



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 Qualifications for Professional Services for CDBG-DR Advisory and Project Management Support RFP
201411_27
Released December 3, 2014**

1. If a firm has an existing contract and/or subcontract with the state to provide Sandy related program management and implementation recovery services does this constitute a conflict of interest?
 - A. *All potential conflicts of interest will be reviewed and evaluated by GOSR's General Counsel's Office. GOSR will make the final determination as to all conflicts of interest.*

2. Do you expect the contractor selected for this project to perform implementation tasks including, but not limited to:
 - QA/QC?
 - Oversight of construction?
 - Environmental reviews?
 - Property management?
 - Grants management?
 - Staff augmentation?
 - Application intake, processing, eligibility determination, award and closeout processes?
 - Other implementation and operation tasks – please identify?
 - A. *This is an RFQ to establish a pre-qualified panel. Vendors selected will be assigned projects as determined by GOSR. These tasks include those listed in section 1.6 Scope of Services.*

3. Task 3 calls for the contractor to serve as GOSR's "owner's representative".
 - Please provide further information about the role/services/responsibilities of the "owner's representative". For example, does the state intend for the "owner's representatives" to directly interact with applicants?
 - There are various types of owners eligible for assistance through the state's programs – homeowners, business, commercial, nonprofits. Which owners would the contractor work with?
 - How would the case load for this responsibility be identified? For example, would an existing call center refer calls to the contractor assigned to this task? Is there some other way caseload will be referred?
 - Does GOSR have an estimate of the number of "owner's representatives" it requires under task 3? If no, what is the anticipated caseload per month of issues/complaints for each type of owner?
 - A. *This is an RFQ to establish a pre-qualified panel. Vendors selected will be assigned projects as determined by GOSR. These tasks include those listed in section 1.6 Scope of Services.*



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4. What data management tools and systems are currently being used by the State for implementation of the DR program?
 - A. *GOSR uses a variety of Structured Query Language (SQL) based applications and Sharepoint.*
5. Does GOSR intend the awardee to design a new and/or modify the existing GOSR grants management IT system OR is this task intended to be focused on analysis and recommendations for improvement of the system but the programming is done by others?
 - A. *Support to provide both services listed may be requested.*
6. Task 4, Page 8, bullet 2 requires development of an integrated, resource loaded program-wide schedule which captures key milestones across various programs. Please provide additional information about the requirements for this system. For example, how many separate systems would need to be integrated, what software systems are currently being used to support the various programs/activities, what vendors have provided the software?
 - A. *Individuals or firms may submit for one or all tasks. Proposed bidders that choose to submit qualifications for this task may do so. Work will be assigned as needed. Firms need only submit their capability to deliver this type of task.*
7. Can you please provide position descriptions for the standard labor categories so we can determine what staff to associate with each category and what, if any, additional, relevant and related labor categories may be needed.
 - A. *Rates should be submitted for the categories in attachment 1.*
8. The RFQ requires that travel, other than local travel, be included within the hourly rate. We are concerned that this will have the effect of making hourly rates appear higher than they actually are. In addition, we are concerned about compliance with federal requirements related to billing of actual, audited costs since the amounts added to the labor rates would be an estimate at this point without knowing the number and duration of trips. Would GOSR be open to an alternate cost structure based on a traditional time and materials labor rate schedule with travel separately identified and priced when tasks are assigned?
 - A. *No*
9. What does GOSR mean by a "plan for reducing program costs..."? Does this refer to reducing this contract's costs over the period or performance? A plan to reduce program management and oversight costs incurred by NY? Something else? If a plan to reduce the program's management and oversight costs, please clarify how, if at all, this is to be incorporated into the contractor's Part 1- Pricing volume for this bid?
 - A. *Proposals will be scored based on price proposal format provided. Respondents that clearly identify a plan for reducing program costs over the life of the program as key milestones are reached and volume of activity reaches natural break points, and that identifies a clear plan for cost savings measures and/or efficiencies, will receive the most points. Respondent shall clearly align position titles, job descriptions and rates in their proposal.*



