



**Governor's Office of
Storm Recovery**

ANDREW M. CUOMO
Governor

HOUSING TRUST FUND CORPORATION

Request for Proposals ("RFP")

for

Community Development Block Grant-Disaster Recovery (CDBG-DR)

Project Management Support Services

RFP # 201907_073

July 5, 2019

**Responses must be received by
3:00 p.m. (Eastern), August 5, 2019**

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1. OVERVIEW OF THE REQUIREMENT

The Governor's Office of Storm Recovery ("GOSR") of the Housing Trust Fund Corporation ("HTFC") seeks to procure Project Management Support Services in connection with its administration of 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 request for proposals ("RFP") is issued in accordance with the Procurement and Contract Guidelines of GOSR and in compliance with [Section 2879a of the New York Public Authorities Law](#).

The purpose of this RFP is to obtain proposals from Respondents and to award contract(s) to provide Project Management Support Services across a broad range of CDBG-DR funded programs managed by GOSR. These services are detailed in section 5 of this RFP. Respondents to this RFP should thoroughly review the New York State Action Plan for Community Development Block Grant Disaster Recovery and all amendments thereto, as well as all Federal Register notices related to the CDBG-DR funds. The Action Plan and all amendments are located on the GOSR website at: <http://stormrecovery.ny.gov/funding/action-plans-amendments>.

2. BACKGROUND INFORMATION

In June 2013, Governor Andrew M. Cuomo established GOSR as an office within HTFC to maximize the coordination of recovery and rebuilding efforts in storm-affected municipalities throughout New York State and directed it to administer CDBG-DR funds. GOSR will administer the program through a variety of organizations and municipalities through subrecipient agreements. Depending on the specific program or project, GOSR may also choose to directly administer activities through contractors or other vendors.

The Project Management Support Services to be procured through this RFP will support the implementation and administration of a broad range of programs for which CDBG-DR funds will be used including, but not limited to, housing grant and loan programs, business grant and loan programs, and a variety of community reconstruction and infrastructure development projects performed by municipalities, agencies, and other organizations that will help administer funds.

3. ANTICIPATED CONTRACT TERM

Any contract that is awarded from the RFP is anticipated to be for an initial period of one (1) year, with three (3) one-year options, not to exceed a total contract term of three (4) years.

4. RFP PROCESS AND ADMINISTRATIVE REQUIREMENTS

4.1 RFP Coordinator

Kimberly Dallas
Director of Procurement
Governor's Office of Storm Recovery
25 Beaver Street
New York, New York 10004
GOSRProcurement@stormrecovery.ny.gov

4.2 RFP Timeline

Target Date	Event
July 5, 2019	Release of RFP
July 15, 2019	Anticipated Pre-Proposal Conference -2:00 p.m. (Eastern)
July 17, 2019	Last Day to Submit Questions – 3:00 p.m. (Eastern)
July 22, 2019	Issuance of Answers to Questions (tentative)
August 5, 2019	Proposal Submission Deadline – 3:00 p.m. (Eastern)
August 2019	Finalist Interviews (if applicable)
September 2019	Target Date for Selection

Please note that the RFP timeline includes target dates and may change. It is the sole responsibility of Respondents to periodically review the GOSR website for regular updates to the RFP which may alter the terms or requirements of this RFP.

4.3 Pre-Proposal Teleconference and Questions

A pre-proposal teleconference will be scheduled to discuss this RFP, accept questions, and provide preliminary responses. GOSR is in the process of scheduling the teleconference and will post an update to the Governor's Office of Storm Recovery "Procurement Opportunities" webpage at: <http://stormrecovery.ny.gov/doing-business-with-gosr/rfps> as soon as practicable prior to the scheduled date.

Interested firms are strongly encouraged to check the "Procurement Opportunities" webpage frequently for updates and additional information pertaining to this RFP. All questions and correspondence must be sent to GOSRProcurement@stormrecovery.ny.gov. All questions must reference this specific RFP in the subject line of the email. For example, the subject line for questions related to this RFP should read **RE: RFP Question – Project Management Support Services**. Any correspondence or questions sent to any other email address regarding this RFP will not receive a response.

It is the sole responsibility of the Respondent to check for any addendum and/or additional information on the "Procurement Opportunities" webpage.

<http://stormrecovery.ny.gov/doing-business-with-gosr/rfps>

4.4 Procurement Lobbying Provisions

Pursuant to State Finance Law §§ 139-j and 139-k, this RFP includes and imposes certain restrictions on communications between GOSR and Respondents during the solicitation process. A Respondent 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 GOSR staff other than the RFP 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).

In accordance with § 2879 of the Public Authorities Law, GOSR is required to make a responsibility determination with respect to each vendor to whom a contract is to be awarded. The Lobbying Law requires that proposed vendors disclose findings of non-responsibility against them by any other governmental agency within the previous four years. Certain findings of non-responsibility can result in a rejection for contract award and, in the event of two (2) findings within a four-year period, the Respondent will be rendered ineligible (debarred) to submit a proposal for, or be awarded, any procurement contract for a period of four (4) years from the date of the second final determination of non-responsibility. Contacts by GOSR employees who are required to obtain information in furtherance of the responsibility determination are considered “permissible contacts” under the NYS Finance Law § 139 (j)(3)(a)(8). Further information about these requirements can be found on the Office of General Services website at:

http://ogs.ny.gov/aboutOgs/regulations/defaultSFL_139j-k.asp

For all lobbying law contacts and inquiries, please contact:

Natalie Dennerly

Lobbying Contact Officer

Governor’s Office of Storm Recovery

GOSRProcurement@stormrecovery.ny.gov

Email must indicate subject: **RE: Lobbying Inquiry**

4.5 Conflicts of Interest

Prior to responding to this RFP, the Respondent must perform a conflict of interest inquiry and disclose to GOSR in its proposal any and all potential conflicts of interest that exist or may exist for its organization and/or subcontractors or affiliates in relation to the scope of work contained in this document.

In the event of real or apparent of conflicts of interest, GOSR reserves the right to impose additional conditions upon Respondents. The selected Respondent will be subject to the provisions on conflicts of interest set forth in section 74 of the New York State Public Officers Law. Contractor shall immediately inform GOSR in writing of actual or potential conflict of interest that arises under a contract. GOSR reserves the right to cancel any contract awarded pursuant to this RFP upon 30 days written notice in the event that an actual conflict of interest, or the appearance of such conflict, is not cured to GOSR's satisfaction.

4.6 Submission Format

Submissions to this RFP must be filed electronically in Portable Document Format (pdf) file. Unless otherwise noted, Respondents must complete and submit all forms, information, and other documentation listed herein (including, without limitation, any Attachments and Appendices to this RFP) as part of their electronic submissions. Respondent is responsible to ensure that emails and attachments are delivered on time and in a legible format. Only complete and responsive Proposals will be evaluated. In all instances, GOSR's determination regarding the completeness/responsiveness of any Proposals shall be final.

Proposals must be submitted by email to:
GOSRProcurement@stormrecovery.ny.gov

Proposals must be delivered by email in two parts no later than the Proposal submission deadline. Part one shall include the Price Proposal. The email subject shall indicate **RE: Proposal for Project Management Support Services – Price Proposal**. Part two shall include the Technical Proposal along with all attachments and completed forms. The email subject shall indicate **RE: Proposal for Project Management Support Services – Technical Proposal and Attachments**.

Proposals that can only be viewed, downloaded, or otherwise accessed via file sharing, file hosting, or other file storage platforms will not be accepted.

There is a 40-page total limit except that résumés, curricula vitae, appendices that document relevant work performed, and screen shots of potential project management systems do not count against the page limit. Proposal font size shall not be any less than 12 point, with 1-inch margins, with the exception of tables and charts, but such text must be clearly legible. Respondents are encouraged to submit only relevant and necessary information.

The Respondent shall not make any aspect of its submission contingent upon the use of State of New York personnel, property, or equipment.

