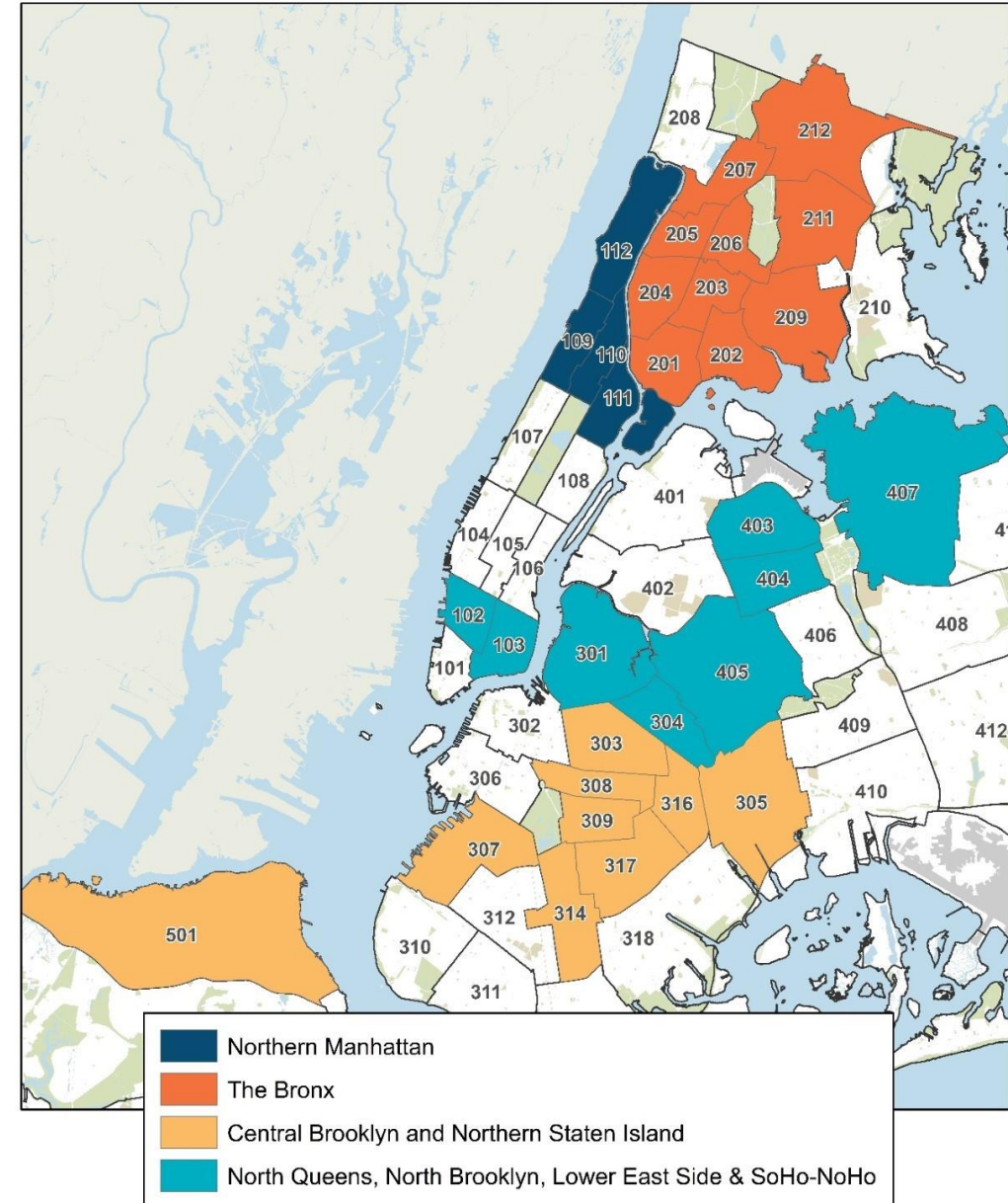
Contracting Areas

Contract Areas

1. Northern Manhattan: \$400K - \$800K
2. The Bronx: \$900K - \$1.3M
3. Central Brooklyn and Northern Staten Island: \$600K - \$1M
4. North Queens, North Brooklyn, Lower East & SoHo-NoHo: \$400K - \$800K

Contract proposals ***do not*** have to cover the entirety of the chosen Contract Area

Partners in Preservation Contract Areas



Northern Manhattan (\$400k - \$800k)

CD 109

West Harlem, Hamilton Heights, Manhattanville

CD 110

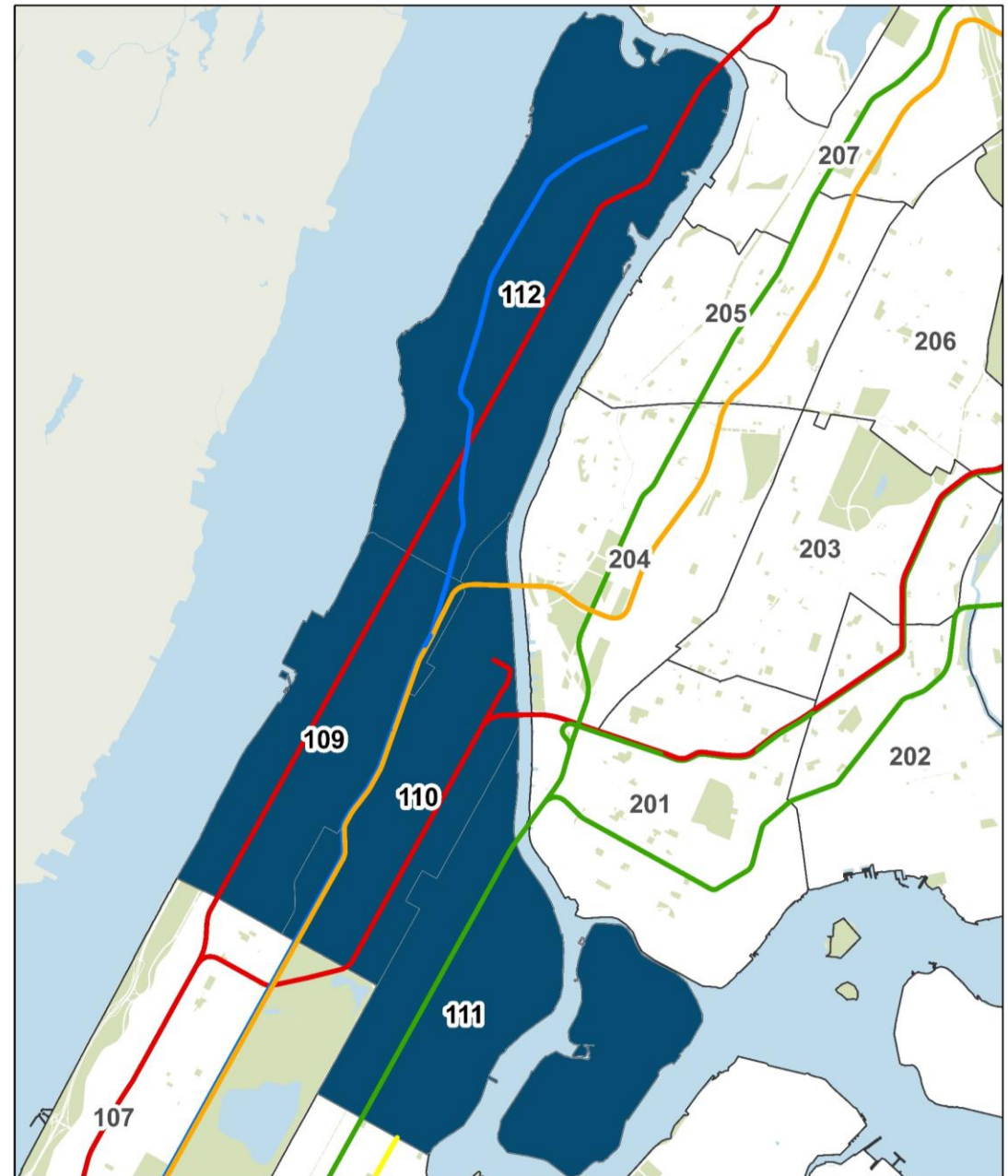
Central Harlem

CD 111

East Harlem

CD 112

Washington Heights and Inwood



The Bronx

(\$900k – \$1.3M)

