



Department of
Social Services

Office of Contracts

W-2-196
Rev. 10/10

July 22, 2013

Robert Doar
Commissioner

Roy A. Esnard
General Counsel

Vincent Pullo
Agency Chief
Contracting Officer

**Re: Addendum #3 to the RFP for
Business Consultants for Health
and Human Services Agencies
PIN: 13PPMHS001
EPIN: 09613P0005**

180 Water Street
New York, NY 10038

212 331 3434

Dear Prospective Proposer:

Please find attached Addendum #3 to the Request for Proposals (“RFP”) for Business Consultants for Health and Human Services (“HHS”) Agencies issued on June 24, 2013, by the Human Resources Administration on behalf of the Office of the Deputy Mayor for HHS, Shared Services/Support, Accountability and Value-Enhancement Unit (“HRA/SAVE”).

Addendum #3 contains:

- Attachment A – Changes to the RFP
- Attachment B – Answers to questions submitted in writing to HRA/SAVE during and after the Pre-Proposal Conference.

Please acknowledge your receipt of Addendum #3 by listing in on the Acknowledgment of Addenda (Appendix E of the RFP package) and including the acknowledgment in your proposal submission.

The deadline for submission of proposals has changed, as noted in Attachment A. The deadline for submissions is Tuesday, July 30, 2013.

Proposers are reminded that they must deliver their proposals by **July 30, 2013, at 2:00 pm** to:

**NYC Human Resources Administration
Office of Contracts – RFP Unit
180 Water Street, 14th Floor
New York, NY 10038**

Proposals received at this location after the proposal due date and time are late and shall not be accepted by HRA/SAVE, except as provided under the New York City Procurement Policy Board Rules.

Sincerely,

ATTACHMENT A
Changes to the RFP for Business Consultants for HHS Agencies

Please be advised that the subject RFP is revised as described below. All new language is in boldface and underlined. Language that is crossed out is being deleted from the RFP.

Page 2:

SECTION I – TIMETABLE

D. Proposal Due Date, Time and Location:

- Date: ~~Friday, July 26, 2013~~ Tuesday, July 30, 2013
- Time: 2:00 pm
- Location: Proposals shall be submitted to:
NYC Human Resources Administration
Office of Contracts – RFP Unit
180 Water Street, 14th Floor
New York, New York 10038

Page 13:

SECTION IV – PROPOSAL PROCEDURES AND REQUIREMENTS

1. B. Checklist – Proposal Package Contents

5. A sealed outer envelope, enclosing the four sealed inner envelopes. The sealed outer envelope should have two (2) labels containing:
 - The proposer's name and address, the title and PIN # of this RFP, the Category of Service being proposed, and the name and telephone number of the proposer's contact person.
 - The name, title and address of the ~~Authorized Contact Person~~ of the ACCO

Vincent Pullo
Agency Chief Contracting Officer
Human Resources Administration
Office of Contracts, 14th Floor
180 Water Street, New York, NY 10038

ATTACHMENT B
Answers to Questions

General Questions

Question 1 Are the contracting agencies obligated to use this contract vehicle (and the selected vendors) for all projects that fall under the various options? In other words, if a “favorite” vendor is not among those selected through this RFP process, can the agency circumvent this process through sole-sourcing, or through some other alternative competitive process?

Answer **It is anticipated that the HHS agencies will select consultants through the process established in this RFP during the term of the resulting contracts but there may be some occasional exceptions depending on the size and scope of the project.**

Question 2 Can you give more detail on the term “business consultant”?

Answer **To get a better understanding of the type of services being sought under this RFP proposers should read this solicitation carefully, especially Section III, Scope of Services. HRA/SAVE is seeking consultants in the categories of service outlined in that section.**

Question 3 What is the approximate volume of consultants needed?

Answer **There is no prescribed volume. The purpose of the RFP to establish a pool of appropriately qualified and experienced firms. Projects will be determined based on Requesting Agency need. The City does not make any representations as to the amount of work assigned to any consultant.**

Question 4 Does a contract for these services exist? If no, what is the impetus for this solicitation? If yes, who are the current vendors providing these services?

