

Andrew M. Cuomo
Governor



Darryl C. Towns
Chairperson

New York State Housing Trust Fund Corporation

Hampton Plaza
38-40 State St.
Albany, NY 12207

NOTICE
Regarding Proposal Submissions

RFP for Planning, Technical and Professional Services
Issued April 23, 2013

The Housing Trust Fund Corporation has received several inquiries concerning the methodology for submission of Proposals in response to the above referenced RFP. Please be advised that the RFP, in Section IV, indicates that all submissions are to be formatted into pdf files and shall be submitted in electronic form including all Appendices and other attachments. Information presented at the Respondents' Conference and in Answers to Questions confirmed that point and further indicated that all submissions should be sent to fmarkowski@nyshcr.org.

Some Respondents have indicated concerns that large files may not be able to be sent or received. HTFC's IT staff has indicated that the **maximum file size** that can be received is **50MB**. Please be advised that large files may be broken into several smaller ones and sent via multiple e-mails if necessary. The person sending the message should indicate in the subject line or the first line of the e-mail how many e-mails are being submitted and which one the e-mail is in the sequence. For example – the first one would say “one of three”; the next “two of three”; and the last “three of three”.

It is not acceptable to submit a message that says a “drop box” is being used, and to provide a password or other method of submission that requires HTFC to retrieve the file from some Respondent-provided site or third party owned site.

Finally, you are reminded that the deadline for receipt of submissions is **3PM EDT today, Monday, May 20, 2013**. Thank you.