



GOVERNOR'S OFFICE OF STORM RECOVERY

Andrew M. Cuomo
Governor

James Rubin
Executive Director



HOUSING TRUST FUND CORPORATION

Request for Proposals

for

Professional Services

for

Community Development Block Grant-Disaster Recovery

Temporary Staffing Services

RFP #201410_025

October 31, 2014

Responses must be received by
3:00 p.m. (Eastern), November 24, 2014

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1.0 GENERAL INFORMATION

1.1 Purpose

The Governor's Office of Storm Recovery ("GOSR") of the Housing Trust Fund Corporation ("HTFC") seeks to procure Temporary Staffing 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) for an initial contract period of one year with a one-year extension option to provide temporary staffing services across a broad range of CDBG-DR funded programs managed by GOSR. These programs are aimed at the long-term recovery of communities impacted by Superstorm Sandy, Hurricane Irene, and Tropical Storm Lee. GOSR's programs will assist approximately 10,000 residents in up to 34 counties in New York State, and will contribute to essential investments in community infrastructure and resources.

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.

1.2 Background

In late October 2012, Superstorm Sandy, the largest storm in New York's recorded history swept ashore. Sandy's effect was devastating, causing widespread damage to lives, homes, businesses, core infrastructure, government property, and an economy just recovering from the Great Recession. Fourteen counties were declared Federal disaster areas. Sixty New Yorkers died and two million customers lost power with some blackouts lasting up to three weeks. The storm damaged or destroyed as many as 300,000 housing units, affected or closed over 2,000 miles of roads, produced catastrophic flooding in subways and tunnels, and damaged major power transmission and communication systems. Sandy followed closely on the heels of Tropical Storm Lee and Hurricane Irene, which caused unprecedented and catastrophic damage to Upstate New York.

In January 2013, President Obama signed into law the Disaster Relief Appropriations Act, 2013 (Pub. L. 113-2), pursuant to which the U.S. Congress appropriated \$16,000,000,000 to HUD for the CDBG-DR program, so that the agency could provide funds to address community recovery needs resulting from disasters that occurred in the United States in 2012 and 2013. This included areas impacted by Superstorm Sandy, Hurricane Irene, and Tropical Storm Lee.

In February 2013, HUD announced an initial allocation of funds from the \$16,000,000,000 CDBG-DR appropriation, allocating \$5,400,000,000 to states impacted by Superstorm Sandy. New York City received a separate allocation of CDBG-DR funds. New York State received \$1,713,960,000, which it planned to use in four recovery areas: housing, economic development, infrastructure, and planning. The State submitted an Action Plan for these funds to HUD in April 2013.

HUD approved the Action Plan on April 25, 2013. New York State Homes and Community Renewal (“NYS HCR”), through its Office of Community Renewal (“OCR”) and GOSR, is tasked with overseeing the administration of the CDBG-DR funds. In June 2013, Governor Andrew M. Cuomo established GOSR as a division 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 State’s initial Action Plan focused primarily on (1) addressing the immediate housing and business assistance needs in the communities affected by recent storms; and (2) assisting governments in covering emergency expenses, providing matching funds necessary to repair and mitigate storm damaged infrastructure, and providing funds for critical infrastructure assets that were storm impacted. The State also worked with storm-damaged communities to begin a comprehensive community-based planning process known as the New York Rising Community Reconstruction Program.

In November 2013, HUD announced that an additional allocation of \$5,109,000,000 of CDBG-DR funds would be made available to existing Sandy grantees. The New York State share of this allocation was \$2,097,000,000, bringing its total allocation of CDBG-DR funds to \$3,810,960,000. GOSR submitted New York State’s Action Plan amendment (“Amendment 6”) for public comment in February 2014. Amendment 6 adds funding to existing programs underway and prioritizes repairs to and mitigation of critical infrastructure, as well as the implementation of community-driven plans that will improve resilience and drive economic growth. Amendment 6 will be formally submitted to HUD for approval in March 2014. GOSR expects to have access to these additional funds by June of 2014.

The Action Plan and all amendments are located on the GOSR website at:

<http://www.stormrecovery.ny.gov/action-plans-and-amendments>

1.3 Description of Program(s)

The Temporary Staffing 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 infrastructure development projects performed by municipalities, agencies, and other organizations that will help administer funds.

1.4 RFP Timeline

| Target Date | Event |
|-------------------|--|
| October 31, 2014 | Release of RFP |
| November 7, 2014 | Anticipated Respondents' Conference *Teleconference information will be posted to website if applicable* |
| November 11, 2014 | Last Day to Submit Questions – 3:00 p.m. (Eastern) |
| November 18, 2014 | Issuance of Answers to Questions |
| November 24, 2014 | Proposal Submission Deadline – 3:00 p.m. (Eastern) |
| TBD | Finalist Interviews (if applicable) |
| December 1, 2014 | Target Date for Selection |

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

1.5 Scope of Services

The general scope of services is to provide temporary staffing services for GOSR in New York City, Long Island and Upstate as requested. GOSR is seeking a staffing firm whose resources possess specific skills as described below.

