



**ADDENDUM**  
**Request for Proposals for**  
**Printing and Mailing Services for Section 8 Program**

**AMENDMENT No. 3 (May 2, 2017)**

Section 5 of the Request for Proposals (“RFP”), “Calendar of Events and Milestones” is hereby amended as follows:

It is anticipated that a Contract will be awarded in response to this RFP based on the following schedule:

<b>Event</b>	<b>Date</b>
<b>Issuance of RFP</b>	April 11, 2017
<b>Deadline for RFP Questions</b>	<b>May 5, 2017, 3PM, Eastern Daylight Time (“EDT”)</b>
Deadline for Responses to RFP Questions	<b>May 10, 2017</b>
<b>Proposal Submission Deadline</b>	<b>May 18, 2017, 12PM, EDT</b>
Interviews (to be held at HTFC’s discretion)	<b>TBD</b>
Anticipated Notification of Selection Date	June 22, 2017*
Anticipated Date for Execution of Contract	June 30, 2017*

\*Subject to the approval of HTFC’s Board.

HTFC reserves the right to modify this schedule at its discretion. HTFC reserves the right to conduct interviews with Proposers for purposes of expanding or clarifying responses. Notification of changes in connection with this RFP will be made available to all interested parties via HTFC’s web page: <http://www.nyshcr.org/AboutUs/Procurement/HCR-Procurement.htm>. It is the responsibility of the Proposer to check the web site for notifications relating to this RFP.



# Homes and Community Renewal

ANDREW M. CUOMO  
Governor

RUTHANNE VISNAUSKAS  
Commissioner/CEO

## ***ADDENDUM*** ***Request for Proposals for*** ***Printing and Mailing Services for Section 8 Program***

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### **AMENDMENT No. 2 (April 25, 2017)**

#### **Below is a summary list of Amendment No. 2 of the RFP:**

1. With respect to Section 7.1.2 of the RFP, the requirement in the RFP which states “Services should be provided within the New York City metropolitan area” is hereby removed.
2. The Revised Cost Proposal Form, Exhibit B, revised as of the date hereof, must be submitted with each Proposer’s Proposal Submission.
3. Added the HTFC Listing of Document Types per Mailing (to be printed on 8.5 x 11 Letter Size Paper) as Exhibit C as referenced within the Questions and Answers.

**EXHIBIT B**

**REVISED COST PROPOSAL FORM**

**INSTRUCTIONS TO PROPOSER:** Please indicate the cost of the following printing and mailing services. Contractor must guarantee a turnaround time of One (1) Business Day from receipt in the FTP Server to delivery to the USPS as set forth in Section 7 of the RFP. Include the cost of bulk pre-printed envelopes manufactured using no less than 100% recycled consumer content for the following printing and mailing services:

<b>ITEM DESCRIPTION</b>	<b>UNIT PRICING</b>	<b>UNIT RATE FOR ONE-SIDED PAGE LETTER</b>	<b>UNIT RATE FOR DOUBLE-SIDED MULTI-PAGE LETTERS</b>
o #9 Business Reply	Price per 1,000	\$	\$
o #10 Business Reply	Price per 1,000	\$	\$
o #10 single-window	Price per 1,000	\$	\$
o #1 single-window catalog	Price per 1,000	\$	\$
o #1 Business Reply catalog	Price per 1,000	\$	\$
o #10 ½ single—window catalog	Price per 1,000	\$	\$
<b>Pricing for the following pricing models:</b>			
o Standard presort	Each	\$	\$
o First class presort	Each	\$	\$
<b>Breakdown of pricing by the following:</b>			
o Printed Piece, each one-sided page	Each	\$	\$
o Printed Piece, each two-sided (duplex) page	Each	\$	\$
o Folding options (flat to single fold or trifold)	Each	\$	\$
o Stapling options (one staple, multiple staples)	Per Staple	\$	\$
o Insertion of Business Reply Envelopes and/or other material	Each	\$	\$
o Delivery to nearest US Postal Facility	Each	\$	\$
<b>Describe and state unit price for services necessary to fulfill requirements which are not included in above pricing</b>			
Service 1 Supervision	Each		

**LEGAL NAME OF PROPOSER:** \_\_\_\_\_

**ADDRESS OF PROPOSER:** \_\_\_\_\_  
 \_\_\_\_\_

**AUTHORIZED CONTACT OF PROPOSER:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**EXHIBIT C**
**HTFC Listing of Document Types per Mailing (to be printed on 8.5 x 11 Letter Size Paper)**

