

RFP #15-017

Title: NYS Statewide Center for School Health

Questions and Answers

PROGRAM – (Answers are in italic bold).

1. Page 3 requests: Microsoft Word (CD format)—One (1) electronic version with both the technical and cost proposals. May a USB flash drive be submitted with this content instead?

Answer: Yes, submission of a USB flashdrive is permitted for the electronic version.

2. Must the job descriptions included in the 20 page narrative portion of the submission be double spaced?

Answer: No, the 20 pages of the proposal narrative relates to the Program Description of the technical proposal.

3. There was no point value assigned to the required activity #4 NYSED's Material Review Panel (MRP) on page 26 of the RFP document. The activity is: "Under the direction of, and in collaboration with NYSED, the Center will manage NYSED's MRP, which is responsible for the review of materials related to sexual health (HIV prevention education, condom availability programs, etc.). Can you clarify how this activity would be scored?"

Answer: The scoring breakdown for each of the required activity categories is as follows:

- ***Professional Development – 8 points***
- ***Technical Assistance – 8 points***
- ***Web-based Resources– 8 points***
- ***NYSED's Material Review Panel – 4 points***
- ***Collaboration – 4 points***
- ***Survey Administration- 8 points***

4. Required Staffing indicates that the vendor must have a minimum of one full time professional staff member, who is a full time New York State certified teacher of health education who holds a minimum of a Bachelor's degree. Standard full time employment and typical contractual agreements for Prek-12 certified teachers in NYS is 10 months. Will employment of a 10 month full time

Pre-k-12th grade certified teacher of health education meet the mandatory staffing requirement?

Answer: No, employment of a 10 month full time Pre-k-12th grade certified teacher of health education will not meet the mandatory staffing requirement. All Full Time Equivalent (FTE) positions need to be 12 month positions.

5. Can you provide the most current number of Prek-12 certified NYS health education teachers responsible for delivering or coordinating health education employed in NYS schools?

Answer : The most current number of health educators in each county is available from the NYSED website at

<http://www.p12.nysed.gov/irs/pmf/2014/13-14-StatRuns/LocalStats2014-WithoutCharters.xls>

Certified health educators are not required in elementary school.

6. Can you provide the number of Materials Review Panel review requests submitted in the last 3 years?

Answer : Six - Material Review Panel requests have been submitted in the last three years.

7. Can you please clarify the page limits for each section of the proposal? Page 21 indicates the “proposal narrative” should not exceed 20 double-spaced pages, but it is not clear whether the technical proposal, cost proposal, or both comprise the “proposal narrative” nor whether the Work Plan and Evaluation template are included in the proposal narrative/20-page limit.

Answer: The 20 pages of the proposal narrative relates to the Program Description of the technical proposal.

8. Will proposers be obligated to tally, calculate, and analyze survey data from the CDC surveys, or just assist with data gathering coordination and submission of raw data to Westat?

Answer: No, proposers will not be responsible for analyzing the raw survey data collected from the Centers for Disease Control and Prevention (CDC) Surveys. The raw data in the form of completed surveys is sent to Westat (CDC’s Technical Assistance Center) for analyzing. Page 13 of the RFP defines survey responsibilities.

9. Must proof of insurances require by the RFP (Workers Comp, etc.) be submitted with the proposal, or is it acceptable to submit these proofs after the contract has been awarded?

Answer: Although these forms are not required as part of the bid submissions, NYSED encourages bidders to include them in their bid submission to expedite contract execution if the bidder is awarded the contract.

FISCAL

1. Page 1 states: "Subcontracting will be limited to thirty percent (30%) of the **annual** contract budget." Page 15 states: "3. Purchased services: Subcontracting costs for direct services are limited to 30% of the **total** budget." *The 30% subcontractor limit refers to the total, five year budget.*

Answer: Please note that the first page of the RFP incorrectly states that subcontracting will be limited to 30% of the annual budget. Elsewhere in the document we correctly state that Subcontracting is limited to 30% of the total contract budget.