Temporary staffing services are to be provided for up to the following ten (10) positions:

- Financial Analyst I & II
- Policy Analyst I & II
- Data Analyst I & II
- Program Administrator I & II
- Human Resources Manager
- Human Resources Assistant
- Administrative Assistant
- Executive Assistant
- Project Manager
- Project Coordinator

1.6 Key Deliverables

The key deliverables to be provided include the following:

- Have an effective screening process in place. The process should include sophisticated screening methods—such as personal interviews, reference checks, computer testing, psychological evaluations, criminal background checks or drug and social security tracing
- Provide GOSR with needed help during peak demand periods, staffing shortages, or the vacations of regular employees.
- Maintain a pool of employees sufficient to meet GOSR’s needs within forty-eight (48) hours of being requested
- Ensure that the temporary staffing employee reports to work at the time and place specified by GOSR
- Replace, at no additional expense to GOSR, any employee not performing satisfactorily within forty-eight (48) hours
- Abide by all ordinances and laws pertaining to GOSR’s operation and secure all required licenses and permits
- Accurately describe the job duties required to the staffing employee; and, perform all services provided in the contract in accordance with customary and reasonable industry standards
- Arrange for GOSR to interview potential new temporary staffing employees
- Provide staffing that meets no less than the minimum required qualifications as follows: (For Financial Analyst, Policy Analyst, Data Analyst and Program Administrator)
 - A bachelor’s degree or equivalent years of experience – Level II
 - An Associate’s degree or equivalent years of experience – Level I
 - A minimum of 4 years’ experience in a similar role – Level II
 - A minimum of 2 years’ experience in a similar role – Level I
 - Knowledge of experience in government operations or not for profit Organizations
- Required Qualifications for Human Resources Manager Include
 - A minimum of five (5) years’ experience in interviewing managerial HR position
 - Ability to and experience working in a fast paced environment
 - Demonstrated ability to work independently and within teams
 - Detail oriented
 - Experience coaching and advising staff and managers on employee relations issues.
- Required Qualifications for Human Resources Assistant include
 - A minimum of two (2) years’ experience in a similar role
 - Ability to and experience working in a fast paced environment
 - Demonstrated ability to work independently and within teams
 - Detail oriented
 - Experience coaching and advising staff on employee relations issues
- Required Qualifications for Executive Assistant & Administrative Assistant Include
 - Inventory Control
 - Scheduling
 - Microsoft Office Skills
 - Organization

- Time Management
- Presentation Skills
- Equipment Maintenance
- Travel Logistics
- Verbal Communication
- Reporting Skills
- Administrative Writing Skills
- Managing Processes
- Analytical Skills
- Problem Solving Skills
- Required Qualifications for Project Manager & Project Coordinator Include
 - Undergraduate degree, or equivalent years of experience
 - A minimum of 5 years' experience (a minimum of 3 years for Project Coordinator) working in a business environment.
 - Strong Microsoft PowerPoint, Word and Excel skills
 - Demonstrated ability to analyze data
 - General business background with working knowledge of principles, practices, and techniques of project management.
 - Prior experience as a Project Manager or Coordinator on business projects
 - Must be able to multitask in a fast-paced environment.
 - Strong attention to detail and accuracy.
 - Experienced taking notes in meetings.
 - Possession of excellent communication skills both written and oral.
 - Demonstrated ability to work independently and on a team.
- Providing resources to GOSR with knowledge of the following areas a plus and preferred
 - Data analysis
 - Financial Management
 - Accounting
 - Infrastructure
 - Environment
 - Housing
 - Economic Development
 - Small Business Development
 - Community Development
 - Ability to write well and work collaboratively with program and communication staff
 - Ability to think creatively
 - Strong interpersonal skills and the desire to work collaboratively
 - Ability to manage multiple projects in a fast paced environment
 - Strong research and analytic skills
 - Strong computer skills such as, Internet Research, Word, Excel, Power Point
- Providing other staff as needed and requested by GOSR

1.7 Number of Awards

The respondent recognizes that, at the sole discretion of GOSR and based upon the breadth and experience of respondents to this RFP, GOSR may decide to award contracts to more than one respondent. GOSR currently anticipates awarding multiple contract pursuant to this RFP.

Nothing in this paragraph 1.8 shall be construed in derogation of GOSR's right, in its sole discretion, to cancel this RFP.

2.0 ADMINISTRATION INFORMATION

All proposal submissions are to be emailed in PDF format no later than indicated in the timeline is section 1.3 to:

2.1 RFP Coordinator

Contact information for the RFP Coordinator is as follows:

Shin Kim
Governor's Office of Storm Recovery
25 Beaver Street
New York, New York 10004
GOSRProcurement@stormrecovery.ny.org

2.2 Respondents' Conference

A pre bidder's teleconference may be scheduled to discuss this RFP, accept questions, and provide preliminary responses. GOSR is in the process of scheduling the conference and will post an update to the Governor's Office of Storm Recovery "Procurement Opportunities" webpage:

<http://stormrecovery.ny.gov/procurement-opportunities>

We strongly encourage interested firms to check the Procurement Opportunities webpage frequently for updates and additional information pertaining to this RFP.

2.3 Procurement Questions & Questions related to this RFP

Respondents may also submit questions outside of the conference by e-mail 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 – Temporary Staffing Services**. Answers to all substantive questions, including any substantive questions arising from the respondents' conference, will be consolidated then posted on the GOSR "Procurement Opportunities" webpage listed above as soon as practical following the deadline for question submission.