ID	Button List Assignment	Action Name	Attachment Name	Item Type	Path	Pages
138	ITT	180 Day Zero HAP Letter Generation	180 Day Zero HAP	Item	Lists/Buttons	1
57	LeaseUp	Generate Acknowledgement to Vacate	Acknowledgement to Vacate Notice	Item	Lists/Buttons	1
228	Interims	Generate NHTD Doc Request	Additional Doc Request	Item	Lists/Buttons	1-2
197	Re-Exams	Generate NHTD Doc Request	Additional Doc Request	Item	Lists/Buttons	1-2
103	Re-Exams	Generate Additional Doc Request ITT	Additional Doc Request 2nd Attempt ITT	Item	Lists/Buttons	1-2
143	Interims	Interims Doc Request	Additional Doc Request Interim	Item	Lists/Buttons	1-2
35	Generate Forms	Generate Additional Documents	Additional Docs Requested	Item	Lists/Buttons	1-2
10	Re-Exams	Generate Request Docs	Additional Docs Requested	Item	Lists/Buttons	1-2
61	Waiting List	Generate Applicant Denial Letter	Applicant Denial Letter	Item	Lists/Buttons	1
130	Waiting List	Generate Arrest Record Investigation	Arrest Record Investigation	Item	Lists/Buttons	1
73	Waiting List	Generate Briefing Appointment Letter	Briefing Appointment Letter	Item	Lists/Buttons	1
74	Generate Forms	Generate Briefing Appointment Letter - Second Attempt	Briefing Appointment Letter - 2nd Attempt	Item	Lists/Buttons	1
97	Generate Forms	Generate Certification of Need for Person with Disabilities	Certification of Need for Person with Disabilities	Item	Lists/Buttons	2
78	Generate Forms	Generate Change of Ownership Form	Change of Ownership Form	Item	Lists/Buttons	4
152	Interims	Generate Change of Ownership Letter	Change of Ownership Form	Item	Lists/Buttons	4
62	Generate Forms	Generate Duplicate Subsidy letter	Duplicate Subsidy Letter	Item	Lists/Buttons	1
153	Interims	Generates Duplicate Subsidy Letter	Duplicate Subsidy Letter	Item	Lists/Buttons	1
63	Generate Forms	Generate Duplicate Subsidy Member Removal Letter	Duplicate Subsidy Member Removal Letter	Item	Lists/Buttons	1
154	Interims	Generate Duplicate Subsidy HH Member Removal Letter	Duplicate Subsidy Member Removal Letter	Item	Lists/Buttons	1
64	Generate Forms	Generate Family Verification Letter	Family Verification Letter	Item	Lists/Buttons	1
137	ITT	Final HAP Termination ITT List	Final HAP Term Owner	Item	Lists/Buttons	1
71	ITT	Generate Final Termination of HAP Contract	Final Termination of HAP Contract	Item	Lists/Buttons	1
144	ITT	Generate Final Owner Termination Voluntary Withdrawal	Final Termination Owner	Item	Lists/Buttons	1
70	Generate Forms	Generate Final Termination of Participant	Final Termination Participant	Item	Lists/Buttons	1
36	ITT	Generate Final Termination Participant	Final Termination Participant	Item	Lists/Buttons	1
65	Generate Forms	Generate HAP Overpayment	HAP Overpayment Letter	Item	Lists/Buttons	1
66	ITT	Generate Informal Hearing Schedule Letter	Informal Hearing Schedule Letter	Item	Lists/Buttons	1
76	Generate Forms	Generate Initial HAP Determination Letter - Owner	Initial HAP Determination Letter - Owner	Item	Lists/Buttons	2
132	LeaseUp	Initial HAP Letter - Owner Copy	Initial HAP Determination Letter - Owner	Item	Lists/Buttons	2
173	LeaseUp	Initial HAP letter with cents - Owner	Initial HAP Determination Letter - Owner	Item	Lists/Buttons	2
75	Generate Forms	Generate Initial HAP Determination Letter - Participant	Initial HAP Determination Letter - Participant	Item	Lists/Buttons	2
174	LeaseUp	Initial HAP letter with cents - Tenant	Initial HAP Determination Letter - Tenant	Item	Lists/Buttons	2
131	LeaseUp	Initial HAP Letter - Tenant Copy	Initial HAP Determination Letter - Tenant Copy	Item	Lists/Buttons	2
219	LeaseUp	Generate NHTD Initial HAP Letter - Owner	Initial HAP Letter - Owner	Item	Lists/Buttons	2
221	LeaseUp	Generate NHTD Initial HAP with cents letter - Owner	Initial HAP Letter - Owner	Item	Lists/Buttons	2
218	LeaseUp	Generate NHTD Initial HAP Letter - Tenant	Initial HAP Letter - Tenant	Item	Lists/Buttons	2
220	LeaseUp	Generate NHTD Initial HAP with cents letter - Tenant	Initial HAP Letter - Tenant	Item	Lists/Buttons	2

