



QUESTIONS AND ANSWERS
Request for Proposals for Information Technology
Temporary Staffing Consultant Services

Round 4 of Questions and Answers: Issued March 2, 2016

204. Pg. 15, Section 7.1.1.6 Is there any specific requirement/mandate from the Agency on how the Screening Process of Candidates should be conducted? (2/19/2016)

No.

205. We are currently licensed as an Employment Agency in New Jersey and are preparing to submit our paperwork for a New York Employment Agency license; will we be required to have a New York Employment Agency license before an award is made? (2/19/2016)

The Agencies require Contractors to comply with all applicable New York State and federal laws.

206. Q&A #92 indicates that the MWBE and SDVOB requirements were removed from the RFP and refers back to the February 23 version of the RFP. Changes to Section 4 of the RFP do appear to remove this requirement. However, changes made at the same time to Section 10.1 actually seem to increase this requirement. While the original RFP required only "willingness to partner", the February 23 changes made MWBE and SDVOB participation evaluation criteria. This seems to conflict with the removal of the subcontracting requirement altogether. Can you please clarify ASAP?

While majority firms are not required to subcontract with a MWBE or SDVOB, the use of MWBE's and SDVOB's is promoted by the Agencies. Refer to Section 4 of the RFP.

207. The Company Demographic Profile, PROC-7 form includes space for diversity data for the current year and 2011, 2012, and 2013. Should the Respondent provide the data for those years or for the current year and 2013, 2014, and 2015?

The [Company Demographic Profile](#), PROC-7, hyperlinked herein, has been updated to include the latter years.



QUESTIONS AND ANSWERS

Request for Proposals for Information Technology Temporary Staffing Consultant Services

Round 3 of Questions and Answers: Issued March 1, 2016

84. Section 9.4.1: Insurance section of the RFP requires the staffing firms to provide evidence certificates of insurance. However it doesn't clarify occurrences or coverage expectations. Were these requirements intentionally not specified for the RFP? (2/16/2016)

Refer to Q&A number 5 and the amended RFP dated February 23, 2016 for amended insurance requirements in the RFP.

85. As per the link provided in the RFP we tried to access the link <http://www.ogs.ny.gov/Core/SDVOBA.asp> but unable to open it. Please help us with any other accessible link or source so that we can get the list of SDVOB companies to full the goal mentioned in the RFP. (2/15/2016)

The list of SDVOBs may be accessed at http://www.ogs.ny.gov/Core/docs/CertifiedNYS_SDVOB.pdf. Please note that the SDVOB goal in the RFP was removed. See amended RFP dated February 23, 2016.

86. Do the MWBE and SDVOB certificates and related certification documentation count toward the three-page limit on the cover letter or can they be submitted as additional pages? (Refer: Page 20, Section 9.1) (2/12/2016)

No.

87. The LobbyingLawForm2 asks Type of Contract Procurement – we see it as “Staff Augmentation,” is that acceptable? (2/16/2016)

Yes.

88. If awarded, we would like to utilize NYS SDVOB's to help fulfill the contract – but we have not worked out the details – should we list them in our proposal? The same with other WBE and MBE? However, we will be the prime and they would subcontract to us.

Yes.

- a. Can we add them at a later date as subcontractors once we get the SOW and find they are suitable to support that particular need? (Pg 20 bid) (2/16/2016)

Yes.

89. Some areas ask us to include the solicitation number, but we cannot find it. All we found was 2016\641 IT Consultants\RFP\IT Consultants RFP_2_Feb-2016 so we assume the bid number is 2016\641 – please confirm? (2/16/2016)

There is no solicitation number assigned to this RFP. Please insert “Non-Applicable” or “N/A.”

90. When you ask for the name(s) of the primary staff who will provide services to the Agencies, do you mean the Account Manager – the representative of the company who will act as liaison to NYS. We do not have specific staff identified to actually perform the work onsite there (ie. Data Analysts, Business Analysts etc) pg 20 of bid. (2/16/2016).

Yes. See response to question number 78.

91. Pages 9-10, Section 4.1: Must the MBE and WBE be identified in the proposal or is a simple commitment to meet the agencies’ goals acceptable? (2/16/2016)

Respondents are not required to identify a MBE or WBE at the time of proposal submission.

92. Page 10, Section 4.2: Must the SDVOB be identified in the proposal or is a simple commitment to the agencies’ goals acceptable. (2/16/2016)
- a. Page 10, Section 4.2: Please suggest ways in which you believe that the contractor can achieve the SDVOB goal of 2% on this temporary staffing engagement. Any contractor who receives fewer than 50 positions will need to award substantially more than 2% of the positions to the SDVOB. (2/16/2016)

The SDVOB goals have been removed from the RFP. Visit the Agencies’ website to download a copy of the Amended RFP.

93. Entire RFP: How many positions are anticipated to be awarded annually across all contractors? (2/16/2016)
- a. If this number is not known, how many positions have been awarded in each of the last 3 years? (2/16/2016)

The Agencies respectfully decline to provide this information.

94. Are there any anticipated changes in the IT needs of the agencies that would lead you to expect that IT temporary staffing needs might change over the contract life? (2/16/2016)

Yes.

95. Pages 16-18, Section 7.1.1.6: There are 9 titles listed in the RFP. Each description refers to a single candidate. Are there only 9 positions to be filled or do some of these positions occur multiply? If there are only 9 positions, how many of them have incumbents? (2/16/2016)

See response to question number 74.

96. Page 21, Section 9.2: The information to be included in the Tab 2 Technical Proposal may be quite voluminous for large companies. The Agencies have allowed for this by permitting Item 7 responses to be included in an appendix. Can other voluminous background information such as Item 1 or others? (2/16/2016)

The background information in Item 1 should include a “brief” description.

97. Page 22, Section 9.3: This section asks for one rate for each title on the cost proposal sheet. Should we assume that all persons recruited for a particular title will have the specific skills and years of experience specified in Attachment 2? (2/16/2016)

The cost proposal sheet requests a range of hourly rates that commensurate with experience.

98. Pages 32-36, Attachment 2: The skills listed for each title are very specific. Is every line of every title required? **The skills listed are the preferred skills for each position.**

a. Is it necessary for each of the sample resumes we provide to meet all of these requirements?