Any correspondence or questions sent to any other email address other than the procurement email box listed above regarding this or any GOSR Procurement Opportunity will not be answered.

2.4 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 Coordinator, unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law § 139-j(3)(a).

GOSR employees also are required to obtain certain information when contacted during the restricted period and make a determination of responsibility of the respondent pursuant to these two statutes. Certain findings of non-responsibility can result in the rejection for contract award and in the event of two (2) findings within a four-year period, the offer or/respondent is debarred from obtaining governmental procurement contracts. Further information about these requirements can be found on the Office of General Services website at <http://www.ogs.state.ny.us/aboutogs/regulations/defaultAdvisoryCouncil.html>.

For all lobbying law contacts and inquiries, please contact:

Natalie Dennery

Lobbying Contact Officer

Governor's Office of Storm Recovery

GOSRProcurement@stormrecovery.ny.gov

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

2.5 Conflicts of Interest

Any contract awarded under this RFP will preclude the selected respondent from representing before GOSR any bidder or grantee of GOSR other than those bidders or grantees who may be assigned under this contract during the period the contract is in effect. 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.

In the event of real or apparent of conflicts of interest, GOSR reserves the right to impose additional conditions upon contractors. GOSR reserves the right to cancel any contract awarded pursuant to this RFP with 30 days' notice in the event that the actual conflict of interest, or the appearance of such conflict, is not cured to GOSR's satisfaction.

3.0 PROPOSAL INFORMATION

3.1 Proposal Instructions

Proposals submitted in response to this RFP must be filed electronically in .pdf file format. Unless otherwise noted, respondents must complete and submit all forms, information, and other documentation listed herein (including, without limitation, any Attachment and Appendix to this RFP) as part of their electronic proposal submissions. Only complete proposals will be evaluated. In all instances, GOSR's determination regarding the completeness of any proposal shall be final.

Proposals must be delivered by email in two parts no later than: **3:00 pm (EDT) on the date indicated in the table of section 1.4**. Part one is to include the Price Proposal. The email subject shall indicate **RE: Proposal for Temporary Staffing Services – Price Proposal**. Part two is to include the Technical Proposal along with all attachments and completed forms. The email subject shall indicate **RE: Proposal for Temporary Staffing Services – Technical Proposal and Attachments**.

Any proposal delivered after **3:00 pm (EDT)** will not be accepted. Technical difficulty and/or delivery delays shall not excuse late bid submissions. The respondent is responsible to ensure that emails and attachments are delivered on time in the required format. Complete proposals, including all multiple parts, must be received by the deadline in order for a proposal to be considered submitted on time. Those submitting a proposal assume all risks associated with delivery. The determination of whether any proposal was received on time is at the sole discretion of GOSR.

All submitted files are to be in Portable Document Format (PDF) compatible with Adobe Reader XI, version 11.0.4.

Proposals shall be submitted by email to:
Shin Kim
RFP Coordinator
Governor's Office of Storm Recovery
GOSRProcurement@stormrecovery.ny.gov

All proposals must exhibit the respondent's ability to perform all tasks described under the Scope of Services of this RFP. All subcontractors must be approved by GOSR. All bid prices shall remain valid until December 31, 2014

The proposal should otherwise concisely state the respondent's ability to meet the requirements of the RFP. There is a 40-page total limit with the exception 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 proposal contingent upon the use of State of New York personnel, property, or equipment.

3.2 Proposal Format

GOSR will consider responses to this RFP in a consistent and easily comparable format. Proposals not organized in the manner set forth in this RFP may be considered, at the sole discretion of GOSR, as unresponsive. Do not refer to other parts of your proposal, to information that may be publicly available elsewhere, or to the respondent's website or another website in lieu of answering a specific question. The respondent's proposal should be formatted as follows:

3.3 Cover Letter and Table of Contents

Provide a cover letter that includes a certification that the information submitted in and with the proposal is true and accurate, and that the person signing the cover letter is authorized to submit the proposal on behalf of the respondent. Provide a table of contents that clearly identifies the location of all material within the proposal by section and page number.

3.4 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. Provide the respondent's financial statements for the previous two (2) years.

3.5 Experience and Capacity

Provide a summary of the types of services the respondent offers that relate to this RFP. Provide specific details on any previous experience with housing-related disaster recovery. Identify engagement with entities comparable to New York State for which the respondent provides or has provided, similar services within the last (5) years. Detailed description for Experience and Capacity section is provided in section 4.2.1.

3.6 Approach and Methodology

Explain how the respondent will achieve the goals, objectives, tasks, and deliverables outlined in this RFP. Set forth a detailed narrative describing the unique process the respondent would apply to providing temporary staffing services. Detailed description for Approach & Methodology section is provided in section 4.2.2.

3.7 Price Proposal

Complete and submit the Price Proposal as detailed in section 4.2.3.

