



ANDREW M. CUOMO  
Governor

To: Potential Respondents  
From: Governor's Office of Storm Recovery  
Date: October 11, 2019  
Subject: Addendum # 2– Project Management Support Services RFP#201909\_078

The purpose of this addendum is to address the following:

**(1) Replace the Respondent Overview reference in Section 5.3 (Executive Summary) with the following:**

Submit a completed Respondent Overview form (page 1 of the Appendices for Request for Proposals) which includes the name, address, telephone, fax, and email of the Respondent and the names of all principals for the Respondent firm.

**(2) Include the below in Section 3.3 (Submission Format):**

All emails, including attachments, must not exceed 25 MB. The Respondent is able to submit the document in labeled parts if the submissions file size is too large. Respondent is responsible to ensure that emails and attachments are delivered in a legible format that is within the size limit.

**(3) Replace the Required forms and Information section of Attachment #4 (Request for Proposals (RFP) Checklist) with the following:**

**Required Forms and Information:**

- Respondent Overview
- IDA Certification
- Certification on adhering to sections **5.16 through 5.18** of the RFP
- Appendix A – Affirmation of Understanding
- Appendix B – Offeror Disclosure
- Non-Collusive Bidding Certification
- Appendix III – Diversity Forms (HUD & HTFC)
  - Form HUD-60002 Section 3 Summary Report
  - Form PROC-1 Equal Employment Opportunity Staffing Plan
  - Form PROC-2 M/WBE Utilization Plan



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- Form PROC-4 M/WBE and EEO Policy Statement
- Form PROC-8 EEOC Statement
- Form Use of Service-Disabled Veteran-Owned Business Enterprises in Contract Performance
- Vendor Responsibility Questionnaire (Respondent)
- Vendor Responsibility Questionnaire(s) (Subcontractor(s))
- Certificate of Good Standing
- Diversity Certification, as applicable

**(4) Clarify that Standard Clauses for Contracts with the Housing Trust Fund Corporation should be labeled and referenced as Appendix II.**

**(5) Replace Section 5.5.5. (Task 5 – Research, Analysis and Information Support) in its entirety with the following:**

GOSR will utilize Task 5 to provide services in accordance with the scope identified in Section 4.5. – Research, Analysis and Information Support. Respondents shall submit Format A for evaluation in accordance with Section 5.5.(1). Resumes are required to be submitted for all titles identified below.

The following titles represent a general description of staffing titles for Respondents to Propose:

- Senior Business Analyst (SBA)  
The Senior Business Analyst (SBA) will provide technical support to GOSR staff in creating compliance reporting criteria for Community Development Block Grant – disaster recovery (CDBG-DR) funded projects. The SBA will perform a variety of qualitative and quantitative analyses related to federal and state reporting requirements including, but not limited to financial analysis and reporting, operational analysis, vendor compliance reporting, programmatic performance reporting, trend analysis, research among others. The SBA should be skilled in interpreting large volumes of complex data, analyzing results and making decisions based on the data. SBA will report to GOSR and oversee the work of the business analyst.
- Business Analyst (BA)  
Business Analyst (BA) will be responsible for providing ongoing reports related to CDBG-DR activities for both State and Federal government reports. The BA will work to develop and implement data collection systems and other strategies to optimize efficiency; and perform QA/QC on datasets to ensure consistency. The BA must be skilled in evaluating information, datasets and reporting requirements.
- Data Analyst (DA)



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The Data Analyst (DA) will be responsible for conducting full lifecycle analysis including requirements, activities and design. Data analysts will develop analysis and reporting criteria. They will also monitor performance and quality control plans to identify improvements. The DA should be able to Interpret data, analyze results using statistical techniques and provide ongoing reports.

**(6) Replace the Price Proposal Form for Task 3 - Policy and Regulatory Consulting in its entirety. Please see page 3 and 4.**

All other terms and conditions in the RFP remain unchanged.



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**Attachment 1 - Price Proposal Form**

**Project Management Support Services**

**Task 3 –Policy and Regulatory Consulting**

**Firm Name:** \_\_\_\_\_

Check box if you are proposing on **Task 3**.

<b>Title</b>	<b>Hourly Pay Rate</b>	<b>Multiplier</b>	<b>All-Inclusive Hourly Billing Rate</b>	<b>Estimated # of Hours</b>	<b>Extended Cost</b>
Program Manager				2080	
<b>Baseline Level Support</b>					
Assistant Program Manager				2080	
Junior Analyst				2080	
<b>Lead Level Support</b>					
Program Manager				2080	
Analyst				2080	
<b>Senior Level Support</b>					
Senior Program Manager				2080	
Staff Investigator				2080	
Staff Analyst				2080	
<b>Engagement/ Expert Level Support</b>					
Engagement Partner				1040	
CDBG-DR Specialists				6240	



**Governor's Office of  
Storm Recovery**

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<b>Total Proposal Price</b>	
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\* The Estimated # of Hours provided are for comparison purposes only. Actual contract amounts may be less or greater than the estimates provided.

Sample key personnel titles are identified for comparison purposes only. Actual contract titles may be different than what is proposed.

I certify that the rates proposed in the Price Proposal Form are the firm's lowest rates for same or similar services provided to governmental entities.

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

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

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