

CITY OF NEW YORK
DEPARTMENT OF HEALTH AND MENTAL HYGIENE
BUREAU OF HEALTH PROMOTION AND DISEASE PREVENTION
REQUEST FOR PROPOSALS
FOR THE PROVISION OF PREGNANCY RISK ASSESSMENT MONITORING SYSTEMS
OPERATIONS
PIN: 12FN025900R0X00

ADDENDUM NO.: 1

April 17, 2013

This Addendum contains an extension in the due date, important revisions to the above-referenced RFP, and answers to questions received by the Questions Due Date. Except as stipulated herein, all other provisions contained in this RFP remain as indicated on the release date of March 18, 2013.

Section I.C. of the RFP is hereby revised as follow: the **Proposal Due Date has been changed to May 9, 2013**. All other provisions in Section I.C. remain the same.

Attachment B – Price Proposal Form is hereby **deleted in its entirety and replaced** with Annex A to this Addendum No. 1. Proposers, please use the attached Attachment B – Price Proposal Form to submit your proposed pricing.

Attachment E – Notice to All Prospective Contractors is hereby **deleted in its entirety and replaced** with Annex B to this Addendum No. 1.

Attachment F – Schedule B: Subcontractor Utilization Plan/Waiver Application is hereby **deleted in its entirety and replaced** with Annex C to this Addendum No. 1. *Proposers who have submitted a Waiver Request should immediately resend it to the new contact person indicated on Schedule B.*

Section III.B.a.i. is hereby amended to include the following: Greater consideration will be given to proposers demonstrating more than two (2) years of experience.

Section III.B.a.ii. is hereby amended to include the following: Greater consideration will be given to proposers demonstrating more than three (3) years of experience.

Numbers 7-12: The following changes are being made to Section IV of the RFP. Please make sure that your proposal reflects these changes.

Section IV.A.2.a.1. is hereby **deleted in its entirety and replaced** with the following:
1. Providing data collection for PRAMS or similar complex survey (stratified random sampling without replacement with mixed mode of data collection) in English, Spanish and Chinese. Preference will be given to proposers with at least two years' experience. Greater consideration will be given to proposers demonstrating more than two (2) years of experience.

Section IV.A.2.a.3. is hereby **deleted in its entirety and replaced** with the following:

3. Training and supervising interviewers. Preference will be given to proposers with two years of experience. Greater consideration will be given to proposers demonstrating more than three (3) years of experience.

Section IV.A.2.a.4. is hereby **deleted in its entirety and replaced** with the following:

4. Employing, or planning to employ, at least one (1) staff person with a least three (3) years of experience managing a similar survey to oversee implementation of this contract.

Section IV.A.2.c.2 is hereby **deleted in its entirety and replaced** with the following:

2. Describe any additional measures to enhance the project. The deliverable schedule for the first year assumes a contract start date of January 1, 2014 and an end date of December 31, 2014 or sooner, with a minimum of 1,440 completed interviews. If the start date is later, the schedule of deliverables will be adjusted.

Section IV.A.2.c.3 is hereby amended to include the following:

3.8 Prepare manuals, train staff, conduct mass mailings, conduct interviews and process batch submissions all in accordance with DCD protocols and DOHMH standard as described in Section III.B.c. of this RFP.

Questions and Answers: Answers to questions received by DOHMH by the Questions Due Date are attached as Annex D to this Addendum No. 1.

Annex E contains a revised Attachment C to the RFP. Please sign and submit this version with your proposal.

REVISED ATTACHMENT B

**PRICE PROPOSAL FORM
TOTAL PRICING**

Pregnancy Risk Assessment Monitoring System Operations

PIN: 12FN025900R0X00

Proposer's Name: _____

PRAMS Survey – Budget

	Deliverable	Frequency ("units")	Price per Unit	Total Annual Cost
1.	Monthly PRAMS operations. NOTE: This will include a minimum of 1,440 annually Completed Interviews	12	\$_____	\$_____ (a)
2.	Completed Interviews 1,441 to 1,650	209	\$_____	\$_____ (b)
3.	Completed Interviews 1,651 to 2,200	549	\$_____	\$_____ (c)

Proposed Annual Maximum Amount \$_____ (A)
((a) + (b) + (c))

Three (3) Year Proposed Amount \$_____
A x 3

NOTE: The total cost for line 1 shall not exceed 75% of the Annual Maximum Amount

ANNEX B

REVISED

Attachment E – Notice to All Prospective Contractors

(attached)

NOTICE TO ALL PROSPECTIVE CONTRACTORS

PARTICIPATION BY MINORITY-OWNED AND WOMEN-OWNED BUSINESS ENTERPRISES IN CITY PROCUREMENT

ARTICLE I. M/WBE PROGRAM

Local Law No. 129 of 2005 added Section 6-129 to the Administrative Code of the City of New York. The local law creates a program for participation by minority-owned and women-owned business enterprises (MBEs and WBEs) in City procurement. As stated in the Section 6-129, the intent of the program is to address the impact of discrimination on the City's procurement process, and to promote the public interest in avoiding fraud and favoritism in the procurement process, increasing competition for City business, and lowering contract costs. The contract provisions contained herein are made pursuant to Local Law 129, and the rules of the Department of Small Business Services ("DSBS") promulgated thereunder.