3.8 Commitment to Complying with all Applicable Federal, State, and Local Regulations

GOSR is committed to awarding a contract(s) to firm(s) that will provide high-quality services and that is dedicated to diversity and to containing costs. The Corporation strongly encourages respondents that are certified by New York State, or any other city or state, or the federal government, as minority- and/or woman- owned business enterprise (“M/WBEs”), as well as respondents that are not yet certified, but have applied for certification, to submit responses to this RFP. All New York State certified M/WBE firms submitting proposals to this RFP should be registered as such with the New York State Department of Economic Development. Detailed description for Commitment to Complying with all applicable Federal, State and Local Regulations section is provided in section 4.2.3.

3.9 Rejection of Proposals or 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 part, all proposals submitted and/or cancel this solicitation and reissue this RFP or another version of it, if it deems that doing so is in the best interest of the impacted communities or the State of New York.

3.10 Waiver of Informalities

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

3.11 Withdrawal of Proposal

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

3.12 Ownership of Proposal

All materials submitted in response to this RFP shall become the property of GOSR. Selection or rejection of a proposal does not affect this provision.

3.13 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 ultimately awarded

contract(s) and all prices set forth therein shall not be considered confidential or proprietary and such information may be made publicly available.

3.14 Cost of Preparing Proposals

All costs associated with the response to this proposal are the sole responsibility of the respondent.

3.15 Errors and Omissions in Proposal

GOSR reserves the right to reject a proposal 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.

3.16 Award and Execution of Contract

Upon receipt and evaluation of all proposals, GOSR reserves the right to award a contract without further discussion or delay.

3.17 RFP and Proposal as Part of Contract

This RFP and the selected respondent's proposal will become part of any contract between GOSR and the respondent. In the event the terms of the RFP or proposal conflict with the contract, the contract shall control.

4.0 Evaluation and Selection

4.1 Evaluation Methodology

All proposals meeting the proposal submission requirements will be evaluated. GOSR will evaluate each proposal based on the "Best Value" concept. This means that the proposal that "optimizes quality, cost, and efficiency among responsive and responsible offerors" shall be selected for award (State Finance Law, Article 11, § 163). GOSR, at its sole discretion, will determine which proposal best satisfies its requirements. GOSR reserves all rights with respect to the award. All proposals deemed to be responsive to the requirements of this procurement will be evaluated and scored for technical qualities and price. The evaluation process will include separate technical and price evaluations and will be conducted as set forth herein.

GOSR may at any time request clarification of a proposal. GOSR reserves the right to submit to respondents written questions and requests for clarification relating to their proposals. Respondents will be provided a reasonable period of time in which to submit written responses

to GOSR's requests for clarification. Respondents must respond by the deadline stated in the correspondence.

In addition, GOSR may use the proposal, information obtained through any interviews, and GOSR's own investigation of a respondent's qualifications, experience, ability, or financial standing, as well as any other material or information submitted by the respondent in the course of evaluation and selection under this RFP. GOSR reserves the right to contact other sources not necessarily identified in the proposal to obtain information.

Other than to provide clarifying information as may be requested by GOSR, no respondent will be allowed to alter its proposal or add information.

4.2 Selection Criteria

Complete proposals will be preliminarily scored based upon the criteria listed below.

4.2.1 Experience and Capacity (25 points)

Scored on the respondent's demonstrated experience in executing and delivering Temporary Staffing Services Respondents who have demonstrated experience and success in providing Temporary Staffing Services for housing grant and loan programs, business grant and loan programs, and a variety of infrastructure development projects will be scored higher than those who do not. Temporary Staffing Services In addition to experience, respondents must clearly identify the ability to provide sufficient capacity for the efficient and timely implementation and administration of the program. Respondents that demonstrate they have the staff and many of the deliverables already in place will be scored higher than those who need more time, or whose responses are vague.

Experience

Detail at least three (3), but no more than five (5) similar engagements with private and public sector clients of similar size and complexity to the State that would demonstrate that the respondent can provide the services. Each example should include:

- Name of client organization.
- Description of engagement and objectives of the project including beginning and ending dates.
- Examples of recommendations offered to the client and the results of the implementation of those recommendations.
- 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.
- If the example involves a private sector client, describe how the experience could be applied to the public sector.

Capacity to Perform Services

Specifically identify people currently employed by the respondent who will serve in key roles and descriptions for performing Temporary Staffing Services. List, describe, and discuss the need for specific roles to perform each of these functions and provide an organizational chart that shows how and by whom these master program management functions will be performed.

If a respondent will be subcontracting or partnering for any portion of the work, please also summarize the qualifications and experience of their relevant staff and attach any contracts or agreements pertaining to the proposal. **Please provide at least three (3) references for the respondent and for any partners or sub-contractors. 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. Please note, respondents providing specific opportunities and partnerships with minority-and/or women-owned business enterprises will be given additional consideration as part of the proposal evaluation and selection process. 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.

4.2.2 Approach and Methodology (25 points)

Respondents that present a clear and straightforward work plan for all aspects of providing Temporary Staffing Services which is based on a well-defined timeline for 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 that do not. Furthermore, respondents that demonstrate creative leveraging of additional resources, including but not limited to partnerships and/or collaborations with other experienced companies or organizations for any or all aspects of program management, with the same approach towards meeting or exceeding established goals in the delivery of services, will receive the most points.

