



**Office of Temporary
and Disability Assistance**

**Request For Qualifications
For Technical Assistance**

**New York State
Homeless Housing And Assistance Corporation**

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Homeless Housing and Assistance Corporation (HHAC)
Request For Qualifications (RFQ)
Technical Assistance

I. Introduction

The New York State Homeless Housing and Assistance Corporation (HHAC) and the Office of Temporary and Disability Assistance (OTDA) are requesting the submission of qualifications from individuals, partnerships, nonprofit corporations (prequalified in New York State), for-profit corporations, and other legal entities to provide various forms of professional Technical Assistance (TA) on a consultant basis in support of developing, operating, and/or managing supportive housing programs funded under the Homeless Housing and Assistance Program (HHAP).

HHAP was established by Chapter 61 of the Laws of 1983. In June of 1990, the Homeless Housing and Assistance Corporation (HHAC), a public benefit corporation, was established to administer the program. HHAC is a subsidiary of the New York State Housing Finance Agency (HFA) and is staffed by employees of OTDA. HFA issues bonds to finance, in part, the costs of developing projects under HHAP.

HHAP provides capital grants and loans to nonprofit corporations, charitable organizations, and municipalities to acquire, construct, or rehabilitate housing for persons who are homeless or at risk of homelessness, and are unable to secure adequate housing without special assistance.

Created in 1983 to increase the supply of supportive housing for the homeless in New York State, the program funds a broad range of housing options for the diverse homeless populations in the State's urban, suburban and rural areas. Program funds are awarded through a Request for Proposals (RFP) process. Applicants and awardees generally have experience in housing development, management and/or in the provision of social services. HHAP funds emergency, transitional and permanent supportive housing projects serving both homeless families and singles, which include a variety of special needs populations. Special needs populations that have benefited from HHAP funded projects include, but are not limited to:

- Survivors of domestic violence
- Elderly
- Persons with physical disabilities
- Persons with HIV/AIDS
- Runaway homeless youth
- Youth aging out of foster care
- Persons with mental illness
- Veterans
- Ex-offenders
- Survivors of Human Trafficking
- Those with a history of substance use and/or chemical dependency

Currently, the HHAP-funded portfolio of projects aimed at addressing homelessness under contract consists of 412 operating projects and 604 sites across New York State.

Eligible costs under HHAP include but are not limited to: construction/rehabilitation, architectural/engineering fees, environmental assessments, insurance, taxes, title reports and title insurance, appraisals, acquisition, equipment and furniture, professional fees, and reserves. While HHAP provides the funding necessary to establish a project, it does not provide ongoing operational funding. HHAP awardees must demonstrate the financial feasibility or viability of a project and capability to operate the project as supported housing for the homeless for the contractually mandated period of time, generally 25 years.

II. Request For Qualifications Requirements and Due Date

HHAC is requesting qualifications from eligible entities and/or individuals to provide TA to (and/or management of) supportive housing programs or nonprofit sponsors that have received HHAP funding and/or directly to HHAC, depending upon the services provided.

Nonprofit organizations must Prequalify to do business with New York State agencies before they can compete for State grants. The process allows nonprofits to address questions and concerns prior to entering a competitive bid process. Nonprofits are strongly encouraged to begin the Prequalification process as soon as possible. Prequalification includes answering basic questions regarding the organization and uploading key organizational documents.

This RFQ is available electronically at:

<http://otda.ny.gov/contracts/procurement-bid.asp>

The original application and two hard copies, and one electronic copy (on a flash drive) in Word format must be submitted for consideration.

This is an open-ended RFQ, meaning proposals will be accepted for consideration on a continuous basis until HHAC suspends or terminates the open-ended RFQ. The earliest date for submission is:

March 23, 2026 at 8:00 a.m.

Faxed Materials will not be accepted.

Applications should be sent to:

Bureau of Contract Management
NYS Office of Temporary and Disability Assistance
Bureau of Contract Management
40 N. Pearl Street, 12-D
Albany, New York 12243
(518) 486-6352
Attention: Marcos Ortiz

III. Questions Regarding This RFQ

Questions regarding this RFQ should be submitted by March 2, 2026. All questions must be typed. Along with your question(s), provide your name, organization's name, mailing address, and email address. Questions and answers (Q&A's) regarding this RFQ will be posted online after March 9, 2026 at the above referenced internet address. HHAC will not entertain questions via telephone. Please submit your questions to **Heather Lombardo** at 40 N. Pearl Street, 10C, Albany, New York 12243 or by E-mail at Heather.Lombardo2@otda.ny.gov

IV. Proposal Guideline

Every proposal must provide a detailed, narrative description of the services to be provided. Marketing material such as informational brochures may be included in your submission but will not be considered responsive to this RFQ. The narrative should include relevant experience with nonprofit organizations, housing (development and/or management) and/or support services for homeless and special needs households. Actual experience in the area of expertise, in which the applicant is proposing to provide services is required.

Applicants must submit an "up to" hourly rate and a daily rate. A narrative section is also available for describing services that are charged on a flat rate basis (i.e. title searches). This rate must cover all overhead and administrative expenses including but not limited to copying, mailing costs, etc. Finally, indicate the geographical region(s) in which you can provide services and if your rates vary by region. Proposed rates that do not increase or increase minimally during the term of the contract will be considered competitive. Daily rates that provide a discount when compared to hourly rates will be considered competitive (Please see "Rate Schedule" on page 28).

To be considered, each proposal **must** include the following:

- 1) TA Provider Information Forms (Pages 27-32)
- 2) MacBride Fair Employment Principles Form (Page 33)
- 3) Subcontracting Utilization Form (Page 34)
- 4) Contractor/Subcontractor Background Questionnaire
(<https://oer.ny.gov/system/files/documents/2022/03/ac3291s.pdf>)
- 5) Vendor Assurance of No Conflict of Interest or Detrimental Effect (Pages 37-38)
- 6) Offerer Certification (Page 39)
- 7) Agreement (Page 40)
- 8) Gender-Based Violence Certification (Page 42)
- 9) EO 177 - Certification Prohibiting Contract with Entities That Support Discrimination
- 10) Collusive-Bidding Certification Required by Section
- 11) Non-Collusive Bidding Certification Required by Section 139-D of State Finance Law

- 12) Contractor's Certification/Acknowledgements/Understanding
- 13) Sexual Harassment Prevention Certification
- 14) Certification Under Executive Order No. 16 – Prohibiting State Agencies and Authorities from Contracting with Business Conducting Business in Russia

Proposals that do not contain all these components will be rejected. Additional information relating to HHAC's Equal Employment Opportunity and Minority and Women-Owned Business Enterprise (MWBE) and Service-Disabled Veteran-Owned Businesses (SDVOB) goals will be reflected in the Appendix Z and Appendix Y of the HHAC contract. Be sure that each of the required certifications and forms are signed by an authorized representative of your organization. All of the below certifications and forms can be downloaded from OTDA's website <http://otda.ny.gov/contracts/mwbe/forms.asp>.

- M/WBE-EEO Policy Statement
- Equal Employment Opportunity Staffing Plan
- M/WBE Subcontractor Utilization Plan
- M/WBE Subcontractors and/or Suppliers Letter of Intent to Participate
- M/WBE Certification of Good Faith Efforts

V. Terms of Assignments

Technical Assistance Providers (TAPs) selected under this RFQ will enter a five-year contract with HHAC, with an HHAC option to terminate at any time and for any reason. Having a contract does not necessarily guarantee that a work assignment will be made. TA services are assigned on an as-needed basis.

