



**CITY OF NEW YORK
DEPARTMENT OF HEALTH AND MENTAL HYGIENE
REQUEST FOR PROPOSALS
FOR THE PROVISION OF CREATIVE DEVELOPMENT OF PUBLIC EDUCATION PLANS
PIN: 11HE020100R0X00**

**ADDENDUM 2
April 10, 2012**

This addendum includes answers to questions about Subcontractor Utilization Plans (Appendix B). We have also attached general information about the City's MWBE program. Please complete and submit the attached *Attachment C Acknowledgement of Addenda* with your proposal.

Proposals should be delivered to:

Office of the Agency Chief Contracting Officer
42-09 28th Street, 17th floor, CN-30A
Long Island City, NY 11101
Attn: Monica Collins or Damaris Sanders

Proposals are due on or before Tuesday, April 24, 2012 at 2:00 p.m. DOHMH advises proposers to deliver proposals by hand. E-mailed or faxed proposals will not be accepted by the Agency. If you are delivering your proposal in person, please email the name of the person who will be delivering the proposal as well as the name of the proposing entity to advertisingrfp@health.nyc.gov at least 24 hours prior to delivery to expedite entry into the building. Please make sure to state "HAND DELIVERY" in the subject line of the e-mail.

If you deliver your proposal on April 24, 2012, please arrive at the building by 1:30 in order to ensure that you can proceed through security and arrive on the 17th floor prior to 2:00. Proposals received at this Location after the Proposal Due Date and Time are late and shall not be accepted by the Agency, except as provided under New York City's Procurement Policy Board Rules.



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**ADDENDUM 2 – page 2
April 10, 2012**

1. Since this contract is for future solicitations and upon award we will have only a contract to bid for future work, not a set monetary contract, how do we estimate the amount for proposed contracts?

ANSWER: Proposers are advised to properly complete the certification portions of Schedule B to indicate the intention to fulfill the subcontracting requirements set forth in the Appendix B of the RFP. For questions requesting calculations based on bid amount, write "N/A" since the RFP does not require a proposed price for the full term of the contract. **Note that unless a proposer has secured an approved waiver (Schedule B – Part III – Request for Waiver of Target Subcontracting Percentage), contractors will be required to award subcontracts to City-certified M/WBEs in the proportions listed in the Subcontractor Utilization Plan – Part : Agency's Target.**

2. Page 1, Line 1 states the target subcontracting percentage is 5%. Page 1, Line 3 states the total participation goals for professional services is 30.5%. Does this mean that 30.5% out of the 5% have to fall into the group categories listed and the other 69.5% are up to the contractor's discretion?

ANSWER: Yes. Note, however, that the remaining 69.5% of subcontracted work must be procured in accordance with any applicable rules that will be indicated in the contract document.

3. If the answer to #2 is yes, how do we fill out Lines c and d for Step 2 on Page 3?

ANSWER: As per the instructions, for Line c, copy the percentages from lines 2 and 3 in Part I: Agency's Target. As indicated in the answer to question 1, above, Line d should indicate "N/A."

Contractors that need assistance finding City-certified M/WBE firms to perform subcontracting work should contact New York City Department of Small Business Services, www.nyc.gov/sbs.



ATTACHMENT C

ACKNOWLEDGEMENT OF ADDENDA

Advertising Agencies

PIN: 11HE020100R0X00

Directions: Complete Part I or Part II, whichever is applicable, and sign your name in Part III.

Part I

Listed below are the dates of issue for each Addendum received in connection with this RFP:

Addendum # 1, Dated April 5, 2012

Addendum # 2, Dated April 10, 2012

Addendum # 3, Dated _____, 200__

Addendum # 4, Dated _____, 200__

Addendum # 5, Dated _____, 200__

Addendum # 6, Dated _____, 200__

Addendum # 7, Dated _____, 200__

Addendum # 8, Dated _____, 200__

Addendum # 9, Dated _____, 200__

Addendum #10, Dated _____, 200__

Part II

_____ No Addendum was received in connection with this RFP.

Part III

Proposer's Name: _____ Date: _____

Signature of Authorized Representative: _____

TIPS FOR SEARCHING THE ONLINE DIRECTORY

There are a number of ways to query the Online Directory of Certified Businesses
To get started: go to www.nyc.gov/buycertified then click on the **"Search"** tab.

Search by company name:

Click on the "Search" tab then scroll down to the bottom of the screen and type part of the business name. For example, if you want Chapman Plumbers type in "chapman" or "chapman plumb".

