



REQUEST FOR PROPOSALS (RFP)
Pre-Qualified Providers of Information Technology Goods and Services
Addendum # 4

Release Date: June 25, 2018

The following is a list of responses to questions submitted by prospective respondents to the ESD Request for Proposals for Life Science Consulting Services. A copy of the RFP is available at:

https://esd.ny.gov/doing-business-ny/requests-proposals/pre-qualified-providers-it-goods-and-services

Pre-Qualified Providers of Information Technology Goods and Services RFP - Responses to Questions

Table with 3 columns: No., Question, Answer. Contains 7 rows of questions and answers regarding the RFP process, including questions about pre-qualification, certifications, and budget.



No.	Question	Answer
8	Can questions be submitted after June 22 nd , 2018?	Unless amended, ESD is not obligated to answer any questions received after the deadline which is currently set for 5:00 PM on June 22 nd , 2018.
9	Do we need to provide resume(s) for the candidates that are going to work on this project?	Yes
10	We would certainly like to work & become certified in NY. But now to start with, we are not NY MBE. Hope that does not deter us to apply for this RFP?	Any interested party may submit a response, regardless of their New York State MWBE or SDVOB certification status.
11	<p>With regard to the statement: "Proposed hourly rate for each resource by title, listing hourly rates for each resource that include all costs, <u>excluding</u> out-of-pocket reimbursable expenses related to travel but <u>including</u> overhead and profit",</p> <p>1. This statement is unclear as to whether to include overhead costs in the hourly which would include the reimbursable expenses paid to trainer. Travel is part of overhead calculations whether paid to consultant or included in overhead figure. Can this statement be stated differently for clarity.</p>	Hourly billing should not include reimbursable expenses. Reimbursable expenses should be billed at cost and not above GSA allowable rates for those expenses meals, transportation, flights, etc.

No.	Question	Answer
12	<p>With regard to the statement: "Provide a salary multiplier for any hourly rates specified. This salary multiplier will be used for any specialty resources not specified on the proposal."</p> <ol style="list-style-type: none"> 1. Please define: "Salary multiplier" for any hourly rates specified 2. Please give example of what is meant by "specialty resources <u>not</u> specified on the proposal" 	<p>A salary multiplier is what you would multiply the hourly salary by to determine the billing rate of a resource on a project working for ESD. For example if a person makes \$52,000 a year, you would divide their salary by the number of working hours in the year (2080), to come up with an hourly pay rate of \$25/hour. The multiplier would accommodate overhead and profit for that employee. In this example let's say 1.5 is the proposed multiplier the hourly billing rate would be \$37.50. This methodology must hold true for all rates in Appendix A.</p> <p>Specialty resources would include any rates not included in the ones listed on appendix A.</p>
13	How much is the budget?	N/A
14	How long after the submission due date will you issue an award?	It is not known at this time, but ESD is eager to approve a prequalified list as quickly as possible. Firms will be selected from the list as projects arise.
15	What is the priority of this project?	There is no specific project at this time – the purpose of this RFP is to create a prequalified list for future projects.
16	When are you expecting to engage with the vendor after the award has been given?	We will engage with selected pre-qualified vendors as needed.
17	What is the expected/needed "go-live" date of the project?	There is no specific project at this time.
18	Do you accept offshore development services for this project?	There is no specific project at this time.



No.	Question	Answer
19	Will onsite visits be required during development?	If we engage a selected vendor to work on a future project onsite visits will be required.
20	Is the project scope listed in the RFP finalized?	There is no specific project at this time, however, the RFP describes the scope of potential IT related goods and services.
21	<p>To the best of your knowledge, are there any circumstances that will cause you to:</p> <ul style="list-style-type: none"> a. Cancel the RFP? b. Not move forward with the winning bidder? c. Lower the budget for the project? d. Prolong the evaluation process or reissue the RFP? 	Not at this time. There is no specific project nor will there be a “winning bidder”; the purpose of this RFP is to create a list of prequalified firms to provide IT related goods as services as the need may arise.
22	Are you interested in an 'off-the-shelf' or more custom software solution?	N/A
23	In reference to question no. 9 of Addendum II - Q&A: At the time of award the proposed candidate might not be available. So, can you please let us know if we can submit sample resume of the candidates?	Resumes will be required if and when services are procured from a pre-qualified vendor.
24	Section V. B. 3. – Can you specify or provide examples of the type of information that may be required for pre and post-audit access?	All information is submitted to ESD is subject to audit provisions of Schedule A. Link to the terms of Schedule A is available in the RFP document.



No.	Question	Answer
25	Section IX. Contractor Staff – Can you provide clarification that identified Contractor Staff are associated at the purchase or task order level?	Question is not clear and cannot be answered. Please rephrase and resubmit.
26	If you are, are you open to a ten-minute call this week to analyze the ways in which our platform can specifically help your business? If not, can you put me in touch with the right person?	N/A
27	Section IV. Deadline of submission	Please see Addendum #3. Revised Schedule of Dates.
28	Section V. Respondent Information specifies requests that all Technical Proposals be bound and organized with dividers identified to match 4 specific sections. But Subsection B Technical Proposal requests 6 specific sections. Please clarify should Respondent submit Technical Proposal following the instructions from Subsection A. Respondent Information or Subsection B Technical Proposal.	We do not believe that these sections are in conflict. The respondent information (subsection A) is a different section than the technical proposal (subsection B). However, no bids will be turned away if they do not meet these criteria, however, ESD may ask the respondent questions if the proposal is unclear, and the respondent risks being considered non responsive.
29	Section X. Bidders must submit many contractual forms together with their proposal submittal. Please clarify should these forms be submitted separately or together with Technical Proposal or Respondent Information.	Please submit all required forms as part of technical proposal.
30	Appendix A – Fee Proposal IV states <i>Minimum discount off of list price of goods sold by company</i> . Would it be okay to change this to maximum % increase from cost? Some products have a wide range of list price vs cost. We’d like to give you the best price possible.	ESD will provide an updated Appendix A with both a discount off of list and a mark-up on cost of goods sold. Respondents will be obligated to provide the lowest price of the two options for any purchase under this agreement.



