

Responses to Questions for IFB # 1100
Contracted Program and Project Managers

Hybrid Schedules and Remote Work	
Q1	Is there any flexibility on the role being hybrid? The site visits cannot be done from offsite but other work?
A1	Per IFB Section 3.3 Delivery , if OCFS issues guidelines requiring or allowing staff to work remotely, there may be the potential for the Program Managers and Project Manager to work remotely. For the Project Manager there may be potential for one or two remote days per week, depending on performance and deliverables. For the Program Manager(s) there may be potential for one or two remote days per week depending on staff performance.
Q2	Are you looking for onsite work or remote?
A2	Please see A1.
Q3	Can you please clarify if the positions are onsite or remote?
A3	Please see A1.
Q4	Is this entirely onsite work or can it be done remotely?
A4	Please see A1.
Q5	Do you have any hybrid work mode, where a candidate might choose between remote and onsite?
A5	Please see A1.
Q6	Will off-site/remote work be allowed for the completion of project services?
A6	Please see A1.
Q7	Is it possible if the candidate can work onsite for 2 months and work remotely?
A7	Please see A1.
Q8	On Page 13, under “Section 3.3, Delivery: The Program Managers’ and Project Manager’s work location will be OCFS Main Office, 52 Washington Street, Rensselaer, NY 12144, and will be assigned 37.5 hours per week Monday - Friday for the duration of the contract. If OCFS issues guidelines requiring or allowing staff to work remotely, there may be the potential for the Program Managers and Project Manager to work remotely.” Can the OCFS please clarify if the positions to be filled are for onsite or offsite jobs, or if this is a hybrid job position?
A8	Please see A1.
Current/Previous Contract and Incumbent	
Q9	Please provide the previous spending of the Contract.
A9	This is a new initiative. There is no current or previous contract.
Q10	Please describe the issues/problems that the OCFS is facing under the current contract.
A10	Please see A9.
Q11	How many temporaries have been hired by the OCFS in the current contract?
A11	Please see A9.
Q12	Are there any incumbents in place or are these new roles?
A12	No, there are no incumbents. Yes, these are new roles.
Q13	Is there an incumbent?
A13	Please see A12.

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Q14	Are there any incumbents on this contract, if yes, could you provide the incumbent proposals including pricing?
A14	Please see A12.
Bid Submission	
Q15	Could the OCFS provide a format in which it seeks the bid to be responded to?
A15	Yes, OCFS provides fillable forms. Please refer to IFB Section 2.2 Packaging of IFB Response – Required Contents of Bid Proposal which states all bid proposals must, at a minimum, include the following two documents: OCFS-0910 Request for Bid Form and Attachment 1 – Bidder’s Certified Statements.
Q16	Do we have to submit all the “Attachment 1 - Bidder’s Certified Statements”, “Attachment 2 - References Template”, “Request for Bid Form IFB 1100 Final”, and “Resumes” separately or as one doc (i.e. Aligned one after other in one PDF doc.)?
A16	Please refer to IFB Section 2.2 Packaging of IFB Response – General Proposal Appearance which states bid proposal emails may be submitted containing either one singular document or multiple document attachments.
Q17	Please clarify max. submission a vendor can do for each profile.
A17	Each bidder should submit one (1) bid proposal that proposes to serve any or all of the available positions. Per IFB Section 2.2 Packaging of IFB Response – Required Contents of Bid Proposal , your response must contain only one (1) OCFS-0910 Request for Bid Form, indicating that you are bidding to provide one (1) or two (2) Program Managers and/or one (1) Project Manager. The OCFS-0910 form states your response may contain multiple proposed candidates however, you must indicate only one (1) hourly rate applicable to all Program Manager candidate(s) and one (1) hourly rate applicable to the Project Manager candidate.
Q18	Are the references OCFS needed will be for the proposed candidates or the vendor?
A18	The references are for the proposed candidates. Please refer to IFB Section 3.2 Product/Service Specifications which states references must be able to verify that the Program Manager(s) and/or Project Manager have the capacity, written and oral communication skills, and the facilitation skills to perform the duties outlined throughout the IFB. Per IFB Section 2.2 Packaging of IFB Response – Required Contents of Bid Proposal , candidates are not required to be named in the bid proposal and references do not need to be provided at the time of bid submission.
Q19	Does the OCFS need xerox copies of the proposed candidate’s degrees or certifications?
A19	Yes, scanned copies are acceptable as bid submissions occur via email.
Q20	Please give details of mandatory documents needed to fulfill the OCFS’s requisition.
A20	Please see A15 for minimum requirements for bid submission.
Q21	Can we submit resources who are on C2C or do you prefer employees who are working on our W2 payroll?
A21	Per IFB Section 3.2 Product/Service Specifications (please refer to the top of page 13 of the IFB document), applicants may not subcontract components of the scope of work. OCFS considers a Corp-to-Corp (C2C) arrangement to be a sub-contractual agreement, and therefore is not permitted. Employees working on W2 payroll are acceptable.