If this Contract is subject to the Minority-Owned and Women-Owned Business Enterprise ("M/WBE") program created by Local Law 129, the specific requirements of M/WBE participation for this Contract are set forth in Schedule B of the Contract (entitled the "Subcontractor Utilization Plan"), and are detailed below.

The Contractor must comply with all applicable M/WBE requirements for this Contract.

Article I, Part A, below, sets forth provisions related to the participation goals for construction and professional services contracts.

Article I, Part B, below, sets forth miscellaneous provisions related to the M/WBE program.

PART A

PARTICIPATION GOALS FOR CONSTRUCTION AND PROFESSIONAL SERVICES CONTRACTS

1. The **Target Subcontracting Percentage** applicable to this Contract is set forth on Schedule B, Part I to this Contract (see Page 1, line (1)).

The "**Target Subcontracting Percentage**" is the percentage of the total Contract which Agency anticipates that the prime contractor for this Contract would in the normal course of business award to one or more subcontractors for amounts under \$1 million for construction and professional services.

A prospective contractor may seek a full or partial pre-award waiver of the **Target**

Subcontracting Percentage in accordance with Local Law 129 and Part A, Section 10 below. To apply for the a full or partial waiver of the **Target Subcontracting Percentage**, a prospective contractor must complete Part III (Page 4) of Schedule B, and must submit such request no later than seven (7) days prior to the date and time the bids or proposals are due in writing to the Agency by e-mail at PRAMSRFP@health.nyc.gov or via facsimile at **(347) 396-6758**. Bidders/proposers who have submitted requests will receive a response by no later than two (2) calendar days prior to the date bids or proposals are due, provided, however, that if that date would fall on a weekend or holiday, a response will be provided by close-of-business on the business day before such weekend or holiday date.

2. The **Subcontractor Participation Goals** established for this Contract are set forth on Schedule B, Part I to this Contract (see Page 1, line (2) and/or line (3)).

The **Subcontractor Participation Goals** represent a percentage of the total dollar value of all construction and/or professional services subcontracts under this Agreement for amounts under \$1 million.

3. If **Subcontractor Participation Goals** have been established for this Contract, Contractor agrees or shall agree as a material term of the Agreement that, with respect to the total amount of the Agreement to be awarded to one or more subcontractors pursuant to subcontracts for amounts under \$1 million, Contractor shall be subject to the **Subcontractor Participation Goals**, unless the goals are modified by Agency in accordance with Local Law 129 and Part A, Section 11 below.

4. If **Subcontractor Participation Goals** have been established for this Contract, a prospective contractor shall be required to submit with its bid or proposal, as applicable, a completed Schedule B, Part II Subcontractor Utilization Plan (see Page 2-3) indicating: (a) the percentage of work it intends to subcontract; (b) the percentage of work it intends to award to subcontractors for amounts under \$1 million; (c) in cases where the prospective contractor intends to award subcontracts for amounts under \$1 million, a description of the type and dollar value of work designated for participation by MBEs and/or WBEs; and (d) the general time frames in which such work by MBEs and/or WBEs is scheduled to occur. In the event that this Subcontractor Utilization Plan indicates that the bidder or proposer, as applicable, does not intend to award the **Target Subcontracting Percentage**, the bid or proposal, as applicable, shall be deemed non-responsive, unless Agency has granted the bidder or proposer, as applicable, a pre-award waiver of the **Target Subcontracting Percentage** in accordance with Local Law 129 and Part A, Section 10 below.

THE BIDDER/PROPOSER MUST COMPLETE THE SUBCONTRACTOR UTILIZATION PLAN INCLUDED HEREIN (SCHEDULE B, PART II). SUBCONTRACTOR UTILIZATION PLANS WHICH DO NOT INCLUDE THE REQUIRED AFFIRMATIONS WILL BE DEEMED TO BE NON-RESPONSIVE, UNLESS A FULL WAIVER OF THE TARGET SUBCONTRACTING PERCENTAGE IS GRANTED (SCHEDULE B, PART III). IN THE EVENT THAT THE CITY DETERMINES THAT VENDOR HAS SUBMITTED A SUBCONTRACTOR UTILIZATION PLAN WHERE THE REQUIRED AFFIRMATIONS ARE COMPLETED BUT OTHER ASPECTS OF THE PLAN ARE NOT COMPLETE, OR CONTAIN A COPY OR COMPUTATION ERROR THAT IS AT ODDS WITH THE AFFIRMATION, THE VENDOR WILL BE

NOTIFIED BY THE AGENCY AND WILL BE GIVEN FOUR (4) CALENDAR DAYS FROM RECEIPT OF NOTIFICATION TO CURE THE SPECIFIED DEFICIENCIES AND RETURN A COMPLETED PLAN TO THE AGENCY. FAILURE TO DO SO WILL RESULT IN A DETERMINATION THAT THE BID/PROPOSAL IS NON-RESPONSIVE. RECEIPT OF NOTIFICATION IS DEFINED AS THE DATE NOTICE IS E-MAILED OR FAXED (IF THE VENDOR HAS PROVIDED AN E-MAIL ADDRESS OR FAX NUMBER), OR NO LATER THAN FIVE (5) DAYS FROM THE DATE OF MAILING OR UPON DELIVERY, IF DELIVERED.