No.

b. Do the agencies have candidates in mind for these positions?

The Agencies respectfully decline to provide this information.

99. Entire RFP: Are all positions located in NYC? If not, which positions are located in other cities and which cities are those? (2/16/2016)

Yes, all positions are located in New York City.

100. Entire RFP: Is off-shoring permitted? (2/16/2016)

No.

101. Is it acceptable for us to submit a proposal as a prime contractor and also bid as an MBE subcontractor to other prime bidders? (2/16/2016)

Yes.

102. How many consultants for each job category have been selected under the current agreement? (2/16/2016)

The Agencies respectfully decline to provide this information.

103. How many candidates did the city (agency) hire through this contract in the last year (2015) by labor category? (2/16/2016)

The Agencies respectfully decline to provide this information.

104. How many candidates did the city (agency) hire through this contract in the duration of this contract by labor category? (2/16/2016)

The Agencies respectfully decline to provide this information.

105. How often do you renew this contract? (2/16/2016)

The Agencies respectfully decline to provide this information.

106. Can you please share the max hourly not to exceed rate that you have for each position? (2/16/2016)

The Agencies respectfully decline to provide this information.

107. Will city accept RFP response from a Joint Venture (JV)? (2/16/2016)

The Agencies will consider proposals from firms proposing a partnering arrangement. If awarded the contract, the Agencies will enter into separate contracts with each firm in the partnering arrangement.

108. Can each member of JV bill separately to the city (agency) for the labor categories assigned to that member, or only one member should do all the billing to the city? (2/16/2016)

Yes, under each firm's separate contract with the Agencies.

109. Would the city (agency) consider Past Performances for both members as part of the JV past performance? (2/16/2016)

Yes.

110. Please specify which forms are to be completed for each member of JV as part of this RFP response? (2/16/2016)

All forms to be completed for each firm in the partnering arrangement.

111. Does the JV need to be in place before it can submit a proposal to the city (agency)? (2/16/2016)

The description of the partnering arrangement must be included in the proposal.

112. If the JV receives the award, it can provide a JV agreement to the city. Is this acceptable to the city (agency)? (2/16/2016)

Not applicable.

113. We are an MBE company certified by Port authority of NY & NJ. Is this acceptable for meeting MBE requirements?

No, MBEs must be certified by NYS's Economic State Development (ESD); however, for purposes of this RFP, since the Agencies will meet their MWBE participation goal by directly contracting with MWBEs certified by ESD, the MWBE subcontracting requirement was removed in the RFP. See amended RFP posted on our website.

114. Do we need to partner also with an MWBE organization in order to bid for this RFP? (2/16/2016)

No.

115. How many contractors were awarded this contract in the past few years for similar jobs? Could you reveal the names of earlier contractors? (2/16/2016)

The Agencies respectfully decline to provide this information.

116. What was the average annual value of the contracts from earlier years and what is the expected average annual value of contacts for the next 5 years. (2/16/2016)

The Agencies respectfully decline to provide this information.

117. Do we need to submit resumes for any of the positions that we are applying? (2/16/2016)

Yes, please refer to item number 10 in subsection 9.2 in the RFP amended as of February 23 2016

118. Do you need a COI made out to you at this time or it can be done if we win the contract? If all you need is a sample of it that we are currently using, do we need to upload that too? (2/16/2016)

Pursuant to Section 9.4.2 of the RFP, the Respondent is required to include a Conflict of Interest statement in its Proposal Submission.

119. You are requesting documents to be uploaded as Tabs 1 through 4 in the form of PDF files. Can we instead upload 4 different PDF files, as file size would matter when uploading? (2/16/2016)

Yes.

120. Page 16, Section 7.1.1.6, and Page 33, Attachment 2, and Revised Cost Proposal Form, Attachment 3: The 2 RFP sections specify a Java Developer position but Attachment 3 does not provide for the entry of rates for this position. Do the agencies desire us to submit rates for a Java Developer? (2/16/2016)

The Attachment 3. Cost Proposal Form was revised and the Java Developer position was added to the list of positions. Visit the Agencies' website to download a copy of the revised Attachment 3. Cost Proposal Form

121. Page 2, Proposal Checklist and Page 13, Section 6.4: The proposal checklist requires the Confidentiality Pledge to be included behind Tab 4. However, the RFP text indicates that the Confidentiality Pledge is to be completed by the "successful Respondent(s)" presumably at the time of a placement since there is no "employee" at this time who will "perform certain official duties for the Agencies" to complete the pledge. Please indicate whether, in fact, the Pledge is required to be included with the proposal, and if so, by which representatives of our company it should be completed. (2/17/2016)

The Confidentiality Pledge is not required to be included with the proposal.

122. Page 23, Section 9.4.1, Insurance: this section requires us to provide information regarding our company's "bonding". Does bonding apply to this contract? If so, please be specific as to what coverage is required. (2/18/2016)

Bonding is not a mandatory requirement; however, please refer to the RFP, amended as of February 23, 2016 for the Agencies' amended insurance requirements.

123. 7.1.1.3 Candidate's Eligibility to Work: Will the NYSHCR notify in the position requirements whether the position would convert to a full-time employment later? This would help vendors to submit appropriate candidates.

To be determined at the Agencies' discretion.

124. With respect to the Cost Proposal, is there any required PTO (sick, bereavement, vacation, etc.) (2/19/2016)

The Agencies' respectfully decline to respond.

125. Are there any required fringe benefits? (2/19/2016)

The Agencies' respectfully decline to respond.

126. Are these variable hour employees OR are their hours guaranteed each week? (2/19/2016)

Each consultant shall be required to work 37.5 hours per week.

127. What is the DBA version they are currently using? (2/19/2016)

MS SQL Server versions 2005, 2008 and 2012.

128. What is the current hardware of their environment? (2/19/2016)

Microsoft shop/VMware platform/Dell, EMC, and Cisco hardware.

129. Pg. 13, Section 6.4 - Is the minimum contract term that can be signed for a period of five years? Will there be scope to negotiate terms on a yearly basis? (2/19/2016)

The term of the contract will be for a period of five years. Costs for the five year period to be indicated in Attachment 3.

