

**Questions & Answers and Modifications  
for RFP No. 0709120950  
Merit Peer Review Services  
for Stem Cell Research and Related Applications**

- 10 Questions and Answers Appear Below
- A Modified Attachment 3 is also Posted on the Internet in Microsoft Word
- **As part of this document, Attachments 10-13 are provided. For a short time, these documents did not appear in the posted RFP. Bidders are advised to ensure that their proposals include these forms.**

1. What type contract is contemplated as the award (Time & Materials, Fixed Price)?

***This will be a Consulting contract. Each peer review cycle will be paid according to a graduated scale based on the number range of applications received.***

2. Does Attachment 12 – NYS Taxation and Finance Contractor Certification Form ST-220-TD need to be submitted before contract award?

***Yes, the ST-220-TD must be submitted to the NYS Department of Tax and Finance before contract award. The ST-220-CA must be submitted to DOH prior to contract award. To expedite contract execution, please submit the ST-220-CA as part of the proposal.***

3. In reference to the statement on page 2 of the RFP, “bids containing subcontracts will not be accepted,” can a travel agency be used for making travel arrangements or is that considered a subcontractor?

***Yes, an outside agency may be used for individual travel arrangements, although the contractor is responsible for coordination of all travel. Use of an outside agency should be noted in your proposal.***

4. Should the reviewer honorarium be part of the contractor bid or will the Program directly pay the reviewer honorarium?

***Please include costs for honoraria in the bid.***

5. In the cost proposal (attachment 3), if the time frame varies depending on the number of applications per RFA, can we submit multiple Year One detail pages?

***No, please submit only one set of detail pages. Attachment 3 (Bid Proposal by Deliverable and Activity) has been modified and is attached to these Questions and Answers.***

6. To comply with New York State Open Government law, will the review committee meetings be required to be open to the public?

**No. However, it is likely that any document created as part of the review process would be subject to disclosure under the Freedom of Information Law (FOIL).**

7. What are the estimated application due dates for the first year of the contract?

**Currently, we anticipate the first due date to be May 2008. Subsequent dates will be dependent upon Board decisions.**

8. Please clarify start-end dates in the cost proposal (attachment 3). Do you want the bidder to use a physical date (i.e. 4/16/08) or may durations such as 1 day, 2 days be used?

**This should be the number of work days per activity described, not a calendar date. Attachment 3 (Bid Proposal by Deliverable and Activity) has been modified and is attached to these Questions and Answers.**

9. Please clarify "any one RFA" on page 4 of the RFP. Do you want a cost proposal (attachment 3) for one typical RFA or a full one-year bid that includes the two expected RFAs?

**Please present total bid price for one peer review panel. Attachment 3 (Bid Proposal by Deliverable and Activity) has been modified and is attached to these Questions and Answers.**

10. If awarded the contract for peer review services, will the contractor have the ability to identify independent experts to review applications submitted to Stem Cell RFPs in concert with the NYSTEM? We understand the rigorous requirements of expertise needed to become a peer review panel member. We would like to partner with NYSTEM in recruiting individuals who do not have any real or perceived conflict of interest issues.

**See page 5 of the RFP: NYSTEM will identify and contact the preferred peer review panel members for each review panel to be convened. In the event that additional members are needed, the contractor will identify other highly competent and experienced scientists and physicians to serve as review panel members. NYSTEM will have final approval on selected peer review panel members. Panel members must meet the requirements for peer reviewers established in the bylaws adopted by the Empire State Stem Cell Board.**

**ATTACHMENT 3**

Bidder's Organization Name \_\_\_\_\_

**BID PROPOSAL BY DELIVERABLE AND ACTIVITY**

*Present total bid price for each deliverable and sub-activity for one peer review panel conducted in the contract year beginning April 1, 2008.*

Deliverable Products	Completion Timeframe (# of work days per activity described)			Total Cost to review 5-40 Applications	Total Cost to review 41-70 Applications	Total Cost to review 71-100 Applications
1) Receive applications and screen for compliance with ESSCB-related criteria and other application requirements.						
Activity description (insert lines if needed):						
a)						
b)						
c)						
d)						
Subtotal						
2) Arrange for the performance of independent scientific and technical merit peer review of research applications by qualified individuals. Provide support services such as conference management and travel logistics.						
Activity description (insert lines if needed):						
a)						
b)						
c)						
d)						
Subtotal						

Deliverable Products	Completion Timeframe (# of work days per activity described)			Total Cost to review 5-40 Applications	Total Cost to review 41-70 Applications	Total Cost to review 71-100 Applications
3) Implement and follow procedures that provide for an established and systematic process of reviewing applications to ensure compliance with ethical standards of conduct and high quality research.						
Activity description (insert lines if needed):						
a)						
b)						
c)						
d)						
Subtotal						
4) Provide written reports and summaries of each peer review process conducted.						
Activity description (insert lines if needed):						
a)						
b)						
c)						
d)						
Subtotal						
5) Provide post-meeting reports, semi-annual progress reports, and other required reports.						
Activity description (insert lines if needed):						
a)						
b)						
c)						
d)						
Subtotal						
<b>TOTAL</b>						

## YEARS 1-5 BID PROPOSAL BY DELIVERABLE (SUMMARY)

Deliverable Products	Year 1			Year 2			Year 3		
	5-40 Applications	41-70 Applications	71-100 Applications	5-40 Applications	41-70 Applications	71-100 Applications	5-40 Applications	41-70 Applications	71-100 Applications
1) Receive applications and screen for compliance.									
2) Arrange for the performance of scientific and technical merit peer review of research applications. Provide support services such as conference management and travel logistics.									
3) Implement and follow procedures that provide for an established and systematic process of reviewing applications to ensure compliance and quality.									
4) Provide written reports and summaries of each peer review process conducted.									
5) Provide written post-meeting reports, semi-annual progress reports, and a final report.									
<b>TOTAL</b>									

Deliverable Products	Year 4			Year 5			Year 1-5 Totals		
	5-40 Applications	41-70 Applications	71-100 Applications	5-40 Applications	41-70 Applications	71-100 Applications	5-40 Applications	41-70 Applications	71-100 Applications
1) Receive applications and screen for compliance.									
2) Arrange for the performance of scientific and technical merit peer review of research applications. Provide support services such as conference management and travel logistics.									
3) Implement and follow procedures that provide for an established and systematic process of reviewing applications to ensure compliance and quality.									
4) Provide written reports and summaries of each peer review process conducted.									
5) Provide written post-meeting reports, semi-annual progress reports, and a final report.									
<b>TOTAL</b>									

<b>GRAND TOTAL</b>	
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Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