Each project funded by HHAC is under the stewardship of a project manager. TAPs will be solicited, assigned, and supervised by HHAP project management staff. Depending upon the nature of the assignment, TAPs may be asked to assess the scope of need, develop an action plan to meet that need, and prepare a performance-based work plan, which includes costs, time frames, and concrete deliverables. The applicant may be reimbursed for up to three days' time for the completion of a needs assessment and preparation of a work plan. The HHAP Project Manager may request proposals from several TAPs for any one work assignment. HHAC will then select the TAPs that best fit the need and has the most cost-effective approach to remediating the immediate and/or long-term need.

VI. Evaluation Criteria

All applications received will be reviewed for completeness. Deficient or incomplete applications or applications that do not meet the above stated requirements and include the required documents will not be reviewed or considered for a contract.

All complete applications will be reviewed by HHAP staff. References may be contacted and, if necessary, additional information may be requested from an applicant. In addition

to the criteria described below, HHAC reserves the right to interview applicants applying to provide Legal Services or Architectural/Engineering Services to HHAC. During this interview, additional background information may be requested. Any contracts resulting from this RFQ will be based upon all available information, including the results of the application review and any interview, if conducted.

HHAC reserves the right to contract with an applicant other than the applicant with the lowest cost offer, the right to reject all applications and/or the right to reject an application on the basis that the applicant did not present sufficient documentation (in the sole judgment of HHAC) to perform the proposed services.

An application review committee will make final recommendations to the Commissioner of the OTDA. The Commissioner shall make recommendations to the HHAC Board of Directors. HHAC will make final selections in its sole discretion and will advise each applicant of its decisions.

Applications will be evaluated on the following criteria:

1. Responsiveness to the RFQ;
2. Demonstrated experience with nonprofit organizations and homeless, special needs, and low-income populations;
3. Competitiveness of the proposed costs;
4. Evidence that the consultant understands the organizational and other needs of HHAP project sponsors;
5. Documentation of previous, successful consultant experience in the service areas proposed; and,
6. Evidence of necessary credentials, licensure, certification, etc., to perform the services proposed, if applicable.

Applicants applying to provide Architectural/Engineering Services to HHAC will also be evaluated on the following criteria:

1. Demonstrated experience of the respondent
2. Organizational capacity
3. The availability of qualified personnel with relevant experience
4. The range of services being offered
5. Results of reference checks

Applicants applying to provide Legal Services to HHAC will also be evaluated on the following criteria:

1. Demonstrated experience of the respondent
2. Demonstrated experience of principal assigned to the contract
3. Organizational capacity

4. Results of reference checks
5. The nature of all pending malpractice suits

A narrative of qualifications that specifically illustrates experience working with nonprofit organizations and/or in the development of housing and/or service programs for homeless, special needs, and low-income populations should be no more than six single spaced pages. Applicants should clearly and fully describe the services proposed and communicate the potential positive outcomes of those services on HHAP projects and/or grantees (sponsor organizations). Merely listing past projects will be considered unresponsive. A description of the services to be provided and the outcome resulting from the applicant's involvement with other previous consultant assignments will be considered an appropriate response.

VII. Technical Assistance Areas

The purpose of this RFQ is to identify individuals and organizations with the expertise to assist HHAC and/or HHAP sponsors in the following areas, is further described below:

- 1) Monitoring Contract Compliance
- 2) Direct Property Management
- 3) Organizational Capacity
 - a. Housing Operations/Asset Management
 - b. Agency Operations
 - c. Supportive Services
 - d. Staff Development
- 4) Accounting/Audit Services
- 5) Legal Services
- 6) Title Company Insurance/Searches
- 7) Architectural and Engineering Services
- 8) Construction Management/Emergency Repairs
- 9) Expediting Services
- 10) Site Testing/Abatement Services
- 11) Appraisals
- 12) Surveys
- 13) Low-Income Housing Tax Credits
- 14) Information Technology

TAPs will provide services directly to HHAC and/or to HHAP sponsors on behalf of HHAC.

It is the intent of HHAC that the involvement of TAPs will increase the knowledge base and capacity of a sponsor. In some cases, the TAPs will act as instructors so the sponsor will gain the skills necessary to develop and/or better manage the project in accordance with the terms of the HHAC contract.

TA is available only to those organizations that have received a grant or loan from HHAC. A work assignment may commence during the predevelopment, construction or operational phases of a project. While some projects may require the services of TAPs for an extended period, others may only require one-time or short-term assistance (for example, appraisals and title searches). Because TAPs may be joining an existing project team, exceptional negotiation skills and the ability to provide directed assistance as required.

TAPs selected under this RFQ will enter into a contract with HHAC. Having a contract does not necessarily guarantee that a work assignment to provide technical assistance will be made. Assignments will generally be made and paid for through a pre-approved, performance-based work plan developed in conjunction with HHAC, which will include costs, time frames and concrete deliverables unless otherwise noted in the RFQ.

VIII. Scope Of Services

The following is a description of the types of assistance that HHAC solicits through the TA Program. If you have expertise in a service area related to housing development, management, and/or support services that is not specifically identified, please include that information in your response. Appropriate credentials and/or licenses, where applicable, must be provided before an applicant may be considered by HHAC to be a TAP.

1. Monitoring

TAPs granted a work assignment under this service will be required to visit operating HHAP projects for the purpose of monitoring compliance with an HHAC contract. Specifically, TAPs will verify that the facility is being properly managed and maintained, the correct homeless population is being housed, and appropriate support services are being provided. Contract documents, compliance guidelines, and reporting forms will be provided.

TAPs who provide monitoring services should have strong programmatic, financial and property management experience. TAPs should demonstrate familiarity with grant programs administered by OTDA, which frequently support HHAP projects (e.g., New York State Supportive Housing Program Operational Support for AIDS Housing, [OSAH] etc.). Projects range in size from scattered site, single-family homes to large-scale apartment buildings. TAPs will be required to review tenant files to confirm contract compliance as well as to inspect HHAP units and properties and to assess the financial, program and property management practices, and capabilities of the sponsor organization. TAPs should be able to provide recommendations for improvement in these areas.

Monitoring visits are typically assigned to TAPs when necessary. Assignments may be made on a regional or statewide basis. Cost estimates should take into consideration the time needed to review contract documents, monitor and assess the physical plant, examine support service files, and submit a written report to HHAC plus the cost of travel and lodging. Travel and per diem rates are established by New York State Office of General Services.

2. Direct Property Management

TAPs may be called on to assume management of an HHAC property under duress, or one that may be in default of their HHAC contract. TAPs will act as HHAC's property manager on an interim basis until the project can be transferred to an alternate nonprofit sponsor organization. For an HHAP project under property management, TAPs might provide the following services including, but not limited to:

- 1) Acting as HHAC's management agent with respect to relations with tenants, the public, municipal authorities, and other nonprofits
- 2) Collecting rents and other revenues
- 3) Ensuring all building expenses are current by utilizing project revenues (taxes, utilities, insurance, etc.)
- 4) Ensuring that the tax-exempt status of the project is maintained
- 5) Submitting monthly reports to HHAC showing income and expenses as well as documentation that project expenses have been paid
- 6) Maintaining the units, building, and grounds in good condition (including routine inspections, maintenance and repairs, grounds keeping, etc.)
- 7) Providing security, responding to emergencies, ensuring proper incident reporting is completed
- 8) Filling vacancies to maximize occupancy and housing the homeless population indicated in the HHAC contract
- 9) Providing, arranging, or otherwise making available by referral to tenants, support services as indicated in the HHAC contract
- 10) Sealing, securing, and protecting against seasonal damage in unoccupied buildings (e.g., winterize pipes, maintain safe temperature, etc.)

