

Amendments
New York State Housing Trust Fund Corporation
RFP for Assistance with FEMA-PA and HMGP Project Review
NYS's Storm Recovery Program
(RELEASED: Friday, October 25, 2013)

Amendment 1: **Due Date**

This RFP previously stated that all responses must be received by 3 p.m. (EST) on Monday, November 18, 2013. With the issuance of this notice, the NYS HTFC hereby extends the deadline to **Wednesday, November 20, 2013 by 3 p.m. (EST)**

Amendment 2: **Replacement of Section 5.D. Budget on Page 13 of the RFP.**

Amendment 2 replaces Section 5D of the original RFP in its entirety. For clarity, new language is underlined.

D. Budget

Work for this project will be billed on a time and materials or deliverable basis, dependent on what is specified in a specific SOW. In all cases, a Not-to-Exceed project cost will be defined for each SOW for which compensation for the services defined therein must not exceed.

There are two parts to the Scope of Services in Section 3 of the RFP: A. Drafting and Implementing Policies and Procedures; and B. Reviewing and determining eligibility of projects. The respondent should provide a separate budget analysis for each of these two parts (see Appendix D).

Bidders shall propose a separate hourly billing rate for each labor category listed in Appendix D and identify the staff members and specific job titles to be included in each category. In addition to establishing an hourly rate for each category, the respondent must estimate what percentage of the work described in the Scope of Services will be completed by the staff in each labor category. (Respondents may add additional labor categories, but the total percentage in both charts must add up to 100 percent.)

Forms for each deliverable will be scored based on the hourly rate provided for each category of labor. A single blended rate for all staff cannot be proposed. It is assumed that the successful respondent will provide all office space, office equipment, telecommunications, software, filing systems, management and oversight and other resource necessary for its staff to carry out the work and the proposed Hourly Rates should include these costs.

The Hourly Rate should also include salary, benefits and any other expenses associated with that staff member. **The Hourly Rates proposed by the selected Bidder will form the basis of all established Not-to-Exceed costs in any SOWs established under the resultant contract.**

The successful respondent will bill HTFC for work performed based on the hourly rates listed. Strict accountability is expected for all time billed, such as use of certified time sheets or sign-in procedures, invoices which include specific descriptions of tasks and time spent on each by individuals and the tracking of activities to specific projects. HTFC shall not compensate firms for administrative time/costs in collecting/summarizing data and preparing and supporting bills. HTFC reserves the right to deny payment if the percentage of work billed in each labor category substantially deviates from what was stated in the contractor's proposal.

Amendment 3: Appendix D.

As detailed in Amendment 2, Section 5.D. Budget, all proposals will include a budget analysis for the two deliverables outlined in Section 3. Scope of Services. All budgets must adhere to the forms provided in Appendix D.

D. Appendix D

APPENDIX D

Instructions: The respondent should list the specific job titles, the names of staff member(s) (if known) that will be billed under each labor category, and a brief description of the staff member’s duties. For each staff member expected to fill these roles, the respondent must outline the staff member’s qualifications and experience as required in **Section 5B: Staff Qualifications and Experience.**

All staff members and titles listed under a labor category will be billed at the hourly rate listed for that labor category. If applicable, respondents have the option to create **no more than two** additional Labor Categories. This is not required and should only be used if the staff title/functions do not clearly align with the categories provided for each deliverable. The total estimated % of scope completed is by Labor Category and not staff title/position. The sum total of the % for each of the labor categories must equal 100%.

A. Draft and implement policies and procedures to determine CDBG-DR eligibility that includes the ability to track expenditures, store documents, and close-out activities.

Labor Category	Duties & Responsibilities	Hourly Rate	Estimated % of Scope Completed by each Labor Category
Project/Program Supervision			
1. Name, Title			
2. Name, Title			
Policy Writing and Analysis			
1. Name, Title			
2. Name, Title			
Clerical Support			
1. Name, Title			
2. Name, Title			
Optional Category 1 (if applicable)			
1. Name, Title			
2. Name, Title			
Optional Category 2 (if applicable)			
1. Name, Title			
2. Name, Title			
			Total: 100%

(Additional rows for staff position/titles may be added under each Labor Category as necessary. Total estimated % of Scope Completed for all categories must equal 100%)

B. Review and determine eligibility of projects related to Hurricane Irene, Tropical Storm Lee, and Hurricane Sandy.

Labor Category	Duties & Responsibilities	Hourly Rate	Estimated % of Scope Completed by each Labor Category
Project/Program Supervision			
1. Name, Title			
2. Name, Title			
Project Eligibility Review and Determination			
1. Name, Title			
2. Name, Title			
Clerical Support			
1. Name, Title			
2. Name, Title			
Optional Category 1 (if applicable)			
1. Name, Title			
2. Name, Title			
Optional Category 2 (if applicable)			
1. Name, Title			
2. Name, Title			
			Total: 100%

(Additional rows for staff position/titles may be added under each Labor Category as necessary. Total estimated % of Scope Completed for all categories must equal 100%)