130. What would be the expected lead time to place any consultant/resource? (2/19/2016)

The Agencies have current needs to fill as soon as possible. In the event that a resource is lost, the position would need to be filled as soon as possible. For new positions, the lead time will be about a month.

131. What would be the notice period given to replace a consultant/resource? (2/19/2016)

As soon as possible.

132. Pg.15, Section 7.1.1.5 Can you please elaborate on the expected responsibilities of the Contract Administrator? (2/19/2016)

Refer to Section 7.1.1.5 (“Contract Administrator”) of the RFP for a detailed description.

133. What would be the reasons/factors for which a resource may be requested to be removed/replaced other than performance? (2/19/2016)

The Agencies’ respectfully decline to submit this information.

134. On an average, how many resources would be required in a given frame of time for a particular role? (2/19/2016)

The Agencies’ respectfully decline to submit this information.

135. What would be ideal spread of resources across the roles mentioned in the RFP? (2/19/2016)

The Agencies’ respectfully decline to submit this information.

136. How many requirements can we expect to receive on a weekly/monthly basis? (2/19/2016)

The Agencies’ respectfully decline to submit this information.

137. Is this a Renewal? (2/19/2016)

No.

138. Has there been a prior RFP for NYS IT Temporary Staffing Consultant Services? (2/19/2016)

No.

139. What is the timeframe for the actual IT staff placement? (2/19/2016)

Upon contract execution for the Project Manager and Business Analyst titles. All other titles will be placed on an “as-needed basis.”

140. What is the “reasonable” time of replacement? (2/19/2016)

As soon as possible, but will hold out for the right person.

141. Can any of this work be performed remotely? Provide any details as it pertains to US-based remote work and non-US based remote work. (2/19/2016)

Some remote work can be done, i.e. a day once in a while, otherwise the resources are expected to work on site in NYC.

142. Do any of the positions require US citizen participants only? If so, please provide details. (2/19/2016)

Please refer to Section 7.1.1.3 (“Candidate’s Eligibility to Work”) of the RFP.

143. Are these resources intended to be engaged on a fulltime basis (30+ hours per week)? (2/19/2016)

Yes.

144. Do you want vendors to include a quote for overtime rates (exceeding 40 hours per week)? (2/19/2016)

Any overtime will need to be pre-approved and the Bill Rate shall remain the same.

145. In some circumstances, there may be reduced rates for extended engagement periods for the same resource. Is there a minimum amount of hours you anticipate these resources will be used? (2/19/2016)

Expected to be at least six months, but in most cases, will be for a year or more.

146. Will the agency provide a copy of the referenced Services Agreement so that bidders may review it prior to submission of bids? (2/19/2016)

No.

147. If respondent has any exceptions or clarification that it wishes to propose to the agreement, should those be presented at time of submission or discussed with the agency(ies) as part of the contract execution phase? (2/19/2016)

Respondent shall state any exceptions within its Proposal Submission.

148. Currently, we are too small of a business for the Federal Government to require an EEOC / Affirmative Action Plan, however we have begun preparations to move forward with the requirement as we continue to grow, are we still required to complete these forms? (2/19/2016)

The EEOC Statement (“PROC-7”) is applicable to Respondents with 15 or more employees.

149. Are resumes required for each labor category? (2/19/2016)

Yes, with personal and company information redacted from resumes.

150. Please define how many hours are anticipated in a billable day (i.e., 7, 7 ½, 8)? (2/19/2016)

7.5 Hours.

151. Will DOE impose a flow time limit for its evaluation of tier 2 submission processing and selection for award? We would suggest that from the respective closing date of tier 2 submissions that 5 business days should be allocated to the selection for interview process and an additional 5 business days for award selection. (2/19/2016)

The question is unclear to the Agencies.

152. Attachment 1 (page 30): The Confidentiality Pledge makes multiple references a candidate as an “employee” of the contract holder. Please confirm that it is acceptable for candidates to either be employees of or subcontractors (including consultants) to the contract holder. (2/19/2016)

Confirmed.

153. Attachment 3 (page 37) and Section 9.3 (page 22): Should the Markup column be filled by a dollar figure or a percentage of the Wage Rate? (2/19/2016)

Percentage.

154. For Government site work, will the Government provide reproduction, postage and other related expense support; i.e., the Government will absorb these costs? (2/19/2016)

Not applicable.

155. Non-local Travel. In the event non-local travel is required for task order performance, will the Government allow the inclusion of these costs as a separate line item in contractor cost/price proposals? (2/19/2016)

No, the Bill Rate must reflect an all-inclusive cost to the Agencies.

156. What are New York State Housing Finance Agency and State of New York Mortgage Agency net average payment terms? (2/19/2016)

Please refer to each Agency’s Prompt Payment Policy Statement that may be downloaded at <http://www.nyshcr.org/AboutUs/Procurement/Contractinformation.htm>.

157. Please suggest how to obtain authorization to do business in State of NY? Can we obtain this authorization after award of contract? (2/19/2016)

Prospective proposers are encouraged to visit the NYS Department of State's (DOS) website for further information. Authorization to do business in the State of New York must be granted prior to the execution of a contract.

158. Page 21 – number 4 – can you explain who you are referring to as Firm's staff and elaborate on specifically what you are looking for here that is different from the previous questions?

We are referring to the Staffing Firm's primary staff. Refer to response to question 78.

159. Page 21 – number 3h – can you explain what you mean by implementation needs? (2/19/2016)

Please elaborate on whether the services were provided as agreed upon.

160. Is historical data available for anticipated annual spend as a result of this contract and by type of skill set? (2/19/2016)

No.

161. How many employees work at the Housing Finance and Mortgage Agency? How many of these employees are IT employees and how many are IT contractors? (2/19/2016)

The Agencies' decline to provide this information.

162. In Section 9.3 TAB 3: Cost Proposal you state the following: "The cost proposal must include: Only one rate for each title". By only having one rate per Job Title we will be required to use a higher rate to cover all levels of experience, as some of the job descriptions state experience in terms of a minimum number of years. This could result in higher costs. Would you consider having different levels for each job title (such as Junior, Mid-Level and/ or Senior) based on years of experience? (2/19/2016)

Attachment 3 provides for a range of hourly rates commensurate with experience. In almost all cases the positions are listed as senior, the other roles weren't, but consider them as mid to senior, can give two rates.

