

**Merit Peer Review Services of Applications for Funding of Stem Cell Research
and Related Projects Request for Proposals
FAU # 1106070156**

**QUESTIONS AND ANSWERS
March 23, 2012 - April 9, 2012**

Application Submission

1. What state registrations are required prior to bidding on this RFA, including but not limited to, registration as a New York State vendor, ST-220-TD/CA contractor certification, etc.?
 - A. Required registrations/certifications are not needed at proposal submission, but will be needed prior to initiating a contract with the awarded bidder. However, the M/WBE Utilization Plan and the Vendor Responsibility Attestation are to be submitted as part of the bid package (Cost Proposal).
2. It appears from past RFAs that grant applications are submitted in both hard copy and electronic formats on a CD or DVD. Is that correct? Is that the preferred method or is there an interest in collecting applications online?
 - A. New York State (NYS) does not currently have an on-line application submission system, and has not previously allowed contractors to manage that process for NYSTEM. Note however, that there are opportunities within the Technical Component of the proposal to describe alternative approaches.

Cost Component

3. Are all reviewer honorarium and travel costs to be included in the bid or are those considered reimbursed expenses?
 - A. Reviewer honorarium and travel costs are reimbursed expenses and thus should not be included in the bid.
4. Will travel policies need to be based on New York per diem if not reimbursed as expense?

Un-reimbursed travel expenses will be a factor in the determination of the aggregate bid and evaluated accordingly.
5. Is per diem based on a specific location within New York or New York state in general? Or will per diem be based on the location of the panel meeting?
 - A. Per diems are based on the location of the panel meeting.

6. Are peer review cycle estimates (in the cost component form) to be based on the offering of one mechanism? If not, is it based on all mechanisms offered in an RFA?
 - A. The cost estimates are to be based on the number of applications received in response to a single RFA, regardless of funding mechanism (see Background section and Cost Component form instructions in the RFP).

7. What assumptions should be made in the cost proposal about the number of mechanisms in a peer review cycle?
 - A. None. Please see the Background section of the RFP and instructions for completing the Cost Component form. A peer review cycle is defined as "applications resulting from a single RFA."