CD 201

Melrose South, Mott Haven,
Port Morris

CD 202

Hunts Point and Longwood

CD 203

Claremont, Crotona Park
East, Morrisania-Melrose

CD 204

Concourse, Highbridge

CD 205

Morris Heights, Mount Hope,
Fordham South

CD 206

Belmont, East Tremont, Bronx
Park South, Bathgate

CD 207

Bedford Park, Fordham North,
Norwood, Kingsbridge Heights

CD 209

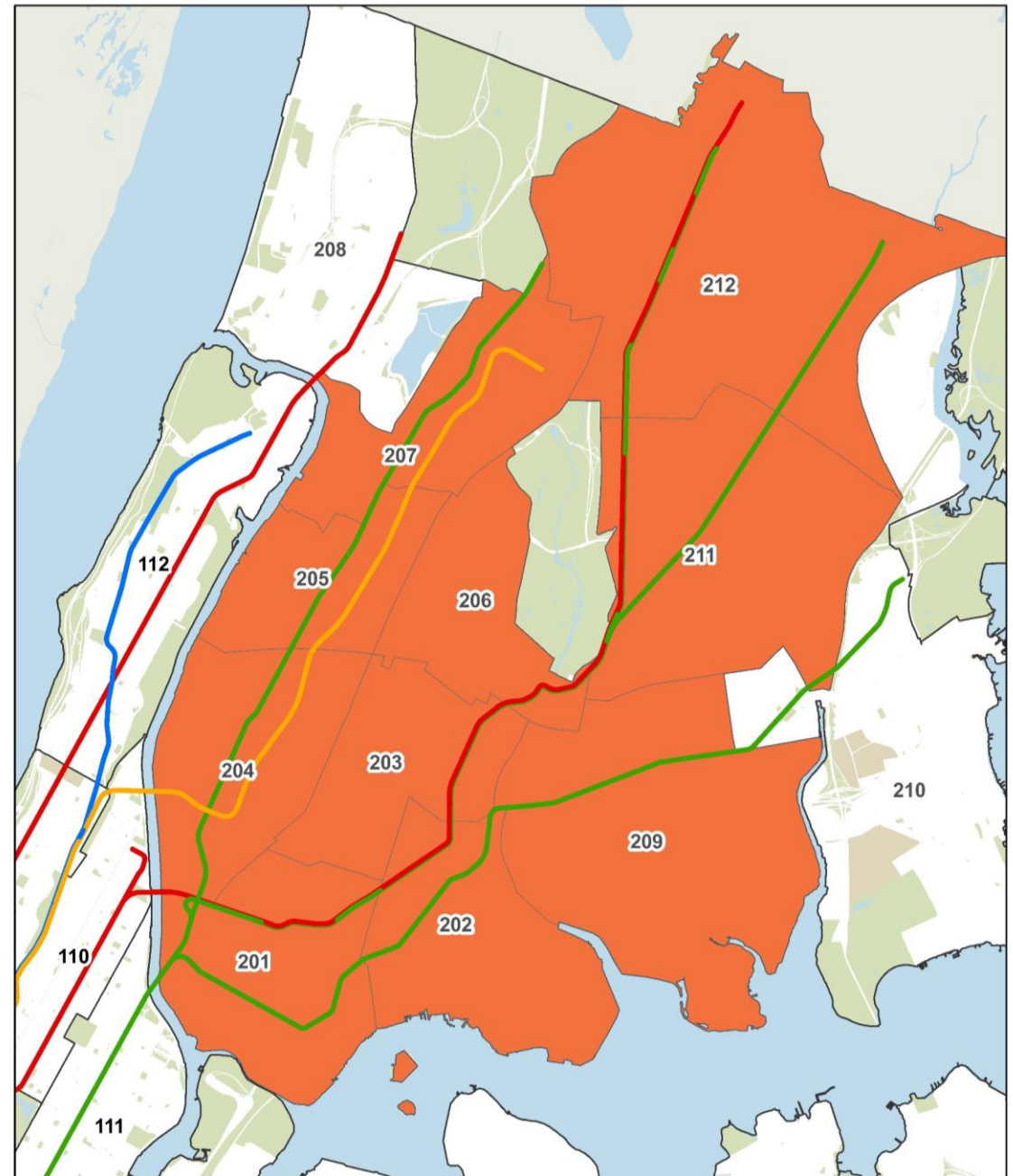
Bruckner, Parkchester,
Castle Hill, Clason Point

CD 211

Bronxdale, Pelham Parkway,
Morris Park, Laconia

CD 212

Woodlawn,
Wakefield, Williamsbridge



Central Brooklyn and Northern Staten Island (\$600k - \$1M)

CD 303
Bedford-
Stuyvesant

CD 305
East New York

CD 307
Sunset Park

CD 308
Crown
Heights

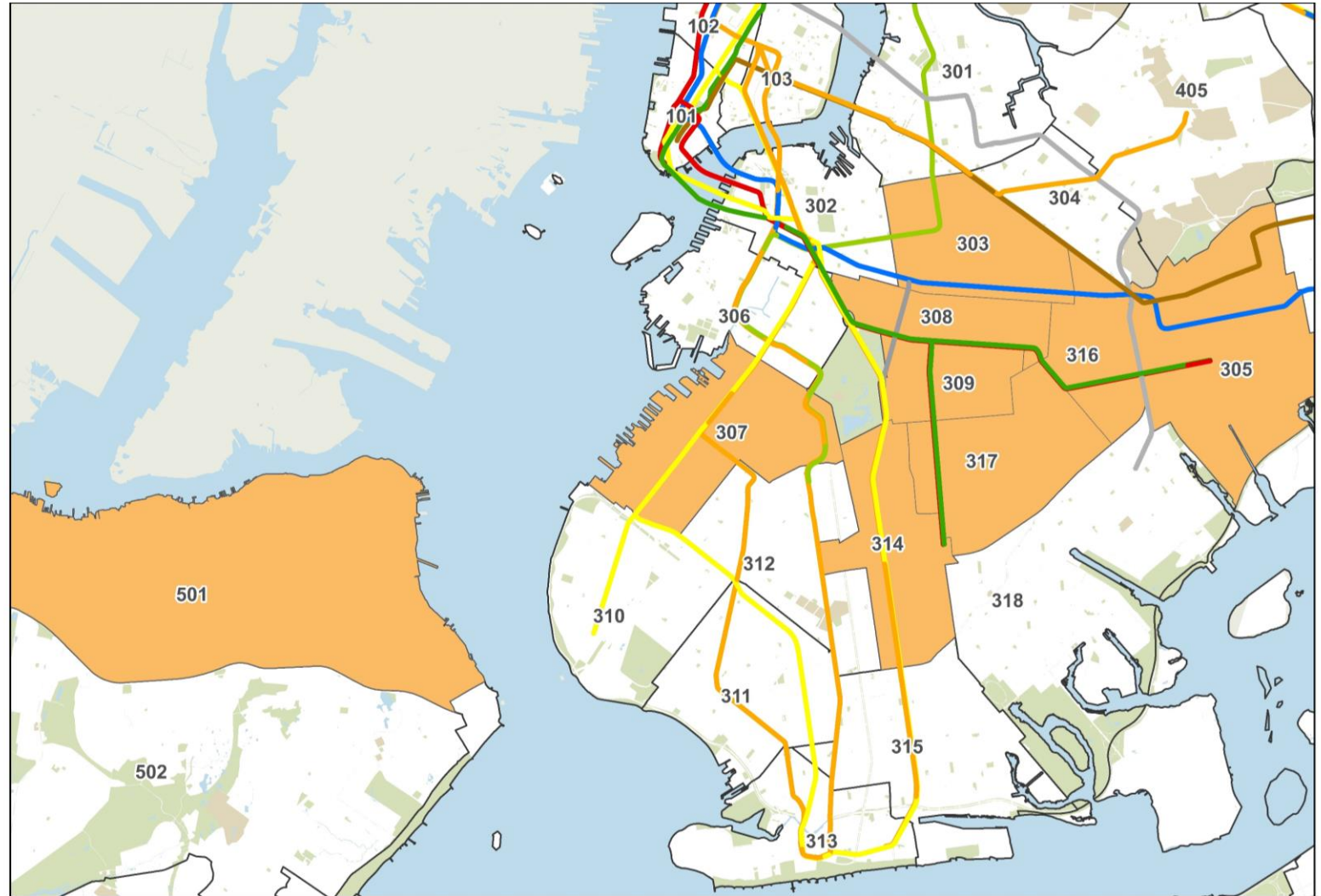
CD 309
Prospect
Lefferts
Garden

CD 314
Flatbush and
Midwood

CD 316
Brownsville
and Ocean
Hill

CD 317
East Flatbush,
Farragut,
Rugby

CD 501
Northern Staten
Island (Stapleton,
Port Richmond,
Mariner's
Harbor)



North Queens, North Brooklyn, Lower East Side, and SoHo-NoHo (\$400k– \$800k)

