



Governor's Office of Storm Recovery



Andrew M. Cuomo
Governor

Lisa Bova-Hiatt
Executive Director

Responses to Questions in reference to the Governor's Office of Storm Recovery Request for Proposals for Professional Services for Temporary Staffing Services II

RFP # 201608_049

Released August 23, 2016

1. The RFP implies, along with a background check, we are expected to put proposed candidates through a psych evaluation. Can you please provide further clarity on the requirements surrounding these psych evaluations?
 - a. **We do not anticipate psych evaluations to be required for our positions at this time.**
2. Is drug testing required for any of the titles listed in the RFP?
 - a. **No, drug testing is generally not required for onboarding purposes. Drug testing may be required if information and/or circumstances are presented which give rise to a reasonable suspicion of potential issue(s) and/or in connection with certain titles which typically require a drug testing.**
3. How many positions were requested and filled during 2015?
 - a. **108 temporary employees were hired in 2015.**
4. What is the anticipated number of temp positions needed each year?
 - a. **Variable but we anticipate placing greater than 150 positions in 2017.**
5. What is the percentage of placements in each of the regions – Long Island – Manhattan – Albany area?
 - a. **Placements will vary depending on need. Historical values for 2015 were approximately: 14% for Long Island; 78% for Manhattan; 8% for Albany.**
6. In referencing the table on the bottom of attachment 1, is the cost of the firm's health insurance reimbursable by GOSR?
 - a. **The difference between the cost of the plan and the employee's contribution will be chargeable to GOSR, provided that the amount is clearly stated on the Price Proposal Form.**
7. Does GOSR have an employee cost estimate for Individual plus Spouse for insurance coverage? We can use this as a third option for those contractors who have a partner they would like to include on their plan but don't have children.
 - a. **You may elect to submit an Alternate Cost Structure in addition to the Price Proposal Form as per Section 5.4 of the RFP.**
8. Do we need to include the cost of benefits in the mark-up or do we need to provide a separate mark-up for the benefits (PTO, Holidays, Sick Leave, and Health Benefits)?
 - a. **Refer to Section 5.4 of the RFP. Mark-up applies to wage rates, not health benefits. For PTO and Holiday Pay, Vendor will be reimbursed by GOSR at the specified multiplier rate of 1.20 on top of the applicable wage rate for these hours. Include one multiplier for each labor category. Additionally, complete the bottom of the Price Proposal Form on health insurance.**



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9. See Attachment 1, Part 2 – Rates. The contract states “Vendor must offer health insurance coverage to GOSR temporary employees that meet or exceed . . . platinum plan”. The next chart outlines the amount of premium we must charge for the coverage. The next section requests the amount chargeable to GOSR. Are we now required to purchase a Platinum Plan for GOSR staff? Are there rate guidelines for us to follow if, in fact, we must secure a new Platinum Plan?
 - a. **Vendor must offer health insurance coverage to GOSR temporary employees. This health insurance must be equivalent to, or provide better health benefits than, the Affordable Care Act of 2010 – Platinum Plan (for New York City – Zip Code 10004) OR the State of New York 2016 Empire Plan. For information about the Empire Plan, please go to <https://www.cs.ny.gov/employee-benefits/login/> and click on “Participating Agency,” then “PA Empire Plan.” We are not providing rate guidelines for you to follow.**
10. As a certified WBE, do we need to ensure we partner with a certified MBE?
 - a. **There is an overall goal of 30% for MWBE participation: 15% for MBE and 15% for WBE.**
11. Will GOSR consider proposals with the joint venture, where one is a NYS certified MBE and the other is a non-NYS certified WBE?
 - a. **GOSR will review all proposals received timely for responsiveness and responsibility. Your firm, proposed partners, sub-consultants and/or subcontractors need not be NYS-certified MWBE, MBE or WBE to propose to the RFP. However, please note that one of the selection criteria is “Commitment to Compliance with Regulations,” which is worth 20 out of 100 points.**
12. We are a NYS-certified WBE. What is our responsibility regarding subcontracting work to other WBEs?
 - a. **Refer to Questions 10 and 11. As a NYS-certified WBE, you would have met the goal for WBE. The same logic applies to a NYS-certified MBE.**
13. (Clause 4.2.1 a) indicates that the respondent must be an MBE and WBE, should it read MBE or WBE?
 - a. **That clause properly states “and.” Section 4.2.1 of the RFP has three subsections: a, b, and c. GOSR will consider Proposals that meet any one of the three.**
14. Use of Service-Disabled Veteran-Owned Business Enterprises in Contract Performance"- Being only an MBE Certified organization do we have to provide this as well?
 - a. **SDVOB goals are separate from MWBE goals.**
15. We are a certified NYS MBE. If we submit a proposal as a prime vendor, did we meet the MBW/WBE obligations goal?
 - a. **Refer to Questions 10 and 12.**
16. We are a nationally credited MWBE. My question was if we can be given the leverage of applying and submitting the MWBE certification by New York STATE submission date?
 - a. **Refer to Section 5.3.5.2 (a) of the RFP.**
17. We are registered in the State of IL. Kindly confirm if we can submit a certificate of good standing from the State of IL?
 - a. **Refer to Section 4.1 of the RFP.**