5. Where a Subcontractor Utilization Plan has been submitted, the Contractor shall, within 30 days of issuance by Agency of a notice to proceed, submit a list of proposed persons or entities to which it intends to award subcontracts within the subsequent 12 months. In the case of multi-year contracts, such list shall also be submitted every year thereafter. **PLEASE NOTE: If this Contract is a public works project subject to GML §101(5) (i.e., a contract valued at or below \$3M for projects in New York City) or if the Contract is subject to a project labor agreement in accordance with Labor Law §222, and the bidder is required to identify at the time of bid submission its intended subcontractors for the Wicks trades (plumbing and gas fitting; steam heating, hot water heating, ventilating and air conditioning (HVAC); and electric wiring), the Contractor must identify all those to which it intends to award construction subcontracts for any portion of the Wicks trade work at the time of bid submission, regardless of what point in the life of the contract such subcontracts will occur. In identifying intended subcontractors in the bid submission, bidders may satisfy any Subcontractor Participation Goals established for this Contract by proposing one or more subcontractors that are M/WBEs for any portion of the Wicks trade work if the amount to be awarded to such M/WBE subcontractor is under \$1 million.** In the event that the Contractor's selection of a subcontractor is disapproved, the Contractor shall have a reasonable time to propose alternate subcontractors.

6. M/WBE firms must be certified by DSBS in order for the Contractor to credit such firms' participation toward the attainment of the M/WBE participation goals. Such certification must occur prior to the firms' commencement of work as subcontractors. A list of M/WBE firms may be obtained from the DSBS website at www.nyc.gov/buycertified, by emailing DSBS at buyer@sbs.nyc.gov, by calling (212) 513-6356, or by visiting or writing DSBS at 110 William St., New York, New York, 10038, 7th floor. Eligible firms that have not yet been certified may contact DSBS in order to seek certification by visiting www.nyc.gov/getcertified, emailing MWBE@sbs.nyc.gov, or calling the DSBS certification helpline at (212) 513-6311.

7. Where a Subcontractor Utilization Plan has been submitted, the Contractor shall, with each voucher for payment, and/or periodically as Agency may require, submit statements, certified under penalty of perjury, which shall include, but not be limited to, the total amount paid to subcontractors (including subcontractors that are not MBEs or WBEs); the names, addresses and contact numbers of each MBE or WBE hired as a subcontractor pursuant to such plan as well as the dates and amounts paid to each MBE or WBE. The Contractor shall also submit, along with its voucher for final payment, the total amount paid to subcontractors (including subcontractors that are not MBEs or WBEs); and a final list, certified under penalty of perjury, which shall include the name, address and contact information of each subcontractor that is an MBE or WBE hired pursuant to such plan, the work performed by, and the dates and amounts paid to each.

8. If payments made to, or work performed by, MBEs or WBEs are less than the amount specified in the Contractor's Subcontractor Utilization Plan, Agency shall take appropriate action, in accordance with Local Law 129 and Article II below, unless the Contractor has obtained a modification of its Subcontractor Utilization Plan in accordance with Local Law 129 and Part A, Section 11 below.

9. Where a Subcontractor Utilization Plan has been submitted, and the Contractor requests a change order the value of which exceeds 10 percent of the Agreement, Agency shall establish participation goals for the work to be performed pursuant to the change order.

10. Pre-award waiver of **Target Subcontracting Percentage**. Agency may grant a full or partial waiver of the **Target Subcontracting Percentage** to a bidder or proposer, as applicable, who demonstrates—before submission of the bid or proposal—that it has legitimate business reasons for proposing the level of subcontracting in its Subcontractor Utilization Plan. In making its determination, Agency shall consider factors that shall include, but not be limited to, whether the bidder or proposer, as applicable, has the capacity and the bona fide intention to perform the Contract without any subcontracting, or to perform the Contract without awarding the amount of subcontracts for under one million dollars represented by the **Target Subcontracting Percentage**. In making such determination, Agency may consider whether the Subcontractor Utilization Plan is consistent with past subcontracting practices of the bidder or proposer, as applicable, and whether the bidder or proposer, as applicable, has made good faith efforts to identify portions of the Contract that it intends to subcontract.