CD 102

SoHo-NoHo
and West
Village

CD 103

Chinatown
and Lower
East Side

CD 301

Greenpoint
and
Williamsburg

CD 304
Bushwick

CD 403

Jackson
Heights and
North Corona

CD 404

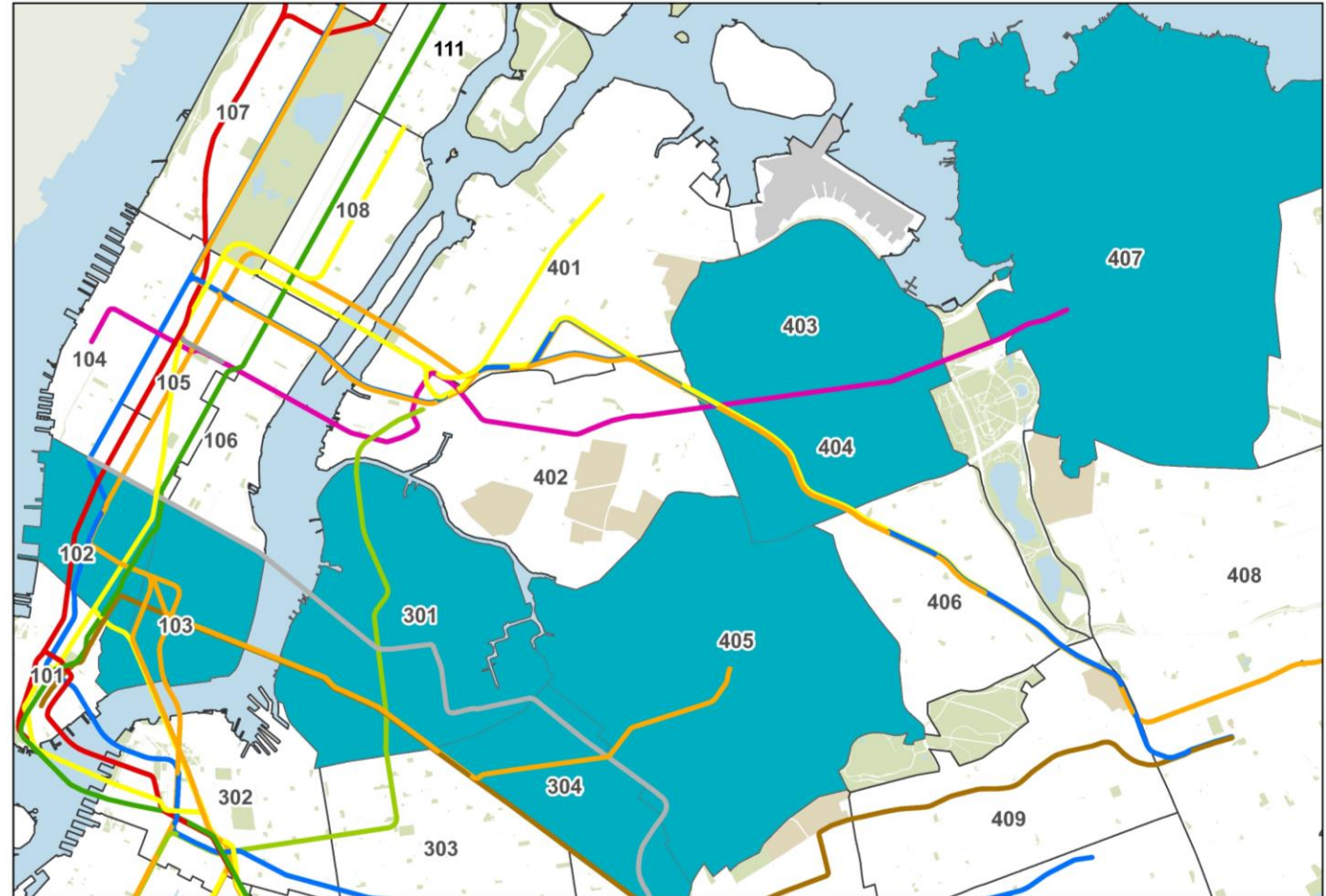
Elmhurst
and South
Corona

CD 405

Ridgewood,
Glendale

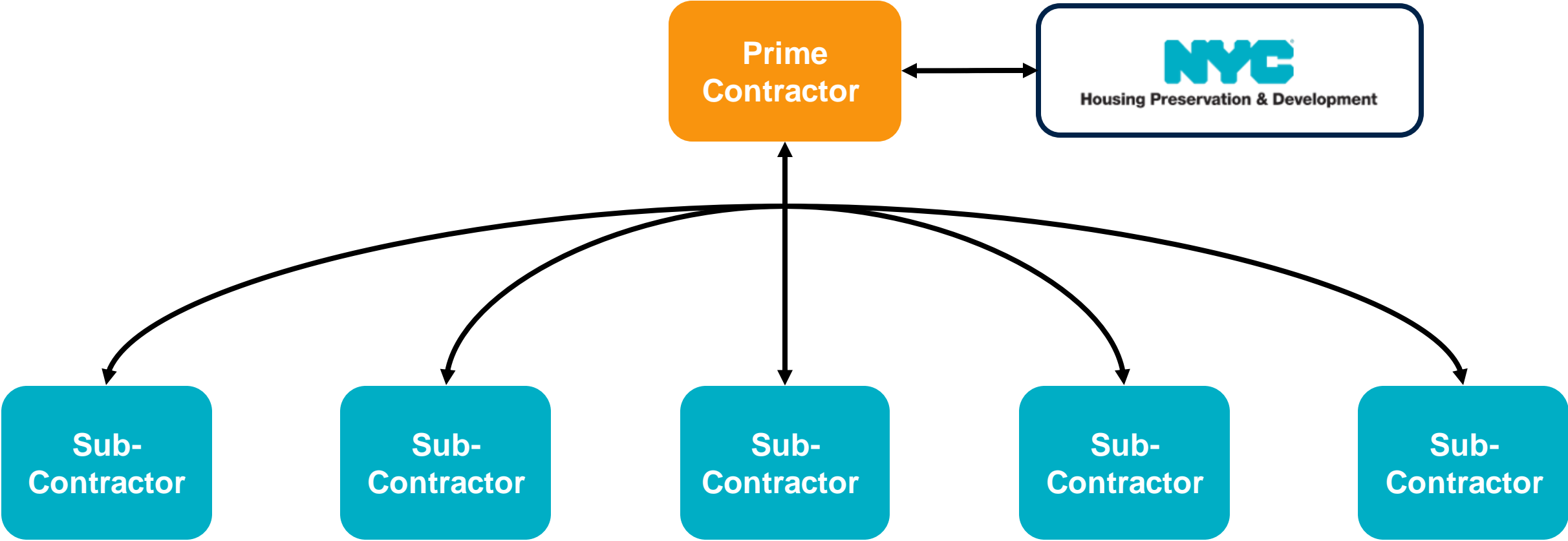
CD 407

Flushing,
Murray Hill



Contracting Teams

Contracting Team



Prime Contractor – Ideal Characteristics



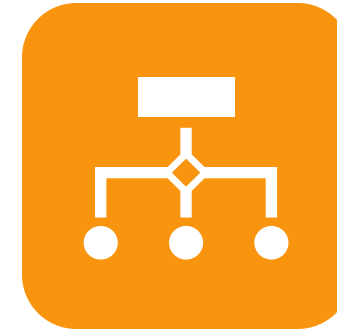
**History of
organizing rent-
regulated tenants in
Contract Area(s)**



**Experience
managing
large, long-term
contracts**



**Commitment to
collaboration
with funding
entity**



**Effective data
collection and
reporting
structures**



**Successful sub-
contractor manag
ement and
collaboration**

Sub-Contractors – Ideal Characteristics



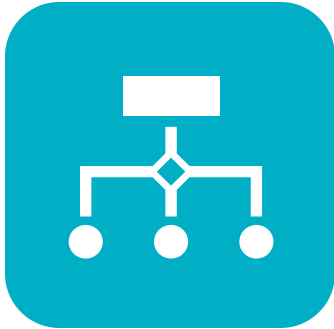
At least one
Sub-Contractor
per Contract
Area



History organizing
rent-regulated
tenants in Contract
Area(s)



Established
relationship with
the community
and other CBOs



Effective data
collection and
reporting
structures

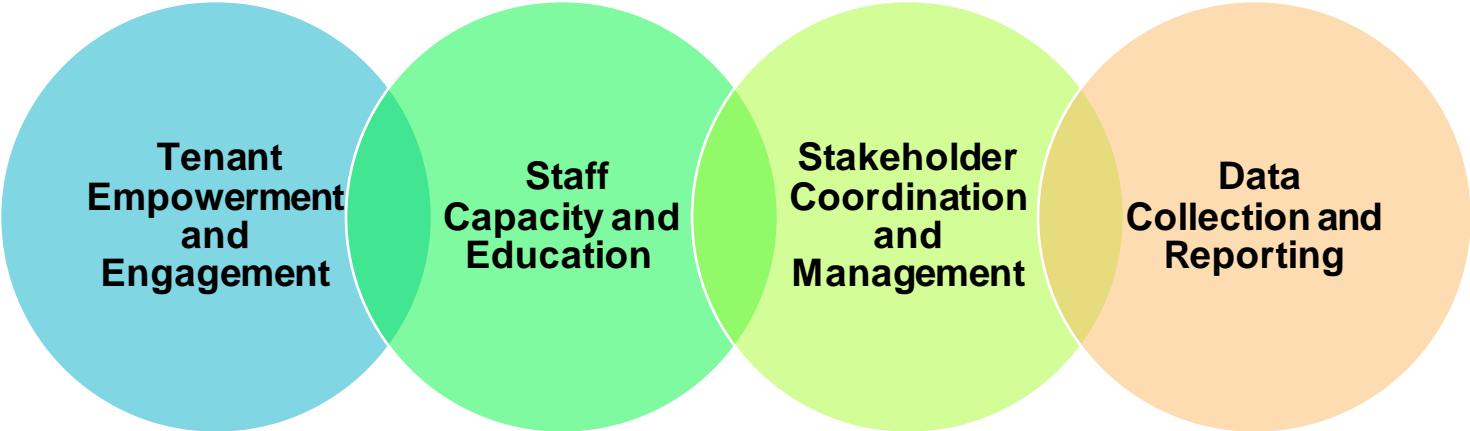


“Emergent”
groups with
limited contract
experience

Scope of Work

Scope of Work

Partners in Preservation is centered on collaboration and flexibility to ensure that the City, CBOs, and other housing stakeholders have the capacity to respond to new needs and challenges that tenants face in their homes.