Does such a contract exist now? If so who has it? Who is the FOIL Officer?

Is this an extension of a pre-existing contract? If so, who received the original contract?

Are there any examples of prior scope of supply/services that you can share? (Past engagements that we can reference to get an idea of the type of projects that will be requested)

Answer **No. This is the first procurement of its kind. HRA has issued this procurement on behalf of the SAVE. SAVE was created to share capacity in purchasing and other administrative operations among the health and human service agencies. HRA’s FOIL officer is Paul Ligresti.**

Question 5 Is this proposal in any way related to the older Citywide On-Call Information Technology, Telecommunications Consulting and Related Services RFP 069-13-310-3002?

Is this substitute for DoITT ITCS contract?

Does this proposal include IT staffing needs full time or contractors?

Answer No. Proposers should fully read the RFP to understand the services requested.

Question 6 What is the lead agency for this procurement – HRA? Will other City agencies (outside Health and Human Services area) be able to use the resulting qualified list of consultants and the project request process for their own projects?

Answer HRA issued this RFP on behalf of the Shared Services / Support, Accountability and Value-Enhancement Unit (“SAVE”) within the Office of the Deputy Mayor for Health and Human Services. The resulting contracts will be used by the seven HHS agencies listed in the RFP, and possibly other City agencies.

Question 7 What will composition of evaluation committee be?

Answer The evaluation committee will be comprised of City employees in a manner consistent with the New York City Procurement Policy Board Rules.

Question 8 The RFP puts a substantial amount of weight on Organizational Capability however does not include a very specific description of what the City may be seeking in this regard. For example, can the City provide some specificity around (for example) the minimum number of full time employees a provider must have to qualify to be selected?

How small can a proposer’s organization be? Can it be a one-person consultant?

Answer There is no prescribed size or minimum number of employees discussed in the RFP. However, proposers should read the requirements of the RFP carefully so that they fully understand the requested services.

Question 9 Could we submit questions after today and if yes, is there a deadline for questions? Who shall I contact if I have questions after the conference?

Answer The question submission deadline is close of business July 16, 2013. Questions shall be submitted to the Authorized Contact Person listed in the RFP on p. 1.

Question 10 Would it be possible to provide the attendance list prior to the addendum? Providing this only one week in advance does not provide sufficient time for sub-consultants (M/WBEs) to contact primes for teaming arrangements

Answer The attendance list was released as part of Addendum #1 which was issued on July 12, 2013.

Question 11 How will addenda be sent?

Answer The addenda are posted on the HRA website and vendors who downloaded the RFP are notified by email that an addendum has been issued. Please make sure that your email spam blocker is off.

Question 12 Is it necessary to put up a bond?

Answer No bid bond is required for this RFP.

Question 13 What is the anticipated date of award?

Answer December 2013, as noted on p. 3 of the RFP.

Question 14 How long is the contract for?

Does NYC HRA anticipate small one-month contracts; or annual or multi-year contracts?

Answer The term of the contracts resulting from the RFP shall be three (3) years with an optional three (3) year renewal. The term of task orders for individual consultant projects will depend on Requesting Agency need.

Question 15 Does the organization have to be insured for liability in order to be considered for funding? Can the organization obtain insurance if accepted for a contract?

Answer Proof of insurance is not required at the time of proposal submission, but will be required as a condition of award.

Question 16 The RFP indicates that the contract will be subject to New York City's general contract provisions. If there are terms and conditions in Attachment K that we would like to negotiate with the City, may we include a list of exceptions in our proposal?

Answer **In accordance with RFP Section VI.C, contracts shall be subject to New York City’s general contract provisions, in substantially the form that they appear in Attachment K. These provisions have been approved by the City’s Corporation Counsel for use in all City contracts for consultants, professional and technical services. Successful negotiation of contract terms is a condition of actual award of a contract.**

Question 17 Will the successful proposer(s) have an opportunity to negotiate the terms and conditions of the contract resulting from this RFP? If the negotiations are unsuccessful or the City chooses not to negotiate contract terms and conditions, will the successful proposer(s) be free to choose not to enter into a contract with the City?