Expenses not covered include, but are not limited to:

- TAPs staff training and related costs
- Food costs related to meetings and events
- Purchase of vehicles and/or machinery
- Costs in excess of \$500 without prior HHAP staff approval

3. Organizational Capacity

A. Housing Operations\Asset Management

TAPs providing assistance with housing operations and/or asset management area will be required to provide training to sponsors in effective management of HHAP projects over the long term. Therefore, TAPs must possess experience and expertise in all aspects of homeless, low-income, and/or special needs rental housing. TAPs may be requested to assist sponsors in developing and implementing a comprehensive asset management plan. This may include considerations such as, but not limited to, financial viability of the project; property management and maintenance plans; referral, intake, and screening processes; long-range capital planning; support services provision; rent collection, and eviction procedures; tenant education and involvement; and fundraising/development. TAPs should be familiar with Continuums of Care (CoC), applicable fair housing laws, funding opportunities, board and staff training resources and similar laws, regulations and concepts. Knowledge of computer systems that would enhance a sponsor's ability to manage the project is also desired. Finally, TAPs able to provide assistance to sponsors relative to tax abatements and exemptions are preferred. TAPs are encouraged to develop partnerships and/or include subcontractors in their proposals, if appropriate, in order to provide the broad range of expertise desired in this category.

B. Agency Operations

TAPs are sometimes needed to help develop the capacity of sponsor organizations to implement specific phases of an HHAP project and/or strengthen overall operations in the areas of development, program, finance and/or management. TAPs may be called upon to assess, mediate and/or implement program and financial management systems, identify and access capital and program funding, guide board development, or train board members and/or staff within the sponsor's organization. TAPs should have a working knowledge of effective nonprofit organizational structure, budgeting, human resources management, nonprofit management, risk management, legal considerations for nonprofit boards and fundraising, including grants and foundation funding opportunities. Familiarity with available supportive services and capital funding programs and the resources within the region of the state in which services are to be provided is a requisite. TAPs conversant with financial reporting and programmatic requirements, as well as those who possess strong grantsmanship skills are preferred.

C. Supportive Services

HHAC is interested in securing the services of TAPs with experience in the design, development, and implementation of support service programs for special needs populations. TAPs may be called upon to work with sponsors to identify operating funding streams, construct a staffing plan appropriate for the needs of the

population to be housed, and develop linkages with other community-based organizations and local government agencies. TAPs should be intimately familiar with the existing service infrastructure within the applicable specific geographic area, as well as the programs available at the state and federal level. TAPs should have an understanding of the service needs and effective service models for the various special needs populations served by HHAP projects (e.g., survivors of domestic violence, veterans, persons with substance use, etc.). HHAP permanent supportive housing projects may require assistance in such areas as tenant engagement; referrals/linkages; interface between case managers and property managers; providing person centered and trauma informed care; handling complex behavioral health needs of residents; and efficient methods of applying for entitlement benefits. Emergency shelter and transitional projects may additionally require assistance ensuring permanent housing placement. Applicable aspects of any given support services plan may include, but are not limited to: case management, health services, alcohol and substance use treatment, mental health services, employment and training services, advocacy and application assistance, and basic life skills.

D. Staff Centered Therapy and Counseling

HHAC is interested in securing the services of TAPs with experience providing crisis intervention, e.g. a sponsor experiencing an overwhelming work-related incident which has a negative impact on the wellness of employees or residents. TAPs will complete an assessment using a trauma-informed care model and create a plan to address the needs of staff and project and may assist on a short-term basis to support the organization through a difficult time (i.e. grief counseling).

4. Accounting/Auditing Service

HHAC is seeking certified public accountants (CPAs) with a minimum of five (5) years' experience working with nonprofit organizations. The CPA should have current knowledge of federal audit guidelines and OMB 200 Super Circular, as well as state and federal laws as they apply to nonprofit organizations. CPAs should ensure compliance with overall operational and agency wide internal controls, compliance with federal guidance, and compliance with the major program(s) to ensure funds are being used in accordance with the contract/compliance supplement. CPAs must be familiar with nonprofit accounting guidelines and practices; grant funding streams; transactions between parent and subsidiary corporations; real property financial transactions; financial management systems and low-income housing tax credit implications (e.g., cost allocation plans, limited partnerships, etc.). Prospective TAPs should specify whether accounting or auditing services are proposed as described below, or both:

A. Accounting

TAPs must be able to review audited financial statements submitted by nonprofit organizations and their subsidiaries to assess: the organization's current and ongoing financial stability, the organization's ability to generate cash from operations, any detectable poor procedures or financial practices, OMB 200 Super Circular compliance and similar accounting functions. TAPs will provide: 1) HHAC with a summary report on each financial statement reviewed; 2) HHAC and the nonprofit with a summary report for each audit reviewed, including any negative findings and recommended corrective actions; and 3) ongoing technical assistance, as assigned, to the sponsor to address concerns, ensuring implementation of recommendations. Fieldwork may be necessary to assess the financial issues and accounting procedures of the sponsor and to assist the sponsor in implementing improved practices and TAPs may be requested to provide training to HHAC staff in the areas of interpreting financial statements, basic accounting principles and terminology, financial compliance requirements applicable to nonprofits and similar concepts; and

B. Auditing

TAPs will audit the records of sponsor organizations to assess the effectiveness of the financial management policies of the sponsor and ensure the proper use of HHAC funds and/or project revenues. The audit would include the review of the project account records, internal controls, record keeping, fraud observances, and adherence to generally accepted accounting principles (GAAP). TAPs will provide a report to HHAC and the sponsor that includes findings, and when appropriate, submit a corrective action plan containing specific recommendations and outcomes. Fieldwork will be necessary to conduct the audit and ensure implementation of recommendations.

5. Legal Services

HHAC is seeking qualified attorneys and/or firms throughout New York State who are duly licensed to practice law in the State of New York and are in good standing with the State, and who have a minimum of five (5) years' experience in one or more of the following areas:

- 1) Contract law
- 2) Nonprofit corporation law and general corporate law
- 3) Lease and occupancy agreements
- 4) Construction financing and contracts, particularly with regard to projects funded by multiple entities
- 5) Construction disputes and litigation
- 6) Real property law, including, but not limited to title issues, foreclosures, liens and judgments, and real property tax issues
- 7) Tax abatements

- 8) Partnership law, particularly with regard to limited partnerships and syndications
- 9) Bankruptcy
- 10) Bonding and state finance law
- 11) The Internal Revenue Code, as it relates to nonprofit corporations and the Low-Income Housing Tax Credit program
- 12) Planning and zoning issues
- 13) Landlord-tenant law including fair housing, compliance with the Americans with Disability Act, and eviction procedures and similar concepts

An attorney or law firm responding to this section must specifically state their (or their firm's) area or areas of expertise. However, all must be familiar and have experience with nonprofit corporation law and/or real property law.

6. Abstract/Title Company

Title companies will be called upon to execute abstracts, tax and title searches and title insurance commitments for specific properties, and to record mortgages and related documents as needed by HHAC. HHAC may also wish to purchase title insurance and consult with TAPs regarding title insurance coverage and considerations relative to real property law and practice, and similar matters. Title searches are to be billed on a per search basis. (Please see "Rate Schedule" on page 28).

7. Architectural/Engineering Services

While HHAP grantees are required to assemble a development team, including a project architect, at the application stage, it may be necessary to engage an alternate architect at any stage of the project (e.g., design development, construction administration, assessments and repairs while a project is operational, etc.). HHAC is seeking professional architects and engineers who are licensed to provide some or all of the following services:

- 1) Feasibility studies (including structural inspections)
- 2) Design/ Construction documents
- 3) Zoning/code analysis
- 4) Value engineering
- 5) Rehabilitation/repair assessments
- 6) Cost estimating
- 7) Pre-Qualification of contractors
- 8) Bidding
- 9) Construction administration/site inspection
- 10) Energy/water audits

Under the heading of architectural/engineering services, respondents should specify the services they are able to perform. Entities proposing to perform all the services should clearly indicate their ability to do so in the application.