Tenant Empowerment and Engagement

Prime Contractor

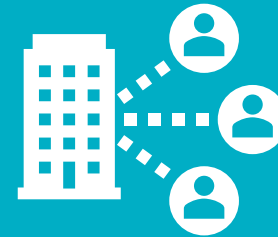


Identify initial needs and monitor progress throughout the program



Define organizing objectives and facilitate tenant leadership development

Contracting Team



Conduct outreach in buildings at risk of harassment and displacement



Form and facilitate tenant associations

Staff Capacity and Education

Prime Contractor



Create a tenant organizer hiring and retention plan



Facilitate knowledge-sharing between tenant organizers and government partners

Contracting Team



Hire or reallocate tenant organizing staff



Plan training exchanges between the Contracting Team and HPD

Stakeholder Coordination and Management

Prime Contractor



Oversee and
manage
contracts



Facilitate regular
meetings between
the Contracting
Team and
stakeholders

Contracting Team



Work closely with
HPD, PEU, and OCJ
and community
partners



Co-develop
building referral
procedures with
the HPD team

Data Collection and Reporting

Prime Contractor



Co-develop data collection standards with the HPD team



Ensure all deliverables are shared with HPD

Contracting Team



Conduct an initial assessment of target buildings



Document and report organizing progress

RFP Guidelines

RFP Details and Timeline

RFP Release Date: Wed, March 15, 2023

Proposal Submission Deadline: Wed, May 3, 2023 at 4pm

Agency Contact Person: Christopher Servidio, PIP@hpd.nyc.gov

Contract Length: 3 years with a possible 3-year renewal

Total Number of Contracts: Up to four contracts

Funding Amount: \$3.15 million per year across the four contracts

Questions Deadline: Wed, April 19, 2023 at 2pm

Send questions to PIP@hpd.nyc.gov

HPD cannot guarantee a response to written questions regarding this RFP received after the deadline

Questionnaire and Scoring Guide

Scoring Criteria

Questionnaire Sections

1. Prime Contractor Experience and Qualifications (20%)
2. Composition of Contracting Team (20%)
3. Organizing Strategy and Approach (25%)
4. Management and Reporting (35%)

General Guidelines:

- You do not need to reach the maximum word limit for every question
- Some responses require attachments

Prime Contractor Experience and Qualifications (20%)

Key details to include:

- ✓ Describe experience working with rent-regulated tenants, undocumented tenants, and tenants with limited English proficiency in your area
- ✓ Describe at least two past projects with similar size and scope along with any noteworthy accomplishments in preventing displacement
- ✓ Clarify existing capacity if engaged in any current contracts

Composition of Contracting Team (20%)

Key details to include:

- ✓ List of Community Districts covered in the selected contract area and respective Sub-Contractors
- ✓ Team's history of serving rent-regulated tenants in the proposed contract area
- ✓ "Emergent" organizations and how they will be supported
- ✓ Any adjacent CDs with a description of tenants' housing challenges there

Organizing Strategy and Approach (25%)

Key details to include:

- ✓ Team's understanding of and alignment with the program
- ✓ Housing type breakdown and tenant challenges in your proposed Community Districts, along with any landlord portfolios that may be an organizing focus
- ✓ A description of the organizing approaches of the Prime Contractor and Sub-Contractor(s), and how they will work in tandem

Management and Reporting (35%)

Key details to include:

- ✓ Staffing plans and staffing chart
- ✓ Budget and timeline showing approach and expect outcomes, using PASSPort templates
- ✓ Plan for coordination and communication structure between HPD and Contracting Teams
- ✓ Data collection and reporting plans

Documents and Item Grid Expectations

In addition to the narrative responses provided to the evaluation questions in PASSPort, proposals must contain the following documents:

1. Contracting Team Staffing Chart
2. Existing Staff Resumes (if applicable)
3. Program Budget
 - ✓ Total Price Proposal provided in the budget **must** match the amount provided in the **Item Grid** on PASSPort
4. Program Timeline
5. Letters of Support from Sub-Contractor(s)
6. IRS Determination Letter 501(c)(3)

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 MOCSS Service Desk
- Responses must be completed and submitted in PASSPort by 4:00 p.m. EST on May 3rd, 2023.
- Please allow sufficient time to complete and submit responses, which includes entering information, uploading documents and entering log-in credentials. 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 prescribed above shall remain in effect.

Evaluation and Award

- Upon Proposal submission, HPD will complete a Responsiveness Check to ensure all requested information, materials and documents have been provided.
- Responses must meet the requirements and evaluation criteria set forth in the RFP.
- Award(s) will be made to the responsive and responsible vendor whose proposal is determined to be the highest technically rated and most advantageous to the City, taking into consideration overall proposal quality and budget as measured against the criteria set forth in the Scope of Work.
- HPD reserves the right to make an award to a Contractor whose proposal is determined to be the most beneficial to the City.
- The final award is contingent upon finalization of contract documents and compliance requirements.

How to Respond to RFx: EPIN 80623P0015 - Partners in Preservation FY24-FY26 Pre-Proposal Conference

April 2023



Steps to Respond



Create
an account in **PASSPort**



CSB Released in **PASSPort**
through PASSPort Public &
Browse All RfX



Complete & submit your
responses in **PASSPort**

Don't have a PASSPort Account – Create one today!

1.

Establish a NYC.ID

Note: If you use HHS Accelerator, you already have a NYC.ID

2.

Submit an Account Request with your NYC.ID

nyc.gov/passport

Note: It can take 1-2 business days for approval

3.

Activate Your Account Once Your Request is Approved

Find and Respond to the RFx in PASSPort

Search for Funding Opportunities

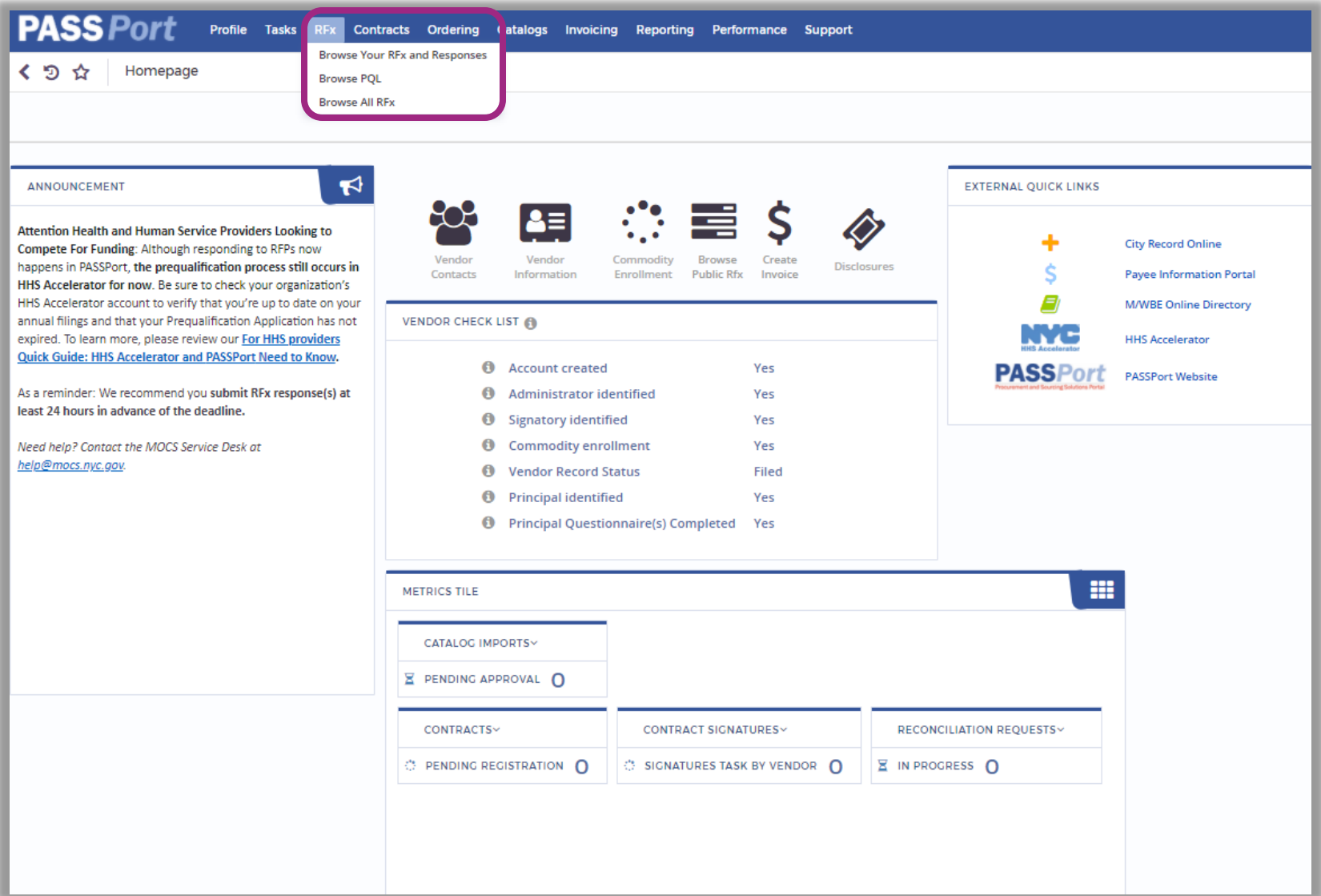
The screenshot shows the top navigation bar with 'Systems', 'Legal & Forms', 'Reporting', 'Partners', and 'Contact' menus. Below this is a secondary navigation bar with 'System Login', 'PASSPort', and 'HHS Accelerator' buttons. The main content area features a 'PASSPort' section with 'PASSPort Login' and 'Procurement Navigator' buttons, and an 'HHS Accelerator' section with an 'HHS Accelerator Login' button. A 'Contact MOCS' button is located at the bottom right.

nyc.gov/passport



The screenshot shows the 'PASSPort Procurement and Sourcing Solutions Portal' login page. A blue 'Login' button is highlighted with a purple border. Below it is a 'RELATED LINKS' section with a list of links: 'The City Record Online (CROL)', 'Payee Information Portal (PIP)', 'NYC Certified Businesses (formerly MOMB Online Directory)', 'Procurement Navigator' (highlighted with a purple border), 'Prequalified Lists (PQL)', 'PASSPort Public', and 'HHS Accelerator'. To the right of the links, there is a paragraph of text about the portal's purpose and a 'MOCS Help page' link.

Find the RFx in PASSPort



On the PASSPort Homepage, you will find the “RFx” tab at the top and can click on “Browse All RFx” to find the Bid.

If you have already started working on an RFx, you can click on “Browse Your RFx and Responses” to find the RFx you are working on.