GOSR will consider Proposals to this RFP which are submitted in a consistent and easily comparable format. Proposals not organized in the manner set forth in this RFP may be considered nonresponsive at the sole discretion of GOSR. Respondents should not refer to other parts of their submission to information that may be publicly available elsewhere, or to the Respondent's website or any other website, in lieu of presenting the information in the Proposal.

4.7 Changes to Proposal Wording

The Respondent shall not change the wording of its Proposal after the submission and no words or comments will be added to the Proposal unless requested by GOSR for purposes of clarification.

4.8 Respondent's Errors and Omissions

GOSR reserves the right to reject a submission that contains an error or omission. GOSR also reserves the right to request correction of any errors or omissions and/or to request any clarification or additional information from any Respondent, without opening up clarifications for all Respondents. Respondents will be provided a reasonable period of time in which to submit written responses to GOSR's requests for clarification or additional information. Respondents shall respond by the deadline stated in the correspondence.

4.9 Respondent's Expenses

Respondents are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations with GOSR, if any. GOSR will not be liable to any Respondent for any claims, costs or damages incurred by the Respondent in preparing the Proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

4.10 Selection of Proposal in Best Interests of the State

Notwithstanding the selection criteria set forth in the RFP, GOSR reserves the right to select a Proposal that, in its sole judgment, is consistent with and responsive to the goals of the State's CDBG-DR Action Plan, irrespective of whether it is the apparent lowest-priced Proposal, if it is determined by GOSR and/or the Commissioner of NYS HCR to be in the best interests of the State of New York.

4.11 Notice of Selection

The selected Respondent(s) will be issued a Letter of Intent to Award, via email.

4.12 Number of Awards

At the sole discretion of GOSR and based upon the breadth and experience of Respondents to this RFP, GOSR may award contracts to more than one Respondent. GOSR currently anticipates awarding up to five (5) vendors per Task, pursuant to this

RFP. For assignment of work, GOSR may conduct mini-bid solicitations amongst the selected contractors and may seek fixed unit prices, lump sum prices, and/or other pricing structures for specific types of work. GOSR reserves the right to deviate from this approach if in the best interest of the State.

GOSR intends on allocating work via use of task orders. Nothing in this section shall be construed to limit in any way GOSR's right, in its sole discretion, to cancel this RFP.

4.13 Service Level Agreements

GOSR expects to select Respondent(s) that will agree to a clearly-defined service level agreement ("SLA"), as yet to be determined but to be included in any final contract between the parties. Such SLA will be established and agreed upon to ensure a timely, efficient, equitable, and transparent recovery process. Fees payable under this contract will be contingent upon compliance with the terms of the SLA and other pre-agreed metrics for success. GOSR reserves the right to cancel any contract awarded pursuant to this RFP or withhold payment of funds under any contract awarded pursuant to this RFP, for failure to adhere to the SLA.

4.14 Withdrawal of Proposal

A Respondent may withdraw a Proposal at any time up to the date and time that the contract is awarded. The withdrawal must be submitted in writing to the RFP Coordinator.

4.15 Rejection of Proposals / Cancellation of RFP

Issuance of this RFP does not constitute a commitment by GOSR to award a contract. GOSR reserves the right to accept or reject, in whole or in part, all Proposals submitted and/or to cancel this solicitation and/or reissue this RFP or another version of it, if it determines that doing so is in the best interest of the impacted communities or the State of New York.

4.16 Ownership of Proposals

All documents, including Proposals submitted to GOSR, become the property of GOSR. They will be received and held in confidence by GOSR, subject to the provisions of the *Freedom of Information Law*. Selection or rejection of a Proposal does not affect this provision.

4.17 Waiver of Informalities

GOSR reserves the right to waive any informalities and/or irregularities in a Proposal if it determines that doing so is in the best interest of the impacted communities or the State of New York.

4.18 Proprietary Information

Only information considered trade secrets or non-published financial data may be classified as proprietary or confidential. Such information within the Proposal must be clearly marked. Proposals containing substantial contents marked as confidential or proprietary may be rejected by GOSR. Provision of any information marked as confidential or proprietary shall not prevent GOSR from disclosing such information if required by law. The awarded contract(s), and all prices set forth therein, shall not be considered confidential or proprietary and such information may be made publicly available.

4.19 Confidentiality of Information

Information pertaining to GOSR obtained by the Respondent as a result of participation in this RFP is confidential and must not be disclosed without written authorization from GOSR.

4.20 Collection and Use of Personal Information

Respondents are solely responsible for familiarizing themselves and ensuring that they comply with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires Respondents to provide GOSR with personal information of employees who have been included as resources in Proposal to this RFP, Respondents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to GOSR. Such written consents are to specify that the personal information may be forwarded to GOSR for the purposes of responding to this RFP and use by GOSR for the purposes set out in the RFP. GOSR may, at any time, request the original consents or copies of the original consents from Respondents, and upon such request being made, Respondents will immediately supply such originals or copies to GOSR.

4.21 RFP and Proposal as Part of Contract

This RFP, as well as any related solicitation documents such as Addenda and Questions & Answers, and the selected Respondent's Proposal will become part of any contract between GOSR and the Respondent. In the event that the terms of the RFP and related documents or Proposal conflict with the contract, the contract terms shall control.

5. SERVICES

Scope of Services

The scope of Project Management Support Services to be provided by the Respondent(s) are summarized in the following Tasks 1 - 5.

GOSR intends on creating a pool of contractors by Task to support the requirements outlined in this RFP. For assignment of work, GOSR intends on conducting mini-bid solicitations amongst the selected contractors and may seek fixed unit prices, lump sum prices or other pricing structures for specific types of work/specific projects. GOSR reserves the right to deviate from this approach if in the best interest of the State.

Respondents may submit Proposals for consideration to any individual Task or any combination of Tasks or all five (5) Tasks identified below.

The key services to be provided per task include, but are not limited to, the following:

5.1 Task 1 – Project Management Support

- a. Support GOSR in setting priorities, identifying internal and external resources, creating decision-frameworks and analyses that enable GOSR to make sound policy-based, programmatic, financial, and operational decisions
- b. Develop and implement policies and procedures for GOSR post-disaster recovery efforts.
- c. Develop (and/or work with various internal and external stakeholders and vendors to prepare) project and program work plans, schedules, deliverables and budgets
- d. Work with GOSR to implement plans for projects and programs, including coordinating a variety of internal and external stakeholders, including other agencies and vendors
- e. Provide operational and logistical support as needed to implement projects and programs, including program and grant closeout
- f. Provide construction management/construction administration support across a variety of projects and programs in various phases to ensure that they are implemented efficiently, cost-effectively, and in compliance with all governing regulations

5.2 Task 2 – Case Management

- a. Provide case management services to close out remaining applicants across various GOSR Programs and phases
- b. Coordinate with applicants, design professionals, municipalities, sub-recipients, program staff, and other stakeholders to facilitate the resolution of cases and achieve final file/project/program closeout

5.3 Task 3 – Policy and Regulatory Consulting

- a. Provide as needed expert advisory services and analysis regarding the applicability of federal regulations for funded activities
- b. Identify and advise GOSR on any potential program and project compliance risks and issues, and develop mitigation strategies

- c. Work with GOSR to prepare written reports and analysis and contribute to the preparation of a broad range of policy documents, action plans, and other materials regarding the assessment and implementation of programs and projects
- d. Provide strategy support to help GOSR achieve national objectives and meet eligibility requirements
- e. Provide support to help GOSR comply with CDBG-DR grant closeout requirements including the development of auditable files
- f. Support GOSR staff in developing and implementing program and GOSR close out processes

5.4 Task 4 - Inspections

- a. Provide inspection related project management services for various inspection stages.
- b. Assist in the permitting process and resolution of regulatory issues
- c. Provide inspection(s) to ensure compliance with the HUD Green Building Retrofit Checklist
- d. Verify scope of work is consistent with the approved design documents and Estimated Cost of Repair (ECR) which is established with Xactimate/ Allowable Activities (AA) documents
- e. Track change orders, budgets and expenditures for all contracts of projects
- f. Track, monitor schedules, provide recommendations and implement strategies to keep projects on schedule and within budget as necessary
- g. Resolve construction requests/change orders including, but not limited to, preparing estimates, performing inspections, communicating with design professionals, and having discussions with applicants
- h. Gather and assemble all financial and administrative documents related to close-out
- i. Conduct housing appraisal services