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ID	Button List Assignment	Action Name	Attachment Name	Item Type	Path	Pages
17	Re-Exams	Generate Intent to Terminate - Participant	Intent to Terminate	Item	Lists/Buttons	2
149	ITT	Generate ITT Owner Notice	Intent to Terminate - Owner Notice	Item	Lists/Buttons	1
34	ITT	Generate ITT - Participant	Intent to Terminate - Participant Letter	Item	Lists/Buttons	2
46	Interims	Generate Interim Decision Notice	Interim Decision Notice	Item	Lists/Buttons	1
142	Interims	Interim Denial Notice	Interim Denial Notice	Item	Lists/Buttons	1
166	Waiting List	Generate Lease Up Packet	Lease Up Packet	Item	Lists/Buttons	23
59	LeaseUp	Generate Move Packet	Move Packet	Item	Lists/Buttons	23
67	Generate Forms	Generate Notice of Infraction	Notice of Infraction	Item	Lists/Buttons	1
145	Re-Exams	Generate Notice of Overhousing Letter	Notice of Overhousing	Item	Lists/Buttons	1
193	LeaseUp	Generate Notice of Portability Request	Notice of Request for Portability	Item	Lists/Buttons	1
26	Reception Tool	Generate Check In Receipt	Office Visit Summary Receipt	Item	Lists/Buttons	1
105	Generate Forms	Generate Oral Verification	Oral Verification	Item	Lists/Buttons	1
192	LeaseUp	Generate Port In Acknowledgement	Port In Acknowledgement	Item	Lists/Buttons	1
77	Generate Forms	Generate Portability Briefing Appointment Letter	Portability Briefing Appointment Letter	Item	Lists/Buttons	1
195	LeaseUp	Generate Port Documentation Submittal	Portability Documentation Submittal	Item	Lists/Buttons	1
194	LeaseUp	Generate No Response Received (Port)	Portability No Response Received	Item	Lists/Buttons	1
33	Reception Tool	Reception Appointment Letter	Reception Appointment Letter	Item	Lists/Buttons	1
146	Re-Exams	Generate Second Recert Packet	Recert Packet - Second Attempt	Item	Lists/Buttons	24
39	Re-Exams	Generate Recert Packet	Recert Packet Cover Letter	Item	Lists/Buttons	1
215	Interims	Generate NHTD RAL - Owner	Rent Adjustment Letter - Owner	Item	Lists/Buttons	1
217	Interims	Generate NHTD RAL with cents - Owner	Rent Adjustment Letter - Owner	Item	Lists/Buttons	1
117	Interims	Generate RAL cents - Owner	Rent Adjustment Letter - Owner	Item	Lists/Buttons	1
198	Re-Exams	Generate NHTD RAL - Owner	Rent Adjustment Letter - Owner	Item	Lists/Buttons	1
213	Re-Exams	Generate NHTD RAL with cents - Owner	Rent Adjustment Letter - Owner	Item	Lists/Buttons	1
172	Re-Exams	Generate RAL (cents) - Owner	Rent Adjustment Letter - Owner	Item	Lists/Buttons	1
102	Interims	Generate RAL - Owner	Rent Adjustment Letter - Owner Copy	Item	Lists/Buttons	1
52	Re-Exams	Generate RAL - Owner	Rent Adjustment Letter - Owner Copy	Item	Lists/Buttons	1
168	Interims	Dead Generate button	Rent Adjustment Letter - Tenant	Item	Lists/Buttons	1
214	Interims	Generate NHTD RAL - Tenant	Rent Adjustment Letter - Tenant	Item	Lists/Buttons	1
216	Interims	Generate NHTD RAL with cents - Tenant	Rent Adjustment Letter - Tenant	Item	Lists/Buttons	1
115	Interims	Generate RAL cent - Tenant	Rent Adjustment Letter - Tenant	Item	Lists/Buttons	1
199	Re-Exams	Generate NHTD RAL - Tenant	Rent Adjustment Letter - Tenant	Item	Lists/Buttons	1
212	Re-Exams	Generate NHTD RAL with cents - Tenant	Rent Adjustment Letter - Tenant	Item	Lists/Buttons	1
171	Re-Exams	Generate RAL (cents) -Tenant	Rent Adjustment Letter - Tenant	Item	Lists/Buttons	1
101	Interims	Generate RAL -Tenant	Rent Adjustment Letter - Tenant Copy	Item	Lists/Buttons	1
51	Re-Exams	Generate RAL -Tenant	Rent Adjustment Letter - Tenant Copy	Item	Lists/Buttons	1
68	Generate Forms	Generate Rent Increase Denial	Rent Increase Denial	Item	Lists/Buttons	1