Find the RFx through “Browse All RFx”


PASSPort

Prequalified Lists

Keywords: Main Commodity: RFX Status:

Industry: Agency:

Publish Date: Round: Additional Commodities: RFX allowing subcontractors:

Program	Industry	EPIN	Procurement Name	Agency	RFX Status	Procurement Method	Release Date (Your Local Time)	Due Date (Your Local Time)	Remaining time	Main Commodity
 HONS/HUMAN SERVICES PROGRAMS	Human/Client Service	80623P0015	80623P0015-Partners in Preservation FY24-FY26	• DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT	Released	Competitive Sealed Proposal	03/31/2023 00:00:00	05/03/2023 14:00:00	28d 04h 10min 09s	Housing Services

1 Result(s)

The **Browse All RFx** page is where you will be able to quickly locate solicitations open in PASSPort. You can use the search criteria at the top to find your solicitation of choice.

Respond in PASSPort – View RFx (1 of 2)

The screenshot displays the 'View RFx' interface. On the left is a dark blue sidebar with navigation options: 'View RFx' (selected), 'Acknowledgement', 'Manage Responses', 'Discussions with buyer', and 'Setup Team'. The main content area has a light grey header with 'Remaining time :31d 20h 44min 00s'. Below this is a 'RESPONSE ACTIVITY' section with a 'SUMMARY' dropdown. The summary details include: Sourcing EPIN: 80623P0015, Program: 806_48 - ONS/HUMAN SERVICES PROGRAMS, Estimated Number of Contracts: 5.00, Estimated Procurement Value: 9,450,000.00, Agency: DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT, Division: ONS/HUMAN SERVICES RFPS, Agency Contact First Name: Christopher, Agency Contact Last Name: Servidio, Agency Contact Email: PIP@hpd.nyc.gov, Concept Report: RfX Title: 80623P0015-Partners in Preservation FY24-FY26, and RfX Status: Released. A date '03/31/2023 00:00:00' is also present. Below the summary is a 'DESCRIPTION' section with two paragraphs of text.

View RFx

Acknowledgement

Manage Responses

Discussions with buyer

Setup Team

Remaining time :31d 20h 44min 00s

RESPONSE ACTIVITY

SUMMARY

Sourcing EPIN : 80623P0015 03/31/2023 00:00:00

Program : 806_48 - ONS/HUMAN SERVICES PROGRAMS

Estimated Number of Contracts : 5.00

Estimated Procurement Value : 9,450,000.00

Agency : DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT

Division : ONS/HUMAN SERVICES RFPS

Agency Contact First Name : Christopher

Agency Contact Last Name : Servidio

Agency Contact Email : PIP@hpd.nyc.gov

Concept Report :

RfX Title : 80623P0015-Partners in Preservation FY24-FY26

RfX Status : Released

DESCRIPTION

The Tenant Engagement and Special Projects Unit within the Office of Neighborhood Strategies (ONS) at Department of Housing Preservation and Development (HPD) is seeking community-based organizations (CBOs) to support the expansion and implementation of Partners in Preservation beginning in the fall of 2023 (FY24).

First piloted by HPD in Northern Manhattan and the Southwest Bronx in 2019, Partners in Preservation aims to preserve a critical source of affordable housing in the city, namely rent-regulated apartments, by more proactively supporting tenant organizers in their collective efforts to protect tenants facing harassment and displacement in their communities. With dedicated funding to expand the capacity of tenant organizing efforts in areas of the city with the highest need, this program seeks to address a long history of under-investment in community groups who are closest to tenants most in need of coordinated support from the City and tenant organizers to prevent displacement. In addition to funding, the program seeks to foster stronger partnerships between CBOs, tenant organizers, legal services providers, and City and State agencies to anchor tenant organizing as a critical affordable housing preservation strategy.

HPD anticipates selecting up to four contracts to implement the program in areas of the City with large concentrations of rent-regulated buildings further identified as high risk for displacement, most in need of the services offered by this program, and most conducive to tenant organizing. Each contract will be managed by a Prime Contractor, or vendor, who is expected to oversee, manage, and implement the program in one of the four Contract Areas identified by HPD (collection of contiguous community districts with similar building typologies, language needs, and transportation corridors).

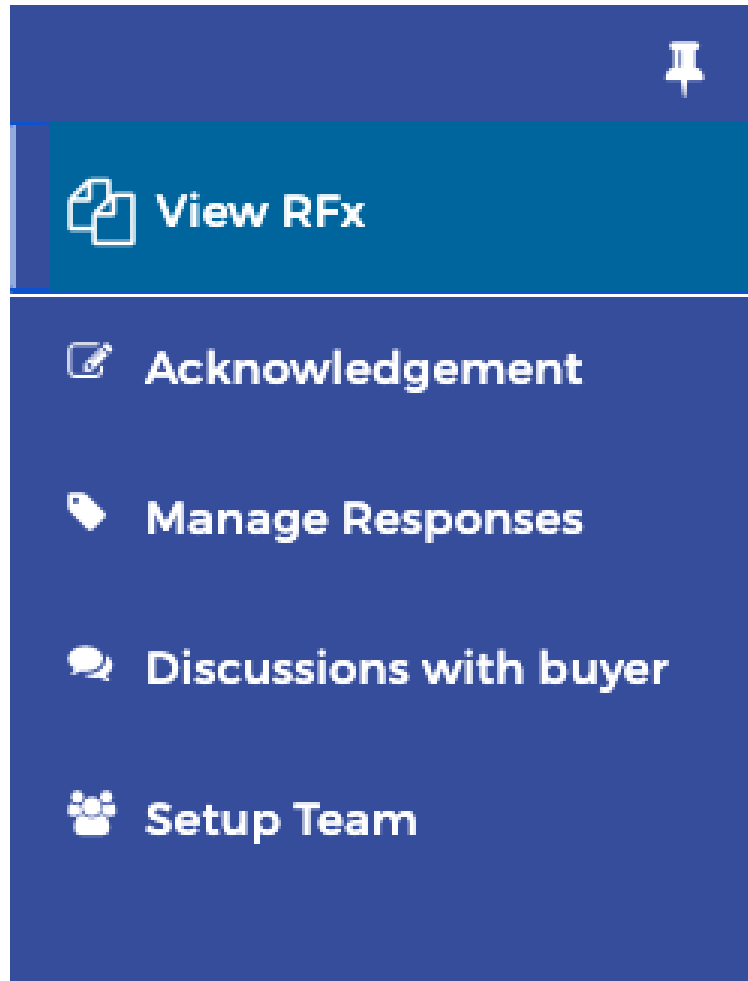
The **View RFx** screen displays an overview of the bid, including a Summary, Description, Key Dates, and associated Documents.

Respond in PASSPort – View RFx (2 of 2)

Download	Document Type	Document Name
PIP Addendum 1_Competition Pools_3-31-2023.pdf	Addendum Document	Addendum 1 - Competition Pools, refer to User manual to Manage Responses
Finding_and_Responding_to_RFx_Vendor_Manual_July2022.pdf	RFx Document	PASSPort User Manual for Responding to the RFx
Program Budget Template.xlsx	RFx Document	Program Budget Template
Program Timeline Template.xlsx	RFx Document	Program Timeline Template
Partners in Preservation RFP_FINAL.pdf	RFx Document	Partners in Preservation RFP
20211117_LPA_Attestation.pdf	RFx Document	Labor Peace Agreement Attestation
Updated Rider for ESSTA Paid Safe and Sick Leave Law DCWP FINAL October 2022 - (# Legal 13013943_1)(166713 KB).PDF	RFx Document	NYC Earned Safe and Sick Time Act Contract Rider
ESSTA Paid Safe and Sick Time Act - (# Legal 13012929_1)(76296 KB).PDF	RFx Document	Earned Safe and Sick Time Act
April 2022_LPA_Certification.pdf	RFx Document	Labor Peace Agreement Certification
LPA_Rider_11.17.2021_FINAL.pdf	RFx Document	Labor Peace Agreement Rider for Human Services Contracts
Appendix_A_2018_FINAL-Legal_8015827.pdf	RFx Document	Appendix A
HireNYC Goods and Services.pdf	RFx Document	HireNYC Goods and Services Rider

Participate in RFx

Once you have determined your intent to respond, you may click on the “Participate in RFx” button located in this View RFx tab, which will only be available if you are logged into your PASSPort account.



The **Acknowledgement** tab is where providers acknowledge receipt and intent to respond.

The **Manage Responses** tab is where providers complete the RFP questionnaire and responses, and upload required documentation.

The **Discussion with buyer** tab is a forum to communicate directly in PASSPort with HPD after you have decided to respond to the RFP.

The **Setup Team** tab provides the ability to add team members to assist in the response process.

User Roles



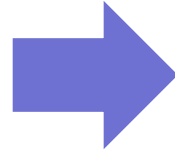
Vendor Admin



**Vendor Procurement
Level 1, Level 2**



**Contributor, Vendor
Financials Level 1,
Level 2**



Vendor Admin

- ✓ Receive direct invite to participate in RFx
- ✓ Manage and add contacts in Vendor Profile
- ✓ Create responses
- ✓ Set up team for responses

Vendor Procurement Level 1 & Level 2

- ✓ Receive direct invite to participate in RFx
- ✓ Manage and add contacts in Vendor Profile
- ✓ Create responses

Contributor, Vendor Financials Level 1 & Level 2

- ✓ Create/edit responses when added to the RFx team in the Setup Team Tab

LL34 Compliance

LL34 COMPLIANCE

- Select your organization's Principal Officers, Principal and Organization Owners, and Senior Managers in the frames below ([LL34 FAQ](#))
- If your organization does not have a CEO, CFO, COO, or their functional equivalents, check the appropriate box next to "Excluded Officers" below.
- If you are a nonprofit organization, under Principal Owners, please check the box next to "The entity is not-for-profit." You should still disclose all other Principal Officers and Senior Managers.
- If you don't find the CEO, CFO, COO or Senior Managers by clicking the ellipsis (three dots) to the right of "Add Existing Contact," the Vendor Admin must add to edit on the Vendor Profile, "2. Contacts" tab. The LL34 contact box must be checked in addition to all other required fields, including position, DOB, phone number (10 digits, no dashes), and home address.