5.5 Task 5 – Research, Analysis and Information Support

- a. Conduct specific research and analyses on federally funded projects and programs, including financial and operational analyses
- b. Perform analysis and prepare studies to assist GOSR in assessing the impact of its projects and programs
- c. Assist GOSR in conducting budget and cost analysis for projects and programs as well as cost containment strategies and recommendations
- d. Support the planning, design, development, and implementation of information technology, record keeping, and data tools and solutions to manage, track, and report on the progress and delivery of a variety of programs and projects. This includes identifying, coordinating, and contracting with partner firms that can evaluate and assess GOSR's existing data management systems and reporting tools

- e. Develop integrated, resource loaded program wide schedule which captures key milestones across the various programs
- f. Propose improvements to existing data management tools and systems; and develop and implement processes to cost-effectively improve information and record keeping systems, as well as other reporting and data management tools and systems
- g. Data migration and record retention.
- h. Title activities as needed including retrieving documents evidencing events in the history of a piece of real property, to determine relevant interests in and regulations concerning that property.

GOSR, at its sole discretion, will engage the selected respondent(s) on a project-by-project basis. GOSR will work with the selected respondent(s) to develop specific scopes of work, which will include specific activities, deliverables, and timeframes related to GOSR programming. The contracted respondent(s) will receive payment based on successfully completing deliverables within the timeframes articulated in the statement of work.

5.6 Commencement of Services

Selected Respondents must be prepared to commence these services within thirty (30) days of the issuance of a Task order, at the direction of GOSR.

6. KEY DELIVERABLES

At a minimum, the key deliverables per task include the following:

6.1 Task 1 – Project Management Support

Various project/construction management reports referenced below may be requested although not all reports will be required for all programs:

- a. Project Definition Report
- b. Project Schedule and Status Report
- c. Lessons Learned Report
- d. Labor Compliance Report
- e. Progress Report
- f. Risk Management Report
- g. Earned Value Analysis (EVA)
- h. Safety Plan
- i. Project Management Plan (PMP)

6.2 Tasks 2 - Case Management

- a. Provide operation guidance relating to policies and procedures for GOSR post-disaster recovery efforts.
- b. Document interaction with applicants enrolled in GOSR disaster recovery programs

regarding eligibility, document review and closeout related issues

6.3 Tasks 3 and 5 – Research, Analysis and Information Support and Policy and Regulatory Consulting

- a. Work papers and analyses that provide information on the process used to develop reports
- b. Comprehensive reports on actions taken and advice given
- c. White papers on process limitations in existing programs or efficiencies to be gained (if any) after review
- d. Discussion of any potential HUD concerns or findings the respondent discovers in the process, as well as a corrective plan of action
- e. Analysis and recommendations with regard to vendor management
- f. Federal and State-mandated Annual, Quarterly and monthly reports
- g. Timeline of how the respondent will provide reviews at appropriate periods to minimize risk to the State
- h. Project work plans, timeframes, and budget tools
- i. Proposed system(s) and template(s) used to capture and report information

6.4 Task 4 – Inspections

- a. Complete various inspection reports approved by GOSR
- b. Data and results in a form and format approved by GOSR
- c. Complete various documents provided by GOSR in support of closeout
- d. Use of Xactimate, or other cost estimation software, to modify estimate files

7. REQUIRED MINIMUM QUALIFICATIONS OF RESPONDENT

The following subsections are required minimum qualifications.

- a. Respondents that are corporations, partnerships, or any other legal entity, domestic or foreign, shall be properly registered to do business in the State of New York at the time of the submission of their Proposal to this RFP. Such Respondents shall attach a certificate of good standing from the New York Secretary of State to their Proposals.
- b. Respondent must indicate a commitment to a good faith effort to achieving HTFC's goal of 30% of any awarded job to a New York State certified Minority- and Women-owned Business Enterprise (MWBE) for each project awarded (15% to New York State-certified MBE and 15% to New York State-certified WBE).

Please note that if a Respondent is a New York State certified MWBE, it must choose whether to participate as an MBE or a WBE, as one Respondent cannot claim status as both an MBE and a WBE.

Whether the Respondent is a New York State certified MWBE, MBE, WBE or none of the aforementioned, the Respondent may achieve the goal of 30% through joint ventures, subcontracting relationships or other partnerships.

- c. Respondent has or will have, prior to work, all necessary licenses, certifications, approvals, and other needed credentials to perform work in New York State pursuant to this RFP
- d. Neither Respondent nor any person or entity associated or partnering with Respondent has been the subject of any adverse findings that may prevent GOSR from selecting Respondent. Such adverse findings may include, but are not limited to, the following:
 - a) Negative findings from the New York State Inspector General, a Federal Inspector General, or from the U.S. Government Accountability Office, or from an Inspector General in another State
 - b) Pending or unresolved legal action from the U.S. Attorney General or from an attorney general in New York or another State
 - c) Pending litigation with New York State, any other State, or a municipality located in New York or another State
 - d) Arson conviction or pending case
 - e) Harassment conviction or pending case
 - f) Local, State, Federal or private mortgage arrears, default, or foreclosure proceedings
 - g) In rem foreclosure
 - h) Sale of tax lien or substantial tax arrears
 - i) Fair Housing violations or current litigation
 - j) Defaults under any Federal, State or locally-sponsored program
 - k) A record of substantial building code violations or litigation against properties owned and/or managed by Respondent or by any entity or individual that comprises Respondent
 - l) Past or pending voluntary or involuntary bankruptcy proceeding
 - m) Conviction for fraud, bribery, or grand larceny
 - n) Listing on the Federal or State excluded parties lists
- e. **Respondent has adequate financial resources to perform the contract, or the ability to obtain them. Financial statements for the past two (2) years must be included in the Proposal.**
- f. Respondent has a satisfactory performance record.
- g. Respondent has a satisfactory record of integrity and business ethics.
- h. Respondent has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them.

- i. Respondent has thoroughly reviewed the Disaster Relief Appropriations Act, 2013 (Pub. L. 113-2), all pertinent Federal Register notices, and the New York State Action Plan and all amendments thereto.
- j. Respondent is otherwise qualified and eligible to receive an award under applicable laws and regulations.

8. SELECTION CRITERIA AND REQUIREMENTS

8.1 Evaluation Methodology

GOSR will evaluate all Proposals that are received in a proper and timely manner to determine whether they meet the submission requirements. GOSR will evaluate each Proposal based on the “Best Value” concept. This means that the Proposal which “optimizes quality, cost, and efficiency among responsive and responsible respondents” shall be selected for award (State Finance Law, Article 11, § 163).

GOSR, at its sole discretion, will determine which Proposal best satisfies its requirements. All Proposals deemed to be responsive to the requirements of this RFP will be evaluated and scored for technical qualities and price. Proposals that are materially deficient in meeting the submission requirements of this RFP or have omitted material documents may be eliminated from consideration at the sole discretion of GOSR. The evaluation process will include separate technical and price evaluations and will be conducted as set forth herein.

Through an evaluation panel, GOSR will select the Respondent(s) whose Proposal receives the greatest number of points. The evaluation panel will establish a shortlist, either through a natural break in scores or a technically viable cut off technical score.

Selection Criteria	Points Available
Project Experience and Capacity (Section 8.4)	30
Key Personnel (Section 8.5)	20
Approach and Methodology (Section 8.6)	20
Commitment to Compliance ((Section 8.7)	10
Price (Section 8.8)	20
TOTAL TECHNICAL POINTS AVAILABLE	100

Proposals are to be submitted in the following format and sequence to ensure that they receive full consideration during evaluations and that the evaluations themselves may be handled in an efficient and consistent manner. All pages should be consecutively numbered.

8.2 Cover Letter and Table of Contents

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 make 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 email address).

8.3 Executive Summary

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, an explanation of the types of services the Respondent provides that relate to this RFP, and an organizational chart.

