



**Office of the New York State
Attorney General**

**Letitia James
Attorney General**

Procurement Memorandum

DATE: November 1, 2024

PLEASE ADDRESS INQUIRIES TO:

Joe Carucci, *Contract Management Specialist*

Telephone Number: (518) 776-2128

E-Mail: purchase@ag.ny.gov

REQUEST FOR APPLICATION NO.: 24-008

TITLE: Expanding Fair Housing Testing and Enforcement in New York State's Capital Region

APPLICATION DUE DATE: November 22, 2024 by 5:00 PM EST*

*Email submissions **MUST** be dated prior to this date/time to receive consideration.

PERIOD: January 1, 2025 – December 31, 2025 with three (3) one-year renewal options.

SUBJECT: Answers to Questions/Inquiries

TO: **ALL PROSPECTIVE APPLICANTS**

In reference to the above Request for Application, the following questions/inquiries were submitted by the deadline indicated in the RFA. We are hereby providing answers to each question below:

1. QUESTION: According to the RFP, an applicant may only subcontract with other agencies if a pre-existing relationship exists and the sub-grantee meets all minimum threshold eligibility criteria in Section IV. The FHJC has had a strong pre-existing relationship with the Metropolitan Milwaukee Fair Housing Council since 2012 in the form of a well-established national training program for test coordinators called Investigative Support for Testing & Enforcement Programs (ISTEP). Half of the ISTEP trainers come from the MMFHC. Would the FHJC be foreclosed from entering into a subcontract with the MMFHC to bring the full expertise, training curriculum, tools, resources and technical assistance currently provided by ISTEP trainers simply because the MMFHC does not have an office in New York?

ANSWER: The OAG would allow a subcontract with an organization that has specific subject matter expertise and experience providing training nationally as long as the scope of work is specified and details the training and resource support this organization will provide. Please identify any proposed subcontractors when responding to this RFA.

2. QUESTION: Can you provide more guidance regarding the budget for fair housing trainer funding (appendix II – 2). Should we submit a budget that covers just the first year (\$150,000), two years (\$250,000), or should we change the format and provide a budget for year one and year two separately?

ANSWER: Please submit a budget for the first year. The second-year budget will be submitted and reviewed on contract renewal, provided the contract is renewed.



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All other RFA #24-008 terms and conditions remain the same.

This Purchasing Memorandum is to be signed, submitted and made a part of your proposal. If you have any questions, do not hesitate to contact the person listed on top of this memorandum.

VENDOR: _____

ADDRESS: _____

SIGNATURE OF BIDDER: _____

DATE: _____