



Addendum 3 to RFP to Assist New York State in Retaining Jobs through the Retention and Expansion of Military Bases

RFP Release Date: January 11, 2019

Addendum 3 Release Date: January 30, 2019

Questions and Answers

The following is a list of responses to questions submitted by prospective respondents (“Respondents”) to the Request for Proposals (RFP) to Assist New York State in Retaining Jobs through the Retention and Expansion of Military Bases

A copy of the RFP is available at: <https://esd.ny.gov/doing-business-ny/requests-proposals/military-base-consulting-rfp>

Responses to Questions

No.	Question	Answer
1	Can ESD provide a copy of the current NYS Strategic Plan?	ESD does not believe access to the Strategic Plan is necessary for respondents to submit a bid. We believe that the Scope of Work detailed in the RFP provides sufficient information for respondents to submit a competitive bid.
2	Please provide the name of the current incumbent, dollar value and key deliverables.	This RFP is a competitive solicitation wherein NY is looking to get the best services at the lowest cost to taxpayers. Accordingly, we will not answer any of the questions posed, since we look to respondents to design meaningful deliverables at a price that reflects the best value to the State for the services contracted for.
3	The RFP states that hard copies in addition to a CD or flash drive submission are required. Is hand delivery allowed, or is mailed copies only allowed?	The RFP response may be “hand-delivered” to the address provided in the RFP in a sealed envelope/package prior to the specified due date and time.



No.	Question	Answer
4	The RFP asks for the total proposed annual fee to be submitted, is the RFP asking specifically for a Fee or is the RFP asking for the total proposed price to include a Fee?	ESD requests that bidders submit proposed, not-to-exceed, total prices that include any fees ESD is expected to pay. Additionally, to the extent practicable, bidders are asked to line out how the total prices were calculated and explicitly state any fees or charge amounts.
5	The RFP states that the term of the contract will be for one year with at ESD’s discretion and option to renew the contract annually for an additional one, two, or three years. Is it anticipated that option years will be issued as one-year increments?	Yes, it is currently anticipated that options will be issued as one-year increments.
6	Is it anticipated that bidders should propose three option years based on ESD’s discretion to renew the contract for one, two, or three years?	<p>Bidders should propose total, not-to-exceed prices based on whether the contract is issued for all four years at once or one-year at a time.</p> <p>However, it is ESD’s expectation that the total not-to-exceed price of the contract would be the same whether all four years are issued at once or as 4 one-year increments. In other words, the cost of services may reasonably increase per contract year, but ESD should not be charged an additional fee for exercising its discretion to issue the contract for all four years at once or one-year at a time.</p>