



ANDREW M. CUOMO
Governor

**Request for Proposals for Professional Services for
Community Development Block Grant-Disaster Recovery
For Monitoring and Compliance Services II**

RFP # 201712_063

1. In reading the labor classification summaries in the RFP, it seems that the chief difference listed between the Management Analyst classification and the Accountant/Auditor classification is that the Management Analyst is required to have one year of experience of providing monitoring and compliance in the public sector. Can GOSR please provide any additional detail as to the distinctions between the Management Analyst labor classification and the Accountant/Auditor classification?
 - a. **Unlike the Management Analyst, the Accountant/Auditor position should reflect experience in the following accounting/auditing functions: Investigations, company background reviews, financial reviews, forensic auditing, and compliance for public sector projects. These examples are not exhaustive and do not represent the full scope of categories that may demonstrate relevant accounting or auditing experience.**
2. Will GOSR be providing any office space for us to conduct our work?
 - a. **GOSR currently does not anticipate providing office space for this work. However, it is anticipated that contractor staff will spend a significant amount of time at on site locations determined by GOSR.**
3. On Page 18 of 38, it reads as follows: "Key Personnel section will be scored based on the quality of the submissions for the seventeen (18) key personnel." Confirming that this is intended to be "eighteen (18)"?
 - a. **Key Personnel section will be scored based on the quality of the submissions for the eighteen (18) key positions.**
4. Please confirm that there is a 30% (MWBE) and a 6% SDVOB requirement for this response?
 - a. **There is an overall goal of 30% for New York State-certified MWBE participation: 15% for MBE and 15% for WBE. Separate from this, there is an overall goal of 6% for SDVOB.**
5. Who at GOSR would the Respondents be reporting to, or will it vary by Task Order?
 - a. **Whom the Respondents will report to will vary depending on the scope of the work identified in a task order.**
6. Approximately what percentage of the vendor population do you anticipate conducting onsite monitoring visits?

- a. This cannot be predicted at this time. GOSR anticipates soliciting mini bids from awarded contractors for this scope of work. The mini bid document will indicate number of awards.**
7. Could you please confirm that this will be a retrospective review of task orders, invoices, etc. to determine if vendors complied with GOSR's already robust procedures as opposed to an on-going internal control review?
- a. Contractors will perform work as assigned by GOSR in task orders.**
8. Historically Respondents would report to GOSR who in-turn would report any potential findings to HUD, is this still the case or would GOSR require a firm branded report?
- a. Contractors will report potential findings to the Monitoring & Compliance Department (MCD) in the form of a report or as otherwise specified in the task order.**
9. We understand this RFP as one for a backdrop engagement and that individual task orders will be issued and responded to in the future. Can you please confirm that you will be issuing individual task orders?
- a. It is GOSR's intent to allocate work via the use of task orders.**
10. Historically for engagements with GOSR, task orders have been issued and a separate price is quoted for those specific task orders. Will that same approach be utilized for this particular backdrop engagement?
- a. It is GOSR's intent to issue task orders with rates/prices that conform to contractual rates/prices. GOSR reserves the right to request additional pricing information depending on the nature of the work.**
11. **Section 2.1 Anticipated Contract Term:** Are the prices provided by the Respondent to be the same for years two through five or is the Respondent permitted to provide escalated rates for those years?
- a. There is no escalation built into the Price Proposal Form. Respondents shall submit all inclusive rates. In addition to the Price Proposal Form, Respondents may opt to submit an Alternate Cost Structure.**
12. **Section 3.12 Number of Awards, pages 8 and 9:** It states that GOSR anticipates awarding five (5) contracts. How is the contract award contemplated to be structured? Will it be based on a factor such as the specific scope of work, or geography?
- a. GOSR may consider a variety of factors to assign and/or compete out work, including but not limited to particular expertise, experience, capacity, past performance, geography, etc.**
13. **Section 4.1 Scope of Services, page 11 Subpart "d" Internal Audit Department support:** Can you provide more clarity on this item? Is it anticipated that the Respondent would provide one full-time staff member to be assigned to the Internal Audit Department?
- a. Support for the Internal Audit Department will be determined based on the need for support for an internal audit project. The level of engagement will vary depending on the scope of the work.**
14. **Section 4.1 Scope of Services, page 11 Subpart "e" Onsite monitoring visits:** Is it anticipated that the onsite monitoring will comprise of physical observations of active construction or is it contemplated to

envison visits to various GOSR offices to review documentation supporting the eligibility determinations?

a. It is anticipated that all onsite monitoring visits will be at the place of business of the recipient of funds and/or active construction site.

15. **Section 5.1 Evaluation Methodology, page 15:** “GOSR reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the Respondent’s initial proposal should contain its best technical and price terms.” Does this mean that there will not be further price negotiations or a BAFO after the proposals are submitted?

a. There may or may not be an opportunity to submit additional information. Respondents should submit their best technical and price terms.