Briefly describe any significant changes to the management and/or structure of the Respondent that are related to the work contained in this RFP, including any mergers that occurred in the last five (5) years.

Respondent shall provide financial statements for the previous two (2) years.

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 proposed subcontractors and sub-consultants. 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 GOSR.

8.4 Project Experience and Capacity

The Proposal shall include a summary of prior work engagements evidencing directly related experience to the requested RFP task from Section 5 (Scope of Services) which the Respondent is submitted for consideration. The summary shall identify Project Management Support Service engagements with entities comparable to New York State for which the Respondent provides, or has provided, similar services within the last (5) years. The summary shall detail at least three (3), but no more than five (5), similar engagements with private/public sector clients of similar size and complexity to the State that demonstrate direct experience with the scope of services to be provided. Respondents who have demonstrated experience and success in providing such services will be scored higher than those who do not.

Each example should include:

- a. Name of client organization;
- b. Description of the engagement and project objectives, including start and end dates, and relevance of the referenced assignment to this RFP;
- c. Information regarding the project that would demonstrate successes experienced by the client as a result of the recommendations (this may include performance metrics and improvements);
- d. Contact information for the client organization, including current and working contact information. Contact information shall include the address, telephone number and email address.
- e. If subconsultants were used for this engagement describe the subcontractors role and the percentage of work assigned to the subconsultant.

A paragraph should accompany each referenced experience describing the Respondent's role on the relevant project(s) as well as any other contextual information.

Respondent shall also provide a summary of its capacity to perform the given scope of work. This narrative should highlight the Respondent's ability to perform Project Management Support Services. Respondents must clearly identify the ability to provide sufficient capacity for the efficient and timely implementation and administration of the work. Proposals that clearly demonstrate existing capacity and/or quick ramp up capabilities will be scored higher than those that do not.

References. The Proposal shall include at least three (3) references for the Respondent and for all partners, sub-consultants and subcontractors. Respondents are required to provide a reference for any disaster-related experience they list in this section. Each reference should include the name, title, company, address, phone number and email address of the reference, and a brief summary of the relationship between the reference and the Respondent.

GOSR may seek information from references regarding subjects that include, but are not limited to, the quality of services provided, anticipated ability to perform the services required in this RFP, and the responsiveness of the Respondent to the client during the engagement. Information provided by references will be used by GOSR for submission evaluation purposes. References should be available and aware of their inclusion in the Respondent's submission and pending contact.

GOSR reserves the right to attempt, or not to attempt, to re-contact or notify Respondent of its inability to connect with references in an initial effort. GOSR is not responsible for the lack of responsiveness of the references listed by Respondents, and the State is not required to alert Respondents of a reference's unresponsiveness during the

submission evaluation period. Inability to contact references will not be looked upon favorably. In addition, GOSR reserves the right to contact other sources not necessarily identified in the submission to obtain information about Respondents.

GOSR reserves the right to deploy, at its sole discretion, a variety of methods and communication approaches to contact references.

Please list references other than GOSR references.

8.5 Key Personnel Including Subcontractors

Respondent shall identify all key personnel involved in performing the work including subconsultants identified per Task for which the Respondent is proposing. Attach the résumés and professional qualifications of all of the Respondent's key personnel per Task being proposed (titles identified in the list below as well as additional titles), including degrees, certifications, licenses and years of relevant experience including subconsultant affiliations.

This section shall list, describe, and discuss the need for specific roles to perform each of the Task(s) the Respondent is proposing. The labor categories must include all of the titles identified below per Task for which the Respondent is proposing.

If the Respondent chooses to include labor categories not listed below, it must provide at a minimum, a description of the additional labor category, inclusive of the minimum education and experience qualifications, relevance to the scope, and why the additional labor categories are necessary. For each labor category being utilized from below as well as for each additional labor category identified by the Respondent, Respondent must include the hourly wage rate, multiplier information and billing rate in the Price Proposal Form.

Provide an organizational chart that shows how and by whom these functions will be performed for each Task for which the Respondent is proposing.

This section must include acknowledgement that, if selected, the Respondent has the capacity to respond with sufficient key and line staff and that staff approved by GOSR, as part of the contract, will be available for subsequent assignments.

GOSR reserves the right to include additional key personnel titles not included in the lists below.

8.5.1 Task 1- Project Management Support

The following represents the general descriptions for the staffing categories required for Task 1 to be utilized in the Respondent's Proposal and, if awarded, the resulting contract.

- Engagement Partner

The Engagement Partner (EP) will Support GOSR in setting priorities, identifying internal and external resources, creating decision-frameworks and analyses that enable GOSR to make sound policy-based, financial and operational decisions. The EP will assist GOSR in

the project management of federally funded activities. Responsibilities will include vendor management. As a senior level executive, the EP should be able to solve problems, create change and provide strategic direction to the program management staff and GOSR.

- Senior Project Manager
The Senior Program Manager (SPM) will provide project management expertise to the GOSR in its oversight of its CDBG-D program and construction management. The SPM will work with internal and external stakeholders and vendors to provide operational support in project work plans, schedules, deliverables and budget. The SPM will report directly to GOSR, oversee the work of project managers and establish performance management systems for staff.
- Project Manager
The Project Manager (PM), reporting to the SPM and GOSR, will coordinate and delegate construction projects to the appropriate staff (engineers, environmental specialists, architects, design professionals etc.) and serve as the point of contact for GOSR staff. Responsibilities may also include, but not limited to: representing GOSR across a variety of projects to ensure efficient implementation and compliance with regulations; provide support to implement programs and grant closeouts, developing written materials.
- Project Administrator
The Project Administrator (PA) will work directly with clients to provide comprehensive case management services. The PA's responsibilities may include, but not limited to assisting applicants with program related questions; and communicating program policies and procedures among others. The PA should maintain a complete understanding of applicable program policies, requirements and procedures and review all cases within the established funding guidelines and other federal, state, and local regulatory requirements.
- Project Assistant
The Program Assistant (PA) will support clients and staff working on GOSRs recovery programs. The PA responsibilities may include, but not limited to coordinating Day-to-Day interactions with applicants and staff, answering phones, providing general program support to GOSR and program management teams. The PA should have a good understanding of program policies and procedures.

8.5.2 Task 2 – Case Management

The following represents the general descriptions for the staffing categories required for Task 2 to be utilized in the Respondent's Proposal and, if awarded, the resulting contract.

- Program Manager
The Program Manager (PM) will work with senior staff and subject matter experts to develop and implement policies and procedures for GOSR post-disaster recovery efforts. Responsibilities may also include, but not limited to: representing GOSR across a variety of projects to ensure efficient implementation and compliance with program policy and regulations; provide support to implement program and grant closeouts, QAQC and

developing written materials. The PM oversees the work of case management, closeout and QA/QC leads.

- Case Management Lead/Closeout Lead/QAQC Lead
The case management/closeout/QAQC team leads will provide guidance and support of trained case management team who will interact with applicants enrolled in GOSR disaster recovery programs. The team leads will accomplish this responsibility through the development of operational guidance, and support of a team of trained case management that will stand ready to support the services of disaster preparedness, response, and recovery programs being undertaken by GOSR. Case Manager; Closeout Specialist; QAQC Specialist
- Case Manager/Closeout Specialist/QAQC Specialist
The case manager/closeout specialist/QAQC will be responsible for the daily interaction with applicants on program requirements, eligibility, document review and closeout related issues. Case managers will need to become knowledgeable of program policies and procedures to communicate them clearly to applicants.
- Customer Representative /Administrative Analyst
The Customer Representative (CR)/Administrative Analyst (AA) will support clients and staff working on GOSRs recovery programs. Responsibilities may include, but not limited to interacting with program applicants and staff, answering phones, providing general program support to GOSR, and case management team. The CR and AA will need to develop a good understanding of program policies and procedures.

8.5.3 Task 3 – Policy and Regulatory Consulting

The following represents the general descriptions for the staffing categories required for Task 3 to be utilized in the Respondent’s Proposal and, if awarded, the resulting contract.

