

**THE CITY OF NEW YORK  
HUMAN RESOURCES ADMINISTRATION (“HRA”)  
HIV/AIDS Services Administration**

**REQUEST FOR PROPOSALS**

**for the**

**PROVISION OF NON-EMERGENCY PERMANENT SUPPORTIVE CONGREGATE HOUSING FOR  
CHRONICALLY HOMELESS SINGLE ADULTS LIVING WITH AIDS OR ADVANCED HIV  
ILLNESS UNDER THE NY/NY III SUPPORTIVE HOUSING AGREEMENT**

**PIN: 06913H082100**

**EPIN: 09612P0014**

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**AUTHORIZED AGENCY CONTACT PERSON**

Proposers are advised that the Authorized Agency Contact Person for all matters concerning this Request for Proposals (RFP) is:

**Paula Sangster-Graham  
Director of Contracts  
NYC Human Resources Administration  
HIV/AIDS Services Administration  
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**SECTION I – TIMETABLE****A. Release Date of the Request for Proposals: January 28, 2013****B. Questions:**

Substantive questions regarding this RFP must be issued in writing to the Authorized Agency Contact Person, whose address is indicated on the cover of this RFP. Questions received prior to the Pre-proposal Conference will be answered at the conference. All substantive information and/or responses to questions addressed at the conference will be included in an addendum to the RFP that will be sent to all organizations known to have received a copy of the RFP unless, in the opinion of HRA, a question is of a proprietary nature to the asking proposer. HRA cannot guarantee timely response to substantive questions received after the conference, but less than ten days prior to the proposal due date.

**C. Pre-Proposal Conference:**

- **Date:** February 13, 2013
- **Time:** 2:00pm to 4:00pm
- **Location:** Department of Health  
125 Worth Street 2<sup>nd</sup> floor auditorium,  
New York, New York 10038

Attendance by proposers is optional but recommended by the Human Resources Administration (“HRA” or “The Agency”).

**D. Proposal Due Date and Time and Location:**

This is an “Open-Ended” RFP; therefore, proposals will be accepted and reviewed on an ongoing basis until all units covered by this RFP are sited.

**Proposals will be accepted beginning on April 10, 2013**

**Location:** Proposals shall be submitted to:  
  
NYC Human Resources Administration  
Office of the Agency Chief Contracting Officer – RFP Unit  
180 Water Street, 14<sup>th</sup> floor  
New York, New York 10038

HRA advises proposers to deliver proposals by hand. E-mailed or faxed proposals will not be accepted by the Agency.

**E. Anticipated Contract Start Date: July 1, 2013**

## **SECTION II - SUMMARY OF THE REQUEST FOR PROPOSALS**

### **A. Purpose of RFP**

As part of the *New York/New York III* Supportive Housing agreement signed in November 2005 between Mayor Michael R. Bloomberg and Governor George E. Pataki, the City of New York and the State of New York have agreed to develop 9,000 new units of supportive housing in New York City over ten years. Supportive housing as defined by the agreement is a “pairing of rental assistance and supportive services in either a congregate building constructed or renovated for this purpose or in scattered-site apartments acquired for the purposes of housing and serving the clients”. Under the agreement, for Population H, the Human Resources Administration/HIV/AIDS Services Administration (HASA) and the NYS Department of Health/ AIDS Institute (DOH) are each slated to develop 300 units of congregate housing, totaling 600 units. Currently about 206 units have been developed, 172 city units developed by NYC Department of Housing Preservation and Development (HPD) and 34 state units developed by NYS Homes and Community Renewal (HCR) and NYS Office of Temporary and Disability Assistance (OTDA).

For the purposes of this RFP, the Human Resources Administration (HRA) is seeking appropriately qualified vendors to operate and maintain the remaining 394 units of permanent supportive congregate housing for chronically homeless single adults who are living with HIV/AIDS and who suffer from a co-occurring serious and persistent mental illness, a substance abuse disorder, or a Mentally Ill Chemical Abuse (MICA) disorder. Congregate housing consists of multiple units within one building. Permanent congregate housing is intended for persons living with clinically symptomatic HIV illness as defined by NY State AIDS Institute or have been diagnosed with AIDS as defined by the Centers for Disease Control and Prevention on a long-term basis. This housing model provides case management and other related social service supports, to provide clients with stable housing and maximize their access to, and participation in, health and behavioral health treatment.

HRA is seeking appropriately qualified social service organizations to provide up to 394 units to:

Chronically homeless single adults who are persons living with HIV/AIDS:

- i. Who are clients of the HIV/AIDS Services Administration (HASA), or
- ii. Who are clients with symptomatic HIV who are receiving cash assistance from the City -and who suffer from a co-occurring serious and persistent mental illness, a substance abuse disorder, or a Mentally Ill Chemical Abuse (MICA) disorder.

For the purposes of this RFP, a “chronically homeless” individual is anyone who has been homeless for at least 730 days in the last four years or anyone who has a disability and has been homeless for at least 365 days of the last two years, not necessarily consecutively. “Homeless” is defined as sleeping in an emergency shelter or drop-in center; in public or other places not meant for human habitation; living in a commercial single room occupancy or transitional supportive housing but having come from the streets or emergency shelters.

