



ANDREW M. CUOMO
Governor

**Request for Proposals for Professional Services for
Community Development Block Grant-Disaster Recovery
For Project Coordinator Services II**

Q&A Issued January 18, 2018

RFP # 201712_064

1. Do subcontractors need to complete any of the RFP forms other than the Vendor Responsibility Questionnaire?
 - a. **Subcontractors should also complete Form PROC-1.**
2. Do subcontractors need to provide financial statements?
 - a. **Financial statements are not required from subcontractors at this time. GOSR reserves the right to request and review such if deemed necessary.**
3. Does the scope of this RFP include future storms?
 - a. **This RFP covers storms identified in section 2 of the RFP.**
4. Would GOSR provide direction on what is expected on the HUD 60002 report for the proposal, as this is usually a form required during the conduct of a contract and not pre-award.
 - a. **To the extent feasible, this form should be completed with best information available. At a minimum, Respondent should provide a Section 3 plan.**
5. Do references from the prime and subcontractors count toward the page limit?
 - a. **References do not count toward the page limit.**
6. Do financial statements count toward the page limit?
 - a. **Financial statements do not count toward the page limit.**
7. We understand that GOSR/HTFC seeks firms with experience with the Sandy CDBG-DR program implementation. Are firms currently contracted to perform work using Sandy CDBG-DR funds conflicted out of bidding on this Solicitation?
 - a. **Firms currently contracted to perform work using Sandy CDBG-DR funds are not automatically conflicted out from proposing to this RFP. Refer to section 3.5 of the RFP for conflict of interest guidance.**

8. If this is not a new requirement, what is the nature of the current work being performed, who are the incumbents and what are the transition expectations?
 - a. **The nature of the current work being performed is similar to the work described in section 4.1 of the RFP. The incumbent vendor is Hunt, Guillot and Associates. Transition is expected to begin upon commencement of work by the awardee of this RFP and last an estimated period of approximately 3 months.**

9. Please provide clarification of section 3.13 Service Level Agreements “GOSR expects to select a respondent that will agree to clearly-defined service level agreements (“SLAs”), as yet to be determined but to be included in any final contract between parties” Could we be provided a sample of a standard service level agreement. Since standard service level agreement terms may have differences from our normal terms of business, can we provide a list of items that we may wish to discuss prior to finalizing the contract.
 - a. **Section 3.13 of the RFP pertains to the selected Respondent. If selected for award, Respondent will have an opportunity to review and discuss the terms of the contract as well as provide a list of items for discussion prior to contract execution. Please refer to the GOSR Contracts site for sample master contracts:**
<https://stormrecovery.ny.gov/contracts>

10. Please clarify the anticipated commencement of work?
 - a. **March 2017 is the anticipated commencement date.**

11. Are there any anticipated integrations needed with GOSR’s systems?
 - a. **Integration with GOSR’s Office 365 system is anticipated as well as Elation Systems for processing invoices and compliance reporting.**