

**New York State Department of Health  
 Communicable Disease and Infection Control Surveillance and Investigation  
 Invitation for Bid # 16550  
 Questions and Answers  
 May 11, 2016**

**General Information:** In all instances where Business Day is referenced in the IFB document this shall mean Monday – Friday excluding Holidays. Where only Day is referenced, this shall mean Calendar Day.

Page #25 Attachment 2 (No-Bid Form) and page #26 Attachment 3 (Cost Proposal Form) of the IFB is revised to reflect the correct IFB number of 16550. The corrected forms will be posted on the DOH website. Please use the appropriate revised form in your response.

<b>Question</b>	<b>Answer</b>	<b>Page &amp; Section</b>
Will the nurses be working on an f/t 8-hr. shift, 5 times per week basis?	The scheduled workweek for contract staff will be Monday through Friday, 37.50 hours per week.	Page 5, Section A, Introduction
Will the nurses be expected to travel to the hospitals or within DOH locations?	Nurses will be assigned to a DOH regional office location where they will work on a regular basis, but will be expected to travel, as needed, to fulfill contract requirements.	Page 12, Section D-3, Cost Proposal
If a bidder is interested in submitting a Bid Proposal for both the Upstate Region and the Downstate Region, are two separate proposals required, or may these be submitted as one proposal addressing both regions? If one proposal addressing both regions is permitted, please explain how to submit the Cost Proposal. May the two Cost Proposal Forms (one for each region) be submitted in the same packages, or should they be submitted in separate packages?	Yes, separate narrative and cost proposals are required if you are bidding on both the upstate and downstate regions. They can be packaged/submitted together.	Page 12, Section D-3, Cost Proposal
Should the Cost Proposal(s) be packaged in a separate sealed envelope from the Narrative Proposal? How many originals and copies of the Cost Proposal are required?	No, it is not required for the cost proposal to be packaged in a separately sealed envelope from the narrative proposal. 3 originals and 3 copies of the entire bid proposal are required.	Page 13, Section F-3, Submission of Bids
Please explain the use of the word “sales” in the sentence “Bidder must be able to demonstrate an average annual volume of	The use of the word “sales” in this sentence is referring to revenue.	

sales equaling a minimum of \$750,000 within the last three (3) years.”		
If the bidder has a current contract with the NYS DOH DOE, can this contract be used as a reference?	A bidder may use a NYS DOH contract for reference purposes as long as prior approval is received from the program office.	
Please clarify the use of the word “handwritten” in reference to the three (3) handwritten signed originals. We are assuming that this means handwritten signatures, and not handwritten originals. Is this correct?	The use of the word “handwritten” in reference to the three (3) handwritten signed originals means handwritten/original signatures. Signature stamps or electronic signatures are NOT allowed.	
A maximum of 4 contract staff will be placed in NYSDOH offices located in the “Upstate region” (Albany, Buffalo or Rochester, and Syracuse) Staff will work full time in NYSDOH offices at one or more of the following locations: Upstate: Albany, Syracuse, or Buffalo, and Rochester Q: Please confirm what areas are included for this RFP.	Any of the 4 contract staff working in the upstate region can be assigned to any office location listed in the upstate region (Albany, Buffalo, Rochester, and Syracuse). Specific office locations will be specified when the NYS DOH requests to hire contract staff.	Page 6, Section C-2, Location of Work
3. Scope of Work b. Changes in Staffing. This section references Section C-2 (a) (i-iv). We believe it should read C-3(a) (i-iv). Please confirm.	Yes, this section should read Section C-3 (a), (i-v).	Page 7, Section C-3 (b), Changes in Staffing
The requirement states: “b.) Bidder must be able to demonstrate an average annual volume of sales equaling a minimum of \$750,000 within the last three (3) years.” Is a statement certifying our average annual volume of sales sufficient, or must we include our most recent audited financial statements? If we must submit the financial statements, must we submit only the most recent year, or would we submit the three most recent years?	Bidders must include financial statements for the last 3 years.	
How will proposal scoring be weighted, e.g., ##% Narrative, ##% Cost?	Proposals will not be weighted. See page 12, Section E, Method of Award.	

<p>This section doesn't specify in which volume these forms should be placed. We assume all but the M/WBE go in the Technical. Please confirm or clarify.</p> <p>Bid Proposal Packages should also include the following in their submission:</p> <ul style="list-style-type: none"> <li>• New York State DOH Lobbying Form (Attachment 1)</li> <li>• Vendor Responsibility Attestation (Attachment 4)</li> <li>• M/WBE Procurement Forms (Attachment 5)</li> <li>• Encouraging Use of New York Businesses in Contract Performances (Attachment 6)</li> <li>• Two (2) references for the purpose of NYSDOH verifying the bidders' experience.</li> </ul>	<p>It is not required that the narrative and cost proposals be submitted separately, therefore; these forms should be submitted together with each completed bid proposal package.</p>	
<p>This section specifies, amongst other requirements, that "Two (2) references for the purpose of NYSDOH verifying the bidders' experience" must accompany the proposal. Please clarify whether this is the same requirement as that which is stated in (and should be included in) 2.e (RFP p11) "Two current or former clients for reference purposes..." OR if the NYSDOH will be issuing a separate Reference Form on which to capture this information.</p>	<p>Yes, this is the same requirement.</p>	<p>Page 14, Section F-3, Submission of Bids.</p>
<p>Please verify which option describes how offeror is to submit its Narrative and Cost Proposals. If none is correct, please specify how the state expects proposals be submitted:</p> <ol style="list-style-type: none"> <li>1) One Narrative Proposal AND One Cost Proposal.</li> <li>2) One Narrative (including information for both upstate and downstate) AND One Cost including two subsections - one upstate and one downstate.</li> <li>3) Two separate Narrative Proposals (one for upstate and one for downstate) AND two separate Cost Proposals (one for upstate and one for downstate).</li> </ol>	<p>A separate narrative and cost proposal is required for each region you are bidding on.</p>	