



# Homes and Community Renewal

Office of Resilient Homes  
and Communities

Small Purchase RFP for Professional Services for  
Community Development Block Grant – Disaster Recovery (CDBG-DR)  
**SP#202301\_01\_RFP for Executive Training Session**

## Executive Training Session

### 1. General Information

1.1. Title of Request: Executive Training Session

1.2. Purpose: The Office of Resilient Homes and Communities (RHC) formerly known as Governor’s Office of Storm Recovery (GOSR) [read more about our new name here \(https://stormrecovery.ny.gov/news-announcements/transition-rhc-gosr\)](https://stormrecovery.ny.gov/news-announcements/transition-rhc-gosr), a division of the Housing Trust fund Corporation (HTFC), seeks to procure offsite Executive Training services in connection with its administration of the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant - Disaster Recovery (CDBG-DR) funds appropriated by the [Disaster Relief Appropriations Act, 2013 \(Pub. L. 113-2\)](#).

This RFP request is issued in accordance with the Procurement and Contract Guidelines of RHC and in compliance with [Section 2879a of the New York Public Authorities Law m.](#)

1.3. The total compensation for this scope of work shall not exceed \$150,000.

1.4. Business Participation Opportunities for MWBE’s

Pursuant to [New York State Executive Law Article 15-A \(“Article 15-A”\)](#), RHC recognizes its obligation to promote opportunities for maximum feasible participation of certified Minority- and Women-Owned Business Enterprises (“MWBEs”), and the employment of minority group members and women in the performance of all New York State funded RHC contracts.

For purposes of this solicitation, HTFC hereby establishes an overall goal of 30% for MWBE participation for the above described services performed under the contract(s) awarded pursuant to this RFP: 15% for Minority-Owned Business Enterprises and 15% for Women-Owned Business Enterprises.



# Homes and Community Renewal

## Office of Resilient Homes and Communities

Respondents that are not MWBEs are strongly encouraged to consider partnering, or making other joint venture or subcontracting arrangements, with certified MWBE firms to achieve the prescribed goals and to give MWBE firms the opportunity to participate in the above-described services performed under the contract(s) awarded to the successful bidder(s).

The directory of MWBE's can be viewed at <https://ny.newnycontracts.com> For guidance on how RHC will determine a Contractor's "good faith efforts," refer to [5 NYCRR §142.8](#).

### 1.5. Basis/Number of Awards

RHC will evaluate each proposal based on the "Best Value" concept. This means that the proposal that "optimizes quality, cost and efficiency among responsive and responsible offerors" shall be selected for award. ([State Finance Law, Article 11, § 163](#)). RHC at its sole discretion will determine which proposal best satisfies its requirements.

At the sole discretion of RHC and based upon the breadth and experience of Respondents to this RFP, RHC may award contracts to more than one Respondent. RHC currently anticipates awarding one (1) contract pursuant to this RFP.

### 1.6. RFP and Proposal as Part of Contract

This RFP and the selected Respondent's Proposal will become part of any contract between RHC and the Respondent. In the event that the terms of the RFP or Proposal conflict with the contract, the contract terms shall control.

### 1.7. Designated Contact Officer

Chaddy Gamero  
Senior Procurement Analyst  
[GOSR.SmallProcurement@stormrecovery.ny.gov](mailto:GOSR.SmallProcurement@stormrecovery.ny.gov)

Proposals, questions and correspondence must be submitted by email in pdf format to:

**[GOSR.SmallProcurement@stormrecovery.ny.gov](mailto:GOSR.SmallProcurement@stormrecovery.ny.gov)**

## 2. Procurement Lobbying Provisions

2.1. Pursuant to [State Finance Law §§ 139-j and 139-k](#), this solicitation includes and imposes certain restrictions on communications between RHC and Respondents during the solicitation process. A bidder is restricted from making contacts, from the earliest notice of intent to solicit offers through final award and approval of the contract (the restricted period), with RHC staff



# Homes and Community Renewal

## Office of Resilient Homes and Communities

other than the Designated Contact Officer unless it is a contact that is included among certain statutory exceptions set forth in [State Finance Law § 139-j\(3\)\(a\)](#).