11. Modification of Subcontractor Utilization Plan. A Contractor may request a modification of its Subcontractor Utilization Plan (**Subcontractor Participation Goals**) after award of this Contract. **PLEASE NOTE: If this Contract is a public works project subject to GML §101(5) (i.e., a contract valued at or below \$3M for projects in New York City) or if the Contract is subject to a project labor agreement in accordance with Labor Law §222, and the bidder is required to identify at the time of bid submission its intended subcontractors for the Wicks trades (plumbing and gas fitting; steam heating, hot water heating, ventilating and air conditioning (HVAC); and electric wiring), the Contractor may request a Modification of its Subcontractor Utilization Plan as part of its bid submission.** The Agency may grant a request for Modification of a Contractor's Subcontractor Utilization Plan if it determines that the Contractor has established, with appropriate documentary and other evidence, that it made reasonable, good faith efforts to meet the **Subcontractor Participation Goals**. In making such determination, Agency shall consider evidence of the following efforts, as applicable, along with any other relevant factors:

(a) The Contractor advertised opportunities to participate in the Contract, where appropriate, in general circulation media, trade and professional association publications and small business media, and publications of minority and women's business organizations;

(b) The Contractor provided notice of specific opportunities to participate in the Contract, in a timely manner, to minority and women's business organizations;

(c) The Contractor sent written notices, by certified mail or facsimile, in a timely manner, to advise MBEs and WBEs that their interest in the Contract was solicited;

(d) The Contractor made efforts to identify portions of the work that could be substituted for portions originally designated for participation by MBEs and/or WBEs in the Subcontractor Utilization Plan, and for which the Contractor claims an inability to retain MBEs or WBEs;

(e) The Contractor held meetings with MBEs and/or WBEs prior to the date their bids or proposals were due, for the purpose of explaining in detail the scope and requirements of the work for which their bids or proposals were solicited;

(f) The Contractor made efforts to negotiate with MBEs and/or WBEs as relevant to perform specific subcontracts;

(g) Timely written requests for assistance made by the Contractor to Agency's M/WBE liaison officer and to DSBS;

(h) Description of how recommendations made by DSBS and Agency were acted upon and an explanation of why action upon such recommendations did not lead to the desired level of participation of MBEs and/or WBEs.

Agency's M/WBE officer shall provide written notice to the Contractor of the determination.

12. If this Contract is for an indefinite quantity of construction or professional services or is a requirements type contract and the Contractor has submitted a Subcontractor Utilization Plan and has committed to subcontract work to MBEs and/or WBEs in order to meet the **Subcontractor Participation Goals**, the Contractor will not be deemed in violation of the M/WBE requirements for this Contract with regard to any work which was intended to be subcontracted to an MBE and/or WBE to the extent that the Agency has determined that such work is not needed.

13. If **Subcontractor Participation Goals** have been established for this Contract, Agency shall evaluate and assess the Contractor's performance in meeting those goals, and such evaluation and assessment shall become part of the Contractor's overall contract performance evaluation.

PART B MISCELLANEOUS

1. The Contractor shall take notice that, if this solicitation requires the establishment of a Subcontractor Utilization Plan, the resulting contract may be audited by DSBS to determine compliance with Section 6-129. See 6-129(e)(10). Furthermore, such resulting contract may also be examined by the City's Comptroller to assess compliance with the Subcontractor Utilization Plan.

2. Pursuant to DSBS rules, construction contracts that include a requirement for a Subcontractor Utilization Plan shall not be subject to the law governing Locally Based Enterprises set forth in Administrative Code Section 6-108.1.
3. DSBS is available to assist contractors and potential contractors in determining the availability of MBEs and WBEs to participate as subcontractors, and in identifying opportunities that are appropriate for participation by MBEs and WBEs in contracts.
4. Prospective contractors are encouraged to enter into joint ventures with MBEs and WBEs.
5. By submitting a bid or proposal the Contractor hereby acknowledges its understanding of the M/WBE requirements set forth herein and the pertinent provisions of Local Law 129 of 2005, and any rules promulgated thereunder, and if awarded this Contract, the Contractor hereby agrees to comply with the M/WBE requirements of this Contract and pertinent provisions of Local Law 129 of 2005, and any rules promulgated thereunder, all of which shall be deemed to be material terms of this Contract. The Contractor hereby agrees to make all reasonable, good faith efforts to solicit and obtain the participation of M/WBE's to meet the required **Subcontractor Participation Goals**.