### **B. Program Eligibility**

Under these programs the proposer is expected to provide case management and support services to clients to enable all eligible clients to achieve the skills and financial independence required for independent living. In addition, the proposer is required to maximize the client’s self-reliance and capacity for independence through referrals to employment programs for training, vocational rehabilitation and job placement. The proposer is expected to work with the target population to maximize functional capacity, reduce morbidity and mortality by

linking clients to health, mental health and/or substance abuse treatment services and monitoring treatment adherence/compliance.

Proposers may propose to provide for more than one building and/or more than one borough. However, a separate and complete proposal shall be submitted for each program proposed. In the case that a proposer is eligible for more than one contract award, HRA reserves the right to determine based on the proposer's demonstrated level of organizational capability, and the best interests of the City, respectively, to determine how many buildings and for which borough(s) the proposer will receive an award.

**C. Anticipated Contract Term**

It is anticipated that the term of the contracts awarded from this RFP will be for the length of the public state or city mortgage, or other government funds that the provider receives. The Agency reserves the right, prior to contract award, to determine the length of the initial contract term and each option to renew, if any. The determination as to the length of the individual contract terms will be determined upon contract negotiation and will be determined by proof of such Public, State or City mortgage, or other government funding.

**D. Anticipated Available Annual Funding**

It is anticipated that the available operating funding for the contracts awarded from this RFP will be \$10,024,936.00 annually. Greater consideration will be given to proposers that propose more competitive prices in combination with a high quality program. As operating funding for these programs are being awarded by both HASA and DOH, it is expected that funding for the capital development component of these congregate facilities will be available through HPD, HCR and OTDA. Proposers would apply for capital development funding directly from the aforementioned agencies either before or after award.

**E. Anticipated Payment Structure**

It is anticipated that the payment structure for contracts awarded under this RFP will be a combination of line item and utilization. The contractor will be expected to achieve a 95% occupancy rate within 6 months or less of contract registration and maintain a 95% annual occupancy rate throughout the term of the contract. Failure to meet the 95 % occupancy rate will result in a reduction in the reimbursement amount allowed under the contract. If the contractor is unable to meet the 95% occupancy rate after the first six months of the contract year, and such failure to achieve the required occupancy rate is not due to the Department's failure to refer residents in a timely fashion and in sufficient numbers to achieve the required occupancy rate, then the contractor will only be entitled to be reimbursed for the overall "not to exceed" contract amount less the difference between the 95% required occupancy and the actual occupancy rate, multiplied by the overall "not to exceed" contract amount for the year. The Department will recoup funds to the extent that the contractor has been reimbursed in excess of this amount. However, the Agency will consider proposals to structure payments in a different manner and reserves the right to select any payment structure that is the City's best interest.

HRA has determined that the maximum cost per unit will be \$25,444 per year. However, HRA reserves the right to develop contracts with a lower unit cost. Contractors should seek and secure the use of non-HRA funding and in kind contributions in their overall operating budget when applicable, to maximize economies of scale. Such funding would provide an offset to the negotiated annual budget amount.

The Agency understands that the selected contractor(s) may need financing for start-up costs. Proposer(s) should include this request in their budget and clearly indicate the costs as start-up expenses.

Awards will be determined as follows: 266 units will be awarded to proposers who receive and/or apply for HCR and OTDA capital funding and 128 units will be awarded to proposers who receive and /or apply for HPD capital funding. Additional units may become available upon identification of other sources of funding.

### **SECTION III: SCOPE OF SERVICES**

#### **A. Agency Goals and Objectives for this RFP**

The Agency's goal and objectives for this RFP are to:

- Provide permanent supportive congregate housing units to eligible persons living with clinically symptomatic HIV illness as defined by NY State DOH /AIDS Institute or have been diagnosed with AIDS as defined by the Centers for Disease Control and Prevention who are clients of the HIV/AIDS Services Administration (HASA) who are chronically homeless single adults who are living with HIV/AIDS and who suffer from a co-occurring serious and persistent mental illness, a substance abuse disorder, or a Mentally Ill Chemical Abuse (MICA) disorder.
- Provide case management and support services in a secure environment to enable all eligible clients to achieve the skills and financial independence required for independent living. Transition those clients who achieve self-sufficiency to independent living in the community.
- Reduce homelessness by reducing the City's reliance on commercial single room occupancy hotels.
- Maximize the client's self-sufficiency and capacity for independence through referrals to employment programs for training, vocational rehabilitation and job placement.
- Work with the target population to maximize functional capacity, reduce morbidity and mortality by linking clients to health, mental health and/or substance abuse treatment services and monitoring treatment adherence/compliance.

#### **B. Agency Assumptions Regarding Contractor Approach**

The Agency's assumptions regarding which approach will most likely achieve the goals and objectives set out above are:

- The proposer must be in compliance with Americans with Disabilities Act, the City of New York building code, the New York State multiple dwelling laws, New York State Homes and Community Renewal rent guidelines and legal rents, and all other pertinent Federal, State and City regulations, including the HRA's Supportive Housing Program Desk Guide.

#### **Experience**

- The proposer would have at least (5) five years of successful experience providing case management and/or non-emergency housing to chronically homeless single adults who are living with HIV/AIDS or with clients who are symptomatic HIV and are receiving cash assistance from the City and suffer from a co-occurring serious and persistent mental illness, a substance abuse disorder or a MICA disorder.
- The proposer would have at least (5) five years of successful experience assisting persons with HIV/AIDS to maintain stable, permanent housing.