Answer **Please see answer to question 16, above. In addition, proposers should read Section VI, “General Information for Proposals.”**

Question 18 Section II.B indicates that each consulting project will be governed by a Task Order. At the time of award of a Task Order, will the successful consultant have an opportunity to negotiate terms and conditions applicable to the Task Order?

Answer **As explained in RFP Section III.C, Project Requests and Work Assignments, the Task Order will incorporate the terms and conditions of the contract. It will also incorporate the Project Request and the Project Proposal.**

Question 19 This section indicates that contract award is subject to the New York City Fair Share Criteria. We could not find the term “fair share” used anywhere else in the RFP. Can the City clarify where the Fair Share Criteria may be found in the RFP or provide the Fair Share Criteria?

Answer **Information can be found on the Department of City Planning’s website at: <http://www.nyc.gov/html/dcp/html/pub/fsguide.shtml>.**

Question 20 Where can proposers find the New York City Department of Business Services/Division of Labor Services Employment Report? Is certification by that office required prior to submitting a proposal?

Answer **Information can be found on the Department of Small Business Services website at: <http://www.nyc.gov/html/sbs/html/procurement/dls.shtml>. Certification is not required before submitting a proposal.**

Question 21 Do you expect to be able to answer all vendor questions within a week of the actual proposal due date so that adequate time is available to modify proposals as necessary?

Given the timing of the questions being due and the addendum being released, will HRA consider extending the due date for this proposal?

Answer This is the final addendum, addressing all questions received prior to the deadline for questions.

Scope of Services, Categories of Service, Project Requests and Proposals

Question 22 If a firm has deep expertise in part, but not all of a category, would you advise submitting a proposal in that category?

Answer It is possible that a highly rated proposer who covers only part of a Service Option/Category of Service could be awarded a contract, but the City cannot make a representation that this occurrence will occur. In addition, HRA/SAVE has reserved the right to skip proposals to ensure full coverage within each category.

Question 23 Can you please provide more details or examples of the types of task order assignments for which agencies are likely to seek technical assistance?

Can you give any more concrete examples of the types of projects you expect or might see in each category of service? Eg, scope, budget (approximate size) or timelines?

Answer The types, scope, budget and timelines of projects will be specific to individual projects, based on the needs of the Requesting Agency.

Question 24 The description of Service Option 3, Training and Professional Development, indicates that “health services (physical, mental, substance abuse, clinical)” is among the areas to be included. What health functions do you anticipate requiring training or technical assistance, and are they distinct from public health functions such as community surveys, interviewing or information collection practices?

Answer The answer depends on the specific project. Details will be specified in each Project Request.

Question 25 For the purposes of Service Option 1, how do you define “workforce development”?

Answer Workforce development refers to putting in place plans to grow the capacity of in-house staff by identifying gaps and proposing corrective action such as training plans and hiring initiatives.

Question 26 Under Continuous Improvement and Quality Assurance the area of “creative communications vehicles,” can you give examples of this type of work you are referring to?

Answer One example would be creative communications vehicles to reinforce best supervisory practice.

Question 27 Do you require the training and development professionals in the health services category to have certifications or advanced degrees in the health services industry?

Answer Consultants need to be responsive to the Requesting Agency and Project Requests.

Question 28 Will one evaluation committee review proposals for all areas of service?

Answer The proposals will be evaluated by one or more evaluation committees in a manner consistent with the New York City Procurement Policy Board Rules.

Question 29 Once a company or individual is awarded the ability to be listed as one of the 10 qualified contractors, in order for the 10 qualified companies to enter the next interview stage they must respond within 5 days. After all the due process & efforts to be found one of the 10 qualified, why is such a small window of 5 days established especially for small casualty companies? Is there any earlier list established as to [illegible] potential bids going to be made so that smaller companies will be aware of the 5 day window? There is so much riding on a company’s response to include removal from eligibility after 3 misses.