ARTICLE II. ENFORCEMENT

1. If Agency determines that a bidder or proposer, as applicable, has, in relation to this procurement, violated Section 6-129 or the DSBS rules promulgated pursuant to Section 6-129, Agency may disqualify such bidder or proposer, as applicable, from competing for this Contract and the Agency may revoke such bidder's or proposer's prequalification status, if applicable.
2. Whenever Agency believes that the Contractor or a subcontractor is not in compliance with Section 6-129 or the DSBS rules promulgated pursuant to Section 6-129, or any provision of this Contract that implements Section 6-129, including, but not limited to any Subcontractor Utilization Plan, Agency shall send a written notice to the Contractor describing the alleged noncompliance and offering an opportunity to be heard. Agency shall then conduct an investigation to determine whether such Contractor or subcontractor is in compliance.
3. In the event that the Contractor has been found to have violated Section 6-129, the DSBS rules promulgated pursuant to Section 6-129, or any provision of this Contract that implements this Section 6-129, including, but not limited any Subcontractor Utilization Plan, Agency may determine that one of the following actions should be taken:
 - (a) entering into an agreement with the Contractor allowing the Contractor to cure the violation;
 - (b) revoking the Contractor's pre-qualification to bid or make proposals for future contracts;
 - (c) making a finding that the Contractor is in default of the Contract;

- (d) terminating the Contract;
- (e) declaring the Contractor to be in breach of Contract; (f) withholding payment or reimbursement;
- (g) determining not to renew the Contract;
- (h) assessing actual and consequential damages;
- (i) assess liquidated damages or reduction of fees, provided that liquidated damages may be based on amounts representing costs of delays in carrying out the purposes of the program established by Section 6-129, or in meeting the purposes of the Contract, the costs of meeting utilization goals through additional procurements, the administrative costs of investigation and enforcement, or other factors set forth in the Contract;
- (j) exercise rights under the Contract to procure goods, services or construction from another contractor and charge the cost of such contract to the Contractor that has been found to be in noncompliance; or
- (k) take any other appropriate remedy.

4. Whenever Agency has reason to believe that an MBE or WBE is not qualified for certification, or is participating in a contract in a manner that does not serve a commercially useful function (as defined in Section 6-129), or has violated any provision of Section 6-129, Agency shall notify the commissioner of DSBS who shall determine whether the certification of such business enterprise should be revoked.

5. Statements made in any instrument submitted to Agency pursuant to Section 6-129 shall be submitted under penalty of perjury and any false or misleading statement or omission shall be grounds for the application of any applicable criminal and/or civil penalties for perjury. The making of a false or fraudulent statement by an MBE or WBE in any instrument submitted pursuant to Section 6-129 shall, in addition, be grounds for revocation of its certification.

6. The Contractor's record in implementing its Subcontractor Utilization Plan shall be a factor in the evaluation of its performance. Whenever a contracting agency determines that a contractor's compliance with a Subcontractor Utilization Plan has been unsatisfactory, the agency shall, after consultation with the city chief procurement officer, file an advice of caution form for inclusion in VENDEX as caution data.

ANNEX C

REVISED

Attachment F – Schedule B: Subcontractor Utilization Plan/Waiver Application
(attached)

Tax ID #: _____

E-PIN: 81612P0008



THE CITY OF NEW YORK

SCHEDULE B – Subcontractor Utilization Plan – Part I: Agency's Target

This page to be completed by contracting agency

Contract Overview

E-PIN	<u>81612P0008</u>	Project/Program	<u>HEALTH PROMOTION & DISEASE PREVENTION</u>		
Procurement Description	<u>Pregnancy Risk Assessment Monitoring Systems Operations</u>				
Contracting Agency	<u>DOHMH</u>				
Agency Address	<u>49-02 28th Street</u>	City	<u>Queens</u>	State	<u>NY</u> Zip Code <u>11101</u>
Contact Person	<u>Jeannette Soto-Pacheco</u>	Title	<u>Procurement Analyst III</u>		
Telephone #	<u>347-396-6639</u>	Email	<u>jsoto@health.nyc.gov</u>		

Project Description *(attach additional pages if necessary)*

The project is to conduct the Pregnancy Risk Assessment Monitoring System ("PRAMS") data collection survey. PRAMS is a population-based risk factor surveillance system designed to identify and monitor selected maternal experiences and behaviors that occur before, during, and after pregnancy, among a stratified sample of mothers. The PRAMS data is used to analyze maternal behaviors and their relationship to adverse pregnancy outcomes; in order to develop programs and policies in New York City and State.

(1) **Target Subcontracting Percentage**
 Percentage of total contract dollar value that agency estimates will be awarded to subcontractors in amounts under \$1 million for construction and professional services. 0 %

Subcontractor Participation Goals

Complete and enter total for each Construction or Professional Services, or both (if applicable)

Group	Construction	Professional Services
Black American	%	9 %
Hispanic American	%	5 %
Asian American	%	No Goal
Caucasian Female	No Goal	16.5 %
Total Participation Goals	(2) %	(3) 30.5 %

Tax ID #: _____

E-PIN: 81612P0008 _____

SCHEDULE B – Subcontractor Utilization Plan – Part II: Bidder/Proposer Subcontracting Plan

This page and the next (Part II herein) are to be completed by the bidder/proposer. **AFFIRMATIONS; Bidder/proposer must check the applicable boxes below, affirming compliance with M/WBE requirements.**

Bidder/proposer AFFIRMS or DOES NOT AFFIRM [statement below]

It is a material term of the contract to be awarded that, with respect to the total amount of the contract to be awarded, bidder/proposer will award one or more subcontracts for amounts under one million dollars, sufficient to meet or exceed the Target Subcontracting Percentage (as set forth in Part I) unless it obtains a full or partial waiver thereof, and it will award subcontracts sufficient to meet or exceed the Total Participation Goals (as set forth in Part I) unless such goals are modified by the Agency.