**Facility**

Accommodations would:

- Be located in neighborhoods that are in close proximity to public transportation and accessible to other amenities like shopping, health care and other services.
- Include studios or one-bedroom apartments for single persons which are minimally equipped with beds, including mattress and box spring, dresser and side table in the bedroom(s); sofa and coffee table in the living room; dining table and chairs for the dining room; pots, pans, dishes, utensils and a stovetop, microwave oven, cabinets, drawers, small refrigerators and sinks for the kitchen. The provider should also provide bed linens, towels, etc.
- Contain private full bathrooms or full bathrooms that are shared by no more than three residents for single persons and include a locking mechanism.
- Be situated in buildings with elevators or not higher than two (2) floors above ground level.
- Be situated in buildings with common lounge areas.
- Insure that any HPD maintenance code violations are quickly corrected and that clients are safely housed.

The contractor would:

- Maintain a minimum monthly occupancy rate of 95%.
- Assist clients with HIV/AIDS maintain permanent housing.
- Have the option to serve one or more communal meals, which are responsive to the nutritional needs of the population and provided in a common kitchen or dining facility. If meals are served, proper staffing, equipment and a nutritionally sufficient food program, including monitoring of the food quality and quantity on a continuous basis, would be required.
- Assist clients in moving from hospitals, nursing homes or other locations into the apartments, including providing transportation to assist the client to relocate to their facility, if necessary. If transportation involves use by the vendor of a motor vehicle, vendor is expected to have appropriate insurance and all drivers have current licenses as documented in the provider's files.
- Help transport the clients' possessions, if any, provided they are located within New York City.

**Eligibility, Placement and Referrals**

- Permanent non-emergency facilities would accept all referrals forwarded for each vacant unit unless the program can demonstrate to HASA that the client is not suitable for the program.
- HRA reserves the right to make same day placements as needed.

## **Staffing**

- Minimum staffing requirements would include a full time program director, a full time clinical supervisor and one case manager for every 20 clients.
- Retain the following direct service staff: mental health counselors, substance abuse counselors, social workers, benefits and entitlement specialists, and case managers.
- Mental Health Counselors should be New York State Licensed Certified Social Worker (LCSW) and have a minimum of five years of experience in mental health. Additionally, counseling experience would be preferable particularly with HIV/AIDS affected populations and/or substance abuse individuals.
- Substance abuse counselor is a Credentialed Alcohol and Substance Abuse Counselor (CASAC) or a LCSW with years of substance abuse counseling experience.
- Clinical supervisors should be at least a NY State Licensed Social Worker. Program directors must have a bachelor's degree or 5 years of progressive experience in this field.
- Case managers must at a minimum have an undergraduate degree or at least four years of experience working with clients who are chronically homeless, severely and persistently mentally ill, have a substance abuse disorder, or are diagnosed with symptomatic HIV illness or AIDS.

## **Support Services**

The contractor would:

- Conduct initial assessments and develop comprehensive service plans that identify mutually agreed upon long and short-term goals within 30 days of placement.
- Review the case management service plans and conduct reassessments semi-annually to ensure that services are appropriate for the client's current needs.
- Provide case management services to every client.
- Assess, document, and report on clients' connection to HIV primary medical care on at least a quarterly basis including monitoring of laboratory tests (i.e. CD4, viral load, etc.), antiretroviral medication, and date of last HIV primary care visit.
- Monitor and ensure client linkages to and utilization of medical, mental health and/or substance abuse treatment on an ongoing basis.
- Provide alcohol and other substance abuse services and referrals; mental health services and referrals; assistance in accessing primary medical care; assistance with adherence to medication regimens; activities for daily living; nutritional services; recreation programs; assistance in accessing employment assessments, vocational rehabilitation, training, and job placement services; prevention with positives; and other necessary services to clients to increase their capacity for independent living.



- Maintain an ongoing awareness of clients' medical conditions so that services would be appropriate to clients changing health and social service needs through semi-annual reassessments.
- Provide assistance in obtaining and maintaining all government benefits and services for which the client is potentially eligible. In particular, the contractor would assist clients who are incapacitated, unable to budget, and/or comply with their fiscal responsibilities by applying for Representative Payee Status, as appropriate. The contractor would seek, secure, and maximize all potential offsets, particularly by collecting that portion of income which is set aside by State and/or Federal authorities for rental payments from those clients receiving Supplemental Security Income, Social Security Disability, veterans benefits, or pensions that would be an offset against the amount that the contractor would receive from the City pursuant to the negotiated budget.
- Provide referrals to employment programs for vocational rehabilitation, training and job placement in the private sector.
- Assist clients in locating alternative housing options, when a client's health so requires.
- Assist clients to transition to independent living in the community when the client is able to achieve self-sufficiency.
- Provide support services on site. Services typically include: mental health counseling, substance abuse counseling and treatment, nutritional educational, ADL development, case management, socialization, crisis intervention, and budgeting. Residents should be compliant and able to take their medication independently. Attendance in a structured day activity is strongly encouraged. This may include a day program, school, workshop, or vocational training. Participation in community meetings and other activities is also strongly encouraged.
- Utilize harm reduction strategies, when appropriate, to assist clients to reduce and/or eliminate the negative consequence of their substance use.