Further, describe fully any similar experience for projects for public and/or private sector organizations similar in size (both in terms of size of workforce and budget) and complexity to New York State government. The Technical Proposal must contain enough information for the evaluators to ascertain the success of the projects accomplished by the respondent, and include the metrics and factors used to demonstrate that those projects and the respondent's approach was indeed successful.

4.2.3 Price Proposal (25 points)

Proposals will be scored based on price proposal format provided. Respondent must maintain all employment and payroll records, payroll processing, and payment of payroll checks and taxes, including the deductions required by state, federal and local laws such as social security and withholding taxes. Respondents are also responsible for making all unemployment compensation contributions as required by federal and state law and process claims as required.

Resource Rates

Complete the Price Proposal Form (Section 6.1):

Respondents are required to use the titles provided, even if these titles are not consistent with the respondent's existing titles. A description of these titles is included in section 6.2.

- The price proposal must include only one rate for each title. A single blended rate for all contract titles cannot be proposed and will not be evaluated.
- The rates provided in the respondent's proposal must be the all-inclusive (any reproduction, travel, postage, or other expenses) not to exceed hourly rate (U.S. dollars) for each title described. Do not leave blanks or enter a zero dollar amount for any rate. All not-to-exceed hourly rates must be presented as a fixed dollar amount.
- List the rates for the initial two-year contract period and for the additional one-year extension, should GOSR choose to exercise its option to extend the contract.
- The rates included in the proposal should be the respondent's lowest discounted governmental rates.
- The Price Proposal Form should be signed by the individual who signs the proposal cover page.

Respondents must also submit their current pricing structures for the following

- **Permanent Placement Fee:** Respondents must identify fees or costs, if any, associated in the event GOSR chooses to offer full time employment to a previously placed temporary resource. Respondents must provide a cost structure or fee schedule that clearly defines the rates along with any and all associated costs.
- **Unknown Titles:** For the unknown titles for temporary staffing resources that have yet to be identified. Respondents must provide a cost structure or fee schedule that clearly identifies the mark up associated with titles to be identified by GOSR or the respondent at a later date.

Respondents that regularly use pricing models other than what is required above may elect to submit an Alternate Cost Structure along with their completed Price Proposal Form. The Alternate Cost Structure should clearly describe the pricing model used by the respondent and provide a clear explanation of how the rates proposed on the Price Proposal Form correlate to the

fees described in the Alternate Cost Structure. This information may be used, at the sole discretion of GOSR, when negotiating a contract with the selected respondent.

If electing to submit an Alternate Cost Structure, the respondent must also submit a completed Price Proposal Form in accordance with the instructions above. The Alternate Cost Structure must also include in its fees any reproduction, travel, postage, or other expenses and otherwise abide by the terms and conditions related to submitting a price proposal as described herein. Respondents that do not submit a completed Price Proposal Form will not be evaluated.

For GOSR to consider an Alternate Cost Structure, the proposal must include:

- A completed Price Proposal Form with hourly rates
- A detailed description of the Alternate Cost Structure including staff qualifications, number of hours worked per unit billed, rate (daily, weekly), and other relevant information
- A detailed explanation of how the hourly rates proposed in the Price Proposal Form equate to the Alternate Cost Structure

4.2.4 Commitment to Complying with all Applicable Federal, State, and Local Regulations (25 points)

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

New York State Law

Pursuant to New York State Executive Law Article 15-A (“Article 15-A”), GOSR recognizes its obligation to promote opportunities for maximum feasible participation of certified M/WBEs, and the employment of minority group members and women in the performance of all New York State funded GOSR contracts. GOSR encourages firms that are M/WBE certified in New York State, or any other city or state, or the federal government, to submit proposals in response to this RFP.

In 2006, the State commissioned a disparity study to evaluate whether M/WBEs 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 M/WBEs in State procurement contracting versus the number of M/WBEs 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 M/WBE program. The recommendations from the Disparity Study culminated in the enactment and the implementation of Article 15-A, which requires, among other things, that GOSR establishes goals for maximum feasible participation of State certified M/WBEs and the employment of minority group members and women in the performance of all New York State funded GOSR contracts.

GOSR is committed to achieving significant M/WBE participation in its contracts and will use good faith efforts to ensure that qualified M/WBE firms are included in the selection of a firm to provide the above described services. **For purposes of this solicitation, the Corporation has established an overall goal of 20% for M/WBE participation for the above described services performed under the contract(s) awarded pursuant to this RFP: 10% for Minority-Owned Business Enterprises and 10% for Women-Owned Business Enterprises.** Respondents that are not M/WBEs are strongly encouraged to consider partnering, or other joint venture arrangements, with other 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).

The following must be included in the respondent's proposal:

- 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.
- 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. Proposals should include the nature of the engagement, how such arrangement was structured and a description of how the services and fees were allocated.
- A statement of the respondent's willingness, if any, to engage in M/WBE partnering or mentoring arrangements with a 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 or mentoring arrangement.
- 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.

Business Participation Opportunities for MWBEs

Note that under Article 15-A, respondents must document good faith efforts to provide meaningful participation by M/WBE firms for services as they relate to this RFP. Willful and/or intentional violation of this obligation may result in the imposition of liquated damages or other appropriate sanctions, including, without limitation, suspension of any future contracts with GOSR and monetary payments based on the M/WBE goal shortfall.

