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Governor

**Request for Proposals ("RFP") for Professional Services for  
Community Development Block Grant – Disaster Recovery (CDBG-DR)  
Project Management Support Services  
(Rebid of RFP# 201907\_073)**

**Q&A Issued: October 11, 2019**

**RFP # 201909\_078**

1. Are these services to be provided to one, some or all of GORS's Programs?

**Answer: Per section 3 of the RFP Respondents are needed to provide to Project Management Support Services across a broad range of CDBG-DR funded programs managed by GOSR.**

2. Will the services provided, and contractors selected under this new solicitation replace the services and contractors supporting GOSR under the current APMS contract(s)?

**Answer: Yes, these services will replace the existing APMS contracts.**

3. If the existing contracts are to remain in place, can a Prime contractor (under the current APMS) who is providing services to GOSR also serve as a sub-contractor under this new solicitation?

**Answer : The existing APMS contracts will not remain in place.**

4. Unless otherwise indicated in the pricing sheets, are all other positions intended to be FTE?

**Answer: The estimated number of hours per position is provided for each Tasks price proposal form.**

5. Are these FTE positions going to be located within GOSR's office(s) and which office(s)?

**Answer: The Mini-Bid issued in accordance with the RFP will clarify the location of staff. Generally, , the expectation is for FTEs to be available in in New York City and Farmingdale, Long Island. In addition, depending on the scope of work, FTEs may work remotely and some FTE work may require travel.**

6. Are the positions indicated as PTE to be located in GOSR's offices during their GOSR assigned PT hours? (For example, the appraiser/PM) or work remotely?

**Answer: GOSR evaluates the need for an FTE to be available on a bid by bid, position by position basis. GOSR provides clarity on the need for positions to be available at GOSR's offices in mini-bids. In the past, appraisers have not been required to be located in or near GOSR's offices.**

7. The RFP indicates there will be mini-bids issued for services under this contract: does GOSR have a projected time-line of when mini-bids will be solicited and for which tasks?

**Answer: Mini-bids will be issued on an as-needed basis as programmatic needs are identified.**

8. Can we use GOSR as a reference?

**Answer: Yes, GOSR references can be submitted.**

9. If our firm bids on a specific task do we need to provide a response for each title in the task? or are we able to only provide a rate for the title(s) of our choice?

**Answer: Respondent must provide a rate on the price form.**

10. Is there an incumbent company for this proposal?

**Answer: there is no one incumbent firm. APMS and CMSS contractors provide some of the services in the RFP**

11. If a Joint Venture proposes, do financial records need to be provided for both companies?

**Answer: Yes, if your firm is proposing as a joint venture, financial statements will be required for both firms.**

12. Would you kindly provide the minimum number of required years experience for each title in each task to help provide an accurate rate?

**Answer: There is no minimum specified for this RFP. Respondent staff will be evaluated on the years of relevant experience for the required scope of services.**

13. Do we need to provide resumes for the titles we are responding to?

**Answer: Per section 5 of the RFP, if the Task you are bidding on will be evaluated under Format A, the Respondent must provide a resume for each title listed for that Task. However, if the Task you are bidding on will be evaluated under Format B, the Respondent must provide resumes for the Project Manager ONLY for the Task.**

14. If no resumes need to be provided, can we provide sample resumes for the titles we are responding to?

**Answer: Per Section 5, Format B, a staffing plan must be submitted. Resumes can be submitted.**

15. Please advise if a conflict of interest would exist if firms were awarded both Tasks 1 and 4.

**Answer: Respondent may respond and be awarded for both tasks. Any COI would be dealt with prior to award of a Task Order (TO).**

16. May individuals be proposed for the same role on different tasks if the role is not expected to be full-time?

**Answer: Yes, individuals may be proposed for the same role on different tasks, if the role is not expected to be full-time.**

17. Under Tasks using Format A, please advise if Respondents may propose multiple resumes for one position.

**Answer: Yes, Respondents may propose multiple resumes for one position under Format A.**

18. Under tasks using Format B, please advise if the number of hours provided on the Price Proposal Form indicates the number of personnel sought for the applicable role.

