



**ANDREW M. CUOMO**  
Governor

Small Purchase RFP for Professional Services for  
Community Development Block Grant – Disaster Recovery (CDBG-DR)  
**Management Training: Communications and Practical Skills for Managers**  
**Q&A Issued : August 26, 2019**

**SP#201908\_077**

**Question #1:** The RFP, Attachment 3, references several required forms. Please clarify where I can find these appendices, certifications and forms?

**Answer:**

The following documents are located in the RFP Appendices which are located at <https://stormrecovery.ny.gov/doing-business-with-gosr/rfps> in the Open Opportunities section labeled Request for Proposals for CDBG-DR Management Training Services: Communications and Practical Skills for Managers.

- (a) Respondent Overview
- (b) Appendix A – Affirmation of Understanding
- (c) Appendix B – Offeror Disclosure
- (d) Non-Collusive Bidding Certification
- (e) Form HUD-60002 Section 3 Summary Report
- (f) Form PROC-1 Equal Employment Opportunity Staffing Plan
- (g) Form PROC-2 M/WBE Utilization Plan
- (h) Form PROC-4 M/WBE and EEO Policy Statement
- (i) Form PROC-8 EEOC Statement

The Use of Service-Disabled Veteran-Owned Business Enterprises in Contract Performance form is located at <https://stormrecovery.ny.gov/doing-business-with-gosr/rfps> in the Open Opportunities section labeled Request for Proposals for CDBG-DR Management Training Services: Communications and Practical Skills for Managers. The form is labeled as an attachment.

The Vendor Responsibility Questionnaire can be found at the retrieved from the Office of New York State Comptroller website.

The Certificate of Good Standing is issued by the State of New York and the Diversity Certification is issued by Empire State Development (ESD).

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**Question #2:** Will there be a contact at GOSR who will work with the consultant to understand the learning needs (more specifically than the topics listed) and the audience? If so, will this contact review and approve the training agenda/approach?

**Answer:** Yes, the vendor will work with GOSR's Human Resources (HR) department to clarify the audience. The HR department will also review and approve the final training agenda. The firm's approach should be presented in your technical proposal for evaluation.

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**Question #3:** Will the participants in each class be at the same level, organizationally or is there a chance that participants will be in the same class as people in their reporting line?

**Answer:** Some participants may be in the same class as individuals in their reporting line.

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**Question #4:** Will the content need to be adapted to the level/experience of the participants?

**Answer:** The content should be the same for each class with a focus on 'getting back to the basics'.

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**Question #5:** Do you have a training evaluation that you will want used to assess the training/trainers or do you expect the consultant to provide the evaluation questions?

**Answer:** The vendor is responsible for providing the training evaluation documents.

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**Question #6:** Please explain what you mean by individual learning progress report?

**Answer:** The individual progress report is a self-evaluation by each participant of the training course about what they learned and their understanding and comfort level with each topic.

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**Question #7:** Will GOSR supply projector and screen or does the consultant need to provide that for the presentation?

**Answer:** GOSR will provide a projector and screen for the presentation.

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**Question #8:** Will the training be delivered over the course of one or two consecutive days in each location or will multiple trips to each location be required?

**Answer:** Multiple trips will be required. There will be approximately 16 sessions in total.

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**Question #9:** How is the training being positioned with participants – is it mandatory training for up to 200 managers or is it encouraged and supported by the managers of those who wish to take advantage of it?

**Answer:** This training is mandatory training for all staff members.

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