Answer As stated in RFP Section III.C, Project Requests and Work Assignments, Consultants will have a minimum of five work days to submit a short response. More complex projects will include a longer response period. Consultants who receive a Project Request will be required to respond either by submitting a Project Proposal or by providing an adequate written explanation of why they are not interested.

Question 30 Does this proposal include IT staffing needs, fulltime or contractors? Can you tell me if there are going to be requirements for IT consultants on this and if so which ones?

Answer This is not an RFP for IT services. Proposers whose proposals include an IT component should describe how those services will be provided in their proposals.

Question 31 Will each Service Option, listed in Section III, Scope of Services, on page 5 of the RFP have varying levels of expertise? Ex. Entry, junior, senior.

Answer The question is unclear as it relates to the RFP. However, it is feasible for individual projects to have varying levels of expertise.

Budget, Prices and Rates

Question 32 What is the estimated total value to be awarded by this RFP?

What is the budget per year for this contract? Is there an anticipated maximum dollar amount per service area? Per vendor? If yes, how much?

What is the expected size of the projects under these contracts? Is there a minimum or maximum budget amount for each project or for the contracts as a whole?

Answer Please see answer to question 3.

Question 33 If costs are not part of the evaluation criteria, how will the pricing proposal be considered? Is there a range of hourly rates you consider reasonable? Can rates change over the life of the contract?

Answer As stated in RFP Section V.C, Basis for Contract Award, HRA/SAVE anticipates awarding contracts to up to ten of the most highly rated proposers within each Category of Service whose rates are fair and reasonable. After technical proposals are evaluated, maximum hourly rates and other expenses will be negotiated based on the price proposals. These maximum hourly rates will remain in effect for the duration of each Contract. Prices for individual projects will be established through the work assignment process described in Section III.C, Project Requests and Work Assignments, but will be constrained by the agreed-upon maximum hourly rates.

Question 34 What do you envision by “innovative payment structures”?

Answer Proposers may submit alternatives to the Price Proposal Form in Attachment D. If a proposer elects to submit an innovative payment structure, it may do so in its price proposal; however, the proposer must submit a completed Price Proposal Form (Attachment D) as well.

Question 35 On Attachment D, Price Proposal Form, could we seek further clarification to the personnel costs listed, as they do not include categories listed on page 5 of Section III, Scope of Services? Will detailed job descriptions be available for the 5 categories listed in Section III, Scope of Services, on page 5 of the RFP?

Answer **Proposers who wish to be considered for more than one Category of Service listed on page 5 must submit a separate and complete proposal for each one. Each proposal must include a separate Price Proposal Form, which will be specific to one Category of Service.**

Question 36 Attachment D: Price Proposal Form only lists 4 staff titles and does not list more senior staff titles (Partner, Principal, Director). Can these rates be included in the alternate payment structure? (Page 11 of the RFP indicates a requirement for access to proposer’s principals – but there is no rate for the principal staff level.)

Answer **Proposers may submit additional rates in an alternate payment structure. As stated in the RFP, the Price Proposal Form in Attachment D will be used for the purposes of comparison.**

Question 37 Are there guidelines for staff time and hourly rates to be paid?

Answer **No. Each Task Order will specify fees for the particular project, based on price considerations described in the Project Request.**

Question 38 Page 12, in the summary states, “Rates should reflect any travel and other related expenses, which should not be reimbursed separately.” Price Proposal Form lists indirect costs with a percentage and comments. Does the hourly rate include indirect costs and then we break at the direct costs? Or is the price proposal built upon direct costs and indirect costs are then added on top of the hourly rate?

Answer **Travel and related expenses should be included within the hourly rate. Indirect expenses, as described in RFP Section IV.A.3, Price Proposal, should be stated as a percentage that would be added to the hourly rate.**

Question 39 For the price proposal, do we need to fill in the indirect cost percentage or are we just doing the hourly rates?