I affirm that I have read the guidance and will complete the LL34 Compliance field

1

LL34 Contact Setup

PRINCIPAL OFFICERS

Excluded Officers : CEO CFO COO

Add Existing Contact : ...

PRINCIPAL OWNERS

There are no listed owner (s) because (select one) :

The entity is not-for-profit The entity is an individual No individual or organization owns more than 10% of the entity Other

Add Existing Contact : ...

Individual Owners:

Add an Organization

Organization Owners

0 Result(s)

SENIOR MANAGERS

Add Existing Contact : ...

The **LL34 Compliance** tab allows you to complete Doing Business Data information in PASSPort.

To populate information within the **LL34 Compliance** tab of a bid, you must first make sure your contacts are updated within the Vendor Profile to include the positions of the Principal Owners, Principal Officers, and Senior Managers and indicate that they are LL34 Contacts.

To Complete the LL34 Compliance Tab and Add Contacts:

Click the "LL34 Contact Setup" button in the **LL34 Compliance** tab to navigate directly to the Vendor Profile to add contacts for selection.

1

LL34 Compliance

The screenshot displays the 'Contacts' tab in the LL34 Compliance system. The main area shows 'CEO (OR EQUIVALENT) INFORMATION' with fields for First Name (testportceo), Last Name (testportceo), Email (testportceo@mailinator.com), and Phone Number (1234567654). Below this is the 'VENDOR CONTACT INFORMATION' section, which includes instructions and a 'Vendor Team' table. The table has columns for Email, Profile, LL34 Contact, and Position. A row is shown with Email 'Abc@gmail.com', Profile 'Signatory', LL34 Contact checked, and Position 'CEO'. A '3' callout points to the 'LL34 Contact' checkbox in the table. A '2' callout points to the 'LL34 Contact' checkbox and the 'CEO' position in the table. A '4' callout points to the 'Save' and 'Save and Close' buttons at the bottom. A '3' callout points to the 'LL34 Contact' checkbox in the 'IDENTITY' pop-up form. The 'IDENTITY' form contains fields for Salutation, First Name, Last Name, Position, Date of Birth, Email, Phone Number, Cell, Title, Default Language, Photo, and Internal identifier. The 'LL34 Contact' checkbox is checked in the pop-up form.

2 In the Vendor Profile, click the "2. Contacts" tab. Check the "LL34 Contact" checkbox next to the appropriate contact and select their position from the dropdown. To add a new Contact, click the "Add a new Contact" button. To finish assigning, click the pencil icon.

3 A pop-up window will appear. Check the "LL34 Contact" checkbox and select any applicable positions from the Position drop-down. Users' dates of birth and phone numbers are also required (enter the 10-digit phone number without dashes). Click "Save."

Navigate back to the **LL34 Compliance** tab and fill out the LL34 Contact information. When done, save your updates, click the "Save" and then the "Save and Close" button.

4

Questionnaire

Save Save and Close Cancel this response Validate & Submit Close Duplicate Response

Campaign : 85721B0002-DOC - Cheese, Milk, Eggs, Butter, Margarine Agency : DCASDIVISION OF MUNICIPAL SUPPLY SERVICE
Supplier : Respondent : Commodity : 063 - Perishable Foods

CREATION BY IMPORT

Download in Excel 2007-2010 format (xlsx)
Download in Excel 97-2003 format (xls)

Drop here your answer (in Excel format)
Upload (in Excel Format)

Affirmations 100%

Required Forms 37%

Affirmations

Iran Divestment
The Iran Divestment Act of 2012, effective as of April 12, 2012, is codified at State Finance Law ("SFL") §165-a and General Municipal Law ("GML") §103-g. The Iran Divestment Act, with certain exceptions, prohibits municipalities, including the City, from entering into contracts with persons engaged in investment activities in the energy sector of Iran. Pursuant to the terms set forth in SFL §165-a and GML §103-g, a person engages in investment activities in the energy sector of Iran if:

(a) the person provides goods or services of twenty million dollars or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or

(b) The person is a financial institution that extends twenty million dollars or more in credit to another person, for forty-five days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list created pursuant to paragraph (b) of subdivision three of Section 165-a of the State Finance Law and maintained by the Commissioner of the Office of General Services.

A bid or proposal shall not be considered for award nor shall any award be made where the bidder or proposer fails to submit a signed and verified bidder's certification.

Each bidder or proposer must certify that it is not on the list of entities engaged in investment activities in Iran created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law. In any case where the bidder or proposer cannot certify that they are not on such list, the bidder or proposer shall so state and shall furnish with the bid or proposal a signed statement which sets forth in detail the reasons why such statement cannot be made. The City of New York may award a bid to a bidder who cannot make the certification on a case by case basis if:

(1) The investment activities in Iran were made before the effective date of this section (i.e., April 12, 2012), the investment activities in Iran have not been expanded or renewed after the effective date of this section and the person has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or

(2) The City makes a determination that the goods or services are necessary for the City to perform its functions and that, absent such an exemption, the City would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

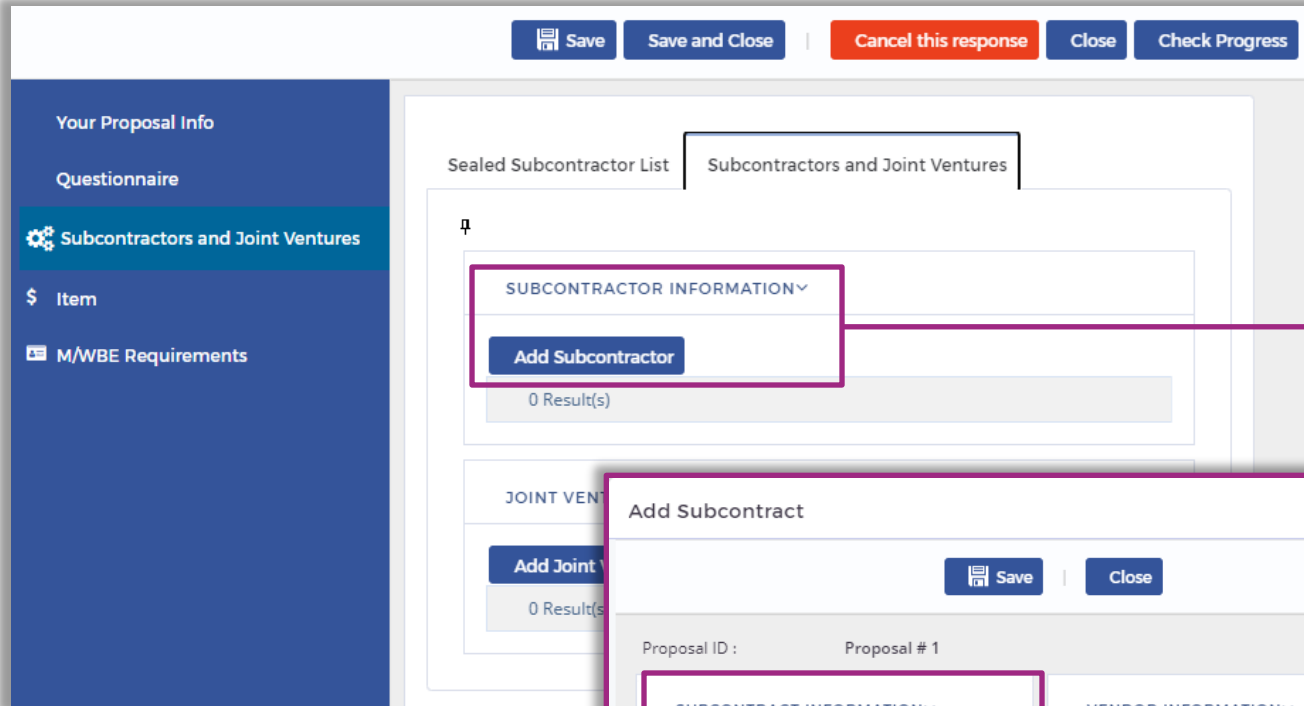
Pursuant to General Municipal Law §103-g, which generally prohibits the City from entering into contracts with persons engaged in investment activities in the energy sector of Iran, the bidder/proposer submits the following certification:

By submission of this bid or proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under

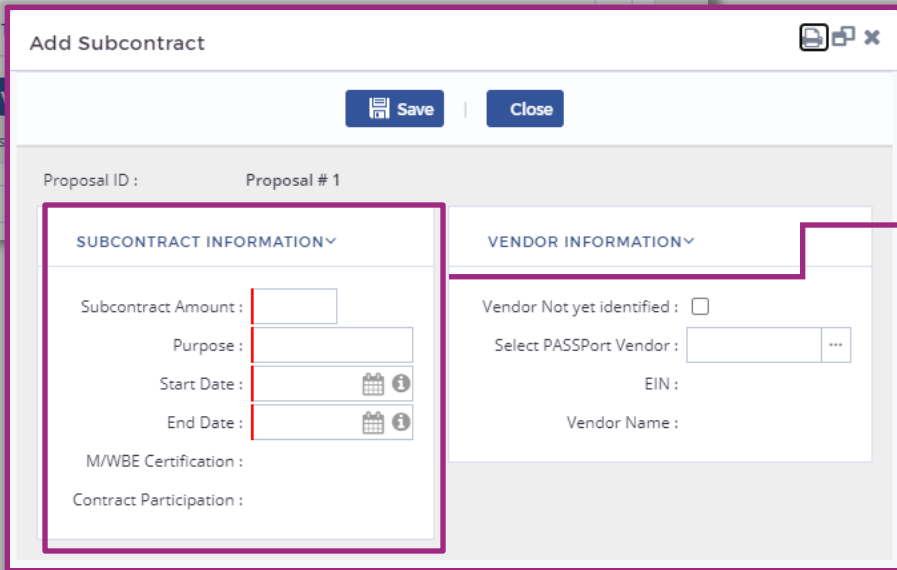
Streamlined Questionnaires configured by the contracting Agency specific to the RFX in a variety of response formats simplifies the response process.

