

**CITY OF NEW YORK
DEPARTMENT OF HEALTH AND MENTAL HYGIENE
DIVISION OF EPIDEMIOLOGY/BUREAU OF EPIDEMIOLOGY SERVICES**

**REQUEST FOR PROPOSALS
FOR THE PROVISION OF YOUTH RISK BEHAVIOR SURVEY DATA COLLECTION
2013-2017
PIN: 13LL009900R0X00**

Addendum No. 2

May 2, 2013

This Addendum contains questions submitted to the DOHMH regarding this RFP, and DOHMH responses to those questions. Except as otherwise stated below and by any prior and subsequent Addenda to the above-referenced RFP, which was released on April 3, 2013, the RFP remains unchanged.

I. Questions and Answers

1. Section 2.0 on page 12 states, “The Technical Proposal is a clear, concise narrative of no more than thirty (30) pages....” Do exhibits count against the page limit? Do appendices count against the page limit?

Response: Exhibits count against the 30 page limit, however appendices do not.

2. Section 2.1.7. on page 13 requires that bidders “Attach at least three (3) relevant letters of reference, including (1) the name of the reference entity, (2) a brief statement describing the relationship between the proposer or proposed sub-contractor, as applicable, and the reference entity, and (3) the name, title and telephone number of a contact person at the reference entity for the proposer and for each proposed sub-contractor, if any.” Are these “letters” to be letters written by the reference entity (i.e., letters of recommendation) or are we the bidders simply meant to provide the reference information requested in Section 2.1.7?

Response: Proposers are required to submit reference letters written by the reference entity with their proposals.

3. Section 2.2.6. on page 14 of the RFP requires “a copy of the proposer’s latest audit report or certified financial statement, or a statement as to why no report or statement is available.” Rather than providing hardcopies, may we provide an electronic link to our latest audit report or certified financial statement?

Response: Proposers are required to submit a hardcopy of their latest audit report or certified financial statement.

4. Please email the vendor list.

Response: The DOHMH does not post or distribute the vendor lists used for solicitations.

5. Will NYC DOHMH accept alternate language for clauses found in Appendix A - General Provisions Governing Contracts for Consultants, Professional, Technical, Human and Client Services?

Response: Proposers are expected to accept The General Provisions provided in Appendix A. These Provisions are rarely negotiable.

- II. A revised Attachment C, Acknowledgment of Addenda Form, is attached as “Annex A.” Please complete this version of Attachment C and include it in your proposal package.

ANNEX A

ATTACHMENT C

ACKNOWLEDGEMENT OF ADDENDA

RFP Title: Bureau of Epidemiology Services NYC Youth Risk Behavior Survey

PIN: 13LL009900R0X00

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 8, 2013

Addendum # 2, Dated May 2, 2013

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: _____