

Responses to Questions for IFB # 2018-09
Contractual Position – Program Manager

Q1	The bid stipulates (p.7) that bidders are not required to name candidates. However, under 4.1, Method of Award, it states that: “In the event of a tie bid, the offerer submitting the candidate with the greatest number of months of experience” will be selected.
A1	Per IFB Section 3.1 Eligible Offerers , the individual to serve as the program manager is not required to be named in your bid submission. An amended IFB was posted on 11/21/2018 that changes the method used to break a tie. It is available for download at the OCFS Website https://ocfs.ny.gov/main/bcm/rfp.asp and the NYS Contract Reporter at https://www.nyscr.ny.gov/agency/adsView.cfm?numID=2048630 . Please see the amended IFB document Section 4.1 Method of Award for additional information.
Q2	Also in 4.1, it states award will be made to the responsive and responsible offerer with the lowest hourly rate. Would that computation include both the salary paid to the Program Manager and the agency costs to oversee the program? Would this selection criteria also preclude an agency intending to post for the position from offering a salary range to prospective candidates?
A2	The hourly rate requested should be inclusive of the program manager’s salary, in addition to any and all costs associated with providing and delivering the services as stated in IFB Section 4.2 Price. What your agency advertises while searching for prospective candidates is at your organization’s discretion. If selected for award, you will be required to honor the hourly rate provided in your bid to OCFS.
Q3	Also re the above, in computing the offerer with the lowest hourly rate, are you referencing just the salary or the total cost per hour for the contract (to include salary, fringe, administrative costs, etc.)?
A3	Please see the response to question 2. There is one all-inclusive hourly rate.
Q4	As per section 4.13, MWBE Business Participation Opportunities, a vendor has to meet the 30% M/WBE goal through subcontracting (15% for WBE and 15% for MBE), however, can a vendor fulfill the goal by a sub certified as MBE as well as WBE from NY State? or we have to subcontract with two different companies that are MBE & WBE certified respectively in order to fulfill 15% goal each?
A4	The overall goal of thirty (30%) for M/WBE participation is the established goal for this solicitation. A contractor must utilize one NYS certified MBE for 15% and a separate subcontractor NYS certified WBE for 15% to meet the goal.
Q5	As this is a requirement is for single position (01 Program Manager), could you please clarify, how can a vendor utilize the subcontracting firm?
A5	The M/WBE goal applies to the total value of the contract. As applicable, contractors could utilize NYS Certified M/WBE firm to obtain the program manager or for contract related expenditures such as legal fees, payroll or bookkeeping services, etc. Bidders are encouraged to consult M/WBE guidance available at https://ocfs.ny.gov/main/bcm/default.asp and the NYS Directory of M/WBE Certified Firms located at https://ny.newnycontracts.com/ .
Q6	Could you please confirm exactly which forms do we need to include in our response? As per solicitation the below mentioned forms are required after award and a vendor is not required to submit these forms with the response, is it correct? <ul style="list-style-type: none"> • Proof of Workers’ Compensation and disability benefits coverage • OCFS-4842 State Consultant Services – Contractor’s Planned Employment (Form A) • OCFS-4716 Contractor Employee and Volunteer Background Certification

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	<ul style="list-style-type: none"> • OCFS-2647 EO 177 Certification
A6	Required forms are listed in Section 2.2 (Packaging of IFB Response) . If a document is not applicable to your organization and/or cannot be completed, please clearly identify this in your bid submission by marking them as “N/A” and include a brief explanation as to why they are not applicable. Please be advised that if items are marked “N/A” in error, it may result in your organization being found non-responsive and disqualify your bid from consideration.
Q7	Will there be a public bid opening on 12/7/2018?
A7	No. Bids will be opened and tabulated by OCFS staff in a private, secure environment.
Q8	May the MWBE requirements be fulfilled at 30% for either a MBE or a WBE?
A8	Please see the response to questions 4 and 5.
Q9	Is there currently a resource (incumbent) in this position or with these responsibilities?
A9	There is no incumbent for this position. This is a new position.
Q10	If yes, are incumbents eligible to bid on this current opportunity?
A10	Please see the response to question 9.
Q11	What will be the interview type of the selected candidate? Skype, telephonic or in-person?
A11	This will be an in-person interview unless an alternative is mutually agreed upon by the winning bidder and OCFS.