**Answer : Yes, the number of hours reflects our estimated required number of personnel needed for the task.**

19. Can incumbent staff's resumes be used for this RFP submission and subsequent mini-bid response  
**Answer: Yes, incumbent staff resumes may be provided for this RFP and mini-bid.**
20. Will IMA be considered a Case Management service?  
**Answer: Yes, IMA is considered a Case Management Service.**
21. Can we propose the same candidate for several positions, with the understanding that resulting mini-bids will limit each candidate to a single position?  
**Answer: Yes, the same candidate for several positions.**
22. Can you clarify the role(s) of personnel under Task 1 (Project/Program Management Support): are these positions intended to coordinate with and provide liaison to the current Construction Management contractors, or will these positions replace existing CM contractors?  
**Answer: This RFP contemplates obtaining similar services procured under the CMSS RFP. Services procured under the PMSS RFP will replace services previously procured under the APMS and CMSS RFPs.**
23. Responding to ITEM # 5.7.2 (Business Participation Opportunities for MWBEs) of the RFP, may we present our responses to these requirements in the Appendix?  
**Answer #25: Please refer to Section 5.7.2 (Business Participation Opportunities for MWBEs) a, b, c and d.**
24. 4.8.1. Task 1 – Project Management Support a.) System to sustain construction- and /or project management-related data. Will the system we put in place for the construction- and /or project management-related data need to communicate directly with GOSR's existing system? If yes, what data security protocols would GOSR like us to add to ensure data security meets GOSR's requirements?  
**Answer: The specific system needs have not been determined. If there is a need to transfer data, then the majority of connections between GOSR's systems and external systems is via secure FTP (owned and managed via GOSR).**
25. Format B calls for detailed staffing including mobilization plan (i.e., scaling up). May we adopt a modular system for this ?  
**Answer: Respondents are able to propose the most efficient method to meet GOSR's requirement.**
26. Does the requirement for "project experience and capacity" in Section 5.4 of the RFP include experience of individual key personnel?  
**Answer: Project experience and capacity should focus on the Respondent firms experience and not individual personnel.**
27. Is the Table of Contents is excluded from the 10 page limit for each task in the Technical proposal.  
**Answer: Yes, the Table of Contents is excluded from the 10 page limitation.**
28. Is the Cover Letter is excluded from the 10 page limit for each task in the Technical proposal.  
**Answer: Yes, the cover letter is excluded from the 10 page limitation.**
29. Is the Executive Summary is excluded from the 10 page limit for each task in the Technical proposal.

**Answer: Yes, the Executive Summary is excluded from the 10 page limitation.**

- 30.** Is GOSR requiring 3 references total across the team for each task (whether from the prime or the sub).  
**Answer: References are required for the Respondent firm. Subcontractor's reference may be provided if the subcontractor will be responsible for a significant portion.**
- 31.** GOSR expects to select Respondents that will agree to a clearly defined service level agreement as yet to be determined but to be included in any final contract. May we see a sample SLA?  
**Answer: SLA's will be determined with individual awardees.**
- 32.** There are multiple sets of contract terms dispersed throughout the RFP. Please identify which, in the order of precedence, will become the formal contract with the awarded Respondent?  
**Answer: A formal contract will consist of a boilerplate agreement and contract appendices. The descending order of precedence is as follows: Appendix I - HUD General Provisions; Appendix II – Standard Clause for all HTFC Contracts; Appendix III – Diversity Forms; Appendix IV – Construction Related Terms and Forms (if applicable); Appendix A – Standard Clauses for New York State Contracts; boilerplate agreement; Exhibit A- Scope of Services; Exhibit B- Fee Schedule; The applicable Task Order; Proposal Documents and Exhibit C – Designation of Depository for Direct Deposit of HTFC Funds.**
- 33.** Is the State open to negotiate the terms and conditions of the formal contract with the awarded Respondent?  
**Answer: Certain terms and conditions may be negotiated.**
- 34.** What is the timeline for the State to send the formal contract to the awarded Respondent?  
**Answer: Once the awardees are notified, contract review will take place. Upon receipt of all required documentation and contract acceptance, the awardee will receive the executed contract.**
- 35.** Will GOSR provide the list of firms that attended the Pre-Proposal Teleconference and if so, when may we expect to receive the list?  
**Answer: Yes, the Pre-Proposal Teleconference list is currently posted on the website.**
- 36.** Can you please confirm the initial number of eligible applicants in the NY Rising Program and the current number of active applicants that remain to be closed out, that are not subject to recapture?  
**Answer: We have served over 10,000 applicants with over 500 currently left to be served. The number of applicants to be served will change between now, selection, and each mini-bid opportunity.**
- 37.** Section 3.6 Submission Format states, *“Each technical proposal per Task may be up to 10 pages. Therefore, if the Respondent is bidding on Tasks 1-6 there is a 60-page total limit. Can GOSR please confirm the 60-page page limit applies only to Tasks 1-6 and confirm the page limits for the other required sections (Project Experience and Capacity, Staffing, Commitment to Compliance) that will be evaluated and scored?*  
**Answer: Project Experience and Capacity and Staffing are part of the Technical requirements that are referenced in the 10 page limit. Commitment to Compliance should not exceed 1 page.**
- 38.** Appendix II is not in Appendices for Request for Proposals pdf document. Please provide Appendix II if it is required for review and proposal submission.