163. On the Cost Proposal Rate sheet the note states the following: "Note: Add as many rows as needed for relevant and related labor categories. For any additional labor categories, the respondent must provide a description of such, inclusive of the minimum education and experience qualifications." Can you please clarify what you mean by labor categories as this does not appear anywhere else in the RFP? Are you asking us to propose additional Job Titles? (2/19/2016)

The above specification was removed. Please refer to the amended Cost Proposal Rate form, currently posted to the Agencies' website.

164. 2. Page 16 - Section 7.1.1.6: The NET Computer Programmer Analyst - do you want the resource to have VB.NET or C#.NET knowledge? (2/19/2016)

Please refer to the detailed job description on page 30.

165. 3. Page 16 - Section 7.1.1.6: What type of DBA resource will you require - SQL Server, Oracle?
(2/19/2016)

MS SQL Server.

166. 4. Page 16-17 - Section 7.1.1.6: Is there a particular type of Java Developer that you will require?
(2/19/2016)

Please refer to the detailed job description on page 31.

167. Page 1: Addendum 1 - Should the redacted resumes match the resumes of Principals and Key personnel? (2/19/2016)

No.

168. Page 1: Addendum 1 - What information is to be redacted? (2/19/2016)

Personal and company contact information should be redacted.

169. Page 1: Addendum 1 - Do the redacted resumes count against the 5 page limit applicable to the Technical Proposal page limit? (2/19/2016)

No.

170. Is the project experience information requested in #7 of Tab 2 only for projects performed for Agencies of the State of New York? (2/19/2016)

The experience relates to direct experience with the Agencies, if any. In addition, the Agencies request that Staffing Firms identify engagements with entities comparable to New York State which the Respondent provides, or has provided, similar services within the last five years.

171. Is the project experience information requested in #8 of Tab 2 for projects that have been performed for Agencies of the State of New York as well as other customers? (2/19/2016)

Yes.

172. Is the correct submission date March 1 or March 2? (2/19/2016)

The Proposal Submission Deadline was extended to March 7, 2016 at 12PM EST.

173. Do the MWBE and SDVOB certificates and related certification documentation count toward the three-page limit on the cover letter or can they be submitted as additional pages? (2/19/2016)

No.

174. Since this is a staff augmentation type program, it would seem difficult to submit a complete Staffing Plan. Are Respondents required to submit a Staffing Plan as part of their proposal or is this a requirement of the contractor at the start of projects? (2/19/2016)

The Staffing Plan must be submitted with each Respondent's Proposal Submission.

175. Can HCR submit an expedite form that would allow the certification team to expedite the update of our certification file to allow prime contractors and subcontractors to identify us through the search engine in the MWBE directory. The expedite form will allow them to process our file much more quickly. Is this something your office could provide us? (2/11/2016)

While the Agencies will submit a request to ESD, the Agencies recommend that the Respondent also reach out to ESD with the request.

176. When the contract for the current vendors expiring? How many vendors are to be awarded this contract?

The Agencies respectfully decline to provide this information.

177. Work can be perform on-site / off-site?

Refer to response to question number 141.

178. It seems that NYS and NYC no longer issues letters to certify companies as WBE, but have us listed on there website as certified. Is a printout of the website acceptable to include?

Yes.

179. Can we add a SDVOBE, MBE or WBE at a later date as subcontractors once we get the SOW and find they are suitable to support that particular need? (Pg 20 bid)

Yes.

180. Is there any format for the resumes. If yes, please provide one ? (RFP Page 21 - Point 3)

No.

181. The candidates that our firm would supply, do they have to be on W2 with our firm or they could have a independent contractor relationship with our firm? (2/19/2016)

The Agencies have no preference.

182. Is a MWBE and SDVOB Utilization Plan required to be submitted by Respondents as part of their proposals? If so, what information should respondents submit? (2/19/2016)

If a Respondent is able to meet the 30% overall MWBE participation goal, then the Respondent should include the MWBE Utilization Form, PROC-2 Form in their proposal.

183. Our company uses most, if not all, of the screening methods to vet candidates, with the exception of psychological evaluations. Is this an actual requirement and is it really possible for firms to carry out this type of evaluation considering the HIPAA privacy laws? (2/19/2016)

The term “psychological evaluations” is hereby deleted from the screening process in the first bullet of Section 7.1.1.6 entitled “Key Deliverables.”

184. Can you elaborate in more detail on the Evaluation Instrument used in the each portion of the bidding process? Furthermore, what criteria are most important to you in selecting a vendor and how would you rank the criteria according to your scoring process?

The Agencies respectfully decline to provide this information.

185. Will you waive the requirements for errors and omissions, blanket crime, forger, theft, and bonding? If you do not waive these additional insurances will you allow them to be submitted upon notification of award? Also, the costs for these additional insurances will make my bill rates much higher than if you waive these additional insurances.

See Amendment 13 of Addendum No. 2 issued on February 23, 2016

186. Can electronic copies of fillable forms please be posted as this would simplify filling out all necessary forms?

The Agencies’ are unable to honor this request at this time.

187. How many Technical resumes for each class need to be submitted with the response?

Refer to question number 36.

188. We are a certified NYS MBE, do we have to submit the Diversity Practices Questionnaire?

Yes.

189. Page 20, Section 9.1: Please provide more details regarding what is required to satisfy this requirement: “A written certification confirming that the information contained in the proposal is true and accurate and that the person signing the cover letter is authorized to submit the proposal on behalf of the Respondent.” Is it sufficient for the signer of the letter to certify to these statements or are you looking for some kind of external certification? If external, what documents will suffice? If external, where should they be included in the submission?

It is sufficient for the Staffing Firm’s authorized signatory to certify to these statements. No other external certification is needed.

190. I am contacting you because I would like to reach out to firms interested in bidding on the IT Temporary Staffing Consulting Services to be a part of this project, either as the Senior Data Analyst or Senior Foxpro/.Net Computer Programmer Analyst. This position is definitely an opportunity that I would be

perfect for! Can you advise me as to how I can reach prime contractors to be considered for sub-contracting on this contract?