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10. Is it intended that the qualifications of the proposer's personnel and their respective roles are covered in Experience and Capacity OR in Approach and Methodology, as qualifications for personnel and roles are referenced in both locations of the RFQ? In which section(s) should we present our staff organization chart?
 - A. *Experience and Capacity.*
11. Can you please provide clarification on what is included in the 40- page total page limit?
 - A. *The proposal should otherwise concisely state the respondent's ability to meet the requirements of the RFQ. There is a 40-page total limit with the exception that résumés, curricula vitae, appendices that document relevant work performed, and screen shots of potential project management systems do not count against the page limit. Proposal font size shall not be any less than 12 point, with 1-inch margins, with the exception of tables and charts, but such text must be clearly legible. Respondents are encouraged to submit only relevant and necessary information.*
12. Will M/WBE organizations which have been designated as 8(a) woman or minority owned enterprises by the federal government count toward 20% participation goals even if they are not registered or certified by New York State?
 - A. *Businesses located or certified outside of New York State are not precluded from participating in this RFQ. However as the 20% goal is a NYS requirement all M/WBE's must be registered as NYS M/WBE's in order to count towards the goal.*
13. Other firms under contract to the State appear to be providing similar services to those in this procurement. What is the role of the contractor selected for this procurement vis-a-vis the role(s) of other firms under contract for program management such as IEM, GCR, HGI, CGI, Capital Access, MPACT, and others that the state anticipates this contractor may need to interact with?
 - A. *This is an RFQ to establish a pre-qualified panel. Vendors selected will be assigned projects as determined by GOSR. These tasks include those listed in section 1.6 Scope of Services.*
14. On page 15 section 4.2.2 refers to submitting a "scope of work". We assume that this refers to the technical approach and methodology and GOSR does not intend proposers to submit an actual scope of work, correct?
 - A. *Yes. Technical approach and methodology as outlined in section 5.3.4.*
15. Per the instruction on Page 12, 4th paragraph, in addition to answering a question in our bid, may we include links in our proposal to examples of work products related to disaster recovery?
 - A. *Yes*
16. Is it correct to assume that reimbursement of other direct costs (for example, equipment, reproduction, postage, software licenses, etc.) will be negotiated with GOSR as specific task assignments are made to the contractor and therefore other direct costs are NOT to be included in the proposed pricing? If that is not correct, please provide guidance on how other direct costs should be incorporated in the pricing in the absence of specified deliverables?



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A. Yes.

17. Please confirm that principal interactions with GOSR Staff will be in NYC at the GOSR office?

A. Currently GOSR has offices in Manhattan, Upstate and intake centers in Long Island. Work will be identified and assigned.

18. Is travel between NYC and Albany considered local travel?

A. Yes

19. Attachment 1, Price Proposal Form, states Contract Year 2014-2015, 2015-2016, 2016-2017. Please confirm that the correct dates should be: 2015-2016, 2016-2017, 2017-2018? If not correct, what should the dates be?

A. Yes. Correct dates are 2015-2016, 2016-2017, 2017-2018.

20. Section 5.3.5 Price Proposal, on page 21, third bullet, states "Respondents are not required to submit rates for all titles listed". However, bullet six states "Do not leave blanks or enter a zero dollar amount for any rate". The two statements appear to be contradictory. Please clarify.

A. Respondents are not required to submit for rates for all tasks. If a firm is responding to a task the titles for that task can not be left blank. A respondent must submit rates for the titles related to the tasks they are proposing on.

21. For pricing purposes, what should we assume as the start date for the period of performance?

A. 2015. Work will be identified and assigned as needed.

22. Can GOSR provide the required forms in Word?

A. No. Handwritten complete forms should be submitted with proposals.

23. Page 11 requires the response in two parts. Does GOSR wish to see two separate emails or one email with two separate documents?

