



KATHY HOCHUL
Governor

KERRI E. NEIFELD
Commissioner

**SELF DIRECTION ASSESMENT
REQUEST FOR PROPOSALS (RFP)**

SUMMARY of RFP Version 2 Revisions – ADDENDUM 1

The New York State Office for People With Developmental Disabilities (OPWDD) is issuing the attached addenda to the Self-Direction Assessment Request for Proposals (RFP). The official Self-Direction RFP Responses to Questions and a revised version of the RFP are attached here with the SUMMARY of RFP Version 2 Revisions – ADDENDUM 1.

RFP Version 2, issued on June 13, 2023, including the Responses to Questions and this summary are posted on the New York State Contract Reporter website at [New York State Contract Reporter \(ny.gov\)](https://www.contractreporter.ny.gov/); and OPWDD’s Procurement Opportunities website at [Self-Direction Assessment RFP | Office for People With Developmental Disabilities \(ny.gov\)](https://www.opwdd.ny.gov/procurement-opportunities/)

The following **revisions** were made to the RFP:

1. RFP Section 1.4 was updated by pushing forward the deadlines for the *Issuance of Response to Questions* and the *Proposal Due Date*:

1.4 Calendar of Events

Event	Date
RFP Release Date	Friday, April 14, 2023
Deadline for Submission of Questions and Mandatory Notice of Intent to Bid	Thursday, May 4, 2023
Issuance of Response to Questions	Tuesday, June 13, 2023
Proposal Due Date	04:00 p.m., Thursday, June 29, 2023
Anticipated Notification of Tentative Award	July 11, 2023
Anticipated Contract Start Date	July 17, 2023

NOTE: The above dates are tentative and subject to change at OPWDD’s sole discretion.

2. The following sentence was added to RFP Section 2.5.4:

This Manual must include a glossary of commonly used terms.

3. Section IV “MWBE Utilization Plan” in “Appendix A Supplement – 2 MWBE Requirements and Procedures” was replaced and now reads as follows:

IV. MWBE Utilization Plan

- A. In accordance with 5 NYCRR § 142.4, Bidders are required to submit a completed Utilization Plan on Form MWBE 100 with their bid. The Utilization Plan Form is attached herein and is also available at www.opwdd.ny.gov/procurement-opportunities/mwbe-utilization-plan-form. At such time as shall be requested by OPWDD, the Utilization Plan may be submitted through the New York State Contract System (“NYSCS”), which can be viewed at <https://ny.newnycontracts.com>.
- B. The Contractor agrees to adhere to the submitted MWBE Utilization Plan in the performance of the Contract. The Utilization Plan shall list the MWBEs the Bidder intends to use to perform the Contract, a description of the Contract scope of work the Bidder intends the MWBE to perform to meet the goals on the Contract, and the estimated or, if known, actual dollar amounts to be paid to an MWBE. By signing the Utilization Plan, the Bidder acknowledges that making false representations or including information evidencing a lack of good faith as part of, or in conjunction with, the submission of a Utilization Plan is prohibited by law and may result in penalties including, but not limited to, termination of a contract for cause, loss of eligibility to submit future bids, and/or withholding of payments. Any modifications or changes to the agreed participation by New York State Certified MWBEs after the Contract award and during the term of the Contract must be reported on a revised MWBE Utilization Plan and submitted to OPWDD.
- C. By entering into the Contract, Bidder/Contractor understands that only sums paid to MWBEs for the performance of a commercially useful function, as that term is defined in 5 NYCRR § 140.1, may be applied towards the achievement of the applicable MWBE participation goal.
- D. OPWDD will review the submitted MWBE Utilization Plan and advise the Bidder of OPWDD acceptance or issue a notice of deficiency within twenty (20) days of receipt.
- E. If a notice of deficiency is issued; Bidder agrees that it shall respond to the notice of deficiency, within seven (7) business days of receipt, by submitting to OPWDD a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by OPWDD to be inadequate, OPWDD shall notify the Bidder and direct the Bidder to submit, within five (5) business days of notification by OPWDD, a request for a partial or total waiver of MWBE participation goals on Form BDC 333. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.
- F. OPWDD may disqualify a Bidder’s bid/proposal as being non-responsive under the following circumstances:
- (a) If a Bidder fails to submit an MWBE Utilization Plan;
 - (b) If a Bidder fails to submit a written remedy to a notice of deficiency;
 - (c) If a Bidder fails to submit a request for waiver; or
 - (d) If OPWDD determines that the Bidder has failed to document good faith efforts.

- G. If awarded a Contract, Contractor certifies that it will follow the submitted MWBE Utilization Plan for the performance of MWBEs on the Contract pursuant to the prescribed MWBE goals set forth in clause IV-A of this Section.