Bidder/proposer AFFIRMS that it intends to meet or exceed the Target Subcontracting Percentage (as set forth in Part I); or

AFFIRMS that it has obtained a full/partial pre-award waiver of the Target Subcontracting Percentage (as set forth in Part I) and intends to award the modified Target Subcontracting Percentage, if any; or

DOES NOT AFFIRM

Section I: Prime Contractor Contact Information

Tax ID # _____	FMS Vendor ID # _____
Business Name _____	Contact Person _____
Address _____	
Telephone # _____	Email _____

Section II: General Contract Information

1. Define the industry in which work is to be performed.

- **Construction** includes all contracts for the construction, rehabilitation, and/or renovation of physical structures. This category does include CM Build as well as other construction related services such as: demolition, asbestos and lead abatement, and painting services, carpentry services, carpet installation and removal, where related to new construction and not maintenance.

This category does not include standard services which may be associated with construction projects but which do not constitute construction, such as trucking, site protection, site security, site surveying, soil testing, extermination, and maintenance/operations.

- **Professional Services** are a class of services that typically require the provider to have some specialized field or advanced degree. Services of this type include: legal, management consulting, information technology, accounting, auditing, actuarial, advertising, health services, pure construction management, environmental analysis, scientific testing, architecture and engineering, and traffic studies, and similar services.

a. Type of work on Prime Contract (Check one):

Construction Professional Services

b. Type of work on Subcontract (Check all that apply):

Construction Professional Services Other

2. What is the expected percentage of the total contract dollar value that you expect to award to all subcontracts? _____ %

3. Will you award subcontract(s) in amounts below \$ 1 million for construction and/or professional services contracts within the first 12 months of the notice to proceed on the contract? Yes No

Section III: Subcontractor Utilization Summary

IMPORTANT: If you do not anticipate that you will subcontract at the target level the agency has specified, because you will perform more of the work yourself, you must seek a waiver of the Target Subcontracting Percentage by completing p. 4).

Step 1: Calculate the percentage (of your total bid) that will go towards subcontracts under \$1M for construction and/or professional services	Subcontracts under \$1M (4) (construction/professional services)	Total Bid/Proposal Value	Calculated Target Subcontracting Percentage
	\$ _____	÷ \$ _____	x 100 = _____ %
<ul style="list-style-type: none"> • Subcontracts under \$1M (construction/professional services): Enter the value you expect to award to subcontractors in dollars for amounts under \$1 million for construction and/or professional services. This value defines the amount that participation goals apply to, and will be entered into the first line of Step 2. • Total Bid/Proposal Value: Provide the dollar amount of the bid/proposal. • Calculated Target Subcontracting Percentage: The percentage of the total contract dollar value that will be awarded to one or more subcontractors for amounts under \$1 million for construction and/or professional services. This percentage must equal or exceed the percentage listed by the agency on page 1, at line (1). 			

Tax ID #: _____

E-PIN: 81612P0008

NOTE: The "Calculated Target Subcontracting Percentage" MUST equal or exceed the Target Subcontracting Percentage listed by the agency on Page 1, Line (1).

SCHEDULE B – cont.

Step 2:

Calculate value of subcontractor participation goals

		Subcontracts under \$1M (construction/professional services)	
a.	Copy value from Step 1, line (4) – the total value of all expected subcontracts under \$1M for construction and/or professional services	\$ _____	_____
		↓	↓
b.	<ul style="list-style-type: none"> From line a. above, allocate the dollar value of "Subcontracts under \$1M" by Construction and Professional Services. If all subcontracts under \$1M are in one industry, enter '0' for the industry with no subcontracts. Amounts listed on these lines should add up to the value from line a. 	Construction	Professional Services
		\$ _____	\$ _____
		Subcontracts under \$1M by Industry	
c.	<ul style="list-style-type: none"> For Construction enter percentage from line (2) from Page 1. For Professional Services enter percentage from line (3) from Page 1. Total Participation Goals Percentages must be copied from Part I, lines (2) and (3). 	Total Participation Goals x _____ %	x _____ %
d.	Value of Total Participation Goals	\$ _____	\$ _____

Step 3:

Subcontracts in Amounts Under \$1 M Scope of Work – Construction

Enter brief description of type(s) of subcontracts in amounts under \$1M anticipated, by type of work, not by name of subcontractor

Subcontracts in Amounts Under \$1 M Scope of Work – Professional Services

Enter brief description of type(s) of subcontracts in amounts under \$1M anticipated, by type of work, not by name of subcontractor