In regards to the "indirect cost" line on the Price Proposal are you looking for a percent only, please note the difficulty faced by the proposer, to estimate without knowing what the actual project(s) entail.

Answer **The RFP does not preclude proposers from entering zero for indirect costs; however, keeping the indirect rate as zero may result in the consultant forfeiting reimbursement for these costs.**

Question 39a It is our normal practice to bill clients using fully loaded hourly rates rather than to charge separately for indirect expenses. In the cost proposal can we simply propose our fully loaded hourly rates and indicate that there will be no additional charge for indirect costs?

Answer **Yes.**

Question 40 Can we obtain price proposals accepted in previous contract awards or range of price proposals previously accepted, accepted or contracted in previous years?

Answer **This RFP is the first of its kind in that it seeks to establish a pool of consultants in various categories who are available for individual projects as needed. There are no comparable previous contracts or proposals.**

Question 41 In regards to the anticipated payment structures (page 4 of the RFP), will the client be retaining 10% on project based work only or does the client intend to retaining 10% on the hourly rates contracts also?

Answer **The practice of retaining 10% of payments until the project is satisfactorily completed will apply to all projects.**

Question 42 Also in regards to the Price Proposal form, in the comments section are you looking for the proposer to indicate the types of indirect costs? Or are you looking for the proposer to state whether or not we have a Federal rate and / or if the proposer will waive or reduce this percentage?

Answer **Per RFP Section IV.A.3, the Price Proposal should include indirect costs, including but not limited to estimated costs of professional and support services, such as clerical, printing, and photocopying, should indicate whether the proposer has a Federally approved indirect cost rate and what that rate is, and should indicate whether the proposer is willing to waive or reduce its indirect cost rate and whether the rate is applied to all expenses.**

Subcontracting and M/WBE Participation

Question 43 What do you anticipate the consultants size for the prime selection be versus subcontractors in terms of staff size?

Answer **There is no prescribed size requirement for proposers within the RFP**

Question 44 If the Proposer plans to meet the Target Sub-contracting % for a Category of Service & submits the Sub-contractor Utilization Plan form in Schedule B Part II with the Target Sub-contracting % duly filled in:

a. Is the Proposer then required to include information on all proposed sub-contractors in the Technical proposal itself OR is this voluntary & the names/ information on proposed sub-contractors can be provided within 30 days after the award of the contract (per Attachment F, Part A, Paragraph 5)

b. Will the Proposer be penalized on the RFP evaluation criteria for not including the names and information on all proposed sub-contractors in the technical proposal itself?

Attachment K, Section 3.02, requires the Department's prior approval of any subcontract for an amount greater than \$5,000. We sometimes contract with individuals or small consulting firms to provide services to us in a staff augmentation role. We might use one or more of these non-employee, independent consultants to provide services under the Contract.

Are we correct in understanding that the Department's approval is required before any non-employee consultant is engaged to provide services that may exceed \$5,000?

Do we need to identify such non-employee consultants as subcontractors in our proposal?

Will the contractor be able to augment or substitute consultants to support individual proposals?

Answer **The prime contractor's initial response to this RFP should represent its best technical proposal. Subcontractors should therefore be named in the proposal if the proposer wishes to have their experience and qualifications considered in evaluation. As stated in the RFP, all subcontractors and subcontracts valued in excess of \$5,000 are subject to the advance written approval of HRA/SAVE and the Requesting Agency. There is no guarantee that subcontractors will be approved after contract award, and they will be required to be equally qualified as or more qualified than those staff identified in the initial technical proposal.**

Question 45 Do M/WBE firms need to be named within the proposal or will this be required later at the project request response phase?

If a firm intends to partner with M/WBE subcontractors, is it sufficient to state this intent or does the exact M/WBE firms need to be identified specifically?

If an M/WBE business certification is pending can the application still be submitted? Will this be a factor?