The directory of New York State Certified M/WBEs can be viewed at
<http://www.esd.ny.gov/MWBE.html>.

For further information or assistance relating to M/WBE partnering arrangements, contact GOSR via email at
MWBE_EEOCreports@stormrecovery.ny.gov.

Diversity and Income Requirements

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.”

4.3 Finalist Interview

GOSR reserves the right, at its sole discretion, to invite qualified respondents to a finalist interview. If GOSR elects to conduct finalist interviews, each qualified respondent will be required to give a strictly timed 20-minute presentation. This presentation should highlight Temporary Staffing 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.

4.4 Selection of Proposal in Best Interests of the State

Notwithstanding the scoring system set forth above, 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 the Executive Director of GOSR and the Commissioner of NYS HCR to be in the best interests of the citizens of the State of New York.

4.5 Notification of Selection

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

4.6 Service Level Agreements

GOSR expects to select a respondent that will agree to clearly-defined service level agreements ("SLAs"), as yet to be determined but to be included in any final contract between parties. Such SLAs will be established and agreed to, to ensure that the selected respondent delivers the maximum level of service on a timeline and in a manner requested and required by the State to ensure a timely, efficient, equitable, and transparent recovery process. Fees provided under this contract will be contingent upon adherence to these SLAs and other pre-agreed metrics for success. Furthermore, 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 these SLAs

5.0 Respondent Requirements

5.1 Requirement 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 responses to this RFP. Such respondents shall attach a certificate of good standing from the New York Secretary of State to their proposals.

5.2 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 requirements of applicable federal requirements. Any funds disallowed by any federal government entity shall be disallowed from fee or compensation to contractor.

5.3 Vendor Responsibility Questionnaire

Complete and include in the proposal a Vendor Responsibility Questionnaire, the form for 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.

5.4 Required Qualifications of Respondent

Respondents to this RFP shall provide information in their proposals that demonstrates the following qualifications:

- (a) Respondent has adequate financial resources to perform the contract, or the ability to obtain them.
- (b) Financial records for the past 2 years must be included in the proposal.
- (c) Respondent is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
- (d) Respondent has a satisfactory performance record.
- (e) Respondent has a satisfactory record of integrity and business ethics.
- (f) Respondent has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them.

- (g) Respondent is otherwise qualified and eligible to receive an award under applicable laws and regulations.
- (h) Respondent has thoroughly reviewed the Disaster Relief Appropriations Act, 2013 (Pub. L. 113-2) and all pertinent Federal Register notices.
- (i) Respondent has thoroughly reviewed the New York State Action Plan and all amendments thereto.
- (j) Respondent has the ability to provide services in multiple languages as necessary.
- (k) Neither respondent nor any person or entity associated or partnering with respondent has been the subject of any adverse findings that would prevent GOSR from selecting respondent. Such adverse findings include, but are not limited to, the following:
 - 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
 - Pending or unresolved legal action from the U.S. Attorney General or from an attorney general in New York or another state
 - Pending litigation with New York State, any other state, or a municipality located in New York or another state
 - Arson conviction or pending case
 - Harassment conviction or pending case
 - Local, State, Federal or private mortgage arrears, default, or foreclosure proceedings
 - In rem foreclosure
 - Sale of tax lien or substantial tax arrears
 - Fair Housing violations or current litigation
 - Defaults under any Federal, State or locally-sponsored program
 - 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
 - Past or pending voluntary or involuntary bankruptcy proceeding
 - Conviction for fraud, bribery, or grand larceny
 - Listing on the federal or state excluded parties lists

6.0 Rates and Job Descriptions

6.1 Price Proposal Form

Resource Rates

Firm Name: _____

| Title | Contract Year | | |
|---------------------------|----------------------|---------------|------------------|
| | Wage Rate | Markup | Bill Rate |
| Financial Analyst I | | | |
| Financial Analyst II | | | |
| Policy Analyst I | | | |
| Policy Analyst II | | | |
| Data Analyst I | | | |
| Data Analyst II | | | |
| Program Administrator I | | | |
| Program Administrator II | | | |
| Executive Assistant | | | |
| Administrative Assistant | | | |
| Human Resources Manager | | | |
| Human Resources Assistant | | | |
| Program Manager | | | |
| Project Coordinator | | | |

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.

Signature: _____

Date: _____

6.2 Job Titles and Descriptions

The following represents the general descriptions for the staffing categories to be utilized in the respondent's proposal and, if awarded, the resulting contract:

Financial Analyst

In a NY State Government financial environment, the Financial Analyst will perform complex financial analyses and reconciliations of large volumes of data and develop financial models and provide project analyses as directed. S/he will develop standard reporting and analytical tools and provide recurring and accounts receivable, statistical and analytical support to management.