Section IV: Vendor Certification and Required Affirmations

I hereby 1) acknowledge my understanding of the MWBE requirements as set forth herein and the pertinent provisions of Local Law 129 of 2005, as the rules promulgated thereunder; 2) affirm that the information supplied in support of this subcontractor utilization plan is true and correct; 3) agree, if awarded this Contract, to comply with the MWBE requirements of this Contract and the pertinent provisions of Local Law 129 of 2005, and the rules promulgated thereunder, all of which shall be deemed to be material terms of this contract; 4) agree and affirm that is a material term of this contract that the Vendor will award subcontract(s) sufficient to meet the Target Subcontracting Percentage, unless a waiver is obtained, and the Vendor will award subcontract(s) sufficient to meet the Total Participation Goals unless such goals are modified by the Agency; and 5) agree and affirm, if awarded this contract the Vendor intends to make all reasonable, good faith efforts to meet the Target Subcontracting Percentage, or if the Vendor has obtained a waiver, the Vendor intends to meet the modified Target Subcontracting Percentage, if any, and the Vendor intends to solicit and obtain the participation of MWBEs so as to meet the Total Participation Goals unless modified by the Agency.

Signature _____ Date _____
Print Name _____ Title _____

SCHEDULE B – PART III – REQUEST FOR WAIVER OF TARGET SUBCONTRACTING PERCENTAGE

Contract Overview

Tax ID # _____ FMS Vendor ID # _____
 Business Name _____
 Contact Name _____ Telephone # _____ Email _____
 Type of Procurement Competitive Sealed Bids Other Bid/Response Due Date _____
 E-PIN (for this procurement) 81612P0008 Type of work on Prime Contract (Check one):
 Construction Construction Other
 Professional Services Professional Services

SUBCONTRACTING as described in bid/solicitation documents (Copy this % figure from the solicitation)
 _____ % of the total contract value anticipated by the agency to be subcontracted for construction/professional services subcontracts valued below \$1 million (each)

ACTUAL SUBCONTRACTING as anticipated by vendor seeking waiver
 _____ % of the total contract value anticipated in good faith by the bidder/proposer to be subcontracted for construction/ professional services subcontracts valued below \$1 million (each)

Basis for Waiver Request: Check appropriate box & explain in detail below (attach additional pages if needed)

- Vendor does not subcontract construction/professional services, and has the capacity and good faith intention to perform all such work itself.
- Vendor subcontracts *some* of this type of work but at *lower %* than bid/solicitation describes, and has the capacity and good faith intention to do so on this contract.
- Other _____

References

List 3 most recent contacts/subcontracts performed for NYC agencies (if any)

CONTRACT NO. _____	AGENCY _____	DATE COMPLETED _____
CONTRACT NO. _____	AGENCY _____	DATE COMPLETED _____
CONTRACT NO. _____	AGENCY _____	DATE COMPLETED _____

List 3 most recent contracts/subcontracts performed for other agencies/entities
 (complete ONLY if vendor has performed fewer than 3 NYC contracts)

TYPE OF WORK _____	AGENCY/ENTITY _____	DATE COMPLETED _____
Manager at agency/entity that hired vendor (Name/Phone No.) _____		
TYPE OF WORK _____	AGENCY/ENTITY _____	DATE COMPLETED _____
Manager at agency/entity that hired vendor (Name/Phone No.) _____		
TYPE OF WORK _____	AGENCY/ENTITY _____	DATE COMPLETED _____
Manager at agency/entity that hired vendor (Name/Phone No.) _____		

VENDOR CERTIFICATION: I hereby affirm that the information supplied in support of this waiver request is true and correct, and that this request is made in good faith.

Signature: _____ Date: _____
 Print Name: _____ Title: _____

Shaded area below is for agency completion only

AGENCY CHIEF CONTRACTING OFFICER APPROVAL
 Signature: _____ Date: _____
CITY CHIEF PROCUREMENT OFFICER APPROVAL
 Signature: _____ Date: _____



ANNEX D

Below are answers to questions received by DOHMH by the Questions Due Date.

1. Are translations of questionnaires into Chinese already completed, or is this to be conducted by the contractor?

Answer: The translation is complete and will be provided to the selected contractor.

2. Will the contractor be responsible for field testing of new NYC questions?

Answer: No.

3. Will participant telephone numbers be supplied by NYC DOHMH?

Answer: Yes. Telephone numbers (collected on the NYC birth certificate) will be provided.

4. Will the contractor be responsible for postage for survey materials? If yes, what is the approximate weight of each mailing and return envelope?

Answer: Yes. The Mail 1-Mail 3 mailings for English only packets weights 2.7oz. The Mail 1- Mail 3 mailings for English/Spanish and English/Chinese packets is 4.2 oz. The preletter and tickler mailings are < 1oz. Typically, the weight of the returned envelope (when it only includes the one survey) is 1.5 oz.

5. Is the cost of the toll-free number borne by contractor?

Answer: Yes.

