

Responses to Questions for IFB#1019
Coordination and Administration of Citizen Review Panels

Q1	<p>Could you please include my contact information as an interested and qualified NYS certified WBE in the official Q&A for the IFB: Coordination and Administration of Citizen Review Panels?</p> <p>Teresa Lawrence, PhD, PMP, CSM International Deliverables, LLC (716) 536-4848 teresa@internationaldeliverables.com</p> <p>We provide professional services in master facilitation of Creative Problem Solving and Project Management resulting in increased stakeholder engagement, requirements collection, project planning and delivery.</p>
A1	Yes.
Q2	<p>If submitting references with the bid, can any of those references be from OCFS or must all be from other organizations?</p>
A2	<p>You may provide contact information for OCFS staff as references in your proposal. You may not, however, contact OCFS personnel except in accordance with IFB Section 1.2 from the issuance of this IFB until contractors are selected. This is in accordance with the Procurement Lobbying Law which is specifically referenced in this IFB in Section 4.19.</p>
Q3	<p>If submitting a budget with the bid, should that budget be for one year only?</p>
A3	<p>Yes. Per IFB Section 4.2 Price: <i>“The budget provided should be for a one-year period and reflect the total annual amount requested by the bidder on the Attachment 4 – OCFS-0910 Request for Bid Form. The budget should illustrate how the requested annual bid amount is proposed to be used.”</i></p>
Q4	<p>If submitting resumes with the bid, should those include all staff listed in the budget, or is the resume of the proposed project coordinator sufficient?</p>
A4	<p>Per IFB Section 3.3 Delivery, the proposal should include resumes of staff directly working on this project, and should include other key individual (contractor/consultants) that are essential to the successful completion of the project. Resumes should be included for all staff listed in the budget.</p>
Q5a	<p>How many pages is the annual report?</p>
A5a	<p>This would be determined by the panel members and the chosen vendor. Please see IFB Section 3.2 Product/Service Specifications for additional information.</p>
Q5b	<p>Can you please confirm that the report needs to be produced just once per year?</p>
A5b	Confirmed.
Q6	<p>Can you please confirm that all 13 CRP members would be submitting expense reports?</p>
A6	<p>The statement cannot be confirmed as written. Citizen Review Panels are established pursuant to NYS statute at Social Services Law Section 371-b and the statutory language is reflected in IFB Section 1.1. Three Citizen Review Panels are established with actual locations in Buffalo, Albany and New York City. Each Citizen Review Panel consists of thirteen members, one of which member shall be elected Chairperson. Thus, total panel members shall consist of thirty-nine (39) members (13 per panel). IFB Section 3.2 Product/Service Specification states the duties of the Applicant to this IFB, which include “reimbursing CRP members’ training/travel expenses in accordance to state travel</p>

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	guidelines". Only members incurring valid training/travel expenses should submit expense reports.
Q7	Is there an existing website? Does the website need to be maintained using a specific platform? Is there a private portal where CRP members can access the information?
A7	Yes, there is an existing website, however, in accordance with IFB Section 3.2 Products/Service Specifications, one of the duties of the Applicant to this IFB is to develop and maintain an independent website for the CRPs, with a description of panels, meeting notices, minutes, etc. The vendor's budget must reflect the cost of this requirement.
Q8	If we are bidding as a WBE, is there also a requirement to separately engage an MBE or VBE?
A8	Yes, per section 4.13 The successful respondent will be required to attempt, in good faith, to utilize any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the Contract. If by VBE you are referring to the Service-Disabled Veteran Owned Businesses (SDVOB), per section 4.14 OCFS strongly encourages vendors who contract with OCFS to consider the utilization of certified SDVOBs that are responsible and responsive for at least six (6) percent of discretionary non-personnel service spending in the fulfillment of the requirements of their contracts with OCFS.
Q9	Can you please confirm that only one copy of the IFB response and required documentation needs to be provided? Are there any guidelines related to professionally binding response submissions?
A9	Only one copy of the response and documentation is required. There are no guidelines related to professionally binding the response submission. However, bid proposals should be bound and labeled in a manner that allows pages to be easily removed, scanned, and/or added to the bid proposal. Preferred methods include, but are not limited to, three-ring binders and binder clips. Please do not use staples or spiral wire binding. Index tabs are not required to be attached to your bid submission documents.
Q10	Should expenses related to "scheduling and making arrangements for a minimum of three (3) meetings annually for each Citizen Review Panel, including identification of space, arrangement for appropriate guest speakers, and provision of refreshments for CRP members" (IFB Section 3.2) be factored into the budget of our response, or will these expenses (e.g. refreshments, facility rental costs) be reimbursed by OCFS with appropriate submission of proof of purchase?
A10	As stated in IFB Section 4.2, the price must include any and all costs associated with providing and delivering the services as specified. Travel expenses are not to be included in the bid price that the offerer provides.
Q11	Page 11 of the IFB indicates that OCFS will remit reimbursement for travel expenses. Therefore, can you please clarify that the role of the Coordinator in "reimbursing CRP members' training/travel expenses in accordance to state travel guideline" (IFB Section 3.2) is related to a review of the appropriateness/accuracy of requests for reimbursement and assisting with coordinating actual payment?
A11	Yes, the role of the coordinator will be to gather appropriate back up documentation and submit requests to OCFS in accordance with the state travel guidelines.
Q12	Can the website development be subcontracted out? (RFI Section 3.2)
A12	In accordance with IFB Section 4.6, the contractor may not engage a subcontractor without the prior written consent of OCFS. The contractor remains solely responsible for all

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	compliance with the terms and conditions in the IFB and resulting contract and accepts full responsibility for the actions of any employee, including a subcontractor, who carries out any of the provisions of a contract resulting from this IFB.
Q13	Since the stated term of the contract is 5 years (IFB Section 4.3) and the estimated hours are 1500, can one reasonably assume an average of 300 hours per year related to this work, with increased hours in the start-up phase?
A13	No. The estimated number of hours annually is 1,500 hours. The estimated total number of hours for the five (5) year contract term would be 7,500 (1,500 hours x 5 years =7,500 hours). The selected vendor will be awarded based on their 12-month bid price (hourly rate x 1,500 hours) as requested by the Attachment 4 – OCFS-0910 Request for Bid form. The Attachment 1 - Budget should reflect the amount requested on an annual basis. Hours contributed to the project would be determined by the vendor but cannot exceed the annual cost. Please see IFB Section 4.3 Term of Contract , Section 3.3 Delivery and Section 4.2 Price for additional information.
Q14	After reading section 2.2 and 3.2 we aren't quite sure what OCFS is looking for to satisfy the "Sample Report" requirement. Can you please provide examples of what may be considered acceptable?
A14	The "sample report" refers to any report that the offerer has completed previously that will show the proficiency of the offerer in writing reports.