### **Administration**

The contractor would:

- Provide regular supervision of staff performance in the provision of client services and document in the agency files.
- Provide training annually to staff to increase their knowledge and understanding of HIV/AIDS, mental illness and substance abuse, and to increase staff sensitivity towards working with and providing services to persons who are living with HIV/AIDS and document in the agency files.
- Maintain individual files and records for each participant in a secured locked file cabinet to further ensure confidentiality in accordance with Article 27 F of the Public Health Law. These files would be complete, current, and readily identifiable from other programs operated by the provider. When required, provide the client progress reports electronically (PDF or otherwise), based upon an agreed schedule.

- Certify that they would hold all information, records, and data connected with individuals served under this program confidential. Such information, records, and data would not be disclosed by the contractor to any person, organization, agency or other entity except as authorized by law and with the prior written approval of the Agency. Records must be maintained by the provider for a minimum of seven years after the expiration of the contract.
- Maintain all documents and materials necessary for a quality assurance review. Have the ability to submit any reports or quality assurance documentation electronically.
- Providers should within 30 days of placement, provide an Initial Service Plan for each client indicating identified psychosocial service needs and desired outcomes. Every six months thereafter the provider should supply service outcomes and service plan re-evaluations. The six-month progress report must cover the following service components: health care - including substance abuse and mental health interventions; access to and status of non-CA financial benefits; financial management – including compliance to program fee; legal issues; education; employment; independent living skills; participation in program activities, and frequency of client contacts for the reporting period.
- Convene regular community advisory board meetings with representation from program residents, neighborhood organizations, and whoever else deemed appropriate by the contractor. The minutes and attendance lists of these meetings should be kept in the provider files.
- Conduct an annual client satisfaction survey. Provider should implement program changes as necessary in conjunction with HASA.
- Maintain an admission policy that does not require sobriety and/or clean time prior to admission into the program.

### **C. Agency Determination Regarding Performance-Based Payment Structure**

The Agency has determined that the performance-based payment structure that will most likely assure that the selected proposer(s) will perform the work under the contract(s) awarded from this RFP in a manner that is cost-effective for the Agency and most likely to achieve the Agency's goals and objectives set forth above are:

- The contractor will be expected to achieve a 95% occupancy rate within six months or less of contract registration and maintain a 95% annual occupancy rate throughout the term of the contract. Failure to meet the 95% occupancy rate will result in a reduction in the reimbursement amount allowed under the contract. If the contractor is unable to meet the 95% occupancy rate after the first six months of the contract year, and such failure to achieve the required occupancy rate is not due to the Department's failure to refer residents in a timely fashion and in sufficient numbers to achieve the required occupancy rate, then the contractor will only be entitled to be reimbursed for the overall "not to exceed" contract amount less the difference between the 95% required occupancy and the actual occupancy rate, multiplied by the overall "not to exceed" contract amount for the year. The Department will recoup funds to the extent that the contractor has been reimbursed in excess of this amount.

**D. Compliance with Local Law 34 of 2007**

Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any "person" that has "business dealings with the city" as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, vendors responding to this solicitation are required to complete the attached Doing Business Data Form and return it with this proposal, and should do so in a separate envelope. (If the responding vendor is a proposed joint venture, the entities that comprise the proposed joint venture must each complete a Data Form.) If the City determines that a vendor has failed to submit a Data Form or has submitted a Data Form that is not complete, the vendor will be notified by the agency and will be given four (4) calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to the agency. Failure to do so will result in a determination that the proposal is non-responsive. Receipt of notification is defined as the day notice is e-mailed or faxed (if the vendor has provided an e-mail address or fax number), or no later than five (5) days from the date of mailing or upon delivery, if delivered.

## **SECTION IV: FORMAT AND CONTENT OF THE PROPOSAL**

**Instructions:** Proposers should provide all information required in the format below. The proposal should be typed double-spaced on 8 1/2" X 11" paper. The City of New York requests that all proposals be submitted on paper with no less than 30% post consumer material content, i.e., the minimum recovered fiber content level for reprographic papers recommended by the United States Environmental Protection Agency (for any changes to that standard please consult: <http://www.epa.gov/cpg/products/printing.htm>). Pages should be paginated. The proposal will be evaluated on the basis of its content, not length. Failure to comply with any of these instructions will not make the proposal non-responsive. Proposers may submit proposals for one or more building and/or more than one borough. However, a separate and complete proposal must be submitted for each building/borough being proposed.

### **A. Proposal Format**

#### **1. Proposal Cover Letter**

The Proposal Cover Letter (Attachment A) transmits the proposer's Proposal Package to the Agency. It should be completed, signed and dated by an authorized representative of the proposer.

#### **2. Program Proposal**

The Program Proposal is a clear, concise narrative that contains the following:

##### **a. Experience**

Describe the successful relevant experience of the proposer, each proposed sub-contractor if any, and the proposed key staff in providing the work described in Section III - Scope of Services of the RFP. For each area, state the number of years of the proposer's experience. Specifically address the following:

- Describe and demonstrate the proposer's successful experience, including the number of years, providing case management and non-emergency housing to persons living with AIDS or HIV-related illness. If the proposer has less than 5 years experience providing housing to these populations, describe the proposer's experience and number of years providing housing to other clientele.
- Describe and demonstrate the proposer's successful experience, including the number of years, providing case management services to persons living with AIDS or HIV-related illness. If the proposer has less than 5 years experience providing case management services to these populations, describe the proposer's experience and number of years providing case management to other clientele.
- Describe and demonstrate the proposer's successful experience, including the number of years, providing services in New York City.
- Describe and demonstrate the proposer's successful experience and ability in assisting persons with HIV/AIDS maintain stable, permanent or transitional housing, where applicable.
- Provide copies of all relevant program evaluations, if available, conducted during the last three years for related programs only. Include evaluations of City and other relevant contracts. Do not provide Vendex reports.