No.	Question	Answer
31	Is the Hourly billing rates in Appendix A limited to employees of our company only?	These rates will apply to all resources used by any pre-qualified firms.
32	Is the Hourly billing rates in Appendix A limited to workers within the USA?	No.
33	Under selection criteria, there is a quantitative factor for MWBE and SDVOB respondents. Would this factor also be applicable for firms that partner with MWBE and/or SDVOB firms?	Per the Quantitative Factors scoring criteria in the RFP, ESD will award 5% to Respondents that are NYS certified MWBEs or SDVOBs or to project teams where an MWBE or SDVOB are part of the Responding team. ESD will not award 5% to responses where MWBEs and/or SDVOBs are utilized solely as subcontractors.
34	<p>There are a bunch of administrative forms that need to be completed to respond to the RFP. Since, we are a WBE -certified firm for New York State, do you know if we still need to fill in the forms in item 4 (pages 13-18 of the RFP) and attached to this email?</p> <p>Also, should we include our WBE Certificate in our response?</p>	Please submit all forms as requested in the RFP. If you are a NYS-certified MWBE firm, please attach your MWBE certification in your response.
35	Can you give some more technical specifications? I understand that there is a need for a PM. Would there be a need for a PeopleSoft Developer too? Please clarify.	There is no specific project at this time. Resources will be determined at the time of project development.
36	<p>Hosting, programming, training, systems design and development of applications and websites (utilizing technologies including but not limited to: Drupal, SQL Server, IIS, Microsoft.Net, custom code, C#, SSRS, Crystal Reports, Power BI, SharePoint) and procurement of all related hardware and software.</p> <p>Would you be able to let me know as to how many resources would be needed . Can you give some more technical specifications?</p>	There is no specific project at this time. Resources will be determined at the time of project development.



No.	Question	Answer
37	Do you have a preference for a COTs or a custom solution?	There is no specific project at this time. Resources and software will be determined at the time of project development.
38	Is there a current contract with a vendor? If there is a current contract, where can we obtain a copy of that contract?	N/A
39	Is there a preference for vendors located within the State?	All respondents must be registered with the NY Department of State to do business in NY. While there is no preference for in-state vendors, one of the required forms does encourage vendors, on projects where subcontracting may occur, to utilize NY-based subcontractors.
40	Is there a firm or estimated budget? Is there a firm, estimated or desired timeline for product launch?	There is no specific project at this time. Resources will be determined at the time of project development.
41	Do we need to have certifications for all the products mentioned in your Scope of Work even if we do not use them in our software and are not offering them in this proposal? Drupal, SQL Server, IIS, Microsoft.Net, custom code, C#, SSRS, Crystal Reports, Power BI, SharePoint (3.f) MSSQL, SSIS Integration, Power BI, data modeling tools, Visual Studio, SSRS, SSAS by vendors including but not limited to: Microsoft, ScribeSoft, KingswaySoft (3.g) Microsoft, Target Process, and GitHub	There is no specific project at this time. Resources and software will be determined at the time of project development.
42	We would like to respond to your Scope of Work questions 2, 3.f and 3.g with our suite of highly-configurable software products: OPTimum Modernization and Integrity. Would it be acceptable to describe how they function in this proposal?	There is no specific project at this time. Resources will be determined at the time of project development.



No.	Question	Answer
43	If accepted as a pre-qualified vendor, would it be permissible for On Point Technology to list our specific software applications, such as the component parts of our OPTimum Modernization Integrity Suite and FraudX software packages?	There is no specific project at this time. Resources will be determined at the time of project development.
44	Our software is delivered by a subscription model—does the State allow for software subscriptions?	Yes – However, there is no specific project at this time. Resources will be determined at the time of project development.
45	The State wishes the proposal to be a maximum of 30 pages, is that including all the pages of “Certifications of all products mentioned in the Scope of Work?”	No.
46	I have a question about the firms listed on the List of MWBE & SDVOB Entities. My firm is a NYS certified WBE but did not appear on the list. Can you explain how the firms on the list were selected?	The list was created from firms that have requested their names be posted for use as a subcontractor.
47	Can the agency provide a comprehensive list of hardware and software application currently being used? Is it the same as the list of software mentioned in the section B Scope of Work?	A comprehensive list is not available. There is no specific project or IT procurement connected with this RFP. The purpose of the RFP is to pre-qualify vendors should ESD have a need to procure IT goods and services.
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Each of the foregoing is added to and made part of the RFP. Any questions regarding this addendum may be submitted to the designated contact account for this solicitation at IT-Prequal@esd.ny.gov.