TAPs providing architectural services must possess the skills necessary to become involved in an ongoing project under development and move the project forward to completion. Therefore, excellent negotiating skills are necessary, as TAPs may be assigned to an existing development team. HHAC requires at a minimum that the individual providing technical assistance have a Bachelor of Architecture and be registered and licensed to practice in New York State, if the nature of the requested services requires those qualifications. If proposing services where the above-mentioned qualifications are not required, please be sure to indicate clearly in the proposal. TAPs must have design experience in new construction, adaptive re-use, and rehabilitation of single and multi-family housing. Experience in the administration of construction projects and supervision of staff is also required. TAPs must be knowledgeable of all phases of design and understand programmatic, and code aspects required of various licensing agencies (e.g., domestic violence shelters, homeless and runaway youth facilities, adult homes and adult residences). TAPs must also be available for in-house and field assignment. Services needed may include project re-design and/or rebidding to reduce cost over-runs or to comply with programmatic requirements.

A. Program-Wide Architectural/Engineering Consulting Services

HHAC is seeking both architectural services to be assigned on a project-by-project basis, and a single, statewide vendor or regional vendors for services in the fields of architecture, engineering, cost estimating, construction inspection and monitoring. The selected TAPs would be required to assist HHAC staff in the technical review of proposals submitted for funding consideration and to subsequently become part of the development team of funded projects. They would work very closely with HHAP project managers to ensure that projects progress in a timely, effective manner. Duties include, but are not limited to: evaluating the appropriateness of proposed project sites; evaluating architectural designs and cost estimates of proposal submissions; providing technical expertise to funded projects in the review and approval of architectural, mechanical and construction documents, including the appropriateness of cost estimates; overseeing the contractor selection process; reviewing architectural, general contractor and construction management agreements; monitoring, inspecting, and reporting on all HHAP projects under construction; and, approving contractor requisitions. The RFQ submission may be based on the provision of statewide services or be limited to one or more of the regions as defined in the submission package below.

- 1) Applicants may apply specifically to provide one or more of the technical services below, which are a subset of architectural/engineering services. Responses to the RFQ need to be clear as to which services are being proposed.

a) Site Inspections

Once projects go to construction, site inspectors oversee the construction process and provide a technical on-site presence for HHAP project managers. They work closely with the sponsor's design architect and HHAP project managers. Under this RFQ, both architects and independent Construction Engineer (CE) may propose to perform the site inspection function. During construction, the site inspector will inspect the progress of the work and confirm that the project is proceeding according to the specifications. Additionally, the site inspector will confirm that the installations are correct, and that the workmanship is of professional quality. Although HHAP project management staff maintains final authority, it is the site inspector that must sign off on all change orders and requisitions. Consultation with the design architect may be required if a change order involves a substantial design issue. HHAC relies on site inspector to monitor production schedules and keep project staff informed of any problems or potential problems. Periodic written reports will need to be submitted to HHAP project managers. Generally, requisition meetings are held on a monthly basis. A minimum of five years' experience in the construction industry as an inspector, engineer, site superintendent or architect is required. The respondent must have experience as a field inspector and be familiar with construction administration, be able to interpret construction documents and be familiar with best practices. TAPs must be capable of coordinating and reviewing submittals of shop drawings, change orders and payment requisitions. They should have a working knowledge of Occupational Safety and Health Administration (OSHA) regulations and applicable building codes and municipal building department approval processes for the region(s) in which services are being proposed. They must have the ability to visit sites within a specific region as frequently as the job requires. HHAC has found that the most effective manner in which to develop a project is to maintain consistency in the composition of the development team. Therefore, HHAC requires that the architect and site inspector maintain consistent involvement for the project duration.

b) Cost Estimating

Under this RFQ, both architects and independent cost estimators may propose to perform cost estimating services. TAPs should be familiar with building methods, materials of construction, and related costs. Expertise in the construction of single and multi-family housing is required. Familiarity with code analysis, environmental analysis, and asbestos and lead paint abatement issues is a requisite. TAPs must have the ability to work with an existing development team. Knowledge of the fluctuations of material and labor costs within a given region is necessary.

c)Energy and Water Audits

Under this RFQ, both architects and independent energy/water usage consultants may propose to perform energy and water audits. HHAC is interested in assisting projects (both operational projects and those in development) in improving energy efficiency and reduce the use of public water as a means of strengthening the financial viability of the projects. HHAC will retain TAPs that are able to perform energy efficiency and/or water usage assessments or “audits” and develop detailed recommendations or a scope of work to decrease the usage of energy and water. TAPs should demonstrate experience and expertise in energy efficient equipment, appliances, systems, materials, and practices. In addition, TAPs should: be familiar with various sources of funding (e.g., NYSERDA, HUD, etc.); available to assist in redesigning or upgrading existing systems; be able to provide guidance as to how such funding may be used in concert or independent of HHAP funding and be able to assist HHAP sponsors with requesting such funding.

8. Construction Manager (CM)/Emergency Repairs

A. Construction Manager

CMs must have experience in the development of single family and multi-unit projects. Experience in the construction of rental housing for low income and special needs populations will be favorably reviewed. CMs should have prior experience as a construction superintendent, project engineer, CM as constructor, or inspector, and be familiar with the construction administration process. HHAC is looking for TAPs who are familiar with all applicable building codes, possesses knowledge of OSHA standards, and have a strong command of construction documents and cost estimating skills. TAPs should have a working knowledge of the availability of subcontractors within a given region. Finally, TAPs should have excellent negotiating skills as this individual may join an existing development team. Experience in terms of completed projects should be described in the proposal narrative, as well as the anticipated ratio of the CM's own forces that would be typically utilized as opposed to subcontractors. CMs may be called upon to complete or facilitate completion of an HHAC project in development, or to effect emergency repairs to a project in operation. Depending on the assignment, a CM's fee may be based on a percentage of the construction cost, rather than the hourly or daily rate. Please specify both hourly and daily rates as well as a proposed CM fee expressed as a percentage of estimated construction cost.

Applicants should clearly specify whether proposed CM services include Emergency Repairs as described below.

B. Emergency Repairs

HHAP projects represent a significant investment of State funds. HHAC sponsor organizations enter into long-term contracts to operate the projects as homeless supportive housing; therefore, HHAC has a strong interest in preserving the State's investment and protecting the tenants that reside in the HHAC supported projects. HHAC may seek to employ a CM TAP to conduct emergency repairs, if such repairs are beyond the ability of the sponsor to address or are not covered by insurance or a warranty. Repairs would be minor in scope and designed to mitigate the immediate threat to the safety of tenants and/or avert additional or long-term damage to the project or facility. Examples include but are not limited to flood damage; smoke restoration; emergency plumbing or heating repairs; extermination; roof repair; mold remediation; and foundation repairs. If HHAC determines it is necessary, TAPs may be required to submit a scope of work, cost estimate, and bids of any subcontractors. TAPs may also be called upon to work with HHAC property managers when necessary.

9. Expeditor

TAPs should be familiar with all municipal building department rules and regulations within a given geographic area. TAPs will work closely with the project architect and sponsor to efficiently guide documents through the planning and/or building department approval process. Successful experience should be described in navigating and coordinating the review and sign-off by various agencies (e.g. fire department, department of buildings) required to secure a building permit and achieve a certificate of occupancy.

10. Site Testing/ Abatement Services

A. Site Testing

HHAC is seeking TAPs with appropriate and necessary credentials able to provide testing/assessments and abatement/treatment recommendations for HHAP sites concerning such contaminants and matters as lead, asbestos, mold, radon, soil borings and environmental pollutants. In addition, organizations able to conduct Phase 1 environmental assessments (records research) will be favorably considered. Documentation of applicable licensure or certification is required. Respondents should specify what testing services they propose to provide.

Applicants should also clearly specify whether abatement services as described below are being proposed in addition to, or separately from, site testing services.