Search by business description:

Click on the "Search" tab then scroll to view the second drop-down menu. The **"Business Description keyword"** option enables you to search the content of a company's description for the goods or services. For example, search "carpentry" or "plumbing" and you will get vendors that include those words in the description of their services. You can also search "plumb" to get plumbers and plumbing supply. Note: the search results vary greatly depending on the exact letters you include. For example, the above searches yielded:

| Search Term | Results |
|-------------|---------------|
| "Carpentry" | 118 companies |
| "Carpenter" | 1 company |
| "Plumbers" | 1 company |
| "Plumber" | 2 companies |
| "Plumbing" | 54 companies |

Search by NIGP code or keyword:

NIGP codes are 5-digit numbers used to identify goods and services. City-certified companies select codes to describe the scope of their business. In the first drop-down menu, select "goods" or "services", in the second select "NIGP code" or "NIGP keyword".

To select multiple codes, hold down the "Ctrl" button on your keyboard.

If you've selected multiple primary codes on the left then all of the related sub-codes for each of them will display in the box on the right.

Refining your search:

Scroll down to choose additional search parameters, such as size of previous jobs; certification type or ethnicity; business location or zip code. For example, you may want results to yield only those mechanical contractors that have worked on projects "Greater than or equal to \$1,000,000".

Conducting outreach: You can also **export** all search results into Excel by clicking on the green excel icon at the top right of the Search results page. Use this to create mailing lists and call logs. Once you've pulled a list and exported it into Excel you can further refine this list by reviewing the work experience which is listed in "column V" for each firm.

| |
|---|
| For more information: Access resource links, news about upcoming events, request a training or assistance. Click on "Buyers" tab. Scroll down and select "I'm a City Prime Contractor" . |
|---|

MINORITY PUBLICATIONS FOR PRIME CONTRACTORS

Minority Commerce Weekly and McGraw-Hill's weekly bid notification paper, called the Dodge Construction Report, targeting small contractors are great places to start.

Dodge Construction Report

(800) 393-6343

<http://www.dodge.construction.com>

Haitian Times (Haitian)

(718) 230-8700

<http://www.haitiantimes.com>

New York Amsterdam News (African American) Maria Rosario (Production Dept)

(212) 932-7450

<http://www.amsterdamnews.org>

World Journal (Chinese)

James Yam

(718) 746-8889 ext 6344

jamesy@wjnews.com

www.chineseworld.com

Minority Commerce Weekly

Publisher: **Independent Media Sales & Services**

(212) 349-4100

(212) 349-4111 fax

<http://www.mcwbids.com>

Desi Talk (Indian)

Ilayas Quraishi

(212) 675-7515

ilayasq@newsindia-times.com

Carib News (Caribbean)

Paulette Van Horne

(212) 944-1991

(212) 944-2089 fax

pclarke@nycaribnews.com

Epoch Times International, Inc.

Jianhong Xiong

(212) 239-2808

(212) 239-2806 fax

janet@epochtimes.com

You may also reach out to some community organizations that target the M/WBE business community and see if they can send out a notice to their members or put something on their websites.

South Bronx Overall Economic Development Corporation (SoBro)

555 Bergen Avenue

Bronx, NY 10455

(718) 292-3113

info@sobro.org

www.sobro.org

Professional Women in Construction

www.pwcusa.org/ (you can post jobs on their website directly)

(212) 486-7745

(212) 486-0228 fax

pwcusa1@aol.com

Assoc. of Minority Enterprises of NY

James Heyliger

250 Fulton Ave. #606

Hempstead, NY 11550

(718) 291-1641

www.ameny.org

NYS Association of Minority Contractors

Len Britton

Brooklyn Navy Yard

Building 280, 4th flr

Brooklyn, NY 11205

(718) 246-8380

(718) 246-8376 fax

nysamcontractors@aol.com

Women Builders Council

305 Broadway, 9th Floor

New York, New York 10007

(212) 367-2130

<http://www.wbcnyc.org/>

Resources for LL129 Minority and Women-owned Business Enterprise (M/WBE) Program Implementation

Program Assistance for Prime Contractors:

- **Online Directory of Certified Businesses** - log on to www.nyc.gov/buycertified to search for certified businesses by business description, commodity code(s), or previous contract size
- **Buyer Services** – contact us for assistance completing Schedule B / Subcontractor Utilization Plans with your bid package, identifying M/WBE vendors, and/or verifying a firm’s certification status.
buyer@sbs.nyc.gov / **212-513-6356**

Refer eligible firms to get certified:

- Visit www.nyc.gov/getcertified to submit a certification application
- Call **212-513-6311** to speak to a certification analyst and learn how to access FREE application assistance
- Attend a **Certification Prep Course** held every 3rd Thursday of the month and 4th Wednesday of the month – register online at www.nyc.gov/businesssolutions click on Selling to Government

M/WBEs certified with the following entities may be eligible for expedited certification

- The School Construction Authority (SCA)
- New York State Department of Economic Development
- New York and New Jersey Minority Supplier Development Council
- The Port Authority of New York and New Jersey
- Women Presidents’ Educational Organization

Important Information

The contractor’s performance in meeting M/WBE Subcontractor utilization goals is a component of the overall contract performance evaluation.

