

Responses to Questions for IFB # 1111
Contracted Program Manager

Q1	Please clarify how an individual can submit a response-how would contracting work with NYS?
A1	An individual or vendor (a/k/a “the Contractor”) may submit a response to this IFB if the requirements noted in Sections 3.2 through 3.4 for the Program Manager are satisfied. The Contractor must follow the instructions outlined in Section 2.2 (Packaging of IFB Response), submitting both the OCFS-0910 Request for Bid Form and the completed Attachment 1-Bidder’s Certified Statements form. In addition to the resulting contract being subject to approval by the New York State (NYS) Office of the State Comptroller (OSC) and the NYS Office of the Attorney General (OAG), if the Contractor is an individual the contract is subject to the approval of the NYS Department of Civil Service (DCS).
Q2	Please clarify if invoices can be submitted for approval on a monthly basis, understanding that payments are made quarterly.
A2	Claims/invoices are to be submitted to OCFS on a quarterly basis per Section 4.4 Method of Payment.
Q3	Please clarify the definition of 'continued satisfactory performance' in section 4.4 Method of Payment.
A3	“Continued Satisfactory Performance” is defined as the identified program manager meeting all of the duties in Section 3.2 Product/Service Specifications , and the Contractor meeting all requirements in Section 4.6 Contractor Responsibilities .
Q4	Please confirm the Agency will provide computer equipment and peripherals to the candidate.
A4	Yes. OCFS will provide the successful Program Manager candidate with a workspace at the designated work location that includes a computer, office supplies, and necessary peripherals.
Q5	IFB states that \$3500 is the maximum travel reimbursement. Is this for the 18 visits annually over the term of the contract (18 sites x 5 years = 90 trips)?
A5	The travel reimbursement amount is a one-year amount. There is up to \$3,500 annually for 5 years. Per the OCFS-0910 Request for Bid Form, bidders are not to include travel expenses in their bid price.
Q6	Please clarify the locations of the 18 sites for potential travel purposes.
A6	Sites are located throughout New York State and are subject to change.
Q7	Please clarify per the IFB if the candidate has a Master’s degree in Social Work (or related field) they do not require any professional qualifying experience?
A7	Yes, that is correct.
Q8	Per the IFB, the bid rate is required to be a fixed rate for the life of the contract. We understand this to mean that the fixed rate covers the Year 5 Base Salary - including all annual COLA increases. Should the term of the contract be extended, is there an opportunity to renegotiate the fixed rate to allow for the continued annual COLA increases?
A8	Yes, if the contract is extended OCFS would review the rate in the contract and may provide an increase at that time. For the purposes of this IFB, bidders should assume a 5-year contract term with a rate that remains firm for the life of the contract when calculating your bid.
Q9	Is this a new requirement? If not, is there a current incumbent?
A9	Yes, this is a new position. There is no incumbent in this position.
Q10	Are offerors based out of state eligible to bid?
A10	Yes, any offerors that satisfy the requirements outlined in IFB Section 3.0 Specifications are eligible to submit a bid proposal in response to this solicitation.
Q11	Are resumes required?
A11	Resumes are not required at the time of bid submission. Per IFB Section 2.2 Packaging of IFB Response, Required Contents of Bid Proposal , there are two (2) documents required at the time of bid submission: 1) the OCFS-0910 Request for Bid Form and 2) the Attachment 1 – Bidders Certified Statements . Per IFB Section 3.2 Product/Service Specifications , supporting documentation required from the awarded vendor such as resumes, references, driver’s license, and proof of degree for the Program Manager must be provided to OCFS within forty-five (45) days of the offeror’s tentative award selection.