Answer Please see answer to question 44. In addition, a consultant will receive credit for subcontracting with M/WBE only if the subcontractor is certified as a Minority/Woman-owned business by the New York City Department of Small Business Services.

Question 46 Do non-profit organizations have to comply with M/WBE requirements?

I would appreciate further clarification about a question that came up at the conference concerning a nonprofit's requirement to comply with the M/WBE participation goals. According to Local Law No. 129, section "q," "Applicability," "agencies shall not be required to apply participation requirement to the following contracts." One of those listed is "contracts awarded to not-for-profit organizations." Does this mean that a nonprofit organization responding to this RFP can request a waiver by checking off the "other" box on the "Basis for Waiver Request" and explain that it is a nonprofit?

Answer All proposers should read Attachments F and G carefully for information on compliance with the M/WBE requirements of this solicitation. All proposers, no matter their status as a for-profit or not-for-profit entity, must comply with these provisions.

Question 47 Are proposers required to use only W2 employees or can consultants that are not W2 employees of the proposer be provided?

At our firm, all of our consultants are filed as independent contractors. For the purposes of this RFP, can we list them as staff or do they have to be labeled as subcontractors?

What is the definition of "staff" vs. "subcontractors"?

Can a vendor qualify if it does not have full time employees but uses temporary staffing?

Answer **There is no requirement in the RFP regarding the use of W-2 employees, as opposed to full-time or part-time consultants. The proposer’s plans should be described in the proposal under Organizational Capability. However, the manner which the proposer retains staff (salaried employees vs. independent contractors) may affect how it proceeds with the M/WBE requirements of the RFP.**

Question 48 Are independent consultants (1099s) considered to be subcontractors by HRA?

Answer **Yes.**

Question 49 Our firm’s business model relies upon 1099 resources (subcontractors) to fulfill client work. Are we subject to the 10% limitation on subcontractors? Do all people on the project outside of 10% limit have to be W-2 employees?

Answer **The Target Subcontracting Percentage set forth in this contract represents a minimum subcontractor participation goal. It is not a limitation.**

Question 50 If the proposing agency is an MBE do they require a waiver from M/WBE criteria? Will they be accepted as meeting M/WBE requirement for the proposal?

If the proposer is a certified WBE, does that satisfy the entire MWBE requirement? (page 8, MWBE Participation)

Answer **Prime contractors, regardless of their M/WBE status, are required to comply with the M/WBE goals set forth in this RFP.**

Question 51 Can an M/WBE that is submitting a proposal in response to this RFP also submit as a subcontractor to other applicants?

Answer **Yes.**

Question 52 Do you support joint venture of M/WBEs?

Answer **Entering into a joint venture is at the discretion of the proposer.**

Question 53 How will you audit/enforce M/WBE goals?

Answer **HRA/SAVE has a robust methodology and process for monitoring M/WBE compliance.**

Question 54 What are the MBE/WBE requirements for the blanket and for the individual contracts that will be issued under this blanket? There is a stated MBE/WBE requirement relating to construction contracts but no other types of contracts are referenced relating to MBE/WBE requirements.

Answer Please refer to Attachments F and G for information on the M/WBE requirement established for this solicitation. This RFP is for Professional Services. The M/WBE requirements apply to the Contract, but each Task Order must be monitored to ensure the goals are being met.

Question 55 Can you provide firms completing the RFP with the names and contact information for MWBE firms interested and available to subcontract with them? I have capabilities in organization analysis and development, training and professional development, and human resource flexibilities and strategies and my firm is certified as a Woman-owned business by NYC and NYS.

Answer HRA/SAVE cannot provide the names and contact information for M/WBE firms interested and available to subcontract beyond the sign-in sheets from the Pre-Proposal Conference, which were provided with Addendum 1. However, the names of certified M/WBE firms are available on the website City of New York's Department of Small Business Services.

