

Responses to Questions for IFB # 1091  
Prevention Unit - Contracted Research Scientist

Q1	<p>Do the following documents need to be submitted with the response? Please confirm if we can submit these after the award:</p> <ul style="list-style-type: none"> <li>a) Project Staffing Plan Form (OCFS-4629), if applicable</li> <li>b) MWBE Equal Employment Opportunity (EEO) Policy Statement Form (OCFS-3460)</li> <li>c) OCFS-2633 MacBride Fair Employment Principles Certification Form</li> <li>d) OCFS-2634 Non-Collusive Bidding Certification (Required by section 139d of State Finance Law).</li> <li>e) Vendor Responsibility Questionnaire (or proof of online VendRep certification. See Section 4.21 of the IFB for more information)</li> <li>f) OCFS-4822 Procurement Lobbying Act – Offerer Certification Form</li> <li>g) AC 3271-S State Consultant Services – Contractor’s Planned Employment (Form A)</li> <li>h) OCFS-4715 Confidentiality Non-Disclosure Agreement</li> <li>i) OCFS-4716 Contractor Employee and Volunteer Background Certification</li> <li>j) OCFS-2647 EO 177 Certification (see Section 4.12 for more information).</li> </ul>
A1	<p>To reference page 8 of <i>IFB # 1091 Prevention Unit – Contracted Research Scientist</i>, it states that “The following documents <b>should</b> be completed and provided in the bid, <b>otherwise</b> they will be required during the contract development process....”</p> <p>In other words, the respondent is encouraged to include the documents referenced above as part of their bid, but it is not a mandatory requirement for submission. If selected for an award, the vendor will be required to submit relevant documentation that was not provided in their bid response during the contract development process.</p>
Q2	<p><b>Page 21 states the MWBE utilization goal for this project is 0%. Page 22 states an MWBE Utilization Plan is required to be submitted with the bid. Is this necessary if the goal is 0%?</b></p>
A2	<p>As stated on page 21 of <i>IFB # 1091 Prevention Unit – Contracted Research Scientist</i>, “OCFS hereby establishes an overall goal of 0 percent for MWBE participation, 0 percent for New York State-certified Minority-Owned Business Enterprises (MBE) participation and 0 percent for New York State-Certified Women-Owned Business Enterprises (WBE) participation (based on the current availability of MBEs and WBEs).”</p> <p>With the MWBE Utilization goal set at 0%, the form is <b>not required</b> with the respondent’s bid. Vendors are encouraged to utilize MWBE and if they are planning on doing so, they are encouraged to include a Utilization plan. The Utilization plan may be requested later during the contract development process, if applicable.</p>