- Engagement Partner
The Engagement Partner (EP) Support GOSR will provide expert advisory services on subject matters relating to Department of Housing and Urban Development’s Community Development – Disaster Recovery (CDBG-DR) grant regulations and other federal, state and local government stipulations. The EP will also provide audit, finance, accounting and policy and regulatory consulting to GOSR. Responsibilities may include, but not limited to serving as a subject matter expert (SME) on CDBG policy and regulatory issues, GOSR program activities, federal, state, and local building codes, DRGR closeout, DRGR reporting and compliance, account and budget, subrecipient and contractor auditing, developing written materials and training, among others. The EP must have expert level knowledge on federal and state grant administration requirements and the field of service delivery.
- Project Manager
The Project Manager (PM) will provide advisory services on CDBG-DR and other federal funding guidelines and be able to lead and manage teams. Responsibilities may include, but not limited to, assisting GOSR to design and implement monitoring and compliance

processes; develop and work with various internal and external stakeholders to prepare project work plans, schedules, deliverables and budgets. The PM will report directly to GOSR and oversee the work of the advisory services team.

○ Senior Management Analyst

The Senior Management Analyst (SMA) will manage operations by reviewing and verifying various financial transactions identified by GOSR. Responsibilities will include analysis of various GOSR CDBG-DR costs and ongoing programmatic services for the agency and its subrecipients. The SMA will oversee the work of junior staff, and report to GOSR senior staff.

○ Senior Accountant/ Senior Auditor

The Senior Accountant / Auditor (SA) will oversee general accounting operations by controlling and verifying our financial transactions. Responsibilities will include provision of forensic audit and accounting of GOSR CDBG-DR or other federal program costs and ongoing programmatic services for the agency and its subrecipients; reconciliation of program accounts among others. The senior accountant/auditor should have excellent analytical skills with a thorough knowledge of audit and accounting principles to analyze financial reports and forecasts and be able to manage a team of accountants/auditors and junior accountants/auditors.

○ Management Analyst

The Management Analyst (MA) will perform various financial management projects relating to all accounts including grants. The position will report to GOSR and senior advisory staff.

○ Accountant/ Auditor

The Accountant/auditor (AA) will perform financial management of various GOSR accounts. Responsibilities will include but not limited to, provide audit and accounting services to GOSR under the supervision of senior accountants/auditors; to analyze accounts, finance data and invoices. The position will report to GOSR and senior advisory staff.

○ Staff Investigator

The Staff Investigator (SI) will assist with GOSR's compliance and to minimize fraud, waste and abuse. Responsibilities will include but not limited to, auditing procedures and revamping fraud controls; investigating allegations of potential fraud, abuse, conflicts of interest and compliance within GOSR and its programs; assist in confidential internal investigations into allegations involving staff and contractor/vendor conduct and recommend corrective measures, and prepare detailed report of investigative findings and recommendations in relation to assigned cases.

○ Junior Account, Junior Auditor

The Junior Accountant/Auditor (JA) will provide support to the account/audit team by managing daily accounting tasks. Responsibilities will include but not limited to: preparing financial statements and reporting and performing basic audits of program grant funds. The candidates will be well-versed in research, audit and accounting principles and have great

attention to detail.

8.5.4 Task 4 - Inspection

The following represents the general descriptions for the staffing categories required for Task 4 to be utilized in the Respondent's Proposal and, if awarded, the resulting contract.

- Project Manager
The Project Manager (PM) will be responsible for coordinating inspection performance and ensuring that GOSR funded projects comply with approved funding and scope, reviewing design and scope change authorizations for conformity, and providing ultimate oversight of quality. The Project Manager should have extensive knowledge and experience with federal, state and local building codes.
- Engineer
The Engineer will provide advisory services to GOSR programs. Responsibilities may include construction inspection and management, coordinating with other consultants in project planning including providing recommendations, preparing cost estimates, and developing solutions. The Engineer will analyze local zoning ordinances and permitting. In addition, the Engineer will also utilize Xactimate and other software.
- Estimator/Change Order Specialist
The Estimate/Change Order Specialist (ECOS /COS) will provide advisory services to GOSR programs. This position will evaluate large projects and provide recommended project costs based on the Cost Estimating Format method used in determining cost of projects as outlined in GOSR action plan. This may include but not limited to Estimating large repair and/or replacement infrastructure projects, preparing construction cost estimates to support change orders. The Estimator/change order specialist may also provide support to teams of Architects and Engineers to develop repair or replace cost of damaged facilities using Xactimate. The EOS/COS will need to become familiar with Federal guidelines and GOSR cost estimating format as outlined in the GOSR action plan.
- Lead Housing Inspector/Assessor
The Lead Housing Inspector/Assessor (LHI/LHA) lead will assign and oversee work of other Housing Inspectors/ Damage Assessors. The LHI will oversee inspections related to housing construction trades, real estate, appraisal and other areas. The position will become knowledgeable about CDBG-DR funded program guidelines and GOSR program policies. The LHI/LHA will oversee inspections performed using Xactimate software.
- Housing Inspector / Damage Assessor
The Housing Inspector (HI/DA) working with a team of building and construction professionals will assess damaged dwellings and record storm related damages and

associated repairs in accordance with HUD standards, as required by GOSR. Responsibility may include identifying possible mitigation measures and collecting documentation; coordinating with local building department to determine the required inspections based on the approved work. The HI/DA will perform inspections related to housing construction trades, real estate, appraisal and other areas. The HI/DA will perform inspections performed using Xactimate software.

8.5.5 Task 5 – Research, Analysis and Information Support

- Senior Business Analyst

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

The 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

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.

8.6 Approach and Methodology

Respondents that present a clear and straightforward approach for all aspects of execution of services, which is based on delivery of key goals and objectives, and places emphasis on high standards for the delivery of services in expectation of meeting or exceeding these goals, will score higher than those who do not.

The Proposal shall explain how the Respondent will achieve the goals, objectives, tasks, and deliverables outlined in this RFP, including a detailed narrative describing the unique process which the Respondent would apply to delivery of Project Management Support Services. The Proposal shall address why the proposed approach is appropriate and suited for the

specific RFP scope. Proposals must provide examples of how the proposed approach has achieved success in specific, relevant projects for public or private sector organizations similar in size and complexity to New York State government. This section must contain enough information to ascertain the success of the projects accomplished by the Respondent, and shall include the metrics and factors used to demonstrate that those projects and the Respondent's approach were indeed successful.

Respondent shall provide a detailed approach for establishing Project Management Support Services . The Proposal shall describe the Respondent's approach to identifying risks and mitigation measures, its approach to making implementation recommendations, and a description of its management and quality control measures. The Proposal shall include samples of existing or planned methodologies that will support the project or program, including plans, reports, tools, and other aspects related to implementation of this work, and shall include specific procedures for ensuring compliance with all federal and state legal requirements related to this scope and operations with and for GOSR.

If a Respondent will be subcontracting or partnering any portion of the work, please provide a subcontracting plan that includes the following:

- a. Role and experience of the Respondent in providing the requested services under the RFP;
- b. Summary of qualifications and experience of the relevant subcontractor/partner staff;
- c. Explanation of past engagements with proposed subcontractor/partner, if applicable;
- d. The estimated percentage of work to be assigned to subcontractors;
- e. The allocation of work amongst the subcontractors; and
- f. Methods of handling quality assurance and monitoring the work of subcontractors.

8.7 Commitment to Complying with all Applicable Regulations

Respondents will be reviewed for responsibility. Those deemed non-responsible will be removed from consideration. All Respondents must comply with the below legal and regulatory requirements. In addition, all Respondents must complete and submit all applicable forms in the Appendices. For the purpose of this RFP, Respondents shall submit with their Proposal the following forms.