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**HTFC Listing of Document Types per Mailing (to be printed on 8.5 x 11 Letter Size Paper)**

<b>ID</b>	<b>Button List Assignment</b>	<b>Action Name</b>	<b>Attachment Name</b>	<b>Item Type</b>	<b>Path</b>	<b>Pages</b>
113	Interims	Generate Rent Increase Denial Letter	Rent Increase Denial	Item	Lists/Buttons	1
69	Interims	Generate Rent Increase Letter	Rent Increase Letter	Item	Lists/Buttons	1
79	Generate Forms	Generate Rent Increase Request Form	Rent Increase Request	Item	Lists/Buttons	1
80	Re-Exams	Null - Set RAL approved to no	Request to Move Approval Letter	Item	Lists/Buttons	1
147	Reception Tool	Reschedule Letter	Reschedule Appointment	Item	Lists/Buttons	1
148	Reception Tool	Reschedule Letter	Reschedule Reception Appointment	Item	Lists/Buttons	1
81	Re-Exams	Null - Set RAL Requested to No	RTA Packet Cover Page	Item	Lists/Buttons	1
169	Interims	Generate Self-Employment Certification	Self-Employment Certification	Item	Lists/Buttons	1
158	Re-Exams	Generate Self-Employment Certification	Self-Employment Certification	Item	Lists/Buttons	1
82	Generate Forms	Generate Verification of Bank Accounts	Verification of Bank Accounts	Item	Lists/Buttons	1
83	Generate Forms	Generate Verification of Child Care Expenses	Verification of Child Care Expenses	Item	Lists/Buttons	1
84	Generate Forms	Generate Verification of Child Support	Verification of Child Support	Item	Lists/Buttons	1
85	Generate Forms	Generate Verification of Disability	Verification of Disability	Item	Lists/Buttons	1
86	Generate Forms	Generate Verification of Employment Income	Verification of Employment Income	Item	Lists/Buttons	1
87	Re-Exams	Generate Verification of Foster Care and Adoption	Verification of Foster Care and Adoption	Item	Lists/Buttons	1
88	Generate Forms	Generate Verification of Medical Expenses	Verification of Medical Expenses	Item	Lists/Buttons	1
89	Generate Forms	Generate Verification of Military Service	Verification of Military Service	Item	Lists/Buttons	1
90	Generate Forms	Generate Verification of Pension	Verification of Pension	Item	Lists/Buttons	1
72	Generate Forms	Generate Verification of Periodic Payment	Verification of Periodic Payment	Item	Lists/Buttons	1
91	Generate Forms	Generate Verification of Reasonable Accommodation	Verification of Reasonable Accommodation	Item	Lists/Buttons	1
47	Interims	Generate Certification of Need	Verification of Reasonable Accommodation	Item	Lists/Buttons	1
164	Interims	Generate Verification of Reasonable Accommodation Form	Verification of Reasonable Accommodation	Item	Lists/Buttons	1
163	Re-Exams	Generate Verification of Reasonable Accommodation Form	Verification of Reasonable Accommodation	Item	Lists/Buttons	1
92	Generate Forms	Generate Verification of Student Status and Financial Aid	Verification of Student Status Financial Aid	Item	Lists/Buttons	1
93	Generate Forms	Generate Verification of Support Contribution	Verification of Support Contribution	Item	Lists/Buttons	1
94	Generate Forms	Generate Verification of Veterans Benefits	Verification of Veterans Benefits	Item	Lists/Buttons	1
95	Generate Forms	Generate Verification of Welfare Assistance	Verification of Welfare Assistance	Item	Lists/Buttons	1
96	Generate Forms	Generate Verification of Workers Compensation	Verification of Workers Compensation	Item	Lists/Buttons	1
136	ITT	Voluntary Withdrawal	Voluntary Withdrawal	Item	Lists/Buttons	1
150	LeaseUp	Generate Voucher Extension Packet	Voucher Extension Packet	Item	Lists/Buttons	10
123	Waiting List	Generate Waiting List Call in Letter	Waiting List Call In Letter	Item	Lists/Buttons	1
124	Waiting List	Generate Waiting List Call In Second Attempt	Waiting List Call In Second Attempt	Item	Lists/Buttons	1
157	Interims	Generate Zero Income Statement	Zero Income Statement	Item	Lists/Buttons	1
156	Re-Exams	Generate Zero Income Statement	Zero Income Statement	Item	Lists/Buttons	1