16. **Section 5.5 Key Personnel and Attachment 1 identify 18 Key Personnel.** Is it anticipated that the Respondent will provide 18 Key Personnel for one scope of work, or one contract? Is the Respondent expected to provide 5 Project Managers for a single contract award or are the 5 project managers contemplated for each of the specific 5 contract awards identified in Section 3.12?

a. It is anticipated that the Key Personnel will be utilized for the scope of the work identified in the RFP. The requirements set forth in the RFP are for a single Respondent/potential awardee. Respondents must propose on all Key Personnel.

17. **Attachment 1 – Price Proposal:** Should the Respondent prepare an Attachment 1 for its own staff and a separate consolidated Attachment 1 indicating which subcontractors would be performing Key Personnel roles in order to come to the Total Price Proposal?

a. Only one Price Proposal Form is required per Respondent.

18. **Attachment 1 – Price Proposal:** Is the Respondent restricted to the structure of the 18 Key Personnel presented, or can they use more Engineers and Investigators as opposed to Project Managers?

a. Respondents must complete Attachment 1 – Price Proposal Form. If the Respondent is proposing staff in addition to the identified Key Personnel, the Respondent must do so in the context of an Alternate Cost Structure (ACS). Refer to section 5.8 of the RFP.

19. **Section 5.8 Price Proposal, page 25 subpart “c”:** **Include one rate for each labor category noted on the Price Proposal Form.** Should the Respondent use a single rate for each title of Key Personnel regardless of whether the person is an employee of Respondent or that of a subcontractor or should there be different rates between the Respondent and its subcontractors?

a. There should only be one rate for each labor category.

20. **Section 5.8 Price Proposal, page 25 subpart “f”:** **Hourly fees are all inclusive rates and must include any reproduction, travel postage or other expenses.** As some of the work will be conducted in locations greater than 50 miles from the Respondent’s office, are we to provide a separate travel rate? Are there other assumptions the respondent should make with respect to travel expenses, such as the first hour of travel is not billable but all other time spent traveling on a calendar day is included and billed at the regular rate?

a. Hourly fees are all inclusive rates which include travel. GOSR currently anticipates the following travel billing policy and reserves the right to amend the policy as it deems appropriate: No travel time will be billable for locations within 35 miles of NYC. For trips outside 35 miles from NYC, 2 hours of travel time would not be billable. Travel will be required for all onsite monitoring visits. MCD expects to have one to two visits per month. Visits for onsite monitoring will be conducted throughout the State.

21. **Attachment 1 – Price Proposal:** Is the multiplier column intended to be inclusive of overhead and profit?

a. Yes, the multiplier column is intended to be inclusive of overhead and profit.

22. **Attachment 2 – Insurance Requirements:** If a Respondent enters into a Joint Venture Agreement, does the Joint Venture need to obtain separate insurance policies or can the members of the JV provide the insurance requirements individually?

a. The members of the Joint Venture can provide insurance requirements individually.

23. Does GOSR have an estimated budget for the total dollar value of spending (construction budget) that is anticipated to be spent under the first year of this contract?

a. GOSR’s anticipates spending by contractors, developers, and subrecipients of greater than \$500 million over the life of this contract. Contractor will not necessarily monitor all this work.

24. Must each Respondent propose eighteen (18) staff members as listed in the categories provided on the Price Proposal form?

a. Yes, each Respondent must propose all identified Key Personnel.

25. If so, can Respondent include subcontractor staff for positions as applicable?

a. Yes, Key Personnel can be met by proposing subcontractor staff.

26. Referring to Section 4.1 (d) within the “Scope of Services”: Can you provide more detail describing what “Internal Audit Department support” encompasses?

a. Scope includes but is not limited to: implementing and conducting review of GOSR program vendors or program areas in order to identify risk for potential of fraud, waste and abuse for the CDBG-DR program in compliance with industry standards.

27. Referring to Section 2 in the RFP: For the various programs mentioned, how many projects/locations and where are they located?

a. GOSR estimates approximately 200 projects/grants. Contractor will not necessarily monitor all this work.

28. Will GOSR provide templates for reporting to the selected monitor(s)?

- a. **GOSR anticipates providing templates for reporting, but this may vary depending on the department.**

29. Are the respondents required to complete forms in Appendix IV of the RFP Appendices, “Construction Requirements and Procedures for Contracts with Housing Trust Fund Corporation” or are forms provided for another purpose?

- a. **The “Construction Requirements and Procedures for Contracts with Housing Trust Fund Corporation” does not need to be completed for this RFP. Refer to Attachment 4 of the RFP – RFP Checklist, Monitoring and Compliance II.**