



Homes and Community Renewal

Office of Resilient Homes
and Communities

**SP#202301_01 – REQUEST FOR PROPOSALS FOR EXECUTIVE TRAINING SESSION
HOUSING TRUST FUND CORPORATION
OFFICE OF RESILIENT HOMES AND COMMUNITIES (RHC)**

Questions Due Date: January 25th, 2023 - 3:00 PM EST

Question #1: Is this Offsite Training Session for the top six people in the newly formed organization?

Answer #1: Yes.

Question #2: Will the "boss" be part of the six?

Answer #2: Yes.

Question #3: Is the consultant/facilitator assuming the old organization is being revitalized and transformed to meet the requirements of the Federal Grant as well as new needs of the city's immigrant crisis and the absence of housing for them and others who may have been displaced by weather and other catastrophic events an accurate statement?

Answer #3: This can be used as a topic for discussion with the Executive team. The mission/vision and values will be an important topic to discuss as well.

Question #4: Will the six be building out a new organization structure?

Answer #4: Yes.

Question #5: There is no indication of meeting with the six people individually before the Offsite Training. Usually designing and conducting an Offsite focusing on team building and communication as well as creating shared values would allow for the consultant to meet with individuals ahead of time. Is this possible?

Answer #5: Yes, this is doable.

Question #6: A substantive session doesn't have to be expensive. What percentage of costs of the day-long experience is about providing new content and building a team? What percentage is to be allocated to location and food costs?

Answer #6: 60% allocated to content/40% remainder.

Question #7: Has a preferred neighborhood of the city been given high priority other than "it be near transportation"? Has a neighborhood been identified ie. the Financial District?

Answer #7: FIDI preferred but will consider other options.

Question #8: Must the location be in a hotel? Might the location be in a WE WORK Conference room with windows available from 9:30-4:30? Catering could be brought in by Eataly.

Answer #8: Hotel is preferred, WE WORK will be considered, however after all other hotel options are exhausted.

Question #9: I am an approved NYS vendor/100% woman owned. However, I've never applied for MWBE certification. Can I still submit a proposal?

Answer #9: Yes.