**Answer: Appendix I should be labeled Appendix II Standard Clauses For Contracts with Housing Trust Fund Corporation. Please see Addendum #2.**

39. There are two (2) Appendices labeled as “Appendix A” for the Standard Clauses for NYS Contracts and the Affirmation of Understanding and Agreement Pursuant to State Finance Form. Please confirm if this is correct.

**Answer: One is a form and one is clauses.**

40. RFP Attachment 4 lists IDA Certification form under Required Forms and Information. However, the form is not included in the RFP. Please provide the form.

**Answer: The IDA is a statement, not a form. Please see Section 5.19. (Iran Divestment Act) of the RFP.**

41. RFP Attachment 4 lists “Certification on adhering to sections 6.16 through 6.18 of the RFP” under Required Forms and Information. However, the form is not included in the RFP and these sections are not included in the RFP. Please provide the form and the corresponding RFP sections for review.

**Answer: Please see Addendum #2. The requested certifications are statements, not forms.**

42. Please confirm if the Respondents Price Proposal should contain only Attachment 1?

**Answer: Respondent should complete the price proposal form for each task respondent is proposing to.**

43. Should 3-5 similar engagements for Project Experience and Capacity be provided for each task for which a Respondent is submitting a proposal?

**Answer: Yes, 3-5 similar engagements for Project Experience and Capacity must be provided for each task for which a Respondent is submitting a proposal.**

44. Can the same prior engagement be used for multiple RFP tasks?

**Answer: Yes, the same prior engagement can be used for multiple RFP tasks.**

45. For References, should 3 unique references be provided for each task for which Respondent is submitting a proposal? Or, can the same reference be used for multiple RFP tasks?

**Answer: The same references may be used for multiple tasks, but the Respondent must clearly delineate which references are being provided for each task.**

46. For staffing and key personnel, for Task 5 – Research, Analysis and Information Support, the RFP states Respondents shall submit Format A for evaluation in accordance with Section 5.5.(1), but a resume is only required for the Project Manager. Please clarify whether resumes are required for all named key personnel (Project Manager, Senior Business Analyst, Business Analyst, Data Analyst) in accordance with Format A, or just the Project Manager.

**Answer: Per Section 5.5.(Staffing/ Key Personnel). Format A requires the Respondent to provide a resume for each title listed in each Task in accordance with the Key Personnel section. Please see Addendum #2. Resumes are required for all titles identified in section 5.5.5 (Task 5 - Research, Analysis and Information Support).**

47. For pricing, the RFP requests all-inclusive rates that must include any reproduction, travel, postage, or other expenses. Given that the specific scope of work will not be issued until the mini-bid process, it may be difficult to anticipate all Other Direct Costs (ODC) at the time of proposal submission. Please clarify whether separate pricing for ODCs will be considered at the mini-bid level.

**Answer: Separate pricing for specific scopes of work may be considered at the mini-bid level.**

48. On the price proposal form for Task 3, the estimated number of hours is not provided for all titles/labor categories. Should Respondent include the anticipated numbers of hours for each of these labor categories?

**Answer: Please see Addendum #2.**

49. As multipliers are proprietary information, can Respondent provide only all-inclusive rates, and not hourly rates and multipliers, for each title/labor category?

**Answer: All of the information requested must be provided.**

50. Please provide how many cases/homes you still have unfinished and how many cases/homes you will have per each mini-bids?

**Answer: This information has not yet been determined and will be stipulated in the mini-bid.**

51. What is the spread across the types of projects remaining? Rehabilitation, Rebuild, Elevation, Buyout

**Answer: This information has not yet been determined.**

52. What is the anticipated construction cost value for the remaining homes?

**Answer: This information has not yet been determined and will be stipulated in the mini-bid.**

53. What will be the contract value of the individual mini-bid/task order?

**Answer: This information has not yet been determined.**

54. Would the mini-bids bundle projects based on geographic location or type of the work?

**Answer: This information has not yet been determined and will be stipulated in the mini-bid. Where possible, GOSR will take geography into consideration when bidding work.**

55. Can a Respondent be part of multiple teams?

**Answer: Yes, any potential COI must be disclosed prior to responding.**

56. Can a Respondent be prime while being a sub on another team?

**Answer: Yes, the Respondent can be a prime on one team and a sub on another team.**

57. Is there a list of precluded parties?

**Answer: Any Respondent who is on Federal or State Published disbarment list are not permitted to participate in GOSR procurements.**

58. Section 3.5, pages 6–7. Bidders are required to disclose to GOSR in their proposals any and all potential conflicts of interest. In what section of the proposal should this be addressed?