B. Abatement Services

In addition to the above site testing services, HHAC is seeking TAPs with the proper credentials and training that are able to provide for the abatement, treatment, or remediation of hazardous substances that may impact or impede the development of an HHAP project. Examples include but are not limited to: lead paint abatement; mold remediation; and asbestos removal. The type(s) of abatement services proposed should be specified and documentation of applicable licensure or certification must be submitted.

11. Appraiser

TAPs may be called upon to either conduct an appraisal or to review and comment upon appraisals prepared by others. The subject property may consist of existing residential structures, vacant land, or occasionally large scale, multi-use properties in both rural and urban areas. TAPs interested in providing services must be state-certified appraisers with credentials based on the minimum certification criteria issued by the Appraiser Qualifications Board (AQB) of the Appraisal Foundation. Appraisers must utilize the criteria, definitions and methodology proscribed by Standards 1 through 5 of the Uniform Standards of Professional Appraisal Practice (USPAP). Appraisal services are to be billed on a per-appraisal basis, rather than an hourly or daily rate (please see "Rate Schedule" on page 28).

12. Surveyor

HHAC is seeking to retain the services of surveyors to conduct or update and certify to HHAC surveys of HHAP-funded sites, including but not limited to: Topographic Surveys; Surveys for Engineering Design; Boundary Surveys and ALTA Surveys. Experience with residential properties in both rural and urban areas is desired. Documentation of a New York State license is required. Surveyor services are to be billed on a per-survey basis, rather than an hourly or daily rate. (Please see "Rate Schedule" on page 28).

13. Low-Income Housing Tax Credit

HHAC is interested in contracting with TAPs that have experience and expertise in all phases of low-income housing tax credit (LIHTC) projects. TAPs may be needed to assist a sponsor with packaging a proposal, working with syndicators, advising on ownership structure and contract documents, filing of Internal Revenue Service tax credit forms and similar activities. TAPs may also be assigned to assist sponsors with LIHTC regulatory agreement compliance both during and at the close of the regulatory period, including developing and implementing a "Year 15 exit strategy". TAPs will facilitate linkages among accountants, attorneys, investors, funders and credit issuers. HHAC is looking for TAPs familiar with the requirements for programs administered by NYS Homes and Community Renewal (HCR), the NYC Department of Housing Preservation and Development (HPD), and other capital funding sources. The TAP should have a strong financial background and be familiar with all federal rules and regulations governing the LIHTC program. Please note that the HHAC is NOT looking for syndicators, the role of the TAP would be to assist a sponsor to research several syndication proposals in an attempt to secure an equity commitment, which best meets the individual needs of the project and to facilitate the consummation of the HHAP project. TAPs in this category of services may consist of a primary consultant and a team of subcontractors/partners needed to provide various forms of technical expertise.

14. Information Technology

HHAC is seeking TAPs with information technology knowledge and experience to assist HHAP sponsors in the management of their housing projects through the use of computer systems and software, including Homeless Management Information Systems (HMIS). TAPs must have expertise in computer hardware (e.g., PCs, servers, routers, etc.), networking, operating systems, software applications (e.g., financial, housing management, support service programs), communication technology, security and web page design. TAPs may be assigned to assess the sponsor's needs, recommend and set up systems and software applications, and provide training to the sponsor's staff in the use of the systems and/or software applications.

IX. Minority And Women-Owned Business Enterprise (M/WBE) And Equal Employment Opportunity (EEO) Participation

Contractor Requirements and Procedures For Business Participation Opportunities For New York State Certified Minority- And Women-Owned Business Enterprises And Equal Employment Opportunities For Minority Group Members And Women

New York State Law

Pursuant to New York State Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules and Regulations OTDA is required to promote opportunities for maximum feasible participation of New York State-certified Minority and Women-owned Business Enterprises (“MWBEs”) and the employment of minority group members and women in the performance of OTDA contracts.

Business Participation Opportunities for MWBEs

For purposes of this solicitation, OTDA hereby establishes an overall goal of 30% for MWBE participation, 15% for New York State certified minority-owned business enterprises (“MBE”) participation and 15% for New York State certified women-owned business enterprises (“WBE”) participation (based on the current availability of qualified MBEs and WBEs). A contractor (“Contractor”) on the subject contract (“Contract”) must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract and the Contractor agrees that OTDA may withhold payment pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. For guidance on how OTDA will determine a Contractor’s “good faith efforts,” refer to 5 NYCRR §142.8.

In accordance with 5 NYCRR §142.13, the Contractor acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in the Contract, such finding constitutes a breach of Contract and OTDA may withhold payment from the Contractor as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBEs for work performed or materials supplied under the Contract.

By submitting a bid or proposal, a bidder on the Contract (“Bidder”) agrees to demonstrate its good faith efforts to achieve its goals for the utilization of MWBEs by submitting evidence thereof through the New York State Contract System (“NYSCS”), which can be viewed at <https://ny.newnycontracts.com>, provided, however, that a Bidder may arrange to provide such evidence via a non-electronic method by contacting their contract manager. Please note that the NYSCS is a one stop solution for all of your MWBE and Article 15-A contract requirements. For additional information on the use of the NYSCS to meet Bidder’s MWBE requirements please see the attached MWBE guidance, “Your MWBE Utilization and Reporting Responsibilities Under Article 15-A.”

Additionally, a Bidder will be required to submit the following documents and information as evidence of compliance with the foregoing:

- A. An MWBE Utilization Plan with their bid or proposal. Any modifications or changes to the MWBE Utilization Plan after the Contract award and during the term of the Contract must be reported on a revised MWBE Utilization Plan and submitted to OTDA.

OTDA will review the submitted MWBE Utilization Plan and advise the Bidder of OTDA acceptance or issue a notice of deficiency within 30 days of receipt.

- B. If a notice of deficiency is issued, the Bidder will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to the OTDA, address phone and fax information], a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by OTDA to be inadequate, OTDA shall notify the Bidder and direct the Bidder to submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

OTDA may disqualify a Bidder as being non-responsive under the following circumstances:

- a. If a Bidder fails to submit a MWBE Utilization Plan;
- b. If a Bidder fails to submit a written remedy to a notice of deficiency;
- c. If a Bidder fails to submit a request for waiver; or
- d. If OTDA determines that the Bidder has failed to document good faith efforts.

The Contractor will be required to attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the Contract.

Requests for a partial or total waiver of established goal requirements made subsequent to Contract Award may be made at any time during the term of the Contract to OTDA but must be made no later than prior to the submission of a request for final payment on the Contract.

The Contractor will be required to submit a Contractor's Quarterly M/WBE Contractor Compliance & Payment Report to the OTDA, by the 10th day following each end of quarter over the term of the Contract documenting the progress made toward achievement of the MWBE goals of the Contract.

Equal Employment Opportunity Requirements

By submission of a bid or proposal in response to this solicitation, the Bidder/Contractor agrees with all of the terms and conditions of Appendix A – Standard Clauses for All New York State Contracts including Clause 12 - Equal Employment Opportunities for Minorities and Women. The Contractor is required to ensure that it and any subcontractors awarded a subcontract over \$25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the Contractor, undertake or continue programs to ensure that minority group members and women are afforded equal

employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

The Bidder will be required to submit a Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement, Form OTDA 4970, to OTDA with their bid or proposal.

To ensure compliance with this Section, the Bidder will be required to submit with the bid or proposal an Equal Employment Opportunity Staffing Plan (Form OTDA 4934 - Staffing Plan) identifying the anticipated work force to be utilized on the Contract and if awarded a Contract, will, upon request, submit an Equal Employment Opportunity Workforce Employment Utilization Compliance Report identifying the workforce actually utilized on the Contract, if known, through the New York State Contract System; provided, however, that a Bidder may arrange to provide such report via a non-electronic method by contacting their contract manager.

Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

HHAC has adopted OTDA's Equal Employment Opportunity and M/WBE standards and goals. Please refer to Appendix Z for additional information relating to HHAC/OTDA's Equal Employment Opportunity and M/WBE goals.

X. Service-Disabled Veteran Owned Business Enterprises

Participation Opportunities For New York State Certified Service-Disabled Veteran Owned Businesses

HHAC and OTDA are in full accord with the aims and efforts of the State of New York to promote Service-Disabled Veteran-Owned Businesses (SDVOBs), as enacted by Article 3 of the New York State Veterans' Services Law. This law acknowledges that Service-Disabled Veteran-Owned Businesses (SDVOBs) strongly contribute to the economies of the State and the nation. As defenders of our nation and in recognition of their economic activity in doing

business in New York State, Applicants are strongly encouraged and expected to consider SDVOBs in fulfilling the requirements of the resulting contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles. SDVOBs can be readily identified on the directory of certified businesses at: <https://sdves.ogs.ny.gov/business-search>

Applicants are strongly encouraged, to the maximum extent practical and consistent with legal requirements of the State Finance Law, the Executive Law and any implementing regulations, to use responsible and responsive NYS certified SDVOBs in purchasing and utilizing commodities, services and technology that are of equal quality and functionality to those that may be obtained from non-SDVOBs. Applicants are subject to the provisions of New York State Veterans' Services Law Article 3. Applicants are reminded that they must continue to utilize small, and minority and women-owned businesses (M/WBEs), consistent with current State law (Executive Law Article 15-A).

Applicants will complete and submit a Service-Disabled Veteran-Owned Businesses (SDVOBs) Utilization Plan (SDVOB-100), to demonstrate their proposed utilization of NYS certified SDVOBs as part of their bid/proposal. OTDA has set a goal for SDVOB utilization for this procurement of 6%. HHAC has adopted OTDA's SDVOB policies and goals. Additional information about HHAC/OTDA's SDVOB participation requirements may be found in Appendix F and will be reflected in the Appendix Y of an HHAC Contract.

The successful Applicant will report on actual participation by each SDVOB during the term of the contract to HHAC/OTDA on a monthly basis according to policies and procedures to be set forth by HHAC/OTDA in Appendix F: Services Disabled Veteran Owned Business (SDVOB) Participation Requirements for OTDA contracts.

NOTE: Information about set asides for SDVOB participation in public procurement can be found at: <https://ogs.ny.gov/veterans/> which provides certification information and guidance for State agencies in making determinations and administering set asides for procurements from SDVOBs.

XI. Additional Terms And Conditions Of This RFQ

1. HHAC reserves the right to reject any and all submittals for cause.
2. This RFQ does not commit HHAC to award any contracts or to procure or contract for services.
3. HHAC reserves the right to award contracts to as many or as few respondents as it selects, to award contracts to additional entities other than respondents to this RFQ during the five year contract term, and to cancel this RFQ in part or in whole, if HHAC and OTDA, in their sole discretion, deem it to be in their best interests.
4. HHAC reserves the right to request and consider additional information from any applicant beyond that requested or presented in the initial response to this RFQ.
5. Submission of any formal response to this RFQ will be deemed to be the consent of the respondent to any inquiry made by HHAC of third parties with regard to the respondent's character, competence, experience or other matters relevant to this RFQ.

6. All responses to this RFQ which are submitted become the property of HHAC and will not be returned to the respondent.
7. Responses to this RFQ are prepared at the sole cost and expense of the respondent.
8. HHAC reserves the right to amend, modify or withdraw this RFQ and may exercise such right at any time without notice and without liability to any respondent or other parties for their expenses incurred in the preparation of the response to this RFQ or otherwise.
9. Successful respondents will work under the supervision of HHAC staff.
10. Any contracts awarded pursuant to this RFQ are subject to the applicable standard processing procedures for contracts of this type, which may include OTDA's internal review process, HHAC Board approval, and New York State Division of Budget, New York State Office of the State Comptroller or the New York State Office of the Attorney General approval.
11. The proposal of the successful respondent will serve as the basis for any agreement between the respondent and HHAC.
12. Successful respondents will be awarded up to five-year contracts. HHAC must approve all procurement contracts. All contracts are subject to the availability of appropriations.

XII. PROCUREMENT LOBBYING ACT

State Finance Law §139-j (6) requires that a Governmental Entity incorporate a summary of its policy and prohibitions regarding permissible Contacts during a covered procurement.

Pursuant to State Finance Law §139-j and 139-k, this Request for Qualifications (RFQ) includes and imposes certain restrictions on communications between a Governmental Entity and an Offerer/Bidder during the procurement process. An Offerer/Bidder is restricted from making contacts, from the issuance of the RFQ through final award and approval of the Procurement Contract by the NYS Homeless Housing and Assistance Corporation (HHAC), with other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). Designated staff, as of the date hereof, is identified on page 3 of this RFQ. HHAC employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offerer/Bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four-year period; the Offerer/Bidder is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found at <https://ogs.ny.gov/ACPL/>

State Finance Law §139-k(5) also requires that every Procurement Contract award subject to the provisions of State Finance Law §139-k or 139-j contain a certification by the Offerer/Bidder that all information provided to the procuring Governmental Entity with respect to State Finance Law §139-k is complete, true and accurate. The attached "Offerer Certification" must be completed and submitted with any response submitted in response to this RFQ in order to be considered.

Required Proposal Submission Pages

**Homeless Housing and Assistance Corporation
Technical Assistance Program**

TA Provider Information

Name of Applicant:

Street Address:

City: **State:** **Zip Code:**

Contact Person: **Title:**

Email Address:

Telephone Number: **Federal I.D:**

NYS Charities Registration Number (if nonprofit):

Status:

Corporation **Partnership**

Nonprofit **Other, Specify** _____

Classification:

MBE **WBE** **MBE & WBE**

New York Empire State Development Certified:

Yes **No**

Litigation And References

Please provide a list of all pending malpractice suits against you, your firm or any present or former employees. Include your firm's employee's or former employee's involvement and the current status of such suits. Additionally, list all malpractice suits filed against you, your firm or employees within the past five years and their outcome.

Please list all pending litigation commenced by you or your firm (or to which you or your firm are a party) against the State of New York or any municipalities located within the State of New York. Include your firm's involvement and the current status of such suits.

Please provide the name, address and telephone number of six references for your organization that are persons or organizations familiar with the services you provide. The contact person should be able to describe their understanding of the type and quality of your organization's work. List any New York State contract work within the previous five years. For state clients, indicate the nature and duration of the work.

**Homeless Housing and Assistance Corporation
Technical Assistance Program**

Services To Be Provided

Please select the services to be provided

1)	Monitoring	<input type="checkbox"/>
2)	Direct Property Management	<input type="checkbox"/>
3)	Organization Capacity	<input type="checkbox"/>
4)	Accounting/Audit Services	<input type="checkbox"/>
5)	Legal Services	<input type="checkbox"/>
6)	Title Company	<input type="checkbox"/>
7)	Architectural and Engineering Services	<input type="checkbox"/>
8)	Construction Management/Emergency Repairs	<input type="checkbox"/>
9)	Expediter	<input type="checkbox"/>
10)	Site Testing/Abatement Services	<input type="checkbox"/>
11)	Appraiser	<input type="checkbox"/>
12)	Surveyor	<input type="checkbox"/>
13)	Low-Income Housing Tax Credits	<input type="checkbox"/>
14)	Information Technology	<input type="checkbox"/>

**Homeless Housing and Assistance Corporation
Technical Assistance Program**

Geographical Regions

Please indicate the geographical areas in which services may be provided.