If you are an IT Temporary Staffing Consulting firm, you may submit a response to this RFP.

191. Does the 1” margin apply to redacted resumes?

No.

192. Is there a page limit on the Administrative Proposal, and, if so, what is it?

No.

193. Is there a specific limit to the size of a file (e.g., 5mb? 10mb?)

35mg.

194. We assume that the file should be submitted as a single file unless the file size exceeds a specific file size as requested in the preceding question. Is this correct or should Respondents submit at least two files?

See subsection 8.1 of the RFP.

195. RFP page 22 – 4 – please explain exactly what you are looking for with ‘utilize your Firm’ staff to best serve the Agencies’? How is this different from the other responses regarding a Firm’s process, etc.?

While the interpretation of this question is left to the discretion of each Staffing Firm, such a response may include any unique services your Staffing Firm may provide to the Agencies.

196. RFP page 22 – 6 – Please explain exactly what staff you are referring to in ‘number of staff to be assigned to the Agencies who are employed in the State’? Do you want to know how many consultants we have who are employed in NY State currently?

Yes.

197. What does it mean that MWBE and SDVOB vendors will be awarded “additional credit”? These were not originally indicated as evaluation factors. Have the evaluation factors been changed? What additional credit will such vendors be receiving?

See Section 10 of the RFP amended as of February 23, 2016.

198. Section 7.1 General Scope of Services (Scope of Work). Will a company be considered for an award if it only responds to some of the labor categories and not all 14 positions?

The Agencies respectfully decline to submit this information.

199. Section 10.1 The Selection Process. Will companies that are able to provide all the labor categories listed in the scope of work be rated more than others responding to only some of the labor categories?

The Agencies respectfully decline to submit this information.

200. 9.2 TAB 2: Technical Proposal, item 8 Provide at least three (3) references for the Respondent and for any partners or sub-contractors. If two companies are part of a formed JV which is one entity, would they still need to provide six references or three references are ok for a JV formed of two companies.

Each entity of the partnering arrangement must comply with this requirement.

201. Regarding Vendor responsibility questionnaire - we have previously (Jan 4th 2016) completed this form (Vendor responsibility questionnaire) on New York State Office of the State Comptroller's Online Services. Could you please let us know, whether we need to complete again?

The form hyperlinked in the RFP is a HFA/SONYMA form and must be completed and included in the Respondent's proposal.

202. Will Vendors who do not qualify as MBE/WBE/SDVOB but who demonstrate partnerships that satisfy the State's requirements receive the same scoring consideration as vendors who are an MBE/WBE/SDVOB?

The Agencies respectfully decline to submit this information.

203. In the RFP itself, it states the following regulations:

MWBE Regulations – 30% split evenly between minority and women-owned

Disabled Veterans participation (SDVOB) – goal of 2%

a. In the Appendix I, we are proposing minimal changes to the indemnification:

INDEMNITY. The Contractor shall indemnify and hold the Agency or Agencies and their employees, officers, Members and Directors (collectively, the "Indemnities") harmless from and against all claims, demands, liability, loss, cost, direct damage or expense, including attorney's fees, which may be incurred by the Indemnities because of the negligent acts or omissions negligence or malfeasance on the part of the Contractor arising out of this Contract. Is that possible?

The Agencies respectfully decline to submit this information.



Homes and Community Renewal

ANDREW M. CUOMO
Governor

JAMES S. RUBIN
Commissioner/CEO

QUESTIONS AND ANSWERS **Request for Proposals for Information Technology** **Temporary Staffing Consultant Services**

Round 2 of Questions and Answers: Issued February 23, 2016

Please note that the MWBE subcontracting/partnering/joint venture requirement was amended in the RFP. While firms are encouraged to subcontract with a MWBE firm, the requirement to do so was removed. The Agencies will meet their overall 30% MWBE participation goal by directly contracting with MWBE firms. Accordingly, the Agencies' responses to Round 1 of Questions and Answers: Issued February 9, 2016 relating to the MWBE requirements are hereby revised in accordance with the amendment to the RFP. See Addendum dated February 23, 2016.

26. What was the total spend on the contract for 2015? What was the total spend on the contract in 2014? (2/9/2016)

The Agencies respectfully decline to provide this information. (2/23/2016)

27. Please provide the names of the incumbent vendor(s) servicing the NYS Housing Finance Agency and State of NY Mortgage Agency under the current contract. (2/9/2016)

The Agencies respectfully decline to provide this information. (2/23/2016)

28. Please provide the annual billing/spend for 2015 and 2014 by vendor. (2/9/2016)

The Agencies respectfully decline to provide this information. (2/23/2016)

29. What is the anticipated total annual spend under the new contract? (2/9/2016)

The Agencies respectfully decline to provide this information. (2/23/2016)

30. What are the current not-to-exceed wage rates, markup and bill rates for each job title broken down by vendor? (2/9/2016)

The Agencies respectfully decline to provide this information. (2/23/2016)

31. Historically, what has been the average length of an assignment? (2/9/2016)

The average length of each assignment will be in excess of six months. (2/23/2016)

32. For those positions/skills that have incumbents currently providing services, is the Agencies' expectation that the selected vendor(s) will absorb the current consultants into their organization? (2/9/2016)

The Agencies respectfully decline to provide this information. (2/23/2016)

33. **Page 16, Section 7.1.1.6, Key Deliverables, Bullet #4:** The RFP states "*Replacement, at no additional expense to the Agencies, of any consultant not performing satisfactorily within a reasonable time.*" By "*no additional expense,*" do you mean that the vendor must replace the non-performing consultant with a new consultant at the same bill rate? (2/9/2016)

No. The Bill Rate can be different. (2/23/2016)

34. **Page 18, Section 8.1, Proposal Submission Requirements:** The RFP states, "*Submit proposals in two emails labeled as follows...*" In the event that the Respondent provides exhibits (resumes, organizational chart(s), screen-shots of their system etc.) should those be attached as Exhibits with the Tab that they relate to? Sent as a 5th Tab and 3rd email? Or, should they be included as a 5th Tab in email #2? (2/9/2016)

