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May 8, 2020

**Criminal Court Abusive Partner Intervention Program (“APIP”) Demonstration Project  
EPIN: 00220D0002  
ADDENDUM #3**

Pursuant to the NYC Procurement Policy Board (PPB) Rules, the Mayor’s Office of Criminal Justice is issuing this Addendum, Addendum #3, to the Criminal Court Abusive Partner Intervention Program. This addendum is issued for the purpose of amending the solicitation and is hereby made part of the solicitation document to the same extent as though it were originally included herein. Proposers should acknowledge receipt of this addendum as part of their proposal submission. Further, included in this Addendum are the questions MOCJ has received with responses.

**I. Notice**

A Non Disclosure Agreement (NDA) must be received in order to receive appendices 1-7. Please email a signed NDA form to [MOCJprocurments@mocs.nyc.gov](mailto:MOCJprocurments@mocs.nyc.gov).

**II. Changes to the Solicitation**

Vendors please take notice of the following changes/clarifications for the subject solicitation. All changes are bolded and underlined.

Page 2, II Proposal Submission Package, the following change has been made:

| <b>Document Type</b>            | <b>Description</b>  |
|---------------------------------|---|
| <b>Proposal</b>                 | Completed Structured Proposal Form  |
| <b>Budget</b>                   | Completed Proposal Budget Summary (Attachment C)  |
| <b>Doing Business Data Form</b> | Completed Doing Business Data Form (Attachment B)   |
| <b>Organizational Chart</b>     | Completed Organizational Chart  |
| <del>Letters of Reference</del> | <del>Provide at least three (3) relevant references.</del>  |
| <b>Annual Financial Report</b>  | Financial Audit Report, or Certified Financial Statement explaining why no Financial Audit Report is currently available or required. |

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| <b>Letters of Intent to Subcontract; Copies of Relevant Current Linkage Agreements</b> | Letters of Intent are required from each organization with which the proposer prospectively would seek to subcontract if awarded a contract under this solicitation. <sup>1</sup> This is in addition to copies of any relevant linkage or partnership agreements the proposer intends to hold to demonstrate its ability to leverage these service alliances. |
| <b>Key Staff Resumes</b>   | Resumes and/or Descriptions of Qualifications for Key Staff Positions  |
| <b>Acknowledgment of Addenda Form</b>  | Completed Acknowledgment of Addenda Form (Attachment D)  |
| <b>Optional Documents</b>  |  |
| <b>Licenses and Certifications</b>   | Copies of relevant licenses and certifications (e.g. to operate specialized treatment and/or programs; administer specific services including but not limited to validated screening and assessment instruments, evidence-based curricula, etc.).  |
| <b>Program Activities Schedule</b>   | Sample program group schedule (including time(s) of day groups will be offered and different languages in which groups will be offered).   |
| <b>Letters of Reference</b>  | <b>Provide at least three (3) relevant references.</b>   |

**III. Questions and Responses**

**Q.** Is it possible to submit the proposal on Friday and submit the letters of reference once we have them?

**A. Letters of Reference are encouraged but not required. Please see change to Section II Proposal Submission Package.**

**Q.** Where can we find attachment D? Just confirming the budget summary is attachment C.

**A. Attachment D Acknowledgment of Addenda Form is attached to this addendum. Attachment C is the Proposal Budget Summary.**

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**ATTACHMENT D**

**ACKNOWLEDGEMENT OF ADDENDA**

**EPIN: 00220D0002**

**Directions: Complete Part I or Part II, whichever is applicable, and sign your name in Part III.**

**Part I**

Listed below are the dates of issue for each Addendum received in connection with this solicitation:

Addendum # 1, Dated: \_\_\_\_\_

Addendum # 2, Dated \_\_\_\_\_

Addendum # 3, Dated \_\_\_\_\_

Addendum # 4, Dated \_\_\_\_\_

Addendum # 5, Dated \_\_\_\_\_

Addendum # 6, Dated \_\_\_\_\_

Addendum # 7, Dated \_\_\_\_\_

Addendum # 8, Dated \_\_\_\_\_

Addendum # 9, Dated \_\_\_\_\_

Addendum #10, Dated \_\_\_\_\_

**Part II Acknowledgement of No Receipt**

No Addendum was received in connection with this solicitation.

**Part III**

Proposer's Name: \_\_\_\_\_

Proposer's Authorized Representative:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_