- Form HUD-60002 Section 3 Summary Report
- 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
- Attachment - Use of Service-Disabled Veteran-Owned Business Enterprises in Contract Performance

Respondents who demonstrate a commitment to complying with all applicable Federal, state, and local regulations, including M/WBE, SDVOB, and Section 3 income requirements, will receive the most points.

k. New York State Law

Pursuant to New York State Executive Law Article 15-A, Article 17-B, and 5 NYCRR 140-145, GOSR recognizes its obligation under the law to promote opportunities for maximum feasible participation of certified minority-and women-owned business enterprises, service-disabled veteran-owned business (SDVOB) enterprises, and the employment of minority group members, women, and service-disabled veterans in the performance of GOSR contracts. GOSR encourages firms that are M/WBE certified and SDVOBs in New York State, or any other city or state, or the federal government, to respond to this RFP.

In 2006, the State of New York commissioned a disparity study to evaluate whether minority and women-owned business enterprises had a full and fair opportunity to participate in state contracting. The findings of the study were published on April 29, 2010, under the title "The State of Minority and Women-Owned Business Enterprises: Evidence from New York" ("Disparity Study"). The report found evidence of statistically significant disparities between the level of participation of minority-and women-owned business enterprises in state procurement contracting versus the number of minority-and women-owned business enterprises that were ready, willing and able to participate in state procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the statewide certified minority- and women-owned business enterprises program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that GOSR establishes goals for maximum feasible participation of New York State Certified minority- and women – owned business enterprises ("MWBE") and the employment of minority group members and women in the performance of New York State contracts.

l. Business Participation Opportunities for MWBEs

GOSR is committed to achieving significant MWBE participation in its contracts and will use good faith efforts to ensure that qualified MWBE firms

are included in the selection of firms to provide the above described services. For purposes of this solicitation, HTFC 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 who is selected for the subject 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 GOSR 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 GOSR 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 wilfully and intentionally failed to comply with the MWBE participation goals set forth in the Contract, such finding constitutes a breach of Contract and GOSR may withhold payment from the Contractor as liquidated damages.

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

Include the following in the Respondent’s submission:

- a) If the Respondent is a New York State-certified M/WBE firm, provide documentation evidencing registration. For M/WBE firms that are not certified but have applied for certification, provide evidence of filing, including the filing date.
- b) A description of the instances, if any, in which the Respondent has worked with M/WBE firms on previous transactions by engaging in joint ventures or other partnering or subcontracting arrangements. Submissions should include the nature of the engagement, how such arrangement was structured, and a description of how the services and fees were allocated.
- c) A statement of the Respondent’s willingness, if any, to engage in M/WBE partnering or mentoring arrangements with an M/WBE firm selected by the Respondent. Such statement should include an explanation of how the

Respondent would suggest structuring such an arrangement and allocating services and fees between the firms participating in the arrangement.

- d) Provide a plan for ensuring the participation of minority group members and women in accordance with the Participation by Minority Group Members and Women Requirements and Procedures for Contracts with HTFC, attached hereto as Appendix III of the RFP Appendices.

m. *Business Participation Opportunities for service-disabled veteran-owned businesses (SDVOBs)*

GOSR is committed to achieving significant SDVOB participation in its contracts and will use good faith efforts to ensure that qualified SDVOB firms are included in the selection process. This is in addition to the MWBE utilization requirements. In accordance with New York State Executive Law Article 17-B, governing NYS contracting requirements, HTFC hereby establishes a utilization goal of 6% for SDVOB participation. Bidders/proposers for this RFP and any subsequent contracts will be strongly encouraged and expected, to the maximum extent practical and consistent with the legal requirements of the State Finance Law and the Executive Law, to use responsible and responsive SDVOBs in the fulfillment of the requirements of the contract that are of equal quality and functionality to those that may be obtained from non-SDVOBs. A Contractor who is selected for the subject Contract must document its good faith efforts to provide meaningful participation by SDVOBs in the performance of the contract and the Contractor agrees that GOSR may withhold payment pending receipt of the required SDVOB documentation.

n. *Section 3 of the Housing & Urban Development Act of 1968*

In addition to the above diversity requirements, and pursuant to Section 3 of the Housing & Urban Development Act of 1968, GOSR is committed to ensuring that employment and other economic opportunities generated by HUD financial assistance shall, to the greatest extent feasible, and consistent with existing federal, state and local laws and regulations, be directed to low- and very low income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

A “Section 3 resident” is: 1) a public housing resident; or 2) a low- or very low-income person residing in the metropolitan area or Non-metropolitan County where the Section 3 covered assistance is expended. A “Section 3 business concern” is a business that can provide evidence that they meet one of the follow criteria: 1) 51 % or more owned by Section 3 residents; or 2) at least

30% of its full time employees include persons that are currently Section 3 residents, or were Section 3 residents within three years of the date of first hire; or 3) provides evidence, as required, of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to business concerns that meet one of the preceding two qualifications.

Further requirements for Section 3 contracts are detailed in Section 30 of Appendix I, "HUD General Provisions."

8.8 Price Proposal

Complete the Price Proposal Form in its entirety (Attachment 1):

- a. Do not make any changes to the Price Proposal Form.
- b. Use the titles provided, even if these are not consistent with the Respondent's existing titles.
- c. Include one rate for each labor category noted on the Price Proposal Form. A single blended rate for all titles cannot be proposed and will not be evaluated.
- d. The Price Proposal Form must include the hourly rate (U.S. dollars) for each title described. Each rate must be presented as a fixed dollar amount.
- e. Rates included in the Price Proposal Form should be the Respondent's lowest rates for same or similar services provided to governmental entities.
- f. Hourly fees are all inclusive rates and must include any reproduction, travel, postage, or other expenses. GOSR reserves the right to request a breakdown of the billing rate if GOSR deems it necessary.
- g. The Price Proposal Form should be signed by the individual who signs the Proposal cover page.

All proposal prices shall remain valid until contract execution.

8.9 Finalist Interview

GOSR reserves the right, at its sole discretion, to invite qualified Respondents to a finalist interview at a time and place chosen by GOSR. If GOSR elects to conduct finalist interviews, Respondents will be required to give a strictly timed presentation. This presentation should highlight Project Management Support Services provided for similar organizations. GOSR may alter the scoring of a qualified Respondent's Proposal based upon the presentation. GOSR, at its sole discretion, may choose the time and place of this interview. Respondents are responsible for all costs or expenses incurred to attend such interview.

8.10 Basis for Contract Award

Contract(s) will be awarded to the responsible Respondent whose Proposal is determined to be the most advantageous to the State, taking into consideration the price and such other factors or criteria which are set forth in this RFP. The State does not guarantee any minimum services to any one contractor.

No more than 20 price total points will be awarded to any Respondent. The lowest priced qualifying technical proposal will be awarded the maximum price point of 20. Other Respondents will be awarded price points as follows:

$$\text{Total price points for Respondent } X = \left(\frac{\text{lowest Respondent's price}}{\text{Respondent } X\text{'s price}} \right) \times 20$$

The State does not guarantee any minimum services to any one contractor in the event of multiple awards.

8.11 Vendor Responsibility

Complete and include in the Proposal a Vendor Responsibility Questionnaire for the Respondent and its proposed subcontractors, which can be found at http://www.osc.state.ny.us/vendrep/forms_vendor.htm. Select the questionnaire that best matches the business type (either For-Profit or Not-For-Profit) and business activity (Construction or Other). Do not send the completed form to the Office of the State Comptroller (OSC) unless specifically requested.

8.12 Affirmation of Understanding

Complete and sign the Affirmation of Understanding and Agreement Pursuant to State Finance Law § 139-j (3) and § 139-j (6) (b), attached hereto as Appendix A (a form in Appendices).

8.13 Offeror Disclosure of Prior Non-Responsibility Determinations

Complete and sign the Offeror Disclosure of Prior Non-Responsibility Determinations, attached hereto as Appendix B (a form in Appendices).

8.14 Non-Collusive Bidding Certification

Complete and sign the Non-Collusive Bidding Certification (a form in Appendices).

8.15 Requirements of Legal Entities

Respondents that are corporations, partnerships, or any other legal entity, domestic or foreign, shall be properly registered to do business in the State of New York at the time of

the submission of their Proposals to this RFP. Such Respondents shall attach a certificate of good standing from the New York Secretary of State to their submissions.

