



GOVERNOR'S OFFICE OF STORM RECOVERY

Andrew M. Cuomo
Governor

James Rubin
Executive Director



**Responses to questions in reference to the Governor's Office of Storm Recovery
Request for Proposals for Professional Services for CDBG-DR Temporary Staffing Services
RFP # 201410_025
Released October 31, 2014**

1. What is the budget for this contract?
 - A. *GOSR will establish budgets and assign work as the demand for services arise after awards are made.*
2. Is there any incumbent? If yes, please provide the contract# and value. How long were they in service of the contract? What type of positions?
 - A. *We currently have two temporary staffing agencies under contract. All of our contracts are posted on our website.*
3. Of the 10 positions listed in the RFP, are you seeking personnel with prior CDBG-DR experience?
 - A. *Prior CDBR-DR experience will be seen as a plus; however, it is not a requirement for these positions.*
4. Do you have requirements regarding provision of employee benefits (i.e. medical, etc.) for these temporary positions?
 - A. *We do not require that agencies change their benefit structure for GOSR temporary hires.*
5. Do you want resumes to be submitted in response that will fill these specific positions?
 - A. *We will require that resumes be submitted in response to individual requests for temporary services. For example, if we have a request from a hiring manager for a temporary staff member to be brought on board, we will contact the relevant agency and request that resumes be submitted in response to that particular request.*
6. What is the average duration of assignment?
 - A. *The assignments will vary depending on the identified need and specific request.*
7. What is the annual number of placements by job title?
 - A. *GOSR does not currently have annual placement metrics.*
8. What is the average amount of "hours worked" for all assignments?
 - A. *GOSR's typical workweek is 37.5 hours, Monday through Friday. Actual hours per assignment would vary depending on the title and need.*
9. Can you please provide specific locations in the Upstate region?
 - A. *We will require temporary support primarily for our Albany location.*
10. Can you please detail the background checks required?
 - A. *GOSR does not require specific background checks. Please see RFP Addendum posted on 11/13/14 for clarification of requirement.*
http://stormrecovery.ny.gov/sites/default/files/uploads/gosr_addendum_1_rfp_temporary_services_20141113.pdf



GOVERNOR'S OFFICE OF STORM RECOVERY

Andrew M. Cuomo
Governor

James Rubin
Executive Director



11. On page 11, section 3.1 it states "screen shots of potential project management systems" Is it GOSR's intent for contract awardee(s) to provide project management support including a project management software tool?
 - A. *No. The statement reads, "The proposal should otherwise concisely state the respondent's ability to meet the requirements of the RFP. There is a 40-page total limit with the exception that resumes, curricula vitae, appendices that document relevant work performed, and screen shots of potential project management systems do not count against the page limit." This statement is to provide clarification of items that do not count against the page limit only. If an item does not pertain to your particular proposal you do not need to include.*
12. On page 17 in section 4.2.3 states in 3rd bullet, "List the rates for the initial two-year contract" Should the table in section 6.1 Price Proposal Form be used and each year submitted as a separate form?
 - A. *Clarification of the contract term was addressed in the RFP Addendum posted on 11/13/14 http://stormrecovery.ny.gov/sites/default/files/uploads/gosr_addendum_1_rfp_temporary_services_2_0141113.pdf
An agency may submit multiple copies of the Revised Price Proposal Form if it is proposing a different pricing structure for each year.*
13. In section 5.4 bullets (j) states, "Respondent has the ability to provide services in multiple languages as necessary" What languages would be required?
 - A. *GOSR currently provides vital documents on our website in English, Spanish, Traditional Chinese and Russian. If there is a specific language need it will be requested with the position.*
14. Will you require an on-site manager? If yes, what region(s) would they be required in?
 - A. *We do not anticipate the need for an on-site manager; however this will be addressed on an individual case by case basis.*
15. What positions typically require the short notice of within 48 hours?
 - A. *As an example, Administrative, support positions, Financial Analysts, and Data Analysts may require short notice.*
16. For the positions outside of the short notice (within 48 hours), what is the desired time to fill metric?
 - A. *GOSR expects a reasonable turnaround. This will be dependent on the need and position.*
17. Please provide a % breakdown of anticipated temp positions by region?
 - A. *We are unable to provide this information at this time.*
18. When a position is released, are the positions approved and ready to hire?
 - A. *All positions are temporary services positions as needed and requested by GOSR.*
19. Will Civil Service exams be required?
 - A. *No. All positions are temporary services positions as needed and requested by GOSR.*
20. Is this contract with the Governor's Office?
 - A. *The contract is with The Housing Trust Fund Corporation (HTFC). GOSR is a federally funded program of HTFC*
21. Would all invoices come through the NYS Business Services Center and paid by NYS or the Federal Government? Would an invoice be held up by any federal authority?
 - A. *No. Invoicing procedures will be discussed with awarded contractor(s). GOSR follows the NY Prompt Payment Law: N.Y. PBA. LAW § 2880 : NY Code - Section 2880*