- REGION 1 (New York City, Suburbs, Long Island)** Bronx, Kings, New York, Queens, Richmond, Putnam, Westchester, Rockland, Orange, Nassau, and Suffolk Counties.
- REGION 2 (Capital District/Hudson Valley)** Albany, Columbia, Delaware, Dutchess, Greene, Montgomery, Otsego, Rensselaer, Saratoga, Schenectady, Schoharie, Sullivan, and Ulster Counties.
- REGION 3 (North Country)** Clinton, Essex, Franklin, Fulton, Jefferson, Hamilton, Herkimer, Lewis, St. Lawrence, Warren, and Washington Counties.
- REGION 4 (Central NY and Southern Tier)** Broome, Cayuga, Chemung, Chenango, Cortland, Madison, Oneida, Onondaga, Oswego, Schuyler, Seneca, Steuben, Tioga, Tompkins, Wayne, and Yates Counties.
- REGION 5 (Western NY)** Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Livingston, Monroe, Niagara, Orleans, and Wyoming Counties.

Homeless Housing and Assistance Corporation Technical Assistance Program

Rate Schedule

- Rates must include all overhead and administrative expenses. Reimbursables and other added fees cannot be accommodated.
- Travel reimbursement, including mileage, will be at the New York State Office of General Services travel reimbursement rate.
- Do not state the hourly or daily rate as a range. If rates vary by region or according to the individual performing the service (e.g. attorney, paralegal, partner, associate), please indicate the rate for each.

In the space below, please provide a “fee for service” schedule. (Examples of these activities include surveys, appraisals, title searches, etc.) This should be completed in such a manner which will provide clarity for how services provided will be billed. Please itemize if responding to more than one service area.

If specialized services are offered that are charged at a higher rate than other services on offer this must be clearly outlined.

Homeless Housing and Assistance Corporation

Technical Assistance Program

Narrative

Please describe in detail each type and the scope of services you or your firm propose to provide to HHAC with respect to the requirements of this RFQ. Be sure to describe your relevant experience and, if required, demonstrate that you meet minimum qualifications. For additional guidance, please refer to Sections VII and VIII of the RFQ. You may use additional pages as necessary. Please attach copies of any licenses or certifications here.

**Homeless Housing and Assistance Corporation
Technical Assistance Program**

Macbride Fair Employment Principles

Nondiscrimination in Employment in Northern Ireland:

MacBride Fair Employment Principles

In accordance with Chapter 807 of the Laws of 1982 the bidder, by submission of this bid, certifies that it or any individual or legal entity in which the bidder holds 10% or greater ownership interest, or any individual or legal entity that holds 10% or greater ownership interest in the bidder:

(Answer yes or no to one or both of the following, as applicable.)

1. Has business operations in Northern Ireland. yes no
2. Shall take lawful steps in good faith to conduct any business operations they have in Northern Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of their compliance with such Principles. yes no

Name

Title

Company

Date

**Homeless Housing And Assistance Corporation
Technical Assistance Program**

Subcontracting Utilization Form

Agency Contact: _____ Telephone: _____

Contract Number: _____ Dollar Value: _____

Date Bid: _____ Date Let: _____ Completion Date: _____

Contract Awardee/Recipient

Name: _____

Address: _____ Telephone: _____

Description of Contract/Project Location: _____

Subcontractors Purchase with Majority Vendors

Participation Goals Anticipated _____ % MBE _____ % WBE

Participation Goals Anticipated _____ % MBE _____ % WBE

Participation Goals Anticipated _____ % SDVOB

Subcontractors/Suppliers

Firm Name and City	Description of Work	Dollar Value	Date of Subcontract	MWBE or SDVOB or NYS Certified

(you may attach additional list if necessary)

Contractor's Agreement: My firm proposes to use the M/WBE's and/or SDVOB listed on this form.

Prepared by
(Signature of Contractor)

Print Contractor's
Name

Telephone #

Grant Recipient Affirmative Action Officer Signature (If Applicable)

Date

FOR OFFICE USE ONLY

Reviewed by: _____ Date: _____

M/WBE/SDVOB Firms: Certified _____ Not Certified _____

CBO _____

MCBO _____

Certification

The undersigned: (1) recognizes that this questionnaire is submitted for the express purpose of assisting New York State government entities (including the Office of the State Comptroller (OSC)) in making responsibility determinations regarding award or approval of a contract or subcontract and that such government entities will rely on information disclosed in the questionnaire in making responsibility determinations; (2) acknowledges that the New York State government entities and OSC may, in their discretion, by means which they may choose, verify the truth and accuracy of all statements made herein; and (3) acknowledges that intentional submission of false or misleading information may result in criminal penalties under State and/or Federal Law, as well as a finding of non-responsibility, contract suspension or contract termination.

The undersigned certifies that he/she:

- is knowledgeable about the submitting Business Entity's business and operations;
- has read and understands all of the questions contained in the questionnaire;
- has not altered the content of the questionnaire in any manner;
- has reviewed and/or supplied full and complete responses to each question;
- to the best of their knowledge, information and belief, confirms that the Business Entity's responses are true, accurate and complete, including all attachments, if applicable;
- understands that New York State government entities will rely on the information disclosed in the questionnaire when entering into a contract with the Business Entity; and
- is under an obligation to update the information provided herein to include any material changes to the Business Entity's responses at the time of bid/proposal submission through the contract award notification, and may be required to update the information at the request of the New York State government entities or OSC prior to the award and/or approval of a contract, or during the term of the contract.

Signature of Owner/Official _____

Printed Name of Signatory/Title _____

Name of Business _____

Address _____

City, State, Zip _____

Sworn to before me this _____ day of _____, 20____;

Notary Public

Vendor Assurance Of No Conflict Of Interest Or Detrimental Effect

The Applicant offering to provide services pursuant to this Homeless Housing and Assistance Corporation (“HHAC”) Request for Qualifications RFQ, as a contractor, joint venture contractor, subcontractor, or consultant, attests that its performance of the services outlined in this RFQ does not and will not create a conflict of interest with nor position the Applicant to breach any other contract currently in force with the State of New York.

Furthermore, the Applicant attests that it will not act in any manner that is detrimental to any State or HHAC project on which the Applicant is rendering services. Specifically, the Applicant attests that:

1. The fulfillment of obligations by the Applicant, as proposed in the RFQ response, does not violate any existing contracts or agreements between the Vendor/ Applicant and the State or HHAC;
2. The fulfillment of obligations by the Applicant, as proposed in the RFQ response, does not and will not create any conflict of interest, or perception thereof, with any current role or responsibility that the Applicant has with regard to any existing contracts or agreements between the Applicant and the State or HHAC;
3. The fulfillment of obligations by the Applicant, as proposed in the RFQ response, does not and will not compromise the Applicant’s ability to carry out its obligations under any existing contracts between the Applicant and the State or HHAC;
4. The fulfillment of any other contractual obligations that the Applicant has with the State or HHAC will not affect or influence its ability to perform under any contract with the State resulting from this RFQ;
5. During the negotiation and execution of any contract resulting from this RFQ, the Applicant will not knowingly take any action or make any decision which creates a potential for conflict of interest or might cause a detrimental impact to the State or HHAC as a whole including, but not limited to, any action or decision to divert resources from one State or HHAC project to another;
6. In fulfilling obligations under each of its State contracts, including any contract which results from this RFQ, the Applicant will act in accordance with the terms of each of its State or HHAC contracts and will not knowingly take any action or make any decision which might cause a detrimental impact to the State or

HHAC as a whole including, but not limited to, any action or decision to divert resources from one State or HHAC project to another;

7. No former officer or employee of the State who is now employed by the Applicant, nor any former officer or employee of the Applicant who is now employed by the State, has played a role with regard to the administration of this contract procurement in a manner that may violate section 73(8)(a) of the State Ethics Law; and
8. The Applicant has not and shall not offer to any employee, member or director of the State any gift, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence said employee, member or director, or could reasonably be expected to influence said employee, member or director, in the performance of the official duty of said employee, member or director or was intended as a reward for any official action on the part of said employee, member or director.