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Q22	Could you clarify if we must submit references as a part of the response to IFB or do we have to submit them post-award notification?
A22	No, references are not required with your bid submission. Please refer to IFB Section 3.2 Product/Service Specifications which states three professional references must be provided within forty-five (45) days after being selected for tentative award.
Q23	Do we have to submit the actual resumes for Program Managers and the Project Manager with our proposal?
A23	No, resumes are not required with your bid submission. Please refer to IFB Section 3.2 Product/Service Specifications which states resumes must be provided within forty-five (45) days after being selected for tentative award.
Q24	Do we have to submit Contractor Employee and Volunteer Background Certification along with our response?
A24	No, however the OCFS-4716 form will be required during the contract development process if selected for award. Please refer to IFB Section 2.2 Packaging of IFB Response – Other Recommended Documents and Forms.
Q25	Do we have to submit form AC 3271-S Contractor’s Planned Employment with our response?
A25	No, however the AC 3271-S form will be required during the contract development process if selected for award. Please refer to IFB Section 2.2 Packaging of IFB Response – Other Recommended Documents and Forms.
Q26	Could you please clarify the forms that we have to submit with our proposal apart from the OCFS-0910 Request for Bid Form, and the Attachment 1 - Bidder’s Certified Statements?
A26	There are only two requirements. Please refer to IFB Section 2.2 Packaging of IFB Response – Required Contents of Bid Proposal which states all bid proposals must, at a minimum, include the following two documents: OCFS-0910 Request for Bid Form and Attachment 1 – Bidder’s Certified Statements. There are other documents and forms listed which may be submitted with your proposal, but those are optional. If the optional documents are not provided by the bidder in their proposal, they will be required later during the contract development process if selected for award.
Q27	Could you confirm if we must submit the FORM AC 3271-S AND FORM AC 3272-S as a part of the response to this IFB?
A27	No, however the AC 3271-S form will be required during the contract development process and state contractors must complete form AC 3272-S annually. Please refer to IFB Section 2.2 Packaging of IFB Response – Other Recommended Documents and Forms, and IFB Section 4.25 Consultant Disclosure Requirements.
Q28	Do we have to submit the certificate of Insurance with our response?
A28	No, please refer to Section 4.22 Workers’ Compensation Law which states updated proof of coverage must be submitted during contract development.
IFB Specifications and Requirements	
Q29	Will the interview be in person or virtual?
A29	All interviews are anticipated to be in person unless OCFS decides otherwise.
Q30	Is there a vaccine mandate?
A30	No, there is currently no vaccine mandate. However, OCFS follows New York State rules and regulations which are subject to change.

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Q31	Product/Service Specifications: For industry standard purposes, a Program Manager is paid more than a Project Manager. Are the minimum salary ranges listed in the IFB correct?
A31	Yes, the salary ranges are correct. The salaries are based on the PEF union contract for state employees in those titles performing similar job duties. It is recommended that prospective bidders focus on the job duties in addition to the titles of the positions.
Q32	Do businesses need to have a certain amount of years' experience to bid on this opportunity?
A32	No. Per IFB Section 4.1 Method of Award , an award(s) shall be made to the responsive and responsible offerer(s) that results in the lowest hourly rate(s) for the Program Manager(s) and lowest hourly rate for the Project Manager position and that meets all specifications contained in this IFB.
Q33	Is there any local preference?
A33	Successful bidders are not required to be local, but the candidates proposed for the Project Manager and Program Manager positions should have a residence in New York State and preferably live within convenient commuting distance of the work location, which is the OCFS Home Office at 52 Washington Street, Rensselaer, NY 12144. The individuals in these positions must be able to accommodate reporting to work in-person.
Q34	Do you have a local preference?
A34	Please see A33.
Q35	Is there a preference for local vendors, or are vendors required to have a local office?
A35	Please see A33.
Award and Contract	
Q36	Since it is a temporary position and the candidate will be paid hourly, can we get 30-day payment terms? From what I read the payments are done quarterly and it will be a burden on the agency to carry 3 people on payroll for the whole quarter without receiving any payments.
A36	Per IFB Section 4.4 Method of Payment , payments will be processed quarterly.
Q37	Method of Payment: Are you only paying vendors on a quarterly basis? It is more common to pay on a NET 30 basis and most businesses would not prefer having to float 90 days of payroll for 3 contractors.
A37	Please see A36.
Q38	What is the overall budget of the contract?
A38	There is no stated budget. The lowest qualified bidder(s) will be selected for award(s).
Q39	How many vendors does the authority intend to award? If this is anticipated to be a multiple award contract, how would the task orders be awarded among the select vendors?
A39	Per IFB Section 4.3 Term of Contract , it is the intention of the state to award up to three (3) contracts to the successful offerer(s). Per IFB Section 4.1 Method of Award , the lowest cost qualified bidder(s) will be selected for award(s). It is possible for one vendor to receive multiple awards if they are the lowest bidder for multiple positions.

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MWBE and Subcontracting Goals	
Q40	Are there any preferences for minority- and women-owned business enterprises (MWBE)?
A40	MWBEs are encouraged to apply. Regardless of status, the lowest qualified bidder(s) will be selected for award(s).
Q41	Are there any subcontracting goals?
A41	No, this is a federally funded initiative therefore there are no subcontracting goals.
Q42	Are there mandatory subcontracting goals set for this solicitation? If yes, could you clarify the M/WBE CONTRACT GOALS?
A42	Please see A41.
Q43	Are women-owned small businesses based outside of the state of New York allowed to bid on this opportunity?
A43	Please see A33.