A. As stated in the RFQ "Proposals must be delivered by email in two parts no later than: 3:00 pm (EDT) on the date indicated in the table of section 1.3. Part one is to include the Price Proposal. The email subject shall indicate RE: Bid Proposal for RFQ for Disaster Recovery Advisory and Project Management Support Services – Price Proposal. Part two is to include the Technical Proposal along with all attachments and completed forms. The email subject shall indicate RE: Bid Proposal for RFQ for Disaster Recovery Advisory and Project Management Support Services – Technical Proposal and Attachments."

24. May I request digital copies of the responses submitted by the incumbent(s)?

A. All FOIL requests must be directed to the GOSR Foil Officer at gors_foil@stormrecovery.ny.gov



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25. Section 1.2, Page 4, proposal strongly encourages respondents certified as minority or woman business enterprises. The proposal lists entities certified by NYS, any other city or state, or the federal government. Section 5.3.6, page 23, RFP lists several items to include in the respondent's proposal. List item (a) only lists an option to provide documentation for NYS certified M/WBE's, but not for documentation for certifications by other cities or states, or the federal government. If so certified, can that documentation serve as compliance for this section?

A. *GOSR is committed to awarding a contract(s) to firm(s) that will provide high-quality services and that is dedicated to diversity and to containing costs. The Corporation strongly encourages respondents that are certified by New York State, or any other city or state, or the federal government, as minority- and/or woman- owned business enterprise ("M/WBEs"), as well as respondents that are not yet certified, but have applied for certification, to submit responses to this RFQ. All New York State certified M/WBE firms submitting proposals to this RFQ should be registered as such with the New York State Department of Economic Development. For M/WBE firms that are not certified but have applied for certification, please provide evidence of filing, including filing date.*

26. HUD Section 3 report, Appendix III, Diversity Forms, HUD. Three forms are listed, but there does not appear to be a mention of these forms in the RFP. Are these forms required at the time of submission, or are these post-award activities?

- Contract and Subcontract Activity
- Section 3 Summary Report
- Semi-Annual Labor Standards Enforcement Report - Local Contracting Agencies

A. *These forms may be completed post award. Instead of a Section 3 Report, you should include a Section 3 plan.*

27. RFP Section 5.3.6.d, page 23 of the RFP lists a requirement for an M/WBE Participation Plan, and references Appendix III. Appendix III has the Diversity forms for HUD and for HTFC (PROC-1 through PROC-8). Most of these forms are due at time of contract award. Is the M/WBE Participation Plan required at time of proposal, or time of award? If the respondent is an M/WBE, is an M/WBE Participation Plan required?

A. *The utilization plan must be submitted with any bid, proposal, or proposed negotiated contract or within a reasonable time thereafter, but prior to contract award. This Utilization Plan must contain a detailed description of the supplies and/or services to be provided by each certified Minority and Women-owned Business Enterprise (M/WBE) under the contract.*

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 RFQ: 10% for Minority-Owned Business Enterprises and 10% for Women-Owned Business Enterprises. NYS M/WBE regulations states that certified MWBE firms may list themselves on the utilization plan toward the prescribed goals.



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28. Appendix IV, HCR Cumulative Payment Statement. Is this required for respondents that do not have any subcontractors?
- A. *Respondents that do not intend to utilize subcontractors do not need to complete this form.*
29. Appendix IV, HCR Affirmation of Income Payments for MBE/WBE. If an M/WBE is contracted directly by GOSR, is this report required?
- A. *Yes. (This form captures the summary of all contracted dollars and payments to M/WBE firms per quarterly reporting periods.)*
30. For task 4, do you already have the personnel for us to work with or do you expect us to provide our own personnel?
- A. Respondents shall not make any aspect of its proposal contingent upon the use of State of New York personnel, property, or equipment.
31. Does the pricing form, attachment 1, need to be completed for each person listed, even if you're submitting to one task? Some of the persons identified, in the attachment, may not be applicable to all tasks.
- A. A price proposal form must be completed for each task a firm is proposing on.