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18. In order to fulfill the 6% SDVOB target do we have to submit the document of subcontracting before the due date or is there a provision of getting subcontracted after the RFP is awarded.
 - a. **Such document is not required.**
19. Will each respondent be required to list each MBE, WBE and SDVOB partner with the specific percentage and amount of dollars in a commitment letter to GOSR?
 - a. **The MWBE and SDVOB utilization plans are to be submitted at the time of proposal response. It should list each MWBE and SDVOB partner(s)/subcontractor(s) and include specific percentages.**
20. Will each respondent be required to list each HUD Section 3 partner with the specific percentage and amount of dollars in a commitment letter to GOSR?
 - a. **The Section 3 utilization plan is to be submitted at the time of proposal response. It should list each Section 3 business(es) or individual(s) and include specific percentages.**
21. Will prior performance on MBE, WBE, SDVOB and or HUD Section 3 be used in the scoring of responses? In other words, if the firm has never met any of these goals, will GOSR consider this in their evaluation?
 - a. **If applicable, prior performance of a respondent may be considered in evaluation.**
22. May I send the Financial Statements under a separate email from our accountant?
 - a. **Refer to Section 2.6 of the RFP.**
23. Is there a minimum number of years of experience for each position?
 - a. **This information will be communicated at the time of request for a position.**
24. Are the education requirements or specialized certification/licenses required for each position?
 - a. **This information will be communicated at the time of request for a position.**
25. What are the average lengths for project assignments?
 - a. **Length of assignments varies. It can range from as little as a few days to months and longer.**
26. What happens if a resource cannot complete the contract and a replacement resource cannot be found within 48 hours' time?
 - a. **It is the vendor's responsibility to provide replacement candidate resumes for GOSR's review within the prescribed timeframe, unless there are extenuating circumstances. Frequent inability to provide resumes in the prescribed timeframe may jeopardize the continued use of the firm's services.**
27. Who is the current vendor (s) and what is their current markup?
 - a. **Information pertaining to current temporary services contractors can be found on GOSR's website at <http://stormrecovery.ny.gov/contracts>.**
28. What is the estimated budget for this RFP?
 - a. **We anticipate greater than \$20M over multiple years.**
29. How many resumes can we submit along with the reply of this RFP for each position?
 - a. **We are not accepting resumes at this time.**
30. When will the interview of the candidates take place?
 - a. **This will be handled on a case by case basis with the selected firms.**