In addition:

- Attach at least three (3) relevant letters of references (other than City of New York employees) that can attest to the quality and quantity of the proposer's experience, including the name of the reference entity, a brief statement describing the relationship between the proposer or proposed sub-contractor, as applicable, and the reference entity, and the name, title and telephone number of a contact person at the reference entity, for the proposer and each proposed sub-contractor if any.
- Describe the qualifications of key program staff. Attach, for each key staff position, a resume and/or description of the qualifications that will be required.

### **c. Organizational Capability**

Demonstrate the proposer's organizational (i.e., programmatic, managerial and financial) capability to perform the work described in Section III – Scope of Services of the RFP. Specifically address the following:

- Provide a list of all government or government sub-contracted contracts with their total budget amounts, for which the proposer is now applying and/or for which it is currently funded to provide.
- If the proposer is submitting proposals to operate more than one site, demonstrate that the proposer has the organizational capability to effectively operate and provide quality services for all sites proposed.

In addition:

- Attach a chart showing where, or an explanation of how, the proposed services will fit into the proposer's organization.
- Attach a copy of the proposer's latest audit report or certified financial statement, along with the management letter, or a statement as to why no report, statement and/or management letter is available.

### **d. Proposed Approach**

Proposers do not need to have identified a site or obtained site control prior to submission of their proposals:

#### **(1) If the proposer has already identified an appropriate site:**

- Indicate the site address.
- Indicate whether the proposer has already secured capital funding. If so, identify the capital funding source e.g. HPD, HCR and/or OTDA and attach documentation demonstrating the funding commitment.
- State whether or not the proposer (and/or developer, if partnering) has already acquired site control:

- i) If site control has not been acquired, state whether or not the site has already been determined to be appropriate by HPD, HCR and/or OTDA pursuant to a preliminary review conducted by the applicable agency. If so, attach documentation demonstrating that determination.
- ii) If site control has been acquired, attach documentation demonstrating the proposer's /developer's site control. Acceptable documents include a deed or other proof of ownership such as an executed contract of sale, a site control letter for city-owned property or an executed long-term lease (i.e minimum of 30 years); or an executed option to purchase. Proposers should submit a Certificate of Occupancy or a Temporary Certificate of Occupancy, attached to the Proposal Cover Letter (Attachment A) if available.

**(2) If the proposer has not identified a specific site:**

- Indicate the source from whom you intend to seek capital funding, e.g: HPD, HCR or OTDA. There is limited capital funding for these units, about 266 capital units are anticipated to be funded by HCR and OTDA while the remaining 128 capital units are anticipated to be funded by HPD.
- Indicate the borough or community that you plan to select the site from.

Describe in detail how the proposer will provide the work described in Section III – Scope of Services of this RFP and demonstrate that the proposer's proposed approach will fulfill the Agency's goals and objectives as indicated in Section III and the minimum qualifications as indicated in Section II. Specifically address the following:

**Describe and demonstrate the adequacy of the:**

- Proposer's facility in regard to:
  - The proximity to public transportation and accessibility to other amenities like shopping, health care and other services.
  - The floor rooms or suites are located on and the availability of an elevator in buildings where the rooms or suites are located above the second floor.
  - Compliance with ADA, NYC building code, NYS multiple dwelling laws, HCR rent guidelines and legal rents, and all other pertinent Federal, State and City regulations, including the HRA's Supportive Housing Program Desk Guide.
- Proposed facility's rooms or suites of attached private rooms.
  - Describe the kitchen and bathroom facilities.
  - Describe the common lounge areas.
  - Describe the furniture, appliances and supplies that will be included in each room.

**Describe and demonstrate the quality and effectiveness of the proposer's:**

- Plan to maintain a minimum monthly occupancy rate of 95%.
- Plan in assisting persons with HIV/AIDS maintain stable, permanent housing.
- Meal plan, if applicable. If the proposer is proposing to serve meals, demonstrate how proper staffing, equipment and a nutritionally sufficient food program, including monitoring of the food quality and quantity on a continuous basis, would be ensured.
- Plan to provide case management to every client.
- Plan to conduct initial assessments and develop comprehensive service plans that identify mutually agreed upon long and short-term goals within 30 days of placement.
- Plan to review case management service plans and conduct reassessments, on a regular basis.

- Plan to provide alcohol and other substance abuse services and referrals; mental health services and referrals; assistance in accessing primary medical care; assistance with adherence to medication regimens; activities for daily living; nutritional services; recreation programs; assistance in accessing employment assessments, training, and private-sector placement services; prevention with positives; and other necessary services to clients to increase their capacity for independent living.
- Plan to maintain an ongoing awareness of the clients' medical conditions so that services would be appropriate to client's changing health and social service needs.
- Plan to provide assistance in obtaining and maintaining all government benefits and services for which the client is potentially eligible.
- Development of employment plans for clients who are able to work which will assist clients to obtain and retain jobs.
- Plan to assist clients in locating alternative housing options when a client's health so requires.
- Plan to transition clients to independent living once they have achieved self-sufficiency.
- Plan to provide regular supervision of staff performance in the provision of client services.
- Plan to provide training to staff annually.
- Plan to maintain individual files and records for each participant as well as electronically transfer files as required.
- Plan to hold all information, records, and data, connected with individuals served under this program, confidential.
- Initial Service Plan and how this will be initiated, identified and maintained.
- Plan to convene regular community advisory board meetings with representation from program residents, neighborhood organizations, and whoever else deemed appropriate by the contractor.
- Plan to conduct an annual client satisfaction survey.