A progress bar will display the percentage of questions completed for your reference.

Subcontractors and Joint Ventures



To add subcontracting information, click on the blue "Add Subcontractor" button to begin adding your subcontractor information.



In the *Add Subcontract* popup screen, complete the required fields indicated with the redline.

Items / Price Proposal (1 of 2)

Save Save and Close Cancel this response Validate & Submit Close Duplicate Response

Your Proposal Info
Questionnaire
Subcontractors and Joint Ventures
Item

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Drop here your quotation form (in Excel format)
Upload (in Excel Format)

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Items code	Item types	Label	Description ⓘ	Qty	UOI	Price Per UOI ⓘ	Total Cost	Sodium Limit ⓘ	Sodium ⓘ	Sugar Limit ⓘ	Sugar ⓘ	Minimum Fiber ⓘ	Fiber ⓘ	Fat Limit ⓘ	Fat ⓘ	Nutritional Label ⓘ
i1_1	Required Item	OLEOMARGARINE, YELLOW COLORED, "REDDI TO SERVE"	SQUAS PER NYC C.I.D MARGARINE- 11/18/08, TRANS FAT FREE DAIRY SALES BRAND OR EQUAL.	120,000	LB	<input type="text"/>			<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/> Click or Drag to
i1_2	Required Item	AMERICAN, CHEESE.PROCESSED.SLICED,	EACH SLICE MUST BE TRANS FAT FREE AND HAVE NO MORE THAN 350 MG SODIUM AND 5 G TOTAL FAT PER SLICE, RIDGEVIEW FARMS BRAND OR EQUAL.	100,000	LB	<input type="text"/>		350.00	<input type="text"/>		<input type="text"/>		<input type="text"/>	5.00	<input type="text"/>	<input type="text"/> Click or Drag to
i1_3	Required Item	EGGS, LARGE, WHITE OR BROWN	U.S. CONSUMER GRADE "A", AS PER NYC SPECIFICATION 14-E-1:11 EGGS, 212	4,000	CASE	<input type="text"/>			<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/> Click or Drag to

Fields marked with a red line indicate a required field to help you submit a completed Bid.

Budget instructions are embedded into the columns marked with the "info" icons. When you scroll over the icons, you will see a pop-up.

Items / Price Proposal (2 of 2)

The system will automatically calculate the total price for your proposal.

[Save](#) [Save and Close](#) [Cancel this response](#) [Validate & Submit](#) [Close](#) [Duplicate Response](#)

[Download in Excel 2007-2010 format \(xlsx\)](#)
[Download in Excel 97-2003 format \(xls\)](#)
 Drop here your quotation form (in Excel format)
[Upload \(in Excel format\)](#)

Filter: Keywords: [Search](#) [Reset](#)

Total: Total per currency: Currency: Proposal Amount: 0.00

Items code	Item types	Label	Description	Qty	UOI	Price Per UOI	Total Cost	Sodium Limit	Sodium	Sugar Limit	Sugar	Minimum Fiber	Fiber	Fat Limit	Fat	Nutritional Label	NYS Sourcing	NYS Label or Proof	Packing Requirements	Packaging Offered	Brand Offered	Image/Label	Material Cost
i1_1	Required Item	OLEOMARGARINE, YELLOW COLORED, "REDDI TO SERVE"	SQUARES PER NYC C.I.D MARGARINE- 11/18/08. TRANS FAT FREE DAIRY SALES BRAND OR EQUAL.	120,000	LB											Click or Drag to add a file		Click or Drag to add a file	90 SQUARE CUT PAST TO THE LB, 12 LBS NET WEIGHT PER CASE			Click or Drag to add a file	
i1_2	Required Item	AMERICAN, CHEESE, PROCESSED, SLICED,	EACH SLICE MUST BE TRANS FAT FREE AND HAVE NO MORE THAN 350 MG SODIUM AND 5 G TOTAL FAT PER SLICE. RIDGEVIEW FARMS BRAND OR EQUAL.	100,000	LB			350.00						5.00		Click or Drag to add a file		Click or Drag to add a file	SLICED PAPER IN BETWEEN 160 SLICES, 0.5 OZ PER SLICE, 5 LBS PER BOX 4 BOXES PER CASE.			Click or Drag to add a file	
i1_3	Required Item	EGGS, LARGE, WHITE OR BROWN	U.S. CONSUMER GRADE "A" AS PER NYC SPECIFICATION 14-E-1.11 EGGS, SHELL.	4,000	CASE											Click or Drag to add a file		Click or Drag to add a file	30 DOZEN PER CASE.			Click or Drag to add a file	
i1_4	Required Item	MILK, SKIMMED, HOMOGENIZED, PASTEURIZED,	1/2 PINT SINGLE SERVICE SANITARY CONTAINER.	320,000	1/2 PINT											Click or Drag to add a file		Click or Drag to add a file	1/2 PINT SINGLE SERVICE SANITARY CONTAINER.			Click or Drag to add a file	
i1_5	Required Item	MILK, LOW FAT, 1%, HOMOGENIZED, PASTEURIZED,	1/2 PINT SINGLE SERVICE SANITARY CONTAINER.	4,500,000	1/2 PINT											Click or Drag to add a file		Click or Drag to add a file	1/2 PINT SINGLE SERVICE SANITARY CONTAINER.			Click or Drag to add a file	
i1_6	Required Item	MILK, LOW FAT, 1%, HOMOGENIZED, PASTEURIZED,	1/4 PINT SINGLE SERVICE SANITARY CONTAINER.	4,000	1/4 PINT											Click or Drag to add a file		Click or Drag to add a file	1/4 PINT SINGLE SERVICE SANITARY CONTAINER.			Click or Drag to add a file	
i1_7	Required Item	MILK, SOY BEAN, ASSORTED FLAVORED,	PLAIN, VANILLA, CHOCOLATE AND STRAWBERRY SILK BRAND OR EQUAL.	30,000	QT											Click or Drag to add a file		Click or Drag to add a file	1 QT CONTAINER.			Click or Drag to add a file	

M/WBE Requirements

The M/WBE Participation Goals will be found in the M/WBE Requirements tab of your response to a solicitation (RFx) in PASSPort.

Citywide Bidders List's proposal

Save Save and Close Close

Your Proposal Info
Questionnaire
Subcontractors and Joint Ventures
Item
M/WBE Requirements

M/WBE REQUIREMENTS

Group	Percentage
Black American	
Hispanic American	
Asian American	
Native American	
Women	
Unspecified	6.70
Total Participation Goals	6.70

Total Amount : 0.00
Current Total : 0.00

YOUR M/WBE SUBCONTRACTS

0 Result(s)

YOUR M/WBE PARTICIPATION STATUS

X You are not meeting the M/WBE participation requirements
Learn more about the NYC minority and women-owned business enterprise (M/WBE) certification program on the NYC business website.

A summary of M/WBE compliance and all the subcontracting work you identified in the Subcontractors and Joint Ventures tab will be shown here.

For more information, please download the Schedule B document located in the Documents section of the RFx.