Job duties to include but not limited to:

- Financial record keeping
- Effectively communicating work product to colleagues across the program through email, phone, web conference, video conference, and in person presentations. Answering any questions that may arise regarding the data and/or analytical methods and assumptions used to build work product.
- Analyzing complex financial data and extracting and defining relevant information; interpreting data for the purpose of determining financial performance and/or to project a financial result.
- Acting within a scope of responsibilities in a manner consistent with GOSR guidelines, policies and practices.
- Preparing schedules for external auditors as requested
- Using knowledge of GOSR policies and procedures to identify and automate processes involving the programs financial system and practices
- Prepare program disbursement requests
- Manage program level budgets and prepare budget modifications as needed

Data Analyst

The Data/ Reporting Analyst will perform written analysis in support of organizational and program performance reporting. This position is responsible for designing and preparing reports by accessing databases or by consolidating data from multiple sources. S/he will lay out report formats and produce reports. May be asked to summarize data and provide commentary or observations based on analysis. Sources of data may be enterprise systems, complex spreadsheets, databases, etc. requiring specialized expertise or training.

Job duties to include but not limited to:

- Reading, researching, collecting and analyzing information
- Resolving data problems by coordinating the preparation of reports, analyzing data, and identifying solutions.
- Designing and preparing reports by accessing various databases or by consolidating data from multiple sources for inclusion into research or operating reports

- Summarizing data and providing commentary or observations based on analysis. Sources of data may be enterprise systems, complex spreadsheets, databases requiring specialized training or expertise.
- Generating reports, presentations, graphics, forms, and other documents to demonstrate information flow and program results
- Participating in internal and external research projects by collecting, reviewing and summarizing results
- Editing, standardizing, or making changes to documents prepared by other writers in scope, format and content
- Working with Communications to prepare internal and external communications including announcements, newsletters, legislation, quarterly reports, presentations, technical documentation, and memorandums.
- Conferring with management to establish technical specifications and subject material to be developed for publication
- Providing historical reference by developing and utilizing filing and retrieval systems and recording meeting discussions.
- Maintaining records and files of work and revisions.

Policy Analyst

Within GOSR's Policy team, the Policy Analyst will play a critical role in developing and advancing GOSR's policy agenda and supporting the team with quantitative analytic support where requested. The analyst will investigate existing policies related to GOSR's work, identify potential impediments, and help to develop solutions at the local, state, and possibly federal levels.

Job duties to include but not limited to:

- Analyze existing policy and develop solutions that will support effective models being researched by the organization.
- Write about policy and practice in a variety of voices and media (e.g. memos, briefs, case studies, technical reports, and social media) to support GOSR's policy agenda
- Coordinate technical assistance projects involving cross functional teams
- Coordinate all aspects of meetings, conferences, and workshops related to policy, advocacy, and system building (e.g. scheduling, planning content, booking speakers and travel, preparing materials, and post event follow up)
- Design and deliver presentations at meetings and conferences and actively participate in work groups and advisory teams as needed.
- Build and maintain meaningful work relationships with outside entities and individuals, including those working in related government agencies and funding institutions.
- Other administrative support to team where requested

Program Administrator

The Program Administrator is responsible for researching, developing, administering and evaluating programs in response to the identified needs of program recipients.

Job duties to include but not limited to:

- Conduct Program Planning
- Consult with recipients to identify program needs
- Work with Director to develop long range plans, programs and strategies
- Monitor programs and services to ensure they meet stated goals
- Assist with program evaluations and updates to programs and services
- Act as a resource about program development and initiatives
- Collect and analyze information and data for reports as needed
- Prepare briefing notes, reports, and presentations as required
- Provide updates to senior staff as needed
- Develop policies, guidelines and standards to reporting systems
- May be required to conduct research and assist in the development of programs in the following ways
- Review existing programs
- Adapt existing programs as required
- Research new programs
- Develop and design new programs
- Make recommendations about adapting programs to meet unique needs
- Evaluate programs and components
- Administer Programs
- Prepare program information and opportunities
- Assist with proposal preparations
- Monitor that proposal requirements are being met
- Monitor budgets

Human Resources Manager

The HR Manager supports the people management functions that align to the organizational culture. Areas of focus include employee relations, career development, communications, performance management, leadership development, change management, succession planning, organizational design, and strategic staffing. The HR Manager will lead projects that drive strategy and will work collaboratively with divisions toward improved business results and high levels of employee engagement.

Job duties to include but not limited to:

- Analyze existing policy and develop solutions that will support effective models being researched by the organization.
- Write about policy and practice in a variety of voices and media (e.g. memos, briefs, case studies, technical reports, and social media) to support GOSR's policy agenda.
- Coordinate technical assistance projects involving cross functional teams.
- Coordinate all aspects of meetings, conferences, and workshops related to policy, advocacy, and system building (e.g. scheduling, planning content, booking speakers and travel, preparing materials, and post event follow up)

- Design and deliver presentations at meetings and conferences and actively participate in work groups and advisory teams as needed.
- Build and maintain meaningful work relationships with outside entities and individuals, including those working in related government agencies and funding institutions.
- Other administrative support to team where requested.

Human Resources Assistant

The Human Resources Assistant assists with the administration of the day-to-day operations of the human resources functions and duties. The HR assistant carries out responsibilities in some or all of the following functional areas: departmental development, employee relations, training and development, benefits, compensation, organization development, executive administration, and employment. S/He contributes to the accomplishment of Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce. S/He helps with the implementation of services, policies, and programs through HR staff; reports to the Director, Human Resources, and assists company managers with HR issues.