In addition:

- If applicable, provide proof of application or receipt of HPD, HCR or OTDA capital development funds, a building or renovation using such funds or having a facility that is in the process of being built or renovated using such funds.

The Agency has made assumptions regarding the proposed approach, which represent what the Agency believes to be the most likely approach to achieve its goals and objectives. However, proposers are encouraged to propose an approach that they believe would most likely achieve the Agency's goals and objectives. Proposers may also propose more than one approach. However, if an alternative approach affects other areas of the proposal such as experience, organizational capability or price, that alternative approach should be submitted as a complete and separate proposal providing all the information specified in Section IV of the RFP.

### **3. Price Proposal**

Proposers are encouraged to propose innovative payment structures. The Agency reserves the right to select any payment structure that is in the City's best interest. For the purposes of comparison, proposers should submit a Price Proposal that meets the standards of prescribed below.

#### **a. Proposed Pricing**

The Price Proposal should include each of the following for providing the Scope of Services described in Section III (Scope of Services) of this RFP:

- The proposed cost per unit and the total budget requested in the format prescribed in the Section B-1 of the Price Proposal form.
- A proposed line item budget in the format prescribed in Sections B-2 and B-3 of the Price Proposal Form, attached as Appendix B.
- If applicable, a proposed start-up budget in the format prescribed in Attachment B-4 (Start-up Price Proposal Form).

#### **4. Acknowledgment of Addenda**

The Acknowledgment of Addenda form (Attachment C) serves as the proposer's acknowledgment of the receipt of addenda to this RFP, which may have been issued by the Agency prior to the Proposal Due Date and Time, as set forth in Section I (C), above. The proposer should complete this form as instructed on the form.



**B. Proposal Package Contents (“Checklist”)**

The Proposal Package should contain the following materials. Proposers should utilize this section as a “checklist” to assure completeness prior to submitting their proposal to the Agency.

1. A sealed inner envelope labeled “Program Proposal,” containing **one original set and six duplicate sets** of the documents listed below in the following order:
  - ❑ Proposal Cover Letter Form (Attachment A)
  - ❑ Program Proposal
    - ❑ Narrative
    - ❑ References for the Proposer and, if applicable, each Sub-Contractor
    - ❑ Resumes and/or Description of Qualifications for Key Staff Positions
    - ❑ Program Evaluations
    - ❑ Organizational Chart
    - ❑ Audit Report or Certified Financial Statement and management letter or a statement, signed by an authorized representative of the corporation, as to why no report, statement or management letter is available
  - ❑ Acknowledgment of Addenda Form (Attachment C)
  - ❑ Any capital funding and./or mortgage related information, if available
2. A separate sealed inner envelope labeled “Price Proposal” containing **one original set and six duplicate sets** of the Price Proposal.
  - ❑ Price Proposal
    - ❑ Budget Proposal Form (Attachment B-1, B-2, B-3, and B-4)
3. A third sealed inner envelope labeled "Doing Business Data Form" containing:
  - ❑ An original, completed Doing Business Data Form (See Attachment D.)
4. A sealed outer envelope, enclosing the three sealed inner envelopes. The sealed outer envelope should have two labels containing:
  - ❑ The proposer’s name and address, the Title and PIN of this RFP, Option proposed, and the name and telephone number of the Proposer’s Contact Person.
  - ❑ The name, title and address of the Authorized Agency Contact Person.

**SECTION V: PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES**

**A. Evaluation Procedures**

All proposals accepted by the Agency will be reviewed to determine whether they are responsive or non-responsive to the requisites of this RFP. Proposals that are determined by the Agency to be non-responsive will be rejected. The Agency’s Evaluation Committee will evaluate and rate all remaining proposals based on the Evaluation Criteria prescribed below. The Agency reserves the right to conduct site visits and/or interviews as the Agency deems applicable and appropriate. Although discussions may be conducted with proposers submitting acceptable proposals, the Agency reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the proposer’s initial proposal should contain its best programmatic and price terms.

**B. Evaluation Criteria**

- Demonstrated quantity and quality of successful relevant experience. 40%
- Demonstrated level of organizational capability. 20%
- Quality of proposed approach. 40%

**C. Basis for Contract Award**

Proposals will be reviewed and evaluated as they are received by HRA. A contract will be awarded to the responsible proposer(s) whose proposal is determined to be the most advantageous to the City, while remaining within the maximum cost per unit as set forth in the RFP. HRA will designate in writing a tentative “set-aside” number of units for those proposers whose proposal(s) is/are determined to be most advantageous to the City, taking into consideration the price and such other factors or criteria that are set forth in this RFP. The City reserves the right to set aside a total number of units greater than the designated number of units to be developed under *NY/NY III* to ensure that the full development target is achieved in the minimum feasible amount of time. This will be “set-aside” based on the planned capital development target. A proposer for whom units have been “set-aside” shall, on an as-needed basis, but no less than every three months, provide HRA/HASA Contracts Office with an update on and documentation of the status of their acquisition and/or site control. Tentatively “set-aside” units will be permanently assigned to the proposer once site control has been secured. Documentation of site control (as specified in Section IV(A)(2)(c)) may be submitted with the proposal. At such time as approximately 75% of units have been permanently assigned, HRA/HASA will notify those proposers who have not yet secured a site and/or site control of that circumstance).