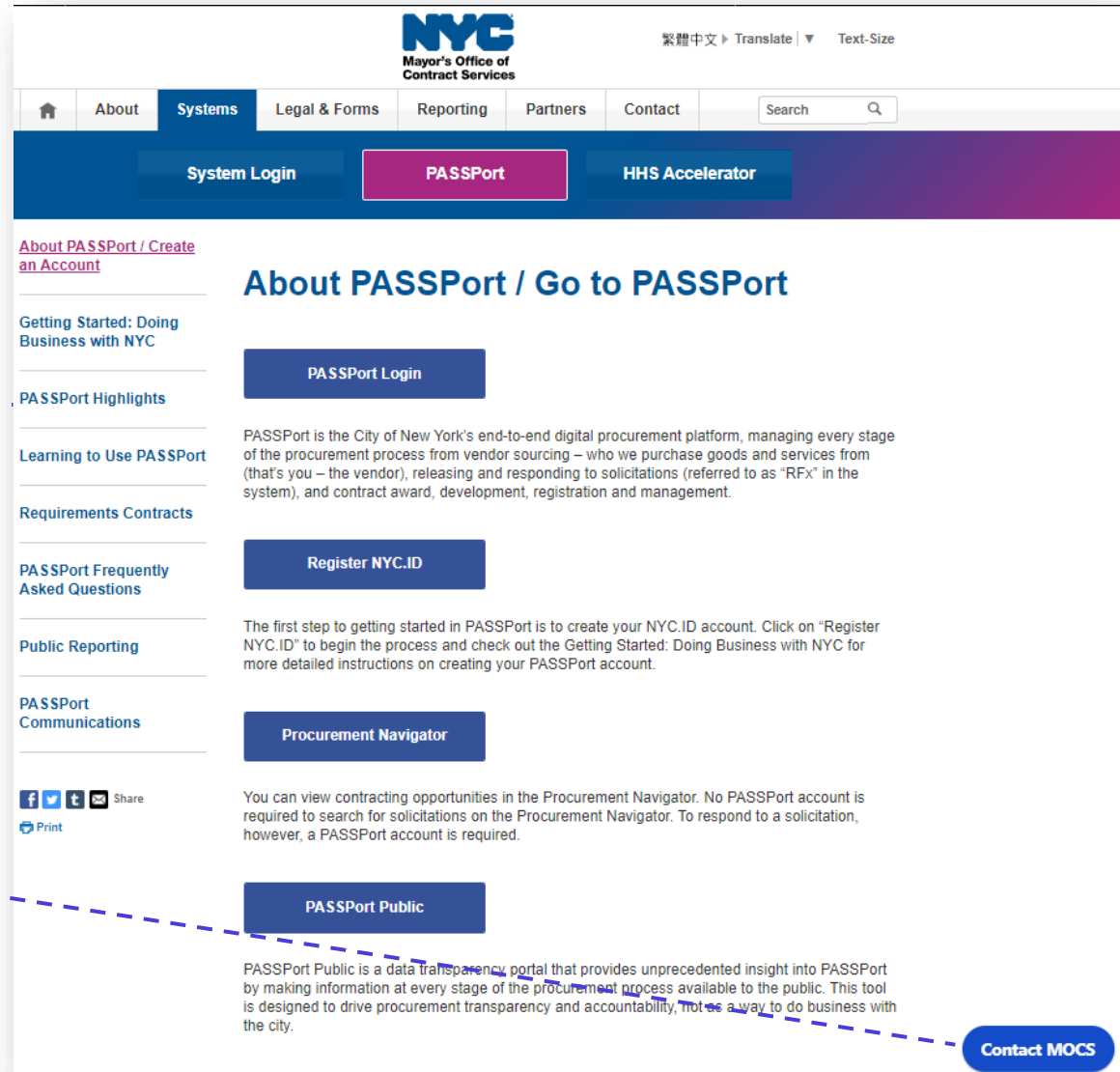
Resources

PASSPort Resources

 nyc.gov/passport

Create accounts to view and respond to opportunities in the system. Search Funding Opportunities through the Public Portal located in PASSPort Highlights.

You can also find answers to common questions and submit messages directly to our support team through the MOCS Service Desk 'Contact MOCS' button on the corner of your screen.



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Mayor's Office of Contract Services

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PASSPort Frequently Asked Questions

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[Register NYC.ID](#)

The first step to getting started in PASSPort is to create your NYC.ID account. Click on "Register NYC.ID" to begin the process and check out the Getting Started: Doing Business with NYC for more detailed instructions on creating your PASSPort account.

[Procurement Navigator](#)

You can view contracting opportunities in the Procurement Navigator. No PASSPort account is required to search for solicitations on the Procurement Navigator. To respond to a solicitation, however, a PASSPort account is required.

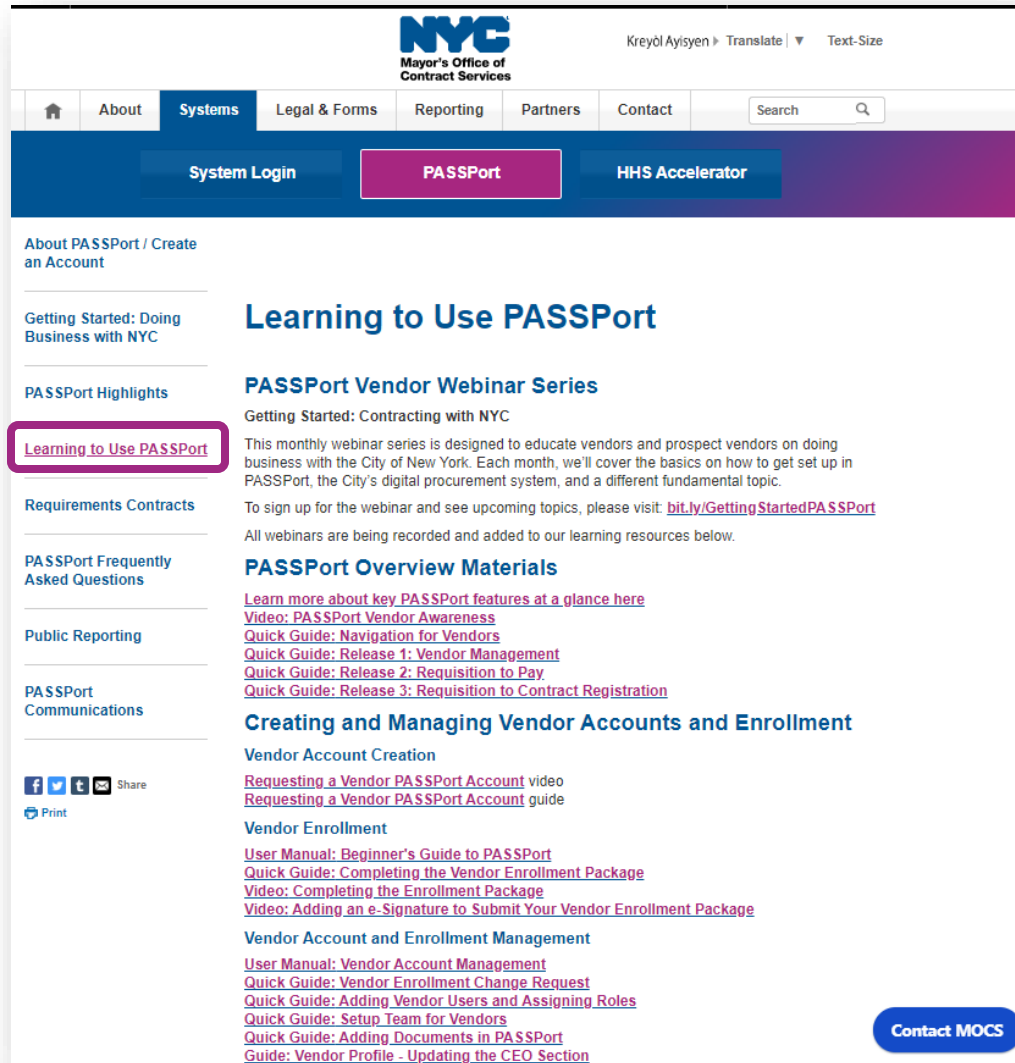
[PASSPort Public](#)

PASSPort Public is a data transparency portal that provides unprecedented insight into PASSPort by making information at every stage of the procurement process available to the public. This tool is designed to drive procurement transparency and accountability, not as a way to do business with the city.

[Contact MOCS](#)

[Questions? Please visit MOCS Service Desk](#)

Learning to Use PASSPort



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Learning to Use PASSPort

PASSPort Vendor Webinar Series

Getting Started: Contracting with NYC

This monthly webinar series is designed to educate vendors and prospect vendors on doing business with the City of New York. Each month, we'll cover the basics on how to get set up in PASSPort, the City's digital procurement system, and a different fundamental topic.

To sign up for the webinar and see upcoming topics, please visit: bit.ly/GettingStartedPASSPort

All webinars are being recorded and added to our learning resources below.

PASSPort Overview Materials

[Learn more about key PASSPort features at a glance here](#)
[Video: PASSPort Vendor Awareness](#)
[Quick Guide: Navigation for Vendors](#)
[Quick Guide: Release 1: Vendor Management](#)
[Quick Guide: Release 2: Requisition to Pay](#)
[Quick Guide: Release 3: Requisition to Contract Registration](#)

Creating and Managing Vendor Accounts and Enrollment

Vendor Account Creation

[Requesting a Vendor PASSPort Account](#) video
[Requesting a Vendor PASSPort Account](#) guide

Vendor Enrollment

[User Manual: Beginner's Guide to PASSPort](#)
[Quick Guide: Completing the Vendor Enrollment Package](#)
[Video: Completing the Enrollment Package](#)
[Video: Adding an e-Signature to Submit Your Vendor Enrollment Package](#)

Vendor Account and Enrollment Management

[User Manual: Vendor Account Management](#)
[Quick Guide: Vendor Enrollment Change Request](#)
[Quick Guide: Adding Vendor Users and Assigning Roles](#)
[Quick Guide: Setup Team for Vendors](#)
[Quick Guide: Adding Documents in PASSPort](#)
[Guide: Vendor Profile - Updating the CEO Section](#)

Contact MOCS

Finding and Responding to RFX (Solicitations)

[User Manual: Finding and Responding to RFX](#)

[User Manual: HHS Accelerator Prequalification](#)

[E-Course: Finding and Responding to RFX](#)

[Quick Guide: RFX Vendor Response Authorizations](#)

[Quick Guide: Discussion Forum for Vendors](#)

[Quick Guide: Subcontractors and Joint Ventures](#)

[Quick Guide: LL34 Compliance](#)

[Video: Finding RFX](#)

[New Training! Getting Started: Finding Contracting Opportunities](#)

[For HHS Providers - Webinar: Finding and Responding to RFX for HHS Providers](#)

[For HHS Providers - Quick Guide: HHS Accelerator and PASSPort Need to Know](#)

[For M/WBEs - Quick Guide: M/WBE Noncompetitive Small Purchase](#)

[For HHS Providers - PASSPort HHS Prequalification Recorded Webinar](#)

[For HHS Providers - HHS Prequalification in PASSPort Provider Information Sheet](#)



Q&A Reading and Closing Remarks

The answers provided during this conference are preliminary.
Official answers will be published in an addendum to the RFP.



Department of
Housing Preservation
& Development

Pre-Submitted Questions

- Are there outreach methods that must be used or are the orgs free to implement their own methods?
- What is the reporting model?
- Given the large area represented in the Bronx, can there be multiple grants awarded to organizations working with partners?
- Is this for non profits organizations or for profit organizations? This work is expected to be done by community-based organizations that are non-profits.



Partners in Preservation

Organized Tenants, Stronger Communities

April 5, 2023

Pre-Proposal Conference

EPIN: 80623P0015

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Department of
Housing Preservation
& Development