8.16 General Federal Grant Requirements

Because the Contract is being funded with federal funds, the Contract shall be governed by certain federal terms and conditions for federal grants, such as the Office of Management and Budget's ("OMB") applicable circulars. **Respondent shall provide a description of experience with such grant requirements and affirmatively represent and certify that the Respondent shall adhere to any applicable federal requirements.** Any funds disallowed by any federal government entity shall be disallowed from the fee or compensation to Vendor.

8.17 HUD General Provisions

Because the Contract is being funded with HUD funds, the Contract shall be governed by certain general HUD terms and conditions, attached hereto as Appendix I of the RFP **Respondent shall provide a description of experience with such requirements and affirmatively represent and certify that the Respondent shall adhere to the terms and conditions set forth at Appendix I, and any subsequent changes made by HUD.**

*Note: An updated Appendices with updated contract provisions for 2 CFR Part 200 are on the GOSR website as part of this RFP. Attachment 3 which contains the updated contract provisions are included in this RFP for your convenience.

8.18 Standard Clauses for Contracts with HTFC

Because the Contract will be between the Respondent and HTFC, the contract shall be governed by certain standard HTFC terms and conditions, attached hereto as Appendix II of the RFP Appendices. **Respondent shall provide a description of experience with such requirements and affirmatively represent and certify that the Respondent shall adhere to the terms and conditions set forth at Appendix II, and any subsequent changes deemed appropriate by HTFC.**

8.19 Iran Divestment Act

Every bid or proposal made to HTFC/GOSR 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:

"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 list in question is maintained by the Office of General Services. A Proposal that fails to certify compliance with this requirement may not be accepted as responsive.

9. ATTACHMENTS AND APPENDICES

Attachment 1 – Price Proposal Form

Attachment 2 – Insurance Requirements

Attachment 3 – Contract Provisions for 2 CFR Part 200

Attachment 4 – Request for Proposals (RFP) Checklist, Project Management Support Services

Attachment – Use of Service-Disabled Veteran-Owned Business Enterprises in Contract
Performance

Appendix A (Form) – Affirmation of Understanding and Agreement Pursuant to State Finance
Law §139-j (3) and § 139-j (6) (b)

Appendix B (Form) – Offeror Disclosure of Prior Non-Responsibility Determinations

Appendix I of the RFP Appendices – HUD General Provisions

Appendix II of the RFP Appendices – Standard Clauses for Contracts with the Housing Trust
Fund Corporation

Appendix III of the RFP Appendices – Diversity Forms

Appendix IV of the RFP Appendices – Construction Requirements and Procedures for Contracts
with Housing Trust Fund Corporation

Appendix A – Standard Clauses for NYS Contracts

Attachment 1 - Price Proposal Form

Project Management Support Services

Task 1 – Program Management Support Services

Firm Name: _____

Check box if you are proposing on **Task 1**.

Title	Hourly Pay Rate	Multiplier	All-Inclusive Hourly Billing Rate	Estimated # of Hours*	Extended Cost
Engagement Partner				2080	
Senior Project Manager				2080	
Project Manager				2080	
Project Administrator				2080	
Project Assistant				2080	
Total Proposal Price					

Note: The Estimated # of Hours provided are for comparison purposes only. Actual contract amounts may be less or greater than the estimates provided.

Note: Add as many rows as needed for relevant and related labor categories. For any additional labor categories, the Respondent must provide a description of such, inclusive of the minimum education and experience qualifications as well as estimated # of hours for each additional labor category.

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: _____

Attachment 1 - Price Proposal Form

Project Management Support Services

Task 2 – Case Management Services

Firm Name: _____

Check box if you are proposing on **Task 2**.

Title	Hourly Pay Rate	Multiplier	All-Inclusive Hourly Billing Rate	Estimated # of Hours*	Extended Cost
Program Manager				1040	
QA/QC Lead				1040	
QA/AC Specialist				1040	
Closeout Lead				1040	
Closeout Specialist				2080	
Case Management Lead				2080	
Case Manager				8320	
Customer Representative				8320	
Administrative Analyst				2080	
Total Proposal Price					

Note: The Estimated # of Hours provided are for comparison purposes only. Actual contract amounts may be less or greater than the estimates provided.

Note: Add as many rows as needed for relevant and related labor categories. For any additional labor categories, the Respondent must provide a description of such, inclusive of the minimum education and experience qualifications as well as estimated # of hours for each additional labor category.

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: _____

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**.

Title	Hourly Pay Rate	Multiplier	All-Inclusive Hourly Billing Rate	Estimated # of Hours	Extended Cost
Engagement Partner				2080	
Project Manager				2080	
Senior Management Analyst				2080	
Senior Accountant/Auditor				2080	
Accountant/Auditor				2080	
Junior Accountant/Auditor				2080	
Management Analyst				2080	
Staff Investigator				2080	
Total Proposal Price					

Note: The Estimated # of Hours provided are for comparison purposes only. Actual contract amounts may be less or greater than the estimates provided.

Note: Add as many rows as needed for relevant and related labor categories. For any additional labor categories, the Respondent must provide a description of such, inclusive of the minimum education and experience qualifications as well as estimated # of hours for each additional labor category.

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: _____

Attachment 1 - Price Proposal Form

Project Management Support Services

Task 4 Inspections

Firm Name: _____

Check box if you are proposing on **Task 4**.

Title	Hourly Pay Rate	Multiplier	All-Inclusive Hourly Billing Rate	Estimated # of Hours	Extended Cost
Project Manager				1040	
Engineer				2080	
Estimator				2080	
Change Order Specialist				2080	
Assessor Lead				2080	
Inspector Lead				2080	
Assessor				6240	
Field Inspector				6240	
Total Proposal Price					

Note: The Estimated # of Hours provided are for comparison purposes only. Actual contract amounts may be less or greater than the estimates provided.

Note: Add as many rows as needed for relevant and related labor categories. For any additional labor categories, the Respondent must provide a description of such, inclusive of the minimum education and experience qualifications as well as estimated # of hours for each additional labor category.

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: _____

Attachment 1 - Price Proposal Form

Project Management Support Services

Task 5 – Information, Research and Data Support Services

Firm Name: _____

Check box if you are proposing on **Task 5**.

Title	Hourly Pay Rate	Multiplier	All-Inclusive Hourly Billing Rate	Estimated # of Hours*	Extended Cost
Senior Business Analyst				2080	
Business Analyst				2080	
Data Analyst				2080	
Total Proposal Price					

Note: The Estimated # of Hours provided are for comparison purposes only. Actual contract amounts may be less or greater than the estimates provided.

Note: Add as many rows as needed for relevant and related labor categories. For any additional labor categories, the Respondent must provide a description of such, inclusive of the minimum education and experience qualifications as well as estimated # of hours for each additional labor category.

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: _____

Attachment 2 - Insurance Requirements

Contractor shall procure and maintain, at its sole cost and expense, in full force and effect without interruption during all periods of services covered by this Agreement, the Services or Scope of Services, or any Task Order(s), insurance of the type, and with the limits and deductibles, listed below. Any proposed alternate insurance requirements may be submitted with the Proposal and/or may be negotiated during the contracting phase should an entity be selected. It shall be in GOSR's sole discretion to accept or reject alternative insurance requirements.