**Answer: The Respondent should determine where that information should be provided.**

59. Section 3.6, page 7. Proposals are limited to 10 pages per Task being bid, up to 60 pages for all six Tasks. Please confirm that GOSR wants a single technical proposal that addresses all desired Tasks in one volume, rather than multiple technical proposals addressing each Task in a separate volume. The latter would result in significant repetition of some required information.

**Answer: Respondent should submit a single technical proposal document that addresses all desired Tasks. The specifics of the submission format will be up to the Respondent to identify.**

**60. Section 5.1, page 17.** The last sentence of this section requires that “All pages should be consecutively numbered.” However, it will be easier to show that page limits have been respected if some introductory or general sections can be numbered differently, so that the page-limited section begins with page 1 and ends within the number of limited pages. Would this approach to pagination be acceptable, or must the entire proposal be numbered consecutively, starting with the cover letter?

**Answer: This is an acceptable approach. The cover page should not be part of the page limitation.**

**61. Section 5.3, page 18.** This sections asks the bidder to “Submit a completed Respondent Overview form... which includes the name, address, telephone, fax, and email of the Respondent *and the names of all principals and staff that will be providing services, as well as all proposed sub-contractors and sub-consultants.*” The Respondent Overview form does not include space for principals, staff, sub-contractors, or consultants. Please confirm that this information may be provided separately from the Respondent Overview form.

**Answer: Only Principals are required to sign the Respondent Overview. Please see Addendum #2.**

**62.** Are bidders required to submit the RFP Checklist itself as one of the required forms, or is it just for their internal use? If it is required to submit the Checklist, should it be provided with the other forms, or elsewhere?

**Answer: Bidders are not required to submit the checklist.**

**63.** Please confirm that bidders are not required to fill out forms that are not listed on the RFP Checklist, such as HUD PROC-3 (Request for Waiver Form, pages 59–60 of the RFP Checklist), or HUD-2516 (Contract and Subcontract Activity, page 37–38), or others.

**Answer: Only the forms identified on the RFP Checklist are required to be submitted with the Respondents proposal.**

**64.** For each task, will the incumbent firms have an advantage due to the program managers already in place?

**Answer: All Respondents will be evaluated equally based on selection criteria in 5.**

**65.** The RFP references providing “staffing plans.” Without a concrete scope from a future mini-bid task order, can we provide representative team structures of how different titles would report to each other and GOSR, and their general roles & responsibilities?

**Answer: Yes, that is strongly encouraged as a demonstration of approach and capacity.**

**66.** Please provide the allowable email attachment file size limits, if any.

**Answer: There is a 25MB email file attachment limitation. Please see Addendum #2.**

**67.** Under section 5.5.3, Lead level of support, the level of support is generally described as a capacity to provide services in accordance with the scope identified in section 5.1 – Project Management Support. Please clarify that it is GOSR’s intent to specify that lead level support for Task 3 should be a capacity to provide services in accordance with the scope identified in section 4.1 – Project Management Support.

**Answer: Yes, lead level support for Task 3 should address the capacity to provide services in accordance with the scope identified in section 4.1 – Project Management Support.**

**68.** Please confirm the following clarifications on the format and page limit for submissions provided verbally in the pre-proposal conference. The following items are to be included once per submission regardless of the number of tasks being responded to and do NOT count towards the page limit:

- Cover Letter
- Table of Contents
- Executive Summary
- A Statement of Commitment to Compliance
- Financial Statements for the past two years
- All Required Forms, Questionnaires, Certifications and Appendices

When can I expect the appendices to be released as they were not included in the RFP?

**Answer: Confirmed. The above bulleted items only need to be provided once, as they pertain to the firm and not the task and will not count towards the page limitations. The appendices have been released and can be found on GOSR's website under the RFP.**

**69.** Do the sub consultants need to include anything in addition to the Vendor Responsibility Questionnaire from the Required Forms and Info. checklist below? If yes, can you please indicate which ones?

**Answer: Respondent firm must submit the VRQ for subcontractors/subconsultants. No other form is required from subs**