

**CITY OF NEW YORK
DEPARTMENT OF HEALTH AND MENTAL HYGIENE
REQUEST FOR PROPOSALS
FOR THE PROVISION OF PUBLIC HEALTH CONSULTANT SERVICES
PIN: 14AC036000R0X00**

Addendum No. 2

December 23, 2013

This Addendum contains answers to questions received by the Agency by the Questions/Clarification Deadline. Except as otherwise stated below and by any prior or subsequent Addenda to the above-referenced RFP, the RFP remains unchanged.

- A. Questions and Answers: Annex A contains answers to questions received by the agency by the Questions/Clarification Deadline.
- B. Attachment C – Acknowledgment of Addenda Form, has been updated to indicate this Addendum was released, and is attached as “Annex B.” Please complete and submit this copy of the Acknowledgment of Addenda with your proposal.

ANNEX A

**REQUEST FOR PROPOSALS
FOR THE PROVISION OF PUBLIC HEALTH CONSULTANT SERVICES
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Addendum 2 – QUESTIONS AND ANSWERS

1. Could proposed projects include more than providing personnel? For instance, might vendors selected pursuant to this RFP be required to contract with or procure the services of hospitals, community based organizations or other professional organizations? If yes, should experience in these areas be included in the proposal?

Answer: Proposed projects may include more than providing personnel. Therefore, please describe the proposer's and each proposed sub-contractor's successful relevant experience.

2. "Attach at least three (3) relevant letters of reference for the contractor and each subcontractor," however in your proposal checklist you state "References for the Proposer and, if applicable, each Subcontractor." Could you please clarify this request? Please be specific as to whether NYDOH is asking for actual Reference letters or names and addresses of Referees. If NYDOH is requesting reference letters, please provide the suitable format and performance areas. Please also clarify the number of references.

Answer: Attach at least three (3) relevant letters of reference for the contractor and each subcontractor, including the name of the reference entity, a brief statement describing the relationship between the proposer or proposed subcontractor, as applicable, and the reference entity, and the name, title and telephone number of a contact person at the reference entity.

3. Could you please let us know what is the set aside criteria on this project for MBEs, WBEs, SDBs etc? Specifically, what is the allocation that NYDOH is making for these types of firms that are bidding as Primes?

Answer: There are no "set-asides" for MBEs, WBEs or SDBs.

4. Can you provide clarification or definitions of junior, intermediate, and senior staff classifications referenced in Appendix B and how staff should be categorized (e.g., classification by terminal degree, classification by years of experience, classification by an anticipated rate ceiling)?

Answer: Each proposer should make this determination, grouping their staff who may be assigned to a contract resulting from this RFP, equally into these three categories.

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5. Please confirm whether the indirect rate provided in Appendix B will be the maximum indirect rate for the entire contract.

Answer: Yes, all rates proposed shall be the maximum Not-to-Exceed Rates for the entire contract term.

6. Please provide clarification as to how the Total Proposed Price (provided by vendors in Appendix B) will be utilized in evaluating proposals. On page 14 of the RFP, the Evaluation Criteria section does not include the Total Proposed Price (Appendix B calculations); however, on page 12 under Price Proposal, the RFP states that the Total Proposed Price will be used for comparison purposes. Will the Total Proposed Price be used to evaluate and award the 12 vendors? If yes, how? If not, how will the Total Proposed Price be used?

Answer: Awards will be made to the proposers offering the best combination of technical score and Price.

7. Should a subcontractor not be originally proposed, could a request for approval (over \$5,000) be submitted after award?

Answer: Yes.

8. As part of the October submission that was cancelled, two letters of reference were required. Can these same letters of reference be resubmitted?

Answer: Yes.

9. How does the DOHMH define a public health consultant? What type of firms or agencies are best suited for the work?

Answer: Ideally suited organizations include public health consulting, management firms and other entities with five or more years of experience providing Public Health consulting services to government or health care entities.

10. Approximately, how many RFPs will be presented for these types of projects/year? Is there an example request/type of project that you can share?