GOVERNOR'S OFFICE OF STORM RECOVERY

Andrew M. Cuomo
Governor

James Rubin
Executive Director



22. Are financial statements mandatory with submittal or would proof of contracts with NYS and a letter from our current bank submitted with proposal satisfy this concern?
- A. *GOSR requires all respondents to provide two years financial statements as stated in the RFP. Proof of contracts with NYS and a letter from respondent's financial institution do not satisfy this requirement.*
23. Would you award the contract to a 100 percent for-profit company?
- A. *Unless otherwise described, GOSR will award contract(s) via a competitive process.*
24. When does GOSR plan to make the award?
- A. *Please refer to section 1.4 in the RFP for anticipated timeline. As stated in the RFP, "The RFP timeline includes target dates and may change. It is the responsibility of respondents to periodically review the GOSR website for regular updates to the RFP timeline and other important information, which may alter the terms or requirements of this RFP"*
25. How many contract awards will be made?
- A. *GOSR anticipates awarding multiple contracts in conjunction with this RFP.*
26. Are respondents required to bid on all positions (an all or nothing bid)?
- A. *Not necessarily. Agencies may bid on positions they know they have the capacity or expertise to support. Please be sure to see the RFP Addendum that was posted on our website on 11/13/14. http://stormrecovery.ny.gov/sites/default/files/uploads/gosr_addendum_1_rfp_temporary_services_2_0141113.pdf GOSR provided additional requirements and a revised price proposal form to be included in respondent's price proposal.*
27. What is required of background checks/drug screening? Will respondents be allowed to pass through the costs for background screenings (at no additional markup) to GOSR?
- A. *Please be sure to see the RFP Addendum that was posted on our website on 11/13/14. http://stormrecovery.ny.gov/sites/default/files/uploads/gosr_addendum_1_rfp_temporary_services_2_0141113.pdf. GOSR provided clarification and is requesting an additional requirement as it relates to background screenings.*
28. Are respondents allowed to submit exceptions to GOSR? If so, would respondents be disqualified or adversely impacted during the evaluation process?
- A. *This question does not provide what specific exceptions the respondent may or may not be submitting. All proposals will be evaluated based on the criteria as indicated in the RFP.*
29. What are GOSR's current rates and/or mark-up percentage?
- A. *Each respondent must provide rates as requested in the RFP and subsequent Addendum. Please be sure to see the RFP Addendum that was posted on our website on 11/13/14. http://stormrecovery.ny.gov/sites/default/files/uploads/gosr_addendum_1_rfp_temporary_services_2_0141113.pdf*



GOVERNOR'S OFFICE OF STORM RECOVERY

Andrew M. Cuomo
Governor

James Rubin
Executive Director



30. Will GOSR allow for adjustment in pricing during the contract term when the Affordable Care Act goes into effect?
- A. *This will be addressed and discussed with the awarded contractor(s).*
31. Is there Section 3 percentage goal for this opportunity? If respondents are not Section 3 certified businesses, what percentage of the total contract amount should be subcontracted to a Section 3 business?
- A. *Pursuant to Section 3 of the Housing & Urban Development Act of 1968, GOSR is committed to ensuring that employment and other economic opportunities generated by HUD financial assistance shall, to the greatest extent feasible, and consistent with existing federal, state and local laws and regulations, be directed to low-and very low income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low-and very low- income persons. For more information regarding Section 3 requirements please see our website at <http://stormrecovery.ny.gov/section-3-requirements>*
32. If non-M/WBE and non-Section 3 certified respondents are unable to find qualified M/WBE and Section 3 certified business partners, would respondents be disqualified or otherwise receive a lower bid score?
- A. *Section 4.2.4 Commitment to Complying with all Applicable Federal, State and Local Regulations is scored at twenty five (25) points. Twenty-five percent (25%) of the respondent's total overall scoring will be for the Commitment to Complying with all Applicable Federal, State and Local Regulations, which includes all M/WBE and Section 3 participation. GOSR is committed to achieving significant M/WBE participation in its contracts and will use good faith efforts to ensure that qualified M/WBE firms are included in the selection of a firm to provide the above described services. For purposes of this solicitation, the Corporation has established an overall goal of 20% for M/WBE participation for the above described services performed under the contract(s) awarded pursuant to this RFP: 10% for Minority-Owned Business Enterprises and 10% for Women-Owned Business Enterprises.*