

Responses to Questions for
IFB # 2018-07 Contractual Staff Position – Program Manager

Q1	We are not an NYS certified MBE firm, are we eligible to bid on IFB? OR Can we subcontract with the NYS certified MBE firm to meet the 30% MWBE goal?
A1	Yes, a non-MWBE contractor may meet their 30% MWBE goal through a subcontract with a NYS-certified MWBE or apply for a waiver if they are supplying the staff member directly.
Q2	Are there any incumbents (selected resource/vendor) for this position? If Yes, how many?
A2	There are currently three permanent NYS employees in the unit where this contracted position exists. There is no incumbent for this position. This is a new position.
Q3	What will be the interview type of the selected candidate? Skype, telephonic or in-person?
A3	This will be an in-person interview unless an alternative is mutually agreed upon by the winning bidder and OCFS.
Q4	How many candidates can we submit?
A4	You may submit as many candidates as desired that meet the requirements in Section 3.2 Minimum Qualifications to Propose. However, your response to the IFB must contain only one (1) hourly rate and total 12 month bid price applicable to all candidates proposed on the Form OCFS-0910 <i>Request for Bid Form</i> . Section 2.2, Packaging of IFB Response, has been amended to reflect this requirement.
Q5	What is the evaluation criteria?
A5	The award will be made to the vendor that meets the IFB requirements including Section 3.1 Eligible Bidders in accordance with Section 4.1 Method of Award.
Q6	We read the bid to apply to an organization that could, upon the awarding of the bid, identify and hire a Program Manager. The hiring decision, in our experience with out-stationed staff, would be made in collaboration with OCFS, and the individual would meet the qualifications stipulated by OCFS. There are sections of the proposal, however, that seem to indicate the individual would already be identified (for example, attachment 1 seeks the program manager’s positions for the last 4-5 years if the Program manager has an associate’s degree; proof of degree is requested; and at the end of 3.2 Minimal Qualifications to Propose is the declaration “Failure to meet these minimum qualifications will result in a bid being found non-responsive and eliminated from consideration.”). Does this mean the bidder should, independent of OCFS, have identified a Program Manager at the time of submission?
A6	Yes, the bidder must identify a candidate that meets the requirements in Section 3.2 Minimum Qualifications to Propose, but OCFS also reserves the right to interview and approve any candidate as noted in Section 4.6 Contractor Responsibilities of the IFB.
Q7	Does the hourly rate requested on the Bid Cover Sheet refer to just the program manager’s salary, or to the organization’s costs for hiring and supervising the out-stationed staffing, or both?
A7	The hourly rate requested should be inclusive of the program manager’s salary, in addition to all of your organization’s overhead costs as stated in IFB Section 4.2 Price.
Q8	Are the “three (3) professional references, one of which must have been received within the past 12 months” related to the bidding organization or to a pre-selected program manager?

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A8	The 3 professional references requested in Section 2.2 Packaging of the IFB Response is related to the pre-selected program manager being named by the bidder.
Q9	2.2 Attachment 2 - Bidder's Certified Statements: Is there a specific form or does this refer to all of the assurances otherwise listed in the bid? There is not a form number listed in 2.2, nor a specific list of what the statements are. Searching on the website, brings up an IFB#2018-07, but once the document is opened it indicates IFB#2017-07 and not 2018.
A9	Per Section 2.2, Packaging of IFB Response, bidders must use the Attachment 2 – Bidder's Certified Statement form which is posted on the OCFS website and the NYS contract reporter as an attachment to the IFB. Attachments to this IFB are available at the following website: https://ocfs.ny.gov/main/bcm/rfp.asp
Q10	2.2 under Additional Submission Requirements: There is a form listed "Vendor Responsibility Questionnaire For-Profit Business Entity." We are assuming if the bidder is a not-for-profit, this form doesn't apply but not-for-profit vendor responsibility proof would be submitted, unless waived by OSC, correct?
A10	Per Section 4.21, Vendor Responsibility, if the vendor is a not-for-profit they would be required to submit the applicable Vendor Responsibility Questionnaire or supply proof that they are up to date on vendor responsibility on the VendRep system. The not-for-profit Non- Construction VRQ is available at the following website: http://www.osc.state.ny.us/vendrep/form_ac3291s.htm
Q11	Does the Division have a specific budget or range that can be considered in developing a proposal/response? It would be helpful to have an idea of the budget or range.
A11	The bid price must include all expenses noted in IFB Section 4.2 Price and be in compliance with the instructions on the OCFS-0910 Request for Bid Form that was provided as an attachment to this IFB. As this IFB is competitive, prospective bidders are encouraged to keep their bids as low as possible while still meeting minimum requirements. Attachments to this IFB are available at the following website: https://ocfs.ny.gov/main/bcm/rfp.asp
Q12	Is there a preferred background and experience for acceptable candidates?
A12	These requirements are outlined in IFB Section 3.2 Minimum Qualifications to Propose.
Q13	Please confirm expected start date for the Program Manager hire?
A13	The anticipated contract start date is 10/1/2018
Q14	Is position only for one year? is an extension likely beyond one year? Or would a decision on an extension be made at a later date?
A14	The contract for the staff position will be a three-year term subject to continued funding availability. Section 4.3 Term of Contract of the IFB has been amended to reflect the anticipated three-year contract term. The amended IFB is available at the following website: https://ocfs.ny.gov/main/bcm/rfp.asp
Q15	About what per cent of the position is travel away from Rensselaer? How many overnights may reasonably be expected?
A15	As stated in the IFB Section 3.2 Minimum Qualifications to Propose and Section 4.2 Price, as amended, it is estimated that the program manager will be required to conduct 21 site visits annually. Occasional overnights may be required.
Q16	Does the Division have any objection to contracting with a staffing company for the Program Manager? Is a staffing company eligible to submit candidates?

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A16	Nothing precludes a staffing company from submitting a bid. A staffing company is eligible to submit candidates for the program manager's position and must meet all IFB and Section 3.1 Eligible Bidders requirements.
Q17	Is the \$4.2M in Federal VOCA funding for one year? If so, is it subject to renewal? If not, for how long will the funding be in place?
A17	The contract for the staff position will be a three-year term subject to continued funding availability. OCFS anticipates receiving a total of \$4.8 million in federal VOCA funding from the New York State Office of Victim Services over a three-year period. Section 1.1 Overview and Section 4.3 Term of Contract have been amended to reflect these changes. The amended IFB is available at the following website: https://ocfs.ny.gov/main/bcm/rfp.asp
Q18	Section 4.2 Term of Contract- This section states that the contract will continue for a period of twelve (12) months. Is there the possibility that the contract will be extended beyond the stated twelve- month period?
A18	Please see answer to question number 14 and 17.