RHC employees are required to obtain certain information when contacted during the restricted period and make a determination of responsibility of the Bidder pursuant to these two statutes. Certain findings of non-responsibility can result in the rejection for contract award and, in the event of two (2) findings within a four-year period; the Bidder is debarred from obtaining governmental procurement contracts. Information on these requirements can be found at:

<http://www.ogs.state.ny.us/aboutogs/regulations/defaultAdvisoryCouncil.html>

For all lobbying law contacts and inquiries, please contact:

Natalie Dennerly  
Lobbying Contact Officer  
Office of Resilient Homes and Communities  
Email: [GOSR.SmallProcurement@stormrecovery.ny.gov](mailto:GOSR.SmallProcurement@stormrecovery.ny.gov)  
Email must indicate subject: RE: Lobbying Inquiry

### 3. Proposal Timeline

Please note that the RFP timeline includes target dates and may change.

Target Date	Event
January 13, 2023	Solicitation Released
January 25, 2023 at 3:00PM (EST)	Last Day to Submit Questions. All questions regarding this RFP must be submitted in writing to <a href="mailto:GOSR.smallProcurement@stormrecovery.ny.gov">GOSR.smallProcurement@stormrecovery.ny.gov</a>
January 30, 2023	Issuance of Answers to Questions (tentative)
February 7, 2023 at 3:00PM (EST)	Submission Deadline

### 4. Scope of Services

It is expected that the training will take place in late March of 2023, following RHC’s approval of all training materials. RHC reserves the right to change the date. The selected respondent must be prepared to commence the required services within thirty (30) days of the issuance of an executed Contract and/or task order, at the direction of RHC.

- 4.1. The contractor shall provide qualified trainers to conduct training in New York City for six (6) RHC attendees.



## Homes and Community Renewal

### Office of Resilient Homes and Communities

**4.2.** The contractor shall provide a one (1) day, eight (8) hour offsite Executive Training Session for a total of six (6) RHC Executives.

- The contractor shall re-enforce the following topics referenced below, in Section 4.3.1., through the provision of role-playing exercises, group exercises, relevant course materials and equipment necessary to conduct the training.
- The training shall be designed to include all instructor presentations, lesson plans, and assessments.

**4.3.** Executive Training Session:

**4.3.1.** The contractor shall develop, design, and deliver an Executive Training Session that includes the following topics and sample activities (*topics may vary due to trainer's experience*):

- Team communication and collaboration
  - Skills Assessment (Myers Briggs or similar assessment tool completed prior to training day)
  - Project
- Team building
  - Participation project-based assignment
  - Group activity
- Establishing shared organizational values
  - Mission exercise
  - Working collaboratively
- Takeaway from today's experience
  - Accountability assignment
  - Follow up with each Executive

**4.3.2.** The contractor shall secure an offsite New York City venue for the session that satisfies the following:

- Close to public transportation
- Breakfast, lunch, and snacks to be included

## 5. Key Deliverables

**5.1.** At the conclusion of the training session, RHC Executives should be able to identify and apply competencies learned during the training session. In addition, the contractor shall provide RHC with:

- a) Hard copy and electronic versions of course materials for each topic
- b) Final training reports to include:



# Homes and Community Renewal

## Office of Resilient Homes and Communities

- i. Individual learning progress reports
- ii. Trainer feedback about staff participation and any identified areas of concern
- iii. Individualized action plan for each Executive – internal (RHC) or external (consultant) follow up

### 6. Selection Criteria and Requirements

Selection Criteria	Points Available
Project Experience/Key Personnel	50
Approach and Methodology	30
Price Proposal	20
<b>TOTAL POINTS AVAILABLE</b>	<b>100</b>

#### 6.1. Cover Letter/Executive Summary

Provide a cover letter that includes a certification that the information submitted in and with the submission is true and accurate, and that the person signing the cover letter is authorized to submit the submission on behalf of the Respondent.