**EXHIBIT C**

**HTFC Listing of Unique Letter Types per Mailing (to be printed on 8.5 x 11 Letter Size Paper)**

<b>NO.</b>	<b>UNIQUE LETTER TYPES</b>
1	180 Day Zero HAP
2	Acknowledgement to Vacate Notice
3	Additional Doc Request
4	Additional Doc Request 2nd Attempt ITT
5	Applicant Denial Letter
6	Arrest Record Investigation
7	Briefing Appointment Letter
8	Briefing Appointment Letter - 2nd Attempt
9	Certification of Need for Person with Disabilities
10	Change of Ownership Form
11	Duplicate Subsidy Letter
12	Duplicate Subsidy Member Removal Letter
13	Family Verification Letter
14	Final HAP Term Owner
15	Final Termination of HAP Contract
16	Final Termination Owner
17	Final Termination Participant
18	HAP Overpayment Letter
19	Informal Hearing Schedule Letter
20	Initial HAP Determination Letter - Owner
21	Initial HAP Determination Letter - Participant
22	Intent to Terminate
23	Intent to Terminate - Owner Notice
24	Intent to Terminate - Participant Letter
25	Interim Decision Notice
26	Interim Denial Notice
27	Lease Up Packet
28	Move Packet
29	Notice of Infraction
30	Notice of Overhousing
31	Notice of Request for Portability
32	Office Visit Summary Receipt
33	Oral Verification
34	Port In Acknowledgement
35	Portability Briefing Appointment Letter
36	Portability Documentation Submittal
37	Portability No Response Received
38	Reception Appointment Letter
39	Recert Packet - Second Attempt
40	Recert Packet Cover Letter
41	Rent Adjustment Letter - Owner
42	Rent Adjustment Letter - Tenant
43	Rent Increase Denial
44	Rent Increase Letter
45	Rent Increase Request
46	Request to Move Approval Letter
47	Reschedule Appointment

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<b>NO.</b>	<b>UNIQUE LETTER TYPES</b>
48	Reschedule Reception Appointment
49	RTA Packet Cover Page
50	Self-Employment Certification
51	Verification of Bank Accounts
52	Verification of Child Care Expenses
53	Verification of Child Support
54	Verification of Disability
55	Verification of Employment Income
56	Verification of Foster Care and Adoption
57	Verification of Medical Expenses
58	Verification of Military Service
59	Verification of Pension
60	Verification of Periodic Payment
61	Verification of Reasonable Accommodation
62	Verification of Student Status Financial Aid
63	Verification of Support Contribution
64	Verification of Veterans Benefits
65	Verification of Welfare Assistance
66	Verification of Workers Compensation
67	Voluntary Withdrawal
68	Voucher Extension Packet
69	Waiting List Call In Letter
70	Waiting List Call In Second Attempt
71	Zero Income Statement





**ADDENDUM**  
**Request for Printing and Mailing Services for**  
**Section 8 Program**

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**AMENDMENT No. 1 (April 24, 2017)**

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It is anticipated that a Contract will be awarded in response to this RFP based on the following schedule:

<b>Event</b>	<b>Date</b>
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