The referenced exhibits should be labeled and emailed as TAB 2 exhibits in accordance with the instructions set forth in Section 9 ("Contents of Proposals") of the RFP. The five (5) page limit does not include resumes, references, organizational charts, etc. (2/23/2016)

35. **Page 21, Section 9.2, Technical Proposal, Item 3:** The RFP asks for resumes of the "*key personnel who would be primarily responsible for providing services to the Agencies.*" Are we correct to assume that the resumes you want to see are strictly for our permanent in-house employees who will be responsible overall management of the account and recruiting/screening/placing temporary IT consultants at the Agencies? (2/9/2016)

Yes. (2/23/2016)

36. **Addendum NO. 1, to Tab 2, Page 22:** Amendment 1 to Tab 2 requires a "*representative sampling of redacted resumes...*" What do the Agencies consider to be a representative sampling - how many resumes for each skill position do the Agencies expect to review? (2/9/2016)

Two to five resumes. (2/23/2016)

37. **Page 22, Section 9.2, Technical Proposal, Items 7.c. and d:** In Item 7.c, the RFP asks for, "*examples of recommendations offered to the client and the results of the implementation of those recommendations*", and in Item 7.d "*information regarding..... performance metrics and*

improvements.” As a temporary IT staffing firm, we provide qualified consultants to work under the direct supervision of our clients. While our consultants often make recommendations and obviously help improve our clients’ systems, we are not privy to the specific results attained since we do not supervise/evaluate the consultants work. We typically receive general evaluations of how are consultants performed. Given that scenario, how would you like us to answer these questions? (2/9/2016)

Provide any feedback that you would deem helpful to assist us in evaluating your consultants’ successes, e.g. clients’ written/verbal feedback, extension of contracts or additional consultants requested from an existing client. (2/23/2016)

38. Our company HQ is in Sterling, Virginia and we are registered to do business in Philadelphia which is very close to New York. Can we use our Sterling, Virginia office as a physical location for bidding to this procurement? (RFP Section 9.2/Point 6 - Page 21)

Yes. (2/23/2016)

39. Please confirm the MWBE and SDVOB goals for this contract? (RFP Section 4.1 - Page 9) (2/10/2016)

The Agencies overall MWBE participation goal is 30%. However, pursuant to the RFP amendment, the Agencies will meet their overall MWBE participation goal by directly contracting with MWBEs. The SDVOB participation goal in the RFP was removed. Visit the Agencies’ website to download a copy of the Addenda. (2/23/2016)

40. We have applied for a NY MBE Certification but it is still pending. Is the application receipt a valid proof for showing that we have applied for the New York MBE Certification? (RFP Section 4.1/Line 2 - Page 9) (2/10/2016)

Yes. (2/23/2016)

41. How much of the MWBE goals can be waived? Can we request for a total waiver? If yes, please tell us how. (RFP Section 4.1/Line 10 - Page 10 & RFP Section 11.1.2/Line 6 - Page 28) (2/10/2016)

The MWBE required subcontracting requirement was removed in the RFP. Visit the Agencies’ website to download a copy of the Addenda. (2/23/2016)

42. Is the SDVOB participation necessary? Can it be waived off? If yes, Please tell us how? (RFP Section 4.2 Page 10) (2/10/2016)

See response to question number 39. (2/23/2016)

43. Can we bid for this procurement as a prime contractor without having a sub-contractor? (RFP Section 9.2 Page 22) (2/10/2016)

Yes. (2/23/2016)

44. Do we need to identify & submit the names, description etc. of the MWBE' & SDVOB' we wish to partner with, with the proposal or do we just need to acknowledge it with the proposal. If Yes, then how? (RFP Section 4.1/Line 10 - Page 10) (2/10/2016)

If a Contractor elects to partner with a MBE or WBE firm, acknowledgement in the proposal of the desire to partner with a MWBE and/or a SDVOB is sufficient. (2/23/2016)

45. We have done some work and are currently providing a few staff augmentation consultants in New York. Our question is, as a company without a significant presence in New York, will we be disqualified from this RFP? (2/10/2016)

No; however, a firm must have authority to do business in the State of New York. (2/23/2016)

46. If not having a significant presence in New York will disqualify an organization, would opening an office within New York mitigate this issue? (2/10/2016)

It is the Agencies' preference that a Contractor have a presence in the State of New York; however, such NYS presence is not required. (2/23/2016)

47. 4.1 MWBE requirements; May the prime self-fulfill in a category? Abator is NYS WBE and we would engage other NYS SDMWVLGBTBEs (Small, Disadvantaged, Disabled, Minority, Women, Veteran, Lesbian, Gay, Bisexual or Transgendered Business Enterprise) as appropriate. (2/9/2016)

Yes. (2/23/2016)

48. Has NYSHCR determined a tentative number of consultants it might expect to engage during the first year of the contract? This will help us determine how to effectively reach out to our SDMWVLGBTBE subcontractors.(2/9/2016)

The Agencies respectfully decline to provide this information. (2/23/2016)

49. Attachment 2 – Job descriptions: (2/9/2016)

a. Are all DBA's expected to be "MS SQL Server DBA certified"?

No. (2/23/2016)

b. Are all BSA's expected to have "Demonstrable experience with MS Office 2013"?

Yes. (2/23/2016)

c. An "unknown" title is listed on the pricing sheet, should that be ignored?

Please refer to question number 11. (2/23/2016)

50. **Page 10, Section 4.1:** We are a nationally certified MBE and used to be certified with the State of NY but our certification has been expired. Is it a mandatory requirement to submit NYS certified MBE with the proposal? Could we submit the proposal without the NYS certified MBE or the filing proof, and complete it after the award? Does the MBE certification affect the bid evaluation score?