Answer: DOHMH will be issuing Project Requests – not RFPs - each time we have need of a Public Health Consultant. We do not have examples that we can share at this time.

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11. Does this RFP mean to include straight Market Research Services for the DOHMH i.e. focus group research and survey research on behalf of Programs?

Answer: No

12. Does this RFP mean to include Digital engagement needs such as earned and paid online media efforts, amplification of apps and/or websites and general digital diagnostics?

Answer: No

13. Does this RFP mean to include advertising or creative development needs?

Answer: No

14. Page 47 of the RFP is a Certification by Broker template that references a Certificate of Insurance requirement however there is no reference to a COI requirement in the Attachments table of contents or proposal check-list (except for a short paragraph that indicates that COIs will need to be filed with the Department within 10 days of receipt of award). Are the COI and Certification by Broker required for this application or is this an error?

Answer: This item is not required at the time of proposal submission.

15. Similarly the Tax Affirmation template is included (p. 46) but there is also no reference to it in the TOC or proposal check-list.

Answer: This item is not required at the time of proposal submission.

16. Will bids be accepted from non-NY based firms if the firm can demonstrate our knowledge of NYC?

Answer: Yes, proposals will be accepted from firms outside NY.

17. Regarding the price proposal for this application and the indirect rate for sub-contractors—are we correct in understanding that the rates for the three level of consultants who are staff of the prime contractor should be all-inclusive but that the DOH would like us to indicate what indirect rate we will charge for managing the subcontracts? Is this indirect rate one that we as the prime contractor would charge?

Answer: The Proposed Not-To-Exceed Rates are not all-inclusive. In addition to the Not-To-Exceed Rates, DOHMH will reimburse contractors for pre-approved travel, supplies and subcontracts.

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Additionally, the Indirect Rate for Subcontracts will be paid by DOHMH to the Contractor. This rate will cover the contractors cost for subcontracting.

18. What is the access to population data that the NYCDOHMH will offer awarded consultant firms?

Answer: This would depend on the project.

19. Will awarded firms get a complete set of Medicaid claims data and hospital discharge data appropriately anonymized to perform work required under this RFP?

Answer: At this time, we do not anticipate that awarded firms would need to access this information.

20. Please clarify if our healthcare personnel staffing agency, GHG, could provide individual staff for Junior Consultant, Mid-Level Consultant, Senior Level Consultant Services, or does the Department of Health and Mental Hygiene strictly require a Public Health Consultant Firm to provide these services?

Answer: We do not anticipate that a staffing agency would have the capability to provide the subject services.

21. Are the proposed hourly rates to reflect the ENTIRE 4 year or 6 year contract term or should they be for year one of the contract? Are we to provide hourly rates for year one only or for each of the four/six years separately?

Answer: Proposers should submit rates that cover the entire four year contract term. DOHMH will not entertain different rates for each year.

22. Are outside consultants subject to the agreed-upon maximum rates for the three classes for which the Department has requested rates?

Answer: Outside consultant rates should not exceed the proposed Not-To-Exceed Rates.

23. The RFP describes the content of the proposal twice, but the descriptions are somewhat different, though overlapping. The first description is provided on pages 5-6 under Agency Assumptions Regarding Contractor Approach. The second description is on pages 10-12 under Format and Content of the Proposal. The two descriptions provide somewhat different guidance about what the offerors are to include in their proposals. The two sets of guidance can be viewed as in conflict or the two could be integrated to produce an internally-consistent guidance. The first provides far

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greater guidance regarding the offeror's approach than the second. Please explain which of the two we are to follow or provide an integrated guidance based on merging the two.

Answer: Section IV is the Format and Content of the Proposal. Section IV (A)(2)(c) states, "Describe in detail how the proposer will provide the work described in Section III (Scope of Services) of this RFP..."

24. The answers to a couple of early questions, as provided in the addendum, seems a little confusing, so we can't confirm what you are actually saying. Currently, it seems that you are saying that there is no limit to the number of resumes a bidder can include for its own staff, but it can only provide resumes for a maximum of 10 outside consultants. So, for example, a bidder could include resumes for 300 of its own staff, but only 10 outsiders. Is that consistent with what you are saying?