In the case that a proposer is eligible for more than one contract award, the Agency reserves the right to determine, based on the proposer’s capacity, geographic location, the proposer’s demonstrated level of organizational capability and the best interests of the City, respectively, how many and for which program option(s) and/or borough the proposer will be awarded a contract.

Contract award and final determination of the units to be awarded to a proposer shall be subject to (1) the proposer's documentation of ownership interest in the proposed building or a long-term lease (i.e., minimum of 30 years) for a building that meets the criteria of the capital funding source, i.e., the NYC Department of Housing Preservation and Development (HPD), the NYS Homes and Community Renewal (HCR) or the NYS Office of Temporary and Disability Assistance (OTDA); (2) a determination by HPD, HCR or OTDA, as applicable, that the site is ready for occupancy; (3) the proposer’s documented attainment of the approval of the local community board or provision of community notification, as required (Fair Share); and (4)

Department funding availability. Final contracts shall be developed within the six months prior to the anticipated occupancy of the building and shall be subject to the timely completion of the contract negotiations between HRA and the selected proposers, oversight approval, as well as documentation of appropriate insurance.

Although final contract award is contingent upon a provider having site control, organizations are encouraged to respond to this RFP regardless of whether they have identified or secured a site.

**SECTION VI - GENERAL INFORMATION TO PROPOSERS**

**A. Complaints.** The New York City Comptroller is charged with the audit of contracts in New York City. Any proposer who believes that there has been unfairness, favoritism or impropriety in the proposal process should inform the Comptroller, Office of Contract Administration, 1 Centre Street, Room 835, New York, NY 10007; the telephone number is (212) 669-3000. In addition, the New York City Department of Investigation should be informed of such complaints at its Investigations Division, 80 Maiden Lane, New York, NY 10038; the telephone number is (212) 825-5959.

**B. Applicable Laws.** This Request for Proposals and the resulting contract award(s), if any, unless otherwise stated, are subject to all applicable provisions of New York State Law, the New York City Administrative Code, New York City Charter and New York City Procurement Policy Board (PPB) Rules. A copy of the PPB Rules may be obtained by contacting the PPB at (212) 788-7820.

**C. General Contract Provisions.** Contracts shall be subject to New York City’s general contract provisions, in substantially the form that they appear in “Appendix A—General Provisions Governing Contracts for Consultants, Professional and Technical Services” or, if the Agency utilizes other than the formal Appendix A, in substantially the form that they appear in the Agency’s general contract provisions. A copy of the applicable document is available through the Authorized Agency Contact Person.

**D. Contract Award.** Contract award is subject to each of the following applicable conditions and any others that may apply: New York City Fair Share Criteria; New York City MacBride Principles Law; submission by the proposer of the requisite New York City Department of Business Services/Division of Labor Services Employment Report and certification by that office; submission by the proposer of the requisite VENDEX Questionnaires/Affidavits of No Change and review of the information contained therein by the New York City Department of Investigation; all other required oversight approvals; applicable provisions of federal, state and local laws and executive orders requiring affirmative action and equal employment opportunity; and Section 6-108.1 of the New York City Administrative Code relating to the Local Based Enterprises program and its implementation rules.

**E. Proposer Appeal Rights.** Pursuant to New York City’s Procurement Policy Board Rules, proposers have the right to appeal Agency non-responsiveness determinations and Agency non-responsibility determinations and to protest an Agency’s determination regarding the solicitation or award of a contract.

**F. Multi-Year Contracts.** Multi-year contracts are subject to modification or cancellation if adequate funds are not appropriated to the Agency to support continuation of performance in any City fiscal year succeeding the first fiscal year and/or if the contractor’s performance is not satisfactory. The Agency will notify the contractor as soon as is practicable that the funds are, or are not, available for the continuation of the multi-year contract for each succeeding City fiscal year. In the event of cancellation, the contractor will be reimbursed for those costs, if any, which are so provided for in the contract.

**G. Prompt Payment Policy.** Pursuant to the New York City’s Procurement Policy Board Rules, it is the policy of the City to process contract payments efficiently and expeditiously.

**H. Prices Irrevocable.** Prices proposed by the proposer shall be irrevocable until contract award, unless the proposal is withdrawn. Proposals may only be withdrawn by submitting a written request to the Agency prior to contract award but after the expiration of 90 days after the opening of proposals. This shall not limit the discretion of the Agency to request proposers to revise proposed prices through the submission of best and final offers and/or the conduct of negotiations.

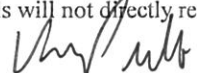
**I. Confidential, Proprietary Information or Trade Secrets.** Proposers should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification of why such materials, upon request, should not be disclosed by the City. Such information must be easily separable from the non-confidential sections of the proposal. All information not so identified may be disclosed by the City.

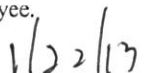
**J. RFP Postponement/Cancellation.** The Agency reserves the right to postpone or cancel this RFP, in whole or in part, and to reject all proposals.