As per the recent amendment to the RFP, submission of a NYS MBE certification with the proposal, while preferred, is not required. (2/23/2016)

51. **Page 8, Section 1:** Is this the only contract vehicle for the agencies to source IT contractors? (2/10/2016)

The Agencies respectfully decline to provide this information. (2/23/2016)

52. **Page 8:** What was the historical annual spending? What is the estimated annual budget? (2/10/2016)

The Agencies respectfully decline to provide this information. (2/23/2016)

53. **Page 8:** How many IT consultants do you have at a time, on average? (2/10/2016)

The Agencies respectfully decline to provide this information. (2/23/2016)

54. **Page 8:** How many vendors do you have in the existing pre-qualified vendor list? How many are active? (2/10/2016)

The Agencies respectfully decline to provide this information. (2/23/2016)

55. **Page 8:** Is this RFP for IT staff augmentation services or IT deliverables-based projects, or for both? (2/10/2016)

Staff augmentation. (2/23/2016)

56. **Page 22, Tab 2-9:** Do we have to provide the list of the potential subcontractors who we may work with? (2/10/2016)

No. (2/23/2016)

Can we work with MBE certified by other states rather than NYS? (2/10/2016)

Yes; however, preference is that MWBEs be certified by New York State's Economic Development Corporation. (2/23/2016)

Can we add the subcontractors later during the contract duration? (2/10/2016)

Yes. (2/23/2016)

57. **Page 19, Section 9:** Can you please consider increase the page limit of Tab 2 to 10 pages, given the provided outline? (2/10/2016)

Since resumes, organizational charts, references, certificates, etc. are not included in the page limit, we will not consider increasing the page limit in Tab 2. (2/23/2016)

58. **Page 25, Section 10.1:** "Maintenance of an office in the state of NY," if a bidder does not have a physical office in NYS but has representatives/remote operations in the state (it is very common for staffing companies), is it qualified? (2/10/2016)

Yes. (2/23/2016)

59. How many IT consultants currently work at NYS HCR? (2/9/2016)

The Agencies respectfully decline to provide this information. (2/23/2016)

60. Can you give us a breakdown by title of current consultants at NYS HCR? (2/9/2016)

The Agencies respectfully decline to provide this information. (2/23/2016)

61. What has been the annual historical spend on IT consulting services? (2/9/2016)

The Agencies respectfully decline to provide this information. (2/23/2016)

62. What is the anticipated annual spend on IT consulting regarding this contract? (2/9/2016)

The Agencies respectfully decline to provide this information. (2/23/2016)

63. Will the incumbent IT consultants be switched over to this new contract on the start date, 4/14/16, or when their current contracts run out, or will they stay with the current vendors? (2/9/2016)

The Agencies respectfully decline to provide this information. (2/23/2016)

64. When evaluating vendor proposals, will any additional credit be awarded to NYS certified MWBE or SDVOB vendors? (2/9/2016)

Yes. (2/23/2016)

65. Section 7.1 pg14 – Is there a minimum and maximum number of vendors NYS HCR will award contracts to? (2/9/2016)

See response to question number 14. (2/23/2016)

66. Section 7.1.1.1 Affordable Care Act (“ACA”) pg14 *“However, as stated herein, the temporary staff to be provided to the Agencies are employees of the Contractor and are not employed by any Agency nor the state of New York.”* - Does the temporary staff have to be employees of the prime contractor or can they be employees of a subcontractor? (2/9/2016)

The Agencies respectfully decline to provide this information. (2/23/2016)

67. 9.2 TAB 2: Technical Proposal #8 pg20 *“Provide at least three (3) references for the Respondent and for any partners or sub-contractors. Each reference should include the name, title, company, address, phone number and email address of the reference, and a brief summary of the relationship between the reference and the Respondent and, if applicable, the subcontractor.”* - We intend to use NYS certified MWBE and SDVOB companies as subcontractors. Besides the 3 references we will provide for ourselves, do we also need to provide 3 references for any subcontractor we intend to use, or just our references are sufficient? (2/9/2016)

The Agencies require three references for the Respondent and three references for any partners or sub-contractors. (2/23/2016).

68. Attachment 3: Cost Proposal Form pg37 – What defines the wage rate? We could have a different wage rate for our W2 employee versus an employee of a subcontractor. (2/9/2016)

The Agencies have amended their RFP and the term “wage rate” is defined in Section 9.3 of the amended RFP. Visit the Agencies’ website to download a copy of the amended RFP. (2/23/2016)

69. Attachment 3: Cost Proposal Form pg37 - Is the wage rate a minimum pay rate or a fixed number? (2/9/2016)

The wage rate should be a fixed amount for the initial three (3) year term of the contract. (2/23/2016)

70. Attachment 3: Cost Proposal Form pg37 – What is the title “Unknown” used for? (2/9/2016)

Please refer to question number 11. (2/23/2016)

71. Considering NYS HCR may not respond to Questions asked by vendors until Feb 25, that allows proposers only 2 full business days (1 day reserved for shipping time) to accommodate these responses and address this information in their proposals. Can the proposal due date be extended by a few days, or can the answers be provided earlier? (2/9/2016)

The Agencies are responding to questions and answers on an on-going basis. Respondents are encouraged to check the HCR website frequently for notices of any clarifications, changes, additions, or deletions to the RFP. Please refer to section 6.1: “Questions and Answers” of the RFP. (2/23/2016)

72. Is there an incumbent for this RFP? If, yes, please list the current contractor and describe the task current contractor is assigned. (2/9/2016)

Please refer to questions 2 and 4. (2/23/2016)

73. Please specify how many references are required for each vendor? (2/9/2016)

The Agencies require three references. (2/23/2016)

74. What is the number of positions available for each job title? (2/9/2016)

At this time, we are not anticipating more than one position per job title; however, please note that assignments will be made on an as-needed basis. (2/23/2016)

75. Do you currently have a 'Direct Hire Program' in place? (2/9/2016)

Yes. (2/23/2016)

76. Can you provide any insight into the ranking of evaluation criteria? (2/12/2015)

Refer to response to Question number 9. (2/23/2016)

77. What is the expected volume? (2/11/2016)

The Agencies respectfully decline to provide this information.