- i. Commercial General Liability Insurance. In an amount not less than One Million Dollars (\$1,000,000.00) per occurrence, bodily injury (including death) and property damage combined; One Million Dollars (\$1,000,000.00) per occurrence for personal and advertising injury; Two Million Dollars (\$2,000,000.00) products/completed operations aggregate; and Two Million Dollars (\$2,000,000.00) per location aggregate. Such insurance shall be written on an "occurrence" basis and shall apply on a primary, non-contributory basis irrespective of any other insurance, whether collectible or not. The policy(ies) shall be endorsed to name HTFC, the State of New York, and all "benefitted parties" as "Additional Insureds".
- ii. Comprehensive Automobile Liability. In an amount not less than One Million Dollars (\$1,000,000.00) combined single limit for both bodily injury and property damage covering all owned, non-owned and hired vehicles utilized in or related to Contractor's activity or performance under the Agreement, the Services or Scope of Services, or any Work Order(s).
- iii. Workers' Compensation Insurance and Disability Benefits Insurance. Covering employers' liability, workers compensation coverage, and disability benefits coverage as required by the provisions of the Workers' Compensation Law (WCL) of the State of New York.
- iv. Standard "All Risk" Property Insurance covering all equipment and material (owned, borrowed or leased by Vendor or its employees) utilized and/or related to Vendor's activity or performance under the Agreement, the Services or Scope of Services, or any Work Order(s), to the full replacement value, and which shall allow for a waiver of subrogation in favor of HTFC. Vendor hereby agrees to waive its right of subrogation against HTFC. Failure of the Contractor to secure and maintain adequate coverage shall not obligate HTFC, its agents or employees, for any losses.
- v. Excess Liability Insurance. In an amount not less than Eight Million Dollars (\$8,000,000.00) per occurrence and Eight Million Dollars

(\$8,000,000.00) per location aggregate limit, applying on a primary, non-contributory basis irrespective of any other insurance, whether collectible or not, and applying in excess over all limits and coverages noted in paragraphs (i) and (ii) above. This policy shall be written on an “occurrence” basis and shall be endorsed to name HTFC and the State of New York as “Additional Insureds”.

- vi. In addition-If vendor will be hauling hazardous material, Contractor’s Pollution Liability (CPL) Coverage. In an amount not less than Five Million Dollars (\$5,000,000.00) covering pollution related claims and also including Non-owned disposal site(s) liability, Transportation pollution liability coverage endorsement, Additional Insured Endorsement, and Additional Insured Endorsement-Products-Completed Operations Hazard. Such insurance shall be written on an “occurrence” basis and shall apply on a primary, non-contributory basis.
- vii. If Vendor is providing Professional Services as a Pollution Mitigation and/or Abatement Contractor, Professional Liability Including Pollution Legal Liability Insurance. In an amount not less than Two Million Dollars (\$2,000,000.00) per claim limit, providing coverage for damages arising out of the acts, errors or omissions of the Vendor and/or those acting under the Vendor’s direction or control and/or those for whose acts the Vendor may be liable, and relating to the professional services rendered. In the event that coverage under such policy is terminated upon or after completion of the project, then an extended reporting period of not less than two (2) years will be purchased by the Vendor. HTFC, the State of New York, and all “benefitted parties” shall be named as “Additional Insureds” on the Pollution Legal Liability coverage.

All policies shall be written with insurance companies licensed to do business in New York and rated not lower than A+ in the most current edition of AM Best’s Property Casualty Key Rating guide. All policies will provide primary coverage for obligations assumed by Vendor under this Agreement, the Services or Scope of Services, or any Work Order(s), and shall be endorsed to provide that HTFC shall receive thirty (30) days prior written notice in the event of cancellation, non-renewal or material modification of such insurance.

The Vendor shall provide Certificates of Insurance to HTFC prior to the commencement of work, and prior to any expiration or anniversary of the respective policy terms, evidencing compliance with all insurance provisions set forth above, and shall provide full and complete copies of the actual policies and all endorsements upon request. Failure to provide adequate or proper certification of insurance, specifically including HTFC, the State of New York, and all “benefitted parties” as “Additional Insureds”, shall be deemed a breach of contract.

An Accord Certificate of Insurance is an acceptable form to submit evidence of all forms of insurance coverage except Workers' Compensation Insurance and Disability Benefits Insurance. For evidence of Workers' Compensation Insurance, the Vendor must supply one of the following forms: Form C-105.2 (Certificate of Workers' Compensation Insurance issued by a private carrier), Form U-26.3 (Workers Compensation Insurance issued by the State Insurance Fund), Form SI-12 (Certificate of Workers' Compensation Self- insurance), Form GSI-105.2 (Certificate of Participation in Workers' Compensation Group Self-Insurance), or CE-200 (Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage). For evidence of Disability Benefits Insurance, the Vendor must supply one of the following forms: Form DB-120.1 (Certificate of Disability Benefits Insurance), Form DB-155 (Certificate of Disability Benefits Self-Insurance), or CE-200 (Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage).

Subcontractors under this Agreement shall only be subject to (i)-(iv) of this Section, except that (vi)-(vii) shall apply where applicable. However, Vendor shall require subcontractors to maintain greater limits and/or other or additional insurance coverages if greater limits and/or other or additional insurance coverages are (a) generally imposed by the Vendor given its normal course of business for subcontracts for similar services to those being provided by the subcontractor at issue; or (b) reasonable and customary in the industry for similar services to those anticipated hereunder.

Indemnification Provisions:

Vendor will also be required to agree to the following indemnification provisions:

Vendor shall, and hereby agrees, to hold harmless, defend (with counsel acceptable to HTFC), and indemnify HTFC and the State of New York, and its successors, affiliates, or assigns, and any of their employees, officers, directors, attorneys, consultants, agents, managers, representatives, and affiliates (collectively, "HTFC"), from and against any and all losses, expenses, claims, demands, damages, judgments, liabilities or alleged liabilities, costs of any form or nature whatsoever (including reasonable attorneys' fees), resulting from, arising out of, or in consequence of any action or cause of action in connection with this Agreement, the Services or Scope of Services, or any Work Order(s), including, but not limited to, property damage, any injuries or death sustained by any persons, employees, agents, invitees and the like, any infringement of copyright, royalty, or other proprietary right in consequence of any design(s) created and/or specifications prepared in accordance with the Agreement, the Services or Scope of Services, or any Work Order(s), any injuries or damages resulting from defects, malfunction, misuse, etc. of Vendor-provided equipment and materials, any violations of law, violations of this Agreement, or the conduct (including any acts, omissions,

malfeasance, or willful misconduct) of Vendor or any subcontractor or supplier of any level or tier or anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable.

This indemnity shall expressly include, but is not limited to, the obligation of Vendor to indemnify and reimburse HTFC for any and all attorneys' fees and other litigation or dispute resolution costs incurred, or to be incurred, in HTFC's enforcement of this Agreement, or any portion thereof, against Vendor or otherwise arising in connection with this Agreement. This clause shall survive indefinitely the termination of this Agreement for any reason.

It is expressly understood and agreed that the risk of loss for property damage during the course of construction or other work passes to HTFC only after completion of the work enumerated in the Agreement, Services or Scope of Services, or any Work Order(s). Accordingly, all of the indemnification provisions as set forth herein shall also apply to any losses sustained prior to the passing of risk of loss to HTFC. This clause shall survive indefinitely the termination of this Agreement for any reason.

For construction, environmental remediation/mitigation, or other work in which HTFC has entered into this contract to perform the work on behalf of homeowners or others who may be determined to be third party beneficiaries of this contract ("benefitted parties"), all of the indemnification provisions set forth herein shall expressly extend to such "benefitted parties" in like manner and degree as to HTFC.

Notwithstanding the foregoing indemnification provisions, Vendor remains liable, without monetary limitation, for direct damages for personal injury, death or damage to real property or tangible personal property or intellectual property attributable to the negligence or other tort of Vendor, its officers, employees or agents.

Attachment 3 - Contract Provisions for 2 CFR Part 200

Electronic Code of Federal Regulations

e-CFR data is current as of **April 16, 2018**

[Title 2](#) → [Subtitle A](#) → [Chapter II](#) → Part 200

Title 2: Grants and Agreements

PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each

solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee

of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See §200.322 Procurement of recovered materials.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014]

Attachment 4 - Request for Proposals (RFP) Checklist

Required Proposal Content:

- Cover Letter and Table of Contents
- Executive Summary
- Project Experience and Capacity
- Key Personnel
- Approach and Methodology
- A Statement of Commitment to Compliance
- Financial Statements for the past two (2) years
- Price Proposal with Completed Price Proposal Forms (Separate from Technical Proposal)

Required Forms and Information:

- Respondent Overview
- IDA Certification
- Certification on adhering to sections 8.16 through 8.18 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
 - 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