Provide a table of contents that clearly identifies the location of all material within the submission by section and page number. Specify the primary contact person for the Respondent (name, title, location, telephone number, and e-mail address).

Provide an executive summary including a description of the Respondent’s legal status (e.g., individual practitioner, partnership, Limited Liability Company, corporation, non-profit organization, charitable institution, etc.), background, mission, and an explanation of the types of services the Respondent provides that relate to this RFP.

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 and staff that will be providing services, as well as all subcontractors and sub-consultants proposed. Respondents are encouraged to provide specific opportunities and partnerships with minority-and/or women-owned business enterprises. Please also note that all subcontractors of the selected firms, prior to and after the issuance of a contract, will be subject to prior written approval by RHC.

#### 6.2. Iran Divestment Act

Every bid or proposal made to HTFC/RHC pursuant to a competitive solicitation must contain the following statement, signed by the Respondent on company letterhead and affirmed as true under penalty of perjury:



# Homes and Community Renewal

## Office of Resilient Homes and Communities

"By submission of this bid or proposal, each Respondent and each person signing on behalf of any Respondent certifies, and in the case of a joint bid or proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Respondent is not on the list created pursuant to paragraph (b) of subdivision 3 of [section 165-a of the State Finance Law](#)." The Office of General Services maintains the list in question. A Proposal that fails to certify compliance with this requirement may not be accepted as responsive.

### 6.3. Project Experience/Key Personnel

This section shall include:

- a) Resume for all trainer(s)
- b) List of at a minimum of three professional references
- c) Letters of recommendation from a minimum of two former clients
- d) Description of the contractors' background, experience and expertise in providing Executive Training.

### 6.4. Approach and Methodology

Approach and Methodology shall include agendas, objectives, and complete course materials. Present a clear and straightforward work plan for all aspects of execution of services which is based on a well-defined timeline for delivery of key goals and objectives, and place emphasis on high standards for the delivery of services in expectation of meeting or exceeding these goals.

### 6.5. Price Proposal Form (Attachment 1) – Complete tables included

Part 1: A firm fixed unit pricing must be provided. This is inclusive of all expenses, including but not limited to travel, reproduction and incidentals, unless otherwise authorized by RHC.

Part 2: Include one rate for each title. A single blended rate cannot be proposed.

Prices included in the Price Proposal Form should be the Respondent's lowest discounted governmental prices.

The individual who signs the Proposal cover page should sign the Price Proposal Form.



# Homes and Community Renewal

Office of Resilient Homes and Communities

## Attachment 1

### Price Proposal Form

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

**Part 1:** Provide firm-fixed unit pricing and a Not-to-Exceed Total Proposal Price.

Title/Classification/Description	Unit Price (8 Hour Training Session)	Unit Price Discount (%)	Quantity	Total Price
Executive Training Session	\$		1 Session	\$
<b>Total Not to- Exceed</b>			\$	

**Part 2:** In addition to the Not-to-Exceed Total Proposal Price above, identify all persons being proposed for the RFP scope so that we can better understand the Respondent’s financial approach to the project.

Name	Title	Hourly Billing Rate

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

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

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



# Homes and Community Renewal

Office of Resilient Homes  
and Communities

## Checklist

### **Required Content:**

- Cover Letter/Executive Summary
- IDA Certification
- Project Experience/Key Personnel
- Approach and Methodology
- Price Proposal Form

### **Requires Forms and Information:**

- Respondent Overview
- Appendix A – Affirmation of Understanding
- Appendix B – Offeror Disclosure
- Non-Collusive Bidding Certification
- Diversity Forms HTFC
  - Form PROC-1 Equal Employment Opportunity Staffing Plan
  - Form PROC-2 M/WBE Utilization Plan
  - Form PROC-4 M/WBE and EEO Policy Statement
  - Form PROC-8 EEOC Statement