

Responses to Questions Submitted for the BRFSS RFP

Question 1: The sentence on pp. 8-9 states, "Finally, should the need arise and funds become available to conduct surveys in sub-state geographic areas, within population groups defined by socio-economic and demographic characteristics, or emerging issues involving mid-year modifications to the BRFSS survey, the price per completed interview submitted by the successful bidder will be used as a reasonable guide to determine the price for these services."

We are not able to commit to the price per completed interview being used for any survey except the statewide survey because of the variation in costs resulting from factors such as:

- . geographic location within the State of New York,
- . the additional sample that might need to be screened for a specific socio-economic or demographic group, or
- . the potential need for a higher percent of the interviews to be conducted in Spanish.

In using these costs as a reasonable guide to the costs for these additional interviews, can we expect that if a need arose, an additional project-specific cost estimate would be requested?

Answer 1: The DOH will select a bidder based on the proposal for the 2009 Survey and enter into a contract. If the need arises for an additional or similar sub-state survey, the DOH will go back to the selected contractor and get a price for the additional survey.

Please refer to the "Bid Price" section on pp 8 and 9 of the RFP for a discussion of this issue.

Question 2: Page 12: Is any budget information in addition to the 8 BRFSS unit prices per interview and the price per completed Asthma Call Back Interview needed?

Answer 2: Bidders must include on the Bid Form, evidence of their ability to maintain cash flow and payroll given no advance payment for the project and monthly vouchering for completed deliverables. Bidders must also include audited financial statements for the 3 most recent years, and/or Dunn and Bradstreet report.

Question 3: How many years of unit pricing are presented in the cost proposal?

Answer 3: Unit pricing for one year, 2009, is to be presented in the cost proposal.

Question 4: If the cost proposal requires unit pricing for 2009 only and given no change in the scope of work, will the contractor be held to pricing option years based strictly on the CPI-U?

Answer 4: *Yes. Additional increases will be considered by the State with appropriate justification and available funds and with OSC approval. (see pp 108 of RFP).*

In addition, please refer to the “Note” on page 8 of the RFP that states, “Escalation of costs for Years Two through Five will be allowed and will be based on the National Consumer Price Index for All Urban Consumers (CPI-U) as published sixty (60) days prior to price increase request in the U.S. Bureau of Labor Statistics, Washington, D.C. 20212. No increase will exceed 5% without prior approval from the Office of the State Comptroller.”

Question 5: If the cost proposal requires unit prices to be presented for all years, may the contractor use the firm’s standard escalation rates in pricing the option years provided that escalation is less than 5%?

Answer 5: *Unit pricing for one year, 2009, is to be presented in the cost proposal.*

Question 6: Is there a specific time on February 15th by which the proposal is due?

Answer 6: *5pm on 2/15/08.*

Question 7: Page 13 - Is the Bid Proposal the same thing as the Bid Form?

Answer 7: *The Bid Proposal is not the same thing as the Bid Form.*

The Bid Proposal, or price per completed interview, is to be included on the specified line on the Bid Form (also referred to as the BRFSS RFP Financial Evaluation Form – see Attachment 1 for the form) for each specified Bid Range. This form must be completed and submitted as part of each bidder’s cost proposal.

The Bid Form is included as part of the RFP (see Section H, Attachments, # 1) and is to be completed by the Bidder. In it, the Bidder affirms that it understands and agrees to comply with the procedures of the Department of Health relative to permissible contacts as required by State Finance Law, Section 139-j (3) and Section 139-j (6) (b).

Question 8: Page 13-14 - Please clarify which forms are required to be submitted with the proposal.

Answer 8: *The following forms are required:*

Bid Form, or No Bid Form if the potential bidder chooses not to submit a bid.

Vendor Responsibility Attestation

Contractor Certification, ST-220-TD

Contractor Certification, ST-220-CA

Vendor Responsibility Questionnaire

State Consultant Services, Form A

State Consultant Services, Form B

Question 9: Page 11-12 - Please clarify what information is required in the Bid Price.

Answer 9: *The Bid Price is the price per completed interview for each band of completed interviews (please refer to Attachment -1- BRFSS RFP Financial Evaluation Form).*

Each bidder should also submit evidence of acceptable cash flow and payroll given no advance payment for the project and monthly vouchering for completed deliverables.

Bidders should also include audited financial statements for the last 3 years, and/or a Dun and Bradstreet report.

Question 10: The BRFSS RFP included documents for the state contract. Are documents available for the Health Research, Inc. contract that will be established for the BRFSS?

Answer 10: *Yes, the HRI contract boilerplate and HRI Appendix A are included in the BRFSS RFP posted on the Department of Health's website.*

Attachment 1

BRFSS RFP Financial Evaluation Form New York State Department of Health	
Organization Name:	
Financial Evaluator:	Date:
1. 4,000 Completed BRFSS Interviews:	\$ _____ Per completed interview
2. 5,000 Completed BRFSS Interviews:	\$ _____ Per completed interview
3. 6,000 Completed BRFSS Interviews:	\$ _____ Per completed interview
4. 7,000 Completed BRFSS Interviews:	\$ _____ Per completed interview
5. 8,000 Completed BRFSS Interviews:	\$ _____ Per completed interview
6. 500 Completed Asthma Call Back Interviews:	\$ _____ Per completed interview
Current Bidder Average (1+2+3+4+5+6)/6	\$ _____ Per completed interview
Financial Score: (Lowest Bidder Average / Current Bidder Average) x 25 _____	

The price per completed BRFSS interview for each of the five sample size bands (4,000, 5000, 6000, 7000, and 8,000 completed interviews) and the cost per completed Asthma Call Back Survey interview will be averaged. The lowest average cost will receive the maximum score (25), and the other bidders will receive a proportional score using the following formula:

BRFSS Interview Financial Score = (L/Cy) x 25 where:

L = Lowest average cost; and

Cy = Average cost per completed interview for bidder y.