

**New York State Department of Health, AIDS Institute  
Division of HIV/STD Epidemiology, Evaluation, and Partner Services (DEEP)**

**Staffing Services to Perform Epidemiologic and Program Evaluation Assistance**

**IFB #17745**

**Questions and Answers Document: March 27, 2018**

<b><u>Bidder's Question</u></b>	<b><u>Answer</u></b>
<b>Question 1:</b> We are interested in responding to the subject RFP. Please how do we proceed to obtain relevant information.	<b>Answer 1:</b> The announcement and documents can be found at the New York State Department of Health website: <a href="https://www.health.ny.gov/funding/">https://www.health.ny.gov/funding/</a>
<b>Question 2:</b> We are interested in knowing if there are any preferred qualifications for staff under this RFP. Can you provide this information?	<b>Answer 2:</b> There are no preferred qualification requirements.
<b>Question 3:</b> Will you accept a proposal from a vendor who specialized in Medical Staffing Services for NYS but not in professional research and epidemiologic job titles, I am licensed to staff any position for NYS agencies?	<b>Answer 3:</b> We will consider proposals from any vendors who meet the eligibility requirements for bidders as outlined in the IFB.
<b>Question 4:</b> Are there incumbents currently performing these services?	<b>Answer 4:</b> No. There are no incumbents currently performing these services.
<b>Question 5:</b> I would like to know how can I find out which companies are bidding on the IFB so I can reach out to them as a minority company to help them with their minority goals for this IFB.	<b>Answer 5:</b> That information is unavailable as there is no Letter of Intent to Bid requirement. DOH can post a listing of MWBE interested in subcontracting for this opportunity on it's website for interested MWBEs.

<b>Question 6:</b> a) iii Page 9 Is there travel beyond the initial training outside of Albany?	<b>Answer 6:</b> Travel is required per page 9, 4a Contractor Responsibilities. This may include local (Albany NY area) and non-local locations.
<b>Question 7:</b> iii Page 9 Is there IT experience needed, as well as the last 3 bullets point towards IT related duties? Would this area require travel?	<b>Answer 7:</b> Please see page 7, 3a Contracted Staff Minimum Qualification for required experience. Please see Answer 6 for travel requirements.
<b>Question 8:</b> iv. Page 9 Does the invoice need to have the monthly reports with details attached to the invoice as this is confidential information that would now be shared with the BSC? Since NYSDOH supervisors are reviewing and signing off on these, should/could they be kept with DOH personnel. As a contractor, we do not necessarily need to see the detailed reports.	<b>Answer 8:</b> Yes, the invoice submitted to the NYSDOH must include the requisite documentation per Page 9. The information submitted to the BSC is outlined on Page 13 Payment and Page 14 Submission of Claims.
<b>Question 9:</b> d) 2nd paragraph Page 14 Can you give an example of expenses incurred but disallowed? What situation might create that scenario?	<b>Answer 9:</b> Please see page 11 of the IFB 3.0 Cost Proposal. Any cost outside of the successful bidder's hourly rate will be disallowed.
<b>Question 10:</b> Attachment 1 Page 22 FAU # ??	<b>Answer 10:</b> That should read IFB #.
<b>Question 11:</b> Is there currently a contract in place? Or, completely new and no incumbent staff?	<b>Answer 11:</b> No, there is no current contract in place.
<b>Question 12:</b> Typically, staff are paid weekly or bi-weekly. Will NYSDOH supervisors confirm their hours weekly or bi-weekly and then the contractor would submit monthly invoices?	<b>Answer 12:</b> Approval of time cards will be negotiated with the successful bidder.
<b>Question 13:</b> c) Page 10; do we need to provide contact information for current and recent contracts? Must they be with New York State Agencies?	<b>Answer 13:</b> Contact information must be provided for current <b>or</b> recent contracts. Please see page 10, D1 Bidder Eligibility and D2 Bidder's Narrative Proposal. .
<b>Question 14:</b> D. 2. B., Performance Standards are noted here and in the Penalties section on Page 14; but are only described as to be determined by the NYSDOH. Are these performance standards available?	<b>Answer 14:</b> The Performance Standards noted on page 10, D.2.B pertains to the bidder's internal control programs. Page 14 Penalties are for failures to maintain the NYSDOH Performance Standards listed on Pages 14-15 items 6a, 6b, and 6c. Yes, the Performance Standards are available on Pages 14 and 15 of the IFB and outlined in items 6a, 6b, and 6c under Penalties.

<p><b>Question 15:</b> E. Method of Award. Will a second contract be formally awarded? Will staff be used from this secondary contract should the primary contract staff fail to perform satisfactorily or only if primary contract staff are unavailable??</p>	<p><b>Answer 15:</b> Yes, a secondary contract will be awarded. The secondary contract will be utilized if for any reasons the primary contractor is unable to fulfill contractual requirements.</p>
<p><b>Question 16:</b> Page 73 and page 19 have contradictory values for the M/WBE goals. Which values are correct?</p>	<p><b>Answer 16:</b> The contract goals noted in Appendix M are the correct values for this contract. 0% for Minority and Women-Owned Business Enterprises (“M/WBE”) participation, 0% for Minority-Owned Business Enterprises (“MBE”) participation and 0% for Women-Owned Business Enterprises (“WBE”) participation The IFB is amended via Amendment 1 to reflect the correct value.</p>