Applicants responding to this RFQ should note that the State and HHAC recognize that conflicts may occur in the future because an Applicant may have existing or new relationships. HHAC will review the nature of any such new relationship and reserves the right to terminate the contract for cause if, in its judgment, a real or potential conflict of interest cannot be cured.

Name and Title (Please Print) _____

Signature and Date: _____

*Note: This form must be signed by an authorized executive or legal representative.

**Homeless Housing and Assistance Corporation
Technical Assistance Program**

Offerer Certification

In compliance with State Finance Law §139-j (3) and 139-j (6) (b), the Offerer hereby affirms that it understands and agrees to comply with the procedures of the NYS Homeless Housing and Assistance Corporation (HHAC) and the NYS Office of Temporary and Disability Assistance (OTDA), and their successors and/or assigns relating to permissible contacts during and with regard to this RFQ process.

Offerer further certifies that all information provided by Offerer to the HHAC and OTDA is complete, true and accurate and in compliance with State Finance Law §139-k.

[PLEASE NOTE: HHAC and OTDA, their successors and/or assigns reserve the right to terminate the technical assistance agreement that may result from this RFQ in the event that this certification is intentionally false or intentionally incomplete. Upon such finding, the HHAC and OTDA, their successors and/or assigns may exercise its termination right by providing written notification to the Offerer in accordance with the written notification terms of the technical assistance agreement.]

By: _____ Date: _____

Name: _____

Title: _____

Contractor Name: _____

Contractor Address: _____

Agreement

It is hereby understood and agreed to by the respondent and co-respondent that: (1) respondent organization proposes to provide technical assistance services to Homeless Housing and Assistance Program grantees and/or the New York State Homeless Housing and Assistance Corporation (HHAC), its successors and/or assigns; (2) respondent will properly account for and maintain records on all funding provided; (3) respondent practices non-discrimination; (4) funds received from the New York State Homeless Housing and Assistance Corporation, its successors and/or assigns will be expended in accordance with New York State guidelines established for such purposes; (5) the responding organization agrees to comply with the requirements of the Civil Rights Act of 1964 as amended, and all applicable Federal Regulations contained in 44 CFR, Part 7, entitled "Nondiscrimination in Federally-Assisted Programs," and agrees that the expression of religious belief or religious activity shall not be a condition to receiving technical assistance services; (6) the HHAC funds may be terminated in whole, or in part, by the Commissioner of the New York State Office of Temporary & Disability Assistance, acting as Chairman of HHAC, its successors and/or assigns. Such termination shall not affect obligations incurred under the agreement prior to the effective date of such termination; (7) when HHAC funds are advanced, any unexpended balance at the end of the approval period will be returned to HHAC; (8) any significant revision of the approved assignment for technical assistance services will be requested in writing by the applicant prior to the enactment of the change; (9) progress reports will be submitted as required by HHAC. The final program and financial reports will be submitted by the respondent, as required, by HHAC. Final program and financial reports will be submitted within one month after the technical assistance assignment terminates. Necessary records and accounts, including financial and property controls, will be maintained and made available to HHAC and the New York State Office of Temporary & Disability Assistance, their successors and/or assigns for audit purposes; (10) all reports of investigations, studies, publications and similar documents, made as a result of this submittal will acknowledge the support provided by the New York State Office of Temporary & Disability Assistance and HHAC, their successors and/or assigns; (11) all personal information concerning individuals served or studied under the project is confidential and such information may not be disclosed to unauthorized persons; (12) HHAC, its successors and/or assigns reserve a royalty-free non-exclusive license to use and authorize others to use all copyrighted material resulting from the technical assistance services provided and (13) the respondent shall comply with all program requirements stated in this Request for Qualifications, and with all applicable laws and regulations, in providing technical assistance services.

The respondent and co-respondent, if any, certifies that to the best of its knowledge and belief the information and data in this application are true and correct, that it will comply with the above agreement if it receives funding, and that this constitutes a firm offer for the duration of any contract resulting from this RFQ/process.

RESPONDENT**SIGNATURE OF OFFICIAL AUTHORIZED TO SIGN FOR RESPONDENT**

DateTitle

SUBCONTRACT AGENCY or CO-RESPONDENT**SIGNATURE OR OFFICIAL AUTHORIZED TO SIGN FOR SUBCONTRACTOR OR CO-RESPONDENT**

DateTitle



Gender-Based Violence and The Workplace Certification

New York State Finance Law §139-M requires bidders on competitive state procurements to certify that they have a written policy addressing gender-based violence and the workplace and that such policy meets the following minimum requirements:

- **Share Information:** Employers must provide information regarding gender-based violence where employees can see and access it, including displaying the NYS Domestic and Sexual Violence Hotline information and a gender-based violence and the workplace poster.
- **Refer Employee-Survivors to Services:** The policy must require that the employer refer employees who disclose current or past victim status to the NYS Domestic and Sexual Violence Hotline and/or a local service provider. For bidders outside of New York State, referrals should be made to a local provider or statewide hotline. While referrals are required to be provided by the employer, it is not required for the employee to access services.
- **Prohibit Retaliation:** The policy must clearly state that discrimination or retaliation against employees who identify as victims or survivors of gender-based violence is prohibited.
- **Comply with Laws:** Ensure your policy follows State law. For employers based in New York State, this means that the policy must follow the SAFE Leave Act, New York State Human Rights Law, and any other relevant laws and regulations.
- **Offer Implementation Support:** OPDV is able to assist employers in developing and implementing this policy. Employers must provide information to supervisors and human resources, where available, about this technical assistance from OPDV. OPDV can be contacted at workplace@opdv.ny.gov.

By submission of this certification, each person signing on behalf of any organization certifies, and in the case of a joint submission each party thereto certifies its own organization, under penalty of perjury, that they have and have implemented a written policy addressing gender-based violence and the workplace.

Organization's signature below certifies its compliance with State Finance Law §139-M.

Organization: _____

By (signature): _____

Name (Please Print): _____

Title: _____

Date: _____

This form must be signed by an authorized executive or legal representative.

If the organization cannot make the above certification, they must provide a statement with their bid detailing the reasons therefor:

Checklist of Required Information and Documentation

This checklist should be completed after the rest of the application. The page numbers should reflect those which have been added on the lower right-hand corner of each page.

(Page 1 of 3)

Exhibit	Check if	Page
Provided	Number	
1) TA Provider Information Form	<input type="checkbox"/>	_____
2) Litigation and References	<input type="checkbox"/>	_____
3) Services to be Provided	<input type="checkbox"/>	_____
4) Geographical Regions	<input type="checkbox"/>	_____
5) Rate Schedule	<input type="checkbox"/>	_____
6) TA Provider Narrative	<input type="checkbox"/>	_____
7) MacBride Fair Employment Principles Form	<input type="checkbox"/>	_____
8) Subcontracting Utilization Form	<input type="checkbox"/>	_____
9) Contractor/Subcontractor Questionnaire	<input type="checkbox"/>	_____
10) Vendor Assurance Form	<input type="checkbox"/>	_____
11) Offerer Certification	<input type="checkbox"/>	_____
12) Agreement	<input type="checkbox"/>	_____
13) Gender-Based Violence Certification	<input type="checkbox"/>	_____
14) M/WBE-EEO Policy Statement	<input type="checkbox"/>	_____
15) Equal Employment Opportunity Staffing Plan		_____
16) M/WBE Subcontractor Utilization Plan	<input type="checkbox"/>	_____
17) M/WBE Subcontractor/Suppliers LOI	<input type="checkbox"/>	_____
18) M/WBE Certification of Good Faith Efforts	<input type="checkbox"/>	_____