Job duties to include but not limited to:

- Recruiting and staffing logistics
- Performance management and improvement tracking systems
- Employee orientation, development, and training logistics and recordkeeping
- Assisting with employee relations
- Company-wide committee facilitation and participation
- Company employee communication
- Compensation and benefits administration and recordkeeping
- Employee safety, welfare, wellness, and health reporting
- Employee services
- Maintaining employee files and the HR filing system

Executive Assistant

Executive Assistant purpose is to enhance executive's effectiveness by providing information management support; representing the executive to others.

Job duties to include but not limited to:

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.

- Represents the executive by attending meetings in the executive's absence; speaking for the executive.
- Welcomes guests by greeting them, in person or on the telephone; answering or directing inquiries.
- Maintains customer confidence and protects operations by keeping information confidential.
- Completes projects by assigning work to clerical staff; following up on results.
- Prepares reports by collecting and analyzing information.
- Secures information by completing data base backups.
- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.
- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Administrative
- Writing Skills
- Reporting Skills
- Supply Management,
- Scheduling
- Microsoft Office Skills
- Organization
- Time Management
- Presentation Skills
- Equipment Maintenance
- Travel Logistics
- Verbal Communication

Administrative Assistant

Administrative Assistant purpose is to provide office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects.

Job duties to include but not limited to:

- Maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures.
- Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.

- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Completes operational requirements by scheduling and assigning administrative projects; expediting work results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Reporting Skills.
- Administrative Writing Skills.
- Microsoft Office Skills.
- Managing Processes.
- Organization.
- Analyzing Information.
- Professionalism.
- Problem Solving.
- Supply Management.
- Inventory Control.
- Verbal Communication.

Project Manager

The Project Manager is responsible for ensuring that various departments and individuals involved in program projects are coordinated and executed in a timely manner. S/he is also charged with helping contributors to projects think through necessary aspects and to proactively track and follow up on assigned duties and tasks.

Job duties include but are not limited to:

- Executing on projects as assigned
- Managing certain aspects of projects under direction of assigned program or function manager
- Coordinating data and information and prepares internal and external reports, as needed
- Maintaining and distributing project information, files, documentation, reports, and related work
- Uses project management software and other standard tools to track progress / activities of team and work products / deliverables

- Assisting in the execution of the projects by documenting, tracking, and escalating issues through resolution
- Attending regularly scheduled meetings and help with notes taking and keeping track of action items

Project Coordinator

The Project Coordinator supports Executive Team in the management of various operations projects. S/he acts as a conduit for information from and to the Executive Team to his/her direct reports ensuring that information about the status of various projects are flowing as needed.

Job duties include but are not limited to:

- Assists in the coordination/management of certain aspects of a project under direction of assigned program or project manager.
- Coordinates data and information and prepares internal and external reports, as needed.
- Typically does not have independent decision making authority.
- Maintains and distributes project information, files, documentation, reports, and related work.
- Works under direction of Chief Operations Officer, using project management software and other standard tools to track progress / activities of team and work products / deliverables
- Act as the liaison between project personnel and Executive Team
- Assist in the execution of the projects by documenting, tracking, and escalating issues through resolution.
- Attend regularly scheduled meetings and help with notes taking.

7.0 Appendices for Request for Proposals: In Order of Appearance

(To be completed and included as indicated)

7.1 Respondent Overview

- Submit with Bid Proposal: Page 1 of the RFP Appendices

7.2 Appendix I: 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.

7.3 Appendix II: Standard Clauses for Contracts with HTFC

Because the ultimate 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.

7.4 Appendix A: Affirmation of Understanding Form & Certification of Compliance With State Finance Law 139-K (5)

Complete and sign the Affirmation of Understanding and Agreement Pursuant to State Finance Law § 139-j (3) and § 139-j (6) (b)

7.5 Appendix B: Offeror Disclosure of Prior Non-Responsibility Determinations Form & Non Collusive Bidding Certification

Complete and sign the Offeror Disclosure of Prior Non-Responsibility Determinations, attached hereto as Appendix B.

7.6 Appendix III: Diversity Forms Section 1: HUD

- Submit with Bid Proposal: HUD Form 2516
- Submit with Bid Proposal: HUD Form 60002

7.7 Appendix III: Diversity Forms Section 2: HTFC

- Participation by Minority Group Members and Women Requirements and Procedures for contracts with the Housing Trust Fund Corporation
- Proc 1: Submit with Bid Proposal: Equal Employment Opportunity Staffing Plan
- Proc 2: Submit with Bid Proposal; M/WBE Utilization Plan
- Proc 3: Request for Waiver Form (GOSR reserves the right to refuse issuance of waiver for M/WBE participation as it relates to this RFP)
- Proc 4: Submit with Bid Proposal: M/WBE and EEO Policy Statement
- Proc 5: Submitted Quarterly after award: Workforce Employment Utilization
- Proc 6: Submitted Quarterly after award: M/WBE Quarterly Report
- Proc 8: Submitted with Bid Proposal: EEOE Statement

7.8 Appendix IV: Construction Requirements and Procedures for Contracts with the Housing Trust Fund Corporation (If Applicable)

- Cumulative payment Statement
- Affirmation of Income Payments to MBE/WBE
- Monthly Employment Utilization Report