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31. Does one have to provide the excess liability insurance information along with the reply of the RFP, or can provide after the awarding?
 - a. **Proof of insurance can be provided after a respondent has been selected for contract award.**
32. Does one have to provide the below-filled forms with the RFP reply? Form HUD-60002, Form PROC-1, Form PROC-2, Form PROC-4, • Form PROC-8?
 - a. **Yes, refer to Section 5.3.5 of the RFP.**
33. Can you clarify how we are to correctly submit the MWBE documentation? Are we to submit the waiver for MWBE?
 - a. **Refer to Section 5.3.5 of the RFP for MWBE documentation which are to be submitted in your proposal. The waiver form is not required at this time.**
34. Are sections 5.7 through 5.14 required in the proposal submission? Will GOSR provide these forms since no Appendices are found in the RFP?
 - a. **Yes, the sections are required as part of the submission. Refer to Sections 5.7 through 5.14. The Appendices are listed on the website under the subject RFP.**
35. Can you please elaborate "Multiplier/ Mark-up" mentioned in Price Proposal Form, Part 2- Rates. What do you mean by "Multiplier/Mark-up"?
 - a. **The Price Proposal Form includes wage rate ranges allowed for each of the labor categories. You are to include a multiplier (decimal) or a mark-up (percentage) for each labor category to be applied to the wage rate, which will then become the billing rate.**
36. Does the vendor have to have all of the position title described in Section 3.1 of the RFP?
 - a. **Refer to Section 5.4 (b) of the RFP.**
37. Do these prospective candidates have to be W2 employees of the Respondent(s), or can they be Independent Contractors receiving 1099s?
 - a. **Prospective candidates may be independent contractors receiving 1099s.**
38. On page 13, the RFP states "Vendor may propose an alternative 1099 contract employee option for services." If all our staffs are 1099 employees, my understanding we do not have to provide health insurance. Is this correct? If so, do we still have to include in our RFP the profit margin on every position?
 - a. **If all staff is 1099 employees, you do not have to provide health insurance. You must still include a multiplier for each of the labor categories.**
39. Can rates for Albany & NYC locations be submitted separately?
 - a. **You may elect to submit an Alternate Cost Structure in addition to the Price Proposal Form as per Section 5.4 of the RFP.**
40. What is the number of holidays?
 - a. **Variable. It is the number of all New York State observed holidays in a given year.**
41. What is the number of hours worked per week?



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- a. **The number of hours worked per week ranges from 37.5 to 40. This must include a 0.5 hour of unpaid lunch on each work day.**
42. How long is the contract?
 - a. **Refer to Section 1.4 of the RFP.**
43. As a vendor, do we have to include in our RFP the profit margin on every position?
 - a. **Refer to Section 5.4 (b) of the RFP.**
44. We understand that 3 references are required. If we take a sub-contractor, would you require addition 3 references of the sub-contractor along with Prime-Contractor?
 - a. **Refer to Section 5.3.3 of the RFP. Three references are required for the Respondent, and the same requirement applies to each one of the partners, subconsultants and subcontractors being proposed.**
45. Vendor's standard payment terms are Net Due. Is this acceptable?
 - a. **We follow the Prompt Payment Policy. Refer to link http://www.nyshcr.org/AboutUs/Procurement/PromptPaymentPolicy-HTFC_1988_April-2014_FINAL.pdf.**
46. (section 2.13) Can you provide examples of Service Level Agreements? How does a service level agreement for a temporary staffing contract work?
 - a. **Service Level Agreements will be discussed with selected respondents and determined prior to contract execution.**
47. (section 3.2) Since as you state in this section, "GOSR shall provide operational supervision to Vendor's employee, which includes but is not limited to, directing and controlling the manner in which work is to be performed" how is the vendor able to prevent errors and omissions insurance issues?
 - a. **Errors and omissions insurance is not required for the contract resulting from this RFP.**
48. (section 3.2) Is the vendor in all cases, required to carry out all the items in the background check including drug tests and social security tracking, or are you asking for a means and methods definition of what we already do to screen our candidates?
 - a. **Refer to Section 3.2 of the RFP. Sufficient proficiency background and reference verification screening must be in place at the time of proposal submission.**
49. (section 5.3.3) If a vendor does not have "at least (3) similar engagements to the State" can the vendor show both experience and capacity by A) providing evidence of fulfilling similar scope of services to GOSR; B) providing qualifications of principal managers who have performed these services for other like clients as a substitute for company experience with "3 projects;" C) showing three separate executed task orders; D) proposing a qualitative and or quantitative measurement of vendor performance and agreeing to a retention or a monetary guarantee to GOSR for performance?
 - a. **Refer to Section 5.3.3 of the RFP. The Summary for this section shall detail at least three (3), but no more than five (5), similar engagements with private/public sector clients of similar size and complexity to the State that demonstrate direct experience with the scope of services to be provided. If the respondent has provided such engagement to GOSR, this experience may count as 1 of the 3.**



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50. (section 5.3.3) You state that qualifications of subcontractors need to be “summarized,” can the qualifications of the subcontractor be used to satisfy section 5.3.3?
- a. **Refer to Section 5.3.3 of the RFP. The Summary for this section shall identify engagements for which the Respondent provides, or has provided, similar services within the last (5) years.**