Answer: Proposers should attach a maximum of ten resumes of consultants who would be assigned to work with DOHMH, regardless of whether these individuals are employed or subcontracted by the proposer. Proposers should also attach resumes for key staff of the proposer. There is no limit on the number of resumes for the proposer's key staff.

25. With regard to the cost proposal, bidders are supposed to provide the maximum hourly rates for the three classes and multiply them for the hours provided for each class. The RFP says that this is being done for "comparison purposes only." Please explain "comparison purposes." Doesn't that mean you will be evaluating the proposals on their total costs? How will this comparison be conducted?

Answer: Awards will be made to the proposers offering the best combination of technical score and price. The price proposal will provide the price information needed for this determination.

26. The anticipated term of the contract(s) awarded from this RFP will be for four years. What is the anticipated Start Date for the contract?

Answer: June 1, 2014

27. It is anticipated that the available funding for all contracts awarded from this RFP will be \$12,000,000 with the contract value of each Consultant contract to be \$1,000,000. Is the \$1,000,000 on funding for the grand total of all four (4) years of the Contract Term which equates to \$250,000 per year?

Answer: The \$1,000,000 is for the four year contract term. This does not necessarily equate to \$250,000 per year.

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28. Page 7, Section Subcontracting, Paragraph A states; The Contractor shall not enter into any subcontract for an amount greater than \$5,000 for the performance of its obligations. Is the \$5,000 ceiling per Contract Year or the Total Four (4) year Contract Term?

Answer: The reference you make is in the general contract provisions and it continues to state “without the prior approval by the Department of the subcontractor. This provision would refer to the entire contract term.

29. Page 7, Section Subcontracting Paragraph B states;....For proposed subcontracts that do not exceed \$25,000, the department’s approval shall be deemed granted if the Department does not issue a written approval or disapproval. Does paragraph B indicate that a Contractor can enter into subcontracts totaling \$25,000 per Contract Year?

Answer: Vendors may enter into contracts exceeding \$25,000 with the written approval of DOHMH.

30. Page ii, Attachment B-Price Proposal Form Is the Price Proposal Form representative of costs for a single Contract Year or the Total four (4) year Contract Term?

Answer: The total contract term.

31. Page ii, Attachment B-Price Proposal Form Column A: Sample Number of Hours for each of the three (3) positions listed are 1,400 hours. Are these hours representative of a single Contract Year or the Total four (4) year Contract Term?

Answer: These hours are not representative of a single year or the entire contract term. They are for comparison purposes only.

32. Page ii, Attachment B-Price Proposal Form Item 4. Subcontracts shows D: Net Cost at \$100,000. Is this amount representative of a single Contract Year or the Total four (4) year Contract Term?

Answer: This amount is not representative of a single year or the entire contract term. It is for comparison purposes only.

33. Page ii, Attachment B Price Proposal Form Column H: Cost which lists \$5,000 each for Travel and Supplies. Are these dollars representative of a single Contract Year or the Total four (4) year Contract Term?

Answer: This amount is not representative of either a single year or the entire contract term. It is for comparison purposes only.

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ANNEX B

ATTACHMENT C

ACKNOWLEDGEMENT OF ADDENDA

PUBLIC HEALTH CONSULTANT SERVICES

PIN: 14AC036000R0X00

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 December 11, 2013

Addendum # 2, Dated December 23, 2013

Addendum # 3, Dated _____, 201__

Addendum # 4, Dated _____, 201__

Addendum # 5, Dated _____, 201__

Addendum # 6, Dated _____, 201__

Addendum # 7, Dated _____, 201__

Addendum # 8, Dated _____, 201__

Addendum # 9, Dated _____, 201__

Addendum #10, Dated _____, 201__

Part II

_____ **No Addendum was received in connection with this RFP.**

Part III

Proposer's Name: _____ Date: _____

Signature of Authorized Representative: _____