Question 56 In the event that a vendor exceeds the target subcontracting percentage, are the M/WBE participation goals calculated as a dollar amount based on the target percentages as specified in the RFP, or are they calculated as a percentage of work that is actually subcontracted? For example, if a company was awarded a \$1000 project, the goals stated in the RFP specify that 10% (or \$100) of the work would be subcontracted, and at least 5% (or \$5) would need to be subcontracted to Hispanic American-owned MBEs in order to meet the subcontractor participation goal for Hispanic MBEs. If the firm ended up subcontracting 20% of the project work (i.e., \$200), would \$5 (5% of the 10% of the target subcontracting percentage) or \$10 (5% of the 20% actual subcontracted percentage) need to be awarded to Hispanic MBEs to be considered compliant in meeting the Hispanic MBE participation goal?

Answer The M/WBE goals are mandated in Schedule B, which is included as Attachment G in the RFP. At the beginning of Attachment G, compliance with the M/WBE distribution for this procurement is specifically discussed.

Question 57 Is there a maximum percentage placed on the amount of work that could be subcontracted, or only a minimum? Does this answer change if the subcontractors are not MWBE firms?

Answer **The RFP does not state a maximum for subcontracting.**

Question 58 In regards to “Schedule B – Subcontractor Utilization Plan – Part II: Bidder/Proposer Subcontracting Plan”; “Section III: Subcontractor Utilization Summary” asks the proposer to indicate a specific cost relating to “Subcontracts Under \$1M”, and the “Total Bid/Proposal Value” since there is no budget given can this section be left blank or TBD? If not how shall proposers respond to this question?

Answer **Please refer to “Regarding how to properly fill out the Schedule B” at the beginning of Attachment G.**

Submission Requirements

Question 59 On the final two pages of the RFP document you have included an Affirmation Statement and a Certification by Broker. Neither of these has been identified in the “Checklist – Proposal Package Contents” of required response items. However, is it your intention that we sign and submit these two documents with our proposal? If so, how/where should they be included?

Regarding the RFP for Business Consultants for Health and Human Services Agencies, we presume that the forms on Attachments Page 70 (Affirmation) and Attachments Page 71 (Certification by Broker) are included as part of Attachment K, and therefore are for reference only and not intended to be returned with our proposal, as there is no reference to these forms anywhere else in the RFP (most importantly, in the Checklist on RFP p. 13). We further presume that these forms would be completed and returned by the successful bidders upon notice of award.

Could you talk more about the “Affirmation” form on pages 70-71? What is the form and how should it be submitted?

Does insurance need to be in place with application? “Certification by Broker” implies insurance must be in place.

Answer **The forms on attachment pages 70 and 71 are not required as part of the initial proposal submission. Those forms shall be submitted once a vendor has been selected for potential award.**

Question 60 Can I submit an example of a previous project while keeping the client’s name private?

Answer **Yes. However, the City reserves the right to request this information in a manner consistent with the New York City Procurement Policy Board Rules.**

- Question 61 Are projects currently in progress viable as example projects for qualification?
- Answer The project needs to be completed. Please refer to p. 10, Section 2-a of the RFP.**
- Question 62 Does the organization have to demonstrate experience in all HRA agencies and areas? E.g. – Children’s service + Mental Health + Senior issues, etc.
- Answer The consultant will have demonstrable successful experience as stated in the RFP. In addition, please refer to the answer to question 22 of this Addendum.**
- Question 63 Are proposers required to use the exact cover letter and price proposal form (attachments C and D) templates? If yes does this mean that proposers may only include a maximum of four staff levels/hourly rates?
- Answer Yes. Please refer to Section IV, A, 1 and Section IV, A, 3 of this solicitation.**
- Question 64 Can a company submit proposals individually and a separate proposal as part of a team of companies? Either within the same category of service or in different categories of service?
- Answer Yes.**
- Question 65 For each RFP from an agency, are we required to provide the extensive company background or will that already be assumed because we’re on the list?
- Answer In responding to this solicitation, the proposer should assume that HRA/SAVE has no prior knowledge of your organization. In submitting Project Proposals, Consultants will be expected to craft a response that meets the requirements stated in the Project Request.**
- Question 66 What materials do subcontractors need to submit as part of the proposal?
Do you need 2 references for each consultant?
- Answer Proposed subcontractors in a proposal must be proposed in a manner consistent with the requirements of the RFP. It is up to the proposer to craft a response for its proposed team (consultant plus any subcontractors). Two (2) references are needed for each consultant and subcontractor.**
- Question 67 Is there a page limit?
- Answer No. Proposals are scored based on content.**

Question 68 Can proposals be mailed?

