

**Communicable Disease & Infection Control Surveillance and Investigation
RFP# 0909230139 - Questions & Answers**

1.	<p>Q. Concerning RFP 0909230139 for Communicable Disease and Infection Control Surveillance and Investigation, who previously provided such services for NYSDOH? A. These services are currently provided by Island Peer Review Organization and New York City Health Services Review Organization through one-time contracts which expire 7/31/10.</p>
2.	<p>Q. The preliminary pass/fail letter d. number 1., does that mean our company must have that experience or does that mean the nurses we have employed have the experience? A. The company must have this experience. Please refer to sections F-1c-e (pgs. 11-12), G-6 (pg. 17) and Attachment #5 (Form TP-1). For required staffing credentials, see section D-2 on page 7.</p>
3.	<p>Q. RE: Section D, paragraphs 1 and 4, pages 6 and 7, respectively; Although paragraph 1 on page 6 seems to imply that both (i.e., two) of the bidder's staff will be made available in one of the MARO locations, paragraph 4 on page 7 indicates that contractor staff will be physically located at one or more of the MARO locations. Please clarify whether the contractor's two staff members must be physically located in the same MARO office, or may they be physically located in different MARO offices. A. Contractor staff may be physically located in any of the MARO office locations listed in section D-4 on page 7. Per section D-1 on page 6. NYSDOH reserves the right to make the final determination of which location staff is assigned.</p>
4.	<p>Q. RE: Section F, paragraph 1e, page 13; The bulleted list of information required on Attachment 5, Form TP-1, as shown on page 13, does not match the information required as shown on Form TP-1 itself. Please clarify. A. Form TP-1 does not include all the required information. Please fill out the TP-1 form with the corresponding information. Also include the information listed in section F-1e., iv) and v) on page 13 in your overall Technical Proposal.</p>
5.	<p>Q. RE: Section F, paragraph 1e, page 13; Is the completed Form TP-1 to be included in the 25 page limit for the Technical Proposal? A. No. Per section F, page 10, the transmittal letter and other attachments do not count toward the 25 page limit.</p>
6.	<p>Q. RE: Section G, paragraph 8c, page 18; The RFP indicates that "final determination will be based on the highest scoring Bidders in each region." Please explain what the relevant Regions are for this RFP. A. Any reference to "region" in the RFP is in error. Please disregard the sentence in this section that contains the word "region".</p>
7.	<p>Q. RE: Section H, paragraph 4, page 20; Item "o" on this list indicates that "every offer is firm and not revocable for a period of 60 days from the bid opening". However, the Bidder's Assurances indicates that the bid is valid for 240 calendar days from date of proposal submission, and the Transmittal Letter has the Bidder affirm that "the proposal and all provisions of the Offer are to remain in effect for 240 calendar days commencing on the due date of the proposal". Please clarify whether the offer is to remain in effect for 60 or 240 days. A. As otherwise stated in the Bidder's Assurances, bids are valid for a period of 240 calendar days from the date of submission of the proposal.</p>
8.	<p>Q. RE: Section H, paragraph 5a, page 22; Should the Electronic Payment Authorization Form and the Substitute Form W-9 be completed prior to the proposal due date? A. No, these forms should be filled out after a contract is awarded to ensure the contractor can receive electronic payments for services rendered.</p>
9.	<p>Q. RE: Form CP-1: Cost Proposal; Please explain what information belongs in the column headed "Staff Credentials". Is the Bidder to complete this column with the actual/proposed staff credentials of both staff members? A. Yes, please list the credentials of the proposed staff (i.e., RN, BS, MPH) per section D-2.</p>
10.	<p>Q. What countries are eligible to participate in this tender? A. Participation is limited to those vendors who are licensed to do business in New York State. See section E for contractor eligibility requirements.</p>
11.	<p>Q. What information can you provide about the tendering procedure and guidelines? A. This information is contained within the RFP document, sections D and F.</p>
12.	<p>Q. Can you provide an estimated budget for this purchase? A. No, see section F-2b for information to assist you in constructing the Cost Proposal.</p>
13.	<p>Q. Will extensions be granted for the bid deadline? A. No, bids are due on May 21, 2010 by 5:00 p.m. Eastern Standard Time. No extensions to this deadline will be granted.</p>
14.	<p>Q. Are addendums or pre-bid meeting minutes available? A. No, there are no pre-bid documents available. A bidder's conference was not held for this procurement.</p>