2. What is the total amount of money available for this contract?

Answer: Bidders must develop cost proposals that are consistent with the deliverables described in the RFP. Please keep in mind that this RFP employs a "best value" method of procurement, with 30 percent of the overall points awarded pursuant to a formula that assigns the highest score to the budget that reflects the lowest overall cost (see "Criteria for Evaluating Bids" section of the RFP for additional information). Bidders are encouraged to submit budgets that are cost effective.

3. Is there an annual cap or just a total contract cap?

Answer: NYSED is not providing information on the funding available for this project. Please see the answer to Fiscal Question #2.

4. If indirect costs are requested, should the restricted or unrestricted indirect cost rate be used?

Answer: Restricted indirect cost rates can be used for bidders that have been assigned such a rate by NYSED.

M/WBE

1. Page 3 states that: For purposes of this procurement, NYS Education Department hereby establishes an overall goal of 30% of the total contract amount for M/WBE participation, 17% for Minority-Owned Business Enterprises ("MBE") participation and 13% for Women-Owned Business Enterprises ("WBE") participation based on the current availability of qualified MBEs and WBEs.

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and 13% for Women-Owned Business Enterprises (“WBE”) participation based on the current availability of qualified MBEs and WBEs.

2. If the overall goal of 30% of the total contract is met by a MBE enterprise, but no WBE enterprise is utilized, is a waiver required?

Answer: A waiver would not be required for this scenario. The breakout of 17% MBE and 13% WBE is suggested; however compliance may be achieved by any combination equal to 30%.

3. If no subcontractor services are required by the contractor for any goods or services, must waivers be requested for both MBE and WBE requirements?

Answer: An applicant must engage in good faith efforts to obtain goods and/or services from M/WBE’s for the goods or services included in the proposed budget. Please see pages 4 & 5 of the RFP for additional information on “good faith efforts” and “Request for Waivers.” As part of the applicant’s demonstration of “good faith efforts”, it is encouraged that budgets are structured to include the utilization of M/WBE firms where possible.

4. The MWBE goal appears to be of the total project budget. If a proposer will not request funds for contractors or supplies/materials, is the proposer still obligated to attempt to comply with the MWBE goal, and if so, how can and should that be done?

Answer: An applicant must engage in good faith efforts to obtain goods and/or services from M/WBE’s for the goods or services included in the proposed budget. Please see pages 4 & 5 of the RFP for additional information on “good faith efforts” and “Request for Waivers.” As part of the applicant’s demonstration of “good faith efforts”, it is encouraged that budgets are structured to include the utilization of M/WBE firms where possible. Should the applicant be unable to meet the 30% M/WBE participation goal, then a request for waiver will need to be submitted.

5. Are proposers expected to have completed all “good faith efforts” related to MWBE prior to submitting their applications? It seems like the application period does not constitute a reasonable length of time in which to conduct a thorough search, but the application appears to be requesting evidence the search was completed and statements about vendors selected as a result. Can a proposer submit a letter stating good faith efforts will be completed upon contract award to ensure adequate time?

Answer: Applicants are strongly encouraged to submit complete M/WBE documentation with their proposals, which include “good faith Efforts”, as missing or incomplete information may result in a delay of approval. If some information is unavailable, applicants should then submit documentation

indicating their level of participation and identify how they are planning to meet their participation goal.

6. Vendors in the topic areas related to this RFP are very likely to be non-profit organizations. It may be extremely difficult to find MWBE (businesses) that appropriately fit within the project scope. What should a proposer do if it appears few if any MWBE contractors relevant to the project exist?

Answer: An applicant must engage in good faith efforts to obtain goods and/or services from M/WBE's for the goods or services included in the discretionary non-personal service budget. Please see pages 4 & 5 of the RFP for additional information on "good faith efforts" and "Request for Waivers."

The MWBE Coordinator is available throughout the application and procurement process and can be reached at MWBE@nysed.gov to aid in the identification of M/WBE firms.