I would like to know if you will accept RFPs by FedEx or if you need the consulting organization to deliver in person.

Answer Proposals must be delivered by hand no later than the due date and time specified in this solicitation. It is solely the proposer's responsibility to ensure that the proposal arrives in the manner specified in the RFP.

Question 69 Is there a preference for printing the proposal single- or double-sided?

Answer As stated in RFP Section IV, Proposal Procedures and Requirements, the proposal should be printed double-sided.

Question 70 Can you please confirm that you expect only the bulleted content in Section C Page 11 to be addressed in the Proposed Approach section of vendor responses?

Answer The proposal should address the bulleted points, but may provide additional relevant information as well.

Question 71 Do contractors need experience working with the City or government versus corporations?

Will relevant experience in non-government or human services organizations be considered as being responsive?

In Section IV, Page 10, the RFP asks proposers for "relevant experience providing business consultant services to government or human service organizations." Can relevant experience in non-government or human services organizations be submitted in lieu of this experience, or will that type of experience be deemed unresponsive?

Answer The proposal should address all successful relevant experience, as described in the RFP.

Question 72 We are anticipating opening a brand new firm for the purposes of this RFP with participation of several highly experienced consultants and professionals with experience serving relevant NYC agencies. As such a new company will not have specific prior experience, references, some of the financial and insurance documents, or organizational structure anticipated in the RFP language – all of that will be based on principals' experience and commitment to organize and hire consultants required to perform projects under principals' supervision.

Please advise if such a proposal is acceptable under the letter or spirit of this RFP and what particular information will be required to meet RFP requirements in this case.

Answer The proposal should address the experience of the principals, the proposed organization, its organizational capability, and the proposed approach, as detailed in the RFP.

Question 73 On pg. 13 of the RFP, it says that the outer envelope should have two labels on it. One of the labels should have your name (as the Authorized Contact Person), your title and address on it. However your address (6th floor) is different from the address to which we have to deliver the proposal envelope (14th floor) – am I correct?

Answer Yes. Proposals should be delivered to the HRA Office of Contracts, RFP Unit, not to the Authorized Contact Person. Please see the change made to Section IV (I)(B) in this addendum.

Question 74 Can client references from government agencies participating on this proposal be utilized?

Answer Yes.

Question 75 Should the proposer provide resumes of key staff who will be working at the client site on projects only? Resumes of Key staff involved in the HRA/SAVE proposal? Or do you want the resumes of all key staff within the company?

For non-key staff members, is it possible to give sample resumes (versus naming specific individuals)?

Answer Resumes should be provided of key staff that the proposer expects will be working on consulting projects in the Category of Service proposed. Names and resumes of non-key staff are not required.

Question 76 Or do we only need to indicate where we will be using the sub-contractors services?

Answer **The question is unclear. However, please refer to questions regarding subcontractors elsewhere in Addendum #2 and this Addendum.**

Question 77 Do sub-contractors need to complete any or all forms?

Answer **Please see answer to question 66.**

Question 78 Where can proposers find the requisite VENDEX Questionnaires/Affidavits of No Change? Must these be submitted with the proposal or prior to submission of the proposal?

Answer **Information regarding VENDEX, including required forms, may be found on the website of the Mayor’s Office for Contract Services, at www.nyc.gov/mocs. VENDEX forms do not have to be submitted with the proposal or prior to submission. They will be required before the award of any contract.**

Question 79 Please reiterate, whose name goes on the outer envelope’s record label?

Answer **Please see the amendment to the RFP included in this addendum.**