6. If potential participants do not speak English, Spanish, Cantonese, or Mandarin, will the contractor be required to conduct the interview in additional languages, or is there sampling with replacement?

Answer: If the participant does not speak English, Spanish, Cantonese, or Mandarin data collection for the potential participant is ended. There will be no replacement sampling.

7. Can NYC DOHMH supply information on the proportion of participants who respond by mail at each mailing phase?

Answer: Based on prior experience, approximately 54% respond by mail (41% Mail 1, 8% Mail 2 and 5% Mail 3) and 12% by telephone.

8. Is 65% completion required – overall, or in each stratum or each batch?

National data collection protocol on page 5-1 indicates: “The minimum acceptable response rate for analysis of PRAMS data is 70% for each sampling stratum.”

Answer: The overall response rate that is required by CDC is 65%, once the data are weighted (the 70% requirement was in effect pre-2007 births). NYC PRAMS expects that the contractor will achieve at least a 65% response rate for each batch and both stratum (low birth weight and normal birth weight) in each batch. The PRAMS Model Protocol (available at <http://www.cdc.gov/prams/Methodology.htm>) states that the minimal acceptable response rate is 65%. The Chapter 5, section 5.2a of the NYC PRAMS protocol states:

5.2a Achieving Adequate Response Rates. Response rates are crucial to the quality of a surveillance system such as PRAMS, and consequently, to the ability to produce valid scientific analyses. The goal of PRAMS surveillance activities is to obtain completed interviews for 100% of sampled women. Starting with the 2007 data, the minimum acceptable response rate for analysis of PRAMS data is 65% for each sampling stratum; for previous data years the minimum acceptable response rate was 70%.

9. What constitutes a “complete” questionnaire –95% of all questions, or 95% of questions 1-20 [RFP. Page 3] or 75% over all “Questionnaires that are returned illegible or incomplete (<75% complete)” [Page 5-27 of national data collection protocol]?

Answer: A completed questionnaire for the purpose of this RFP is defined as one in which > 95% of questions are completed. The RFP states: *For the purposes of this RFP a completed interview (hereinafter referred to as “Completed Interview” and “Completion Rate”) will be when a Participant answers at least 95% of the questions in the survey, including questions 1-20.* The CDC protocol, included as Appendix B, states that a completed survey is when >75% are completed. We have included the protocol as reference, but for the purpose of this RFP, we define a completed survey as > 95% of questions complete.

10. What is the definition of “Unobtrusive Telephone Monitoring”?

Answer: Monitoring of telephone interviewers so that it does not interrupt the flow of the telephone interview or the contact with the mother.

11. Can NYC DOHMH provide detailed technical specifications which include software, hardware, and internet connectivity requirements for CDC PRAMS Software?

Answer: Two software programs are mentioned: PRAMTrac for tracking the mail and phone contacting [National Data Collection Protocol, Page 5-1] and PIDS [RFP, Page 6] for conducting telephone interviews. NYC PRAMS will begin using PIDS

by the time the contract is awarded. In general, PIDS requires a standard entry level personal computer that is capable of running the latest version of the Windows Professional Operating system [currently Windows XP], Internet Explorer 8.0 or higher and MS Office 2000 or higher.

12. Can NYCDOHMH provide minimum bandwidth requirements for your definition of “High Speed Internet Access” for each of these software programs?

Answer: PIDS does not require any special requirements for internet connectivity speed. If your contractor can access any other website with the internet connection they already have, that will suffice for PIDS too.

13. Pages 16-19 - If the entity applying for the RFP is a listed as a vendor in NYC, are pages 16-19 applicable? In other words, do these pages need to be completed during the RFP process if the applicant has a vendor ID #?

Answer: Pages 16-19 (Section IV of the RFP) does not contain anything for the proposer to complete in conjunction with their proposal.

14. Confidentiality form (Appendix D): Can you confirm who should sign the confidentiality form if the entity is the University. I'm assuming it should be a signature from the PI and not the person signing other contract materials. I'm also assuming it should be one signature and not multiple signatures from other project staff members. Please indicate whether that is correct.

Answer: The PI should sign the confidentiality form. No need for additional project staff to sign form for DOHMH.

ANNEX E

REVISED ATTACHMENT C

ACKNOWLEDGEMENT OF ADDENDA

Pregnancy Risk Assessment Monitoring System Operations

PIN: 12FN025900R0X00

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 17, 2013, 2013
- Addendum # 2, Dated _____, 2013
- Addendum # 3, Dated _____, 2013
- Addendum # 4, Dated _____, 2013
- Addendum # 5, Dated _____, 2013
- Addendum # 6, Dated _____, 2013
- Addendum # 7, Dated _____, 2013
- Addendum # 8, Dated _____, 2013
- Addendum # 9, Dated _____, 2013
- Addendum #10, Dated _____, 2013

Part II

_____ No Addendum was received in connection with this RFP.

Part III

Proposer's Name: _____ Date: _____

Signature of Authorized Representative: _____