**K. Proposer Costs.** Proposers will not be reimbursed for any costs incurred to prepare proposals.

**L. Vendex Fees.** Pursuant to PPB Rule 2-08(f)(2), the contractor will be charged a fee for the administration of the Vendex system, including the Vendor Name Check Process, if a Vendor Name Check review is required to be conducted by the Department of Investigation. The contractor shall also be required to pay the applicable fees for any of its subcontractors for which Vendor Name Check reviews are required. The fee(s) will be deducted from payments made to the contractor under the contract. For contracts with an estimated value of less than or equal to \$1,000,000, the fee will be \$175. For contracts with an estimated value of greater than \$1,000,000, the fee will be \$350. The estimated value for each contract resulting from this RFP is estimated to be (less than or equal to \$1million) (above \$1million).

**M. Charter Section 312(a) Certification. [IF APPLICABLE]** The Agency has determined that the contract(s) to be awarded through this Request for Proposals will not directly result in the displacement of any New York City employee.

  
 \_\_\_\_\_  
 (Agency Chief Contracting Officer)

  
 \_\_\_\_\_  
 Date

Message from the New York City Vendor Enrollment Center  
 Get on mailing lists for New York City contract opportunities  
 Submit NYC – FMS Vendor Application – Call 212-857-1680

## APPENDIX A

**Provision of Non-Emergency Permanent Supportive Congregate Housing for Chronically Homeless Single Adults Living with AIDS or Advanced HIV Illness under the NY/NY III Supportive Housing Agreement  
PIN: 06913H082100**

**ATTACHMENT A - PROPOSAL COVER LETTER**

**Proposer:**

**Program Name:** \_\_\_\_\_

**Legal Name:** \_\_\_\_\_ **Tax ID #:** \_\_\_\_\_

**Program Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Proposer's Contact Person:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Number of Units Proposed:** \_\_\_\_\_

**Borough Where Proposed Facility Is Located:**

**Brooklyn**  **Bronx**  **Manhattan**  **Queens**  **Staten Island**

**Are you submitting more than one proposal?** **YES**  **NO**

Is the proposal printed on both sides, on recycled paper containing the minimum percentage of recovered fiber content as requested by the City in the instructions to this solicitation? **YES**  **NO**

**Proposer's Authorized Representative:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ATTACHMENT B-1**

**PRICE PROPOSAL FORM**

**Provision of Non-Emergency Permanent Supportive Congregate Housing for Chronically Homeless Single Adults Living with AIDS or Advanced HIV Illness under the NY/NY III Supportive Housing Agreement  
PIN: 06913H082100**

**Proposer's Name:** \_\_\_\_\_

<b>Income</b>	<b>Amount</b>
<b>A. Client Rent Contributions:</b>	
<b>B. Other Revenues (Specify):</b>	
<b>C. Total Income</b>	

D. Total Personnel Services (PS) Budget Request (from Attachment B-2)	\$ _____
E. Total Other than Personnel Services (OTPS) Budget Request: (from Attachment B-3)	+ \$ _____
F. Total Income (from line C above)	- \$ _____ =
G. Total Annual Budget Requested: (D + E - F)	\$ _____
H. # of Units Proposed	_____
<b>I. Cost Per Unit (G / H)</b>	<b>\$ _____</b>
J. Start-up Budget Request (from Attachment B-4)	\$ _____





**ATTACHMENT B-3  
ANNUAL OTPS PRICE PROPOSAL FORM**

**Provision of Non-Emergency Permanent Supportive Congregate Housing for Chronically Homeless Single Adults Living with AIDS or Advanced HIV Illness under the NY/NY III Supportive Housing Agreement  
PIN: 06913H082100**

Proposer's Name: \_\_\_\_\_

<b>Expense</b>	<b>Cost to Contract</b>
<b>Indirect Cost</b>	
<b>Contracted Cost</b>	
<b>Rent</b>	
<b>Utilities</b>	
<b>Telephone</b>	
<b>Printing</b>	
<b>Supplies</b>	
<b>Equipment Purchase</b>	
<b>Equipment Rental</b>	
<b>Maintenance</b>	
<b>Insurance</b>	
<b>Travel</b>	
<b>Postage</b>	
<b>Other OTPS Cost (identify)</b>	
<b>Total Other Than Personnel Services (OTPS) Budget Request</b>	



**ATTACHMENT C**

**ACKNOWLEDGEMENT OF ADDENDA**

**Provision of Non-Emergency Permanent Supportive Congregate Housing for Chronically Homeless Single Adults Living with AIDS or Advanced HIV Illness under the NY/NY III Supportive Housing Agreement**

**PIN: 06913H082100**

**Directions: Complete Part I or Part II, whichever is applicable, and sign your name in Part III.**

**Part I**

Listed below are the dates of issue for each Addendum received in connection with this RFP:

Addendum # 1, Dated \_\_\_\_\_, 2013

Addendum # 2, Dated \_\_\_\_\_, 2013

Addendum # 3, Dated \_\_\_\_\_, 2013

Addendum # 4, Dated \_\_\_\_\_, 2013

Addendum # 5, Dated \_\_\_\_\_, 2013

Addendum # 6, Dated \_\_\_\_\_, 2013

Addendum # 7, Dated \_\_\_\_\_, 2013

Addendum # 8, Dated \_\_\_\_\_, 2013

Addendum # 9, Dated \_\_\_\_\_, 2013

Addendum #10, Dated \_\_\_\_\_, 2013

**Part II**

\_\_\_\_\_ No Addendum was received in connection with this RFP.

**Part III**

Proposer's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

**ATTACHMENT D**  
**DOING BUSINESS DATA FORM**