78. Page 20, #5 – can you explain specifically who you are referring to as 'primary staff'. Are you referring to our internal administrative, recruiting, account management teams or are you referring to technical resources who would be available to fill hourly contracting positions onsite at your Agency? (2/11/2016)

Primary staff and Key Personnel are used interchangeably in the RFP. See response to Q&A #35 and Q&A # 80 below. (2/23/2016)

79. Page 21, #1 – Can you explain specifically who you are referring to as 'members'. Are you looking for a list of employees of our firm? (2/11/2016)

The Agencies amended their RFP and this section was revised. Please visit the Agencies' website to download a copy of the amended RFP. (2/23/2016)

80. Page 21, #3 – Can you explain specifically who you are referring to as 'key personnel'. Is this the same a primary staff mentioned on Page 20. Please define key personnel. (2/11/2016)

Key Personnel is defined as employees of the proposed Contractor who have the authority to make decisions and execute contracts on behalf of the Contractor together with the principle employee(s) who will manage the contractual relationship between the Agencies and the Contractor. (2/23/2016)

81. Page 22, b, c, d – these items seem to relate to deliverables based work vs. temporary IT staffing consulting services. Can you help us understand exactly what you looking for here? (2/11/2016)

Refer to response to question number 37.

82. Do you want firms to include sample resumes of current and/or past consultants who have provided services in each of the positions listed starting on page 32? (2/12/2015)

Proposers may include both current and past resumes in their Proposal Submissions; however, past resumes shall not exceed more than six months to a year. (2/23/2016)

83. Do we need to furnish resumes for the requirement? (2/11/2016)

Please refer to response to question number 35 and [RFP Addendum No. 1](#), hyperlinked herein. (2/23/2016)



Homes and Community Renewal

ANDREW M. CUOMO
Governor

JAMES S. RUBIN
Commissioner/CEO

QUESTIONS AND ANSWERS **Request for Proposals for Information Technology** **Temporary Staffing Consultant Services**

Round 1 of Questions and Answers: Issued February 9, 2016

1. Please include us in any mailing list or communication regarding this RFP. (2/3/2016)

Section 6 of the RFP encourages proposers to check HCR's website frequently for notices of any clarifications, changes, additions, or deletions to the RFP. (2/9/2016)

2. Is there any incumbent/existing vendors providing same/similar services? (2/3/2016)

Yes. (2/9/2016)

3. Are existing vendors, if any, eligible to participate in this RFP? (2/3/2016)

Yes. (2/9/2016)

4. Can you please share current vendors list, proposals, rates and performance details? (2/3/2016)

The Agencies do not customarily provide detailed information concerning their vendors and related proposals, rates and performance. (2/9/2016)

5. Page 23: Do we need to provide certificate of insurance with client name or just the coverage details are sufficient? (2/3/2016)

For the RFP response, coverage details are sufficient. (2/9/2016)

6. Page 23: We are NY state (ESD) certified M/WBE responding without any sub-contractors. Do we need to provide M/WBE utilization plan? (2/3/2016)

No. (2/9/2016)

7. Page 9: Our M/WBE recertification is still in the process but we are active on ESD website. Is that sufficient? Also we are WBENC certified with current validity. (2/3/2016)

Provide evidence of your current MWBE status with ESD or recertification status with ESD. (2/9/2016)

8. Page 10: Are we supposed to partner with SDVOB? Is there a mandatory target for working with SDVOB firms after selection? (2/3/2016)

It is the preference of the Agencies that firms partner with a SDVOB; however, SDVOB partnering is not a mandatory requirement. (2/9/2016)

9. Page 25: Can you please share weight for each criteria for selection? (2/3/2014)

The Agencies do not customarily respond to details relating to weight for criteria with respect to selection. (2/9/2016)

10. Page 37: Is there a separate consideration or weight for Markup and permanent placement fee? What is the impact of these two factors on overall score? (2/3/2016)

See response to question number 9 above. (2/9/2016)

11. Page 37: What is unknown category meant for? (2/3/2016)

The Attachment 3. Cost Proposal Form was revised and the “unknown” category was deleted. Visit the Agencies’ website to download a copy of the revised Attachment 3. Cost Proposal Form (2/9/2015)

12. Page 37: By allowing new categories to be add, how you are planning to compare proposals from different vendors with different categories/prices? (2/3/2016)

Refer to response in Question 11 above. (2/9/2016)

13. Page 22: Where should we include permanent placement fee as there is no place in attachment? (2/3/2016)

The Attachment 3: Cost Proposal Form was revised and now includes permanent placement fees. Visit the Agencies’ website to download a copy of the revised attachment. (2/9/2016)

14. Page 25: How many vendors will be selected from this RFP? (2/3/2016)

To be determined by the Agencies' Proposal Review Committee (2/9/2016)

15. Do you know the location for Place of Performance for this RFQ? (2/4/2016)

New York, New York (Manhattan) (2/9/2016)

16. Will the agency consider MBEs certified by National Minority Development Council (NMSDC)? (Refer: Page 9, Section 4.1) (2/5/2016)

No. (2/9/2016)

17. Will the agency consider WOSBs certified by Women's Business Development Center (WBENC)? (Refer: Page 9, Section 4.1) (2/5/2016)

No. (2/9/2016)

18. Registration with the State's Department of Economic Development is mandatory? (Refer: Page 9, Section 4.1) NO. (2/5/2016)

Yes. (2/9/2016)

19. Is Local presence is mandatory? And should we need to maintain an office in New York to participate in this RFP? (Refer: Page 21, Numbering 6)

Local presence and maintenance of an office in New York is preferred. However, all consultants must be located in the NYC vicinity. See response to question #15 above. (2/9/2016)

20. Still Good Faith Efforts should be demonstrated, if the submitting firm itself is a MBE/WOSB certified? (Page 26, Section 11.1.2) (2/5/2016)

If a firm is able to meet the 30% overall MWBE participation goal then demonstration of Good Faith Efforts is not necessary. (2/9/2015)

21. Should the proposal submitting firm must be licensed to conduct business in New York? (2/5/2016)

The firm must have authority to do business in the State of New York. (2/9/2016)

22. Are companies out of New York state eligible to submit a proposal? (2/5/2016)

Yes. See response to questions #'s 15 and 19 above. (2/9/2016)

23. How many awards does the agency anticipates to make? (2/5/2016)

See response to question #14 above. (2/9/2016)

24. On the current contract for this RFP (RFP issued back in 2009) how many firms were awarded a contract for these services? (2/5/2016)

The information is not available at this time. (2/9/2016)

25. In regards to the current contract for the RFP, what is the dollar amount that was spent? (2/5/2016)

The Agencies do not wish to share budget information. (2/9/2016)