

Responses to Questions for IFB#1081 - Prevention Unit Contracted Program Manager

Q1	Will you agree to sign a timesheet weekly for the total hours worked for each Program Manager and send it to the vendor on Monday mornings?
A1	Yes.
Q2	Will you agree to allow monthly invoices submitted either directly to you or through NYS SFS?
A2	Per Section 4.4 of the IFB, payments will be processed quarterly.
Q3	Will you agree to approve and pay monthly submitted invoices and approved timesheets within 30 days of the invoice date?
A3	Invoices should be submitted quarterly. We cannot guarantee payment within 30 days, however we strive for timely processing and will take reasonable steps to pay invoices without delay.
Q4	Regarding 18 site visits and \$3,500 mentioned as a cap for this contract, is that per year for the 18 site visits and the cap per year? Can you list the 18 site locations and zip codes? Would overnight stays be required for site visits?
A4	\$3,500 is the annual not-to-exceed amount budgeted for travel. Travel expenses should NOT be included in your bid price. Per Section 4.2 of the IFB: 18 site visits is an estimate, and at this time we are unable to provide an accurate list of site locations as we do not know which programs will be funded. Historically site visits have been day trips and reimbursement will be paid as outlined in Section 4.2 of the IFB. Site visits to Buffalo, Niagara Falls, or Long Island may require overnight travel. Estimated travel expenses for most site visits are under \$150 per trip. Currently, site visits are being conducted virtually with the date for a return to in-person visits to be determined.
Q5	Will you agree to pay any expenses, including meals, lodging, and travel expenses, if travel is requested by you to perform any and all tasks related to this contract?
A5	Travel expenses will be reimbursed per NYS Travel Guidelines for day and overnight trips. Please refer to Section 4.2 of the IFB for additional information.
Q6	Will you agree to pay for any and all background checks as required if more than \$50 per manager? Will you agree to perform any and all background checks as required, at your expense?
A6	Winning bidder(s) will be required to perform the required background checks, including a criminal background check. Per Section 4.2 of the IFB, the bid price must include any and all costs associated with providing and delivering the services as specified.
Q7	Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.
A7	Yes, this is a new initiative.
Q8	Can you please let us know the previous spending of this contract?
A8	As this is a new initiative, there was no previous spending.
Q9	Please confirm if we can get the proposals or pricing of the incumbent(s).
A9	As this is a new initiative, there is no incumbent.
Q10	Are there any pain points or issues with the current vendor(s)?
A10	As this is a new initiative, there are no pain points or issues currently known to OCFS.
Q11	Please confirm the anticipated number of awards.
A11	There are two program manager positions. If the lowest bidder proposes to fill both program manager positions, then there will be one award. Otherwise, awards will be made to the two lowest bidders. Please refer to Section 4.1 of the IFB for additional information.
Q12	Is there an incumbent in the role right now?
A12	No, there is no incumbent. This is a new initiative.
Q13	We are an MWBE certified staffing agency and would like to bid on this. I read thru the requirements and the response is not asking for company background information, am I understanding this right? It says bid proposal must include a request for Bid form and certified statements.
A13	Yes, you are correct. The IFB does not request company background narrative. However, please know that Attachment 1 – Bidder’s Certified Statements, Section 4 provides the opportunity for bidders to provide information regarding their MWBE/SDVOB status.