

SCIENTIFIC OVERSIGHT OF STEM CELL CONSORTIA
Request for Proposals #15510
QUESTIONS AND ANSWERS
May 6, 2014

1. To whom do we submit a Letter of Interest?

A Letter of Interest may be submitted to the address for Submission of Written Proposals or Bids:

Lakia Rucker
NYS Dept. of Health
Wadsworth Center
Empire State Plaza, Room C345
PO Box 509
Albany, NY 12201-0509

2. Is there a page limit to the Letter of Interest?

No.

3. Is my university eligible to apply?

RFP Section D(1)(a) requires the following:

Eligible bidders **must** have five (5) years of experience in conducting all aspects of ongoing independent scientific review and oversight with at least three (3) separate health-related research sponsors, which must include at a minimum, the following:

- oversight panel member recruitment and composition
- meeting planning and facilitation
- coordination of travel, lodging and other logistics
- evaluation of scientific progress of multi-disciplinary projects
- group facilitation, and
- report writing.

To substantiate that experience, the bidder should provide a listing of relevant clients from the past five (5) years, including references and contact information from a minimum of three (3) separate health-related research sponsors. The sponsors may be any combination of federal, state or not-for-profit national organizations.

For each reference, provide the name of the sponsoring agency/organization, a contact name and professional title, address and telephone number. Also provide a brief description of the scope of the services provided, dates of service, timelines, reports produced and other relevant information.

Provide a brief description of the organization's background and demonstrate relevant experience in coordinating ongoing independent scientific review and oversight of funded research as described in Section C.2., Scope of Work.

Provide a brief summary of the background, qualifications and staffing for the overall organization.

4. Is my private company eligible to apply?

See Q&A #3 above. Private companies are eligible to apply if they meet all other eligibility requirements of this RFP.

5. The RFP states “Eligible bidders must have five (5) years of experience in conducting all aspects of ongoing independent scientific review and oversight with at least three (3) separate health-related research sponsors, which must include at a minimum, the following:” We have been supporting federal research from two different sources, one for the past 25 years and the other for the past two years. In addition, we have supported smaller organizations. Are we eligible? Or is the requirement that we have at least five years of experience with each of the three sponsors?

If your organization has provided the full list of services for at least five years and, within the past five years has provided them for at least three sponsors, your organization is considered eligible.

6. Is this a fellowship to which Postdoctoral fellows can apply?

No. Paragraph A states “The purpose of this RFP entitled “Scientific Oversight of Stem Cell Consortia” is to secure services of a qualified and responsible entity for the purpose of conducting ongoing independent scientific review and oversight of Consortia to Accelerate Therapeutic Applications of Stem Cells funded by the New York State Stem Cell Science Program (NYSTEM), the stem cell science research program of the New York State Department of Health (NYSDOH or Department).

7. What is the maximum budget allowable?

The RFP does not stipulate a budget. See RFP Section D(2) for information on preparing the Cost Component of the submission.

8. Is this a re-competition? If so, who is the incumbent?

No. This is a new competition. A previous competition (RFP# 1003250404) secured similar services for the first round of funded consortia. This is a separate competition is for a second round of consortia that are not yet selected.

9. Do we need to complete a Vendex to participate in this RFP?

New York State does not use a Vendex system. Bidders are not required to have obtained a New York State Vendor ID Number (i.e., register as a contractor) or to be pre-determined to be a responsible vendor at the time of submission. However, the winning bidder must have obtained a Vendor ID Number and be deemed to be a responsible vendor before a contract can be awarded. To obtain a Vendor ID Number, contact the Office of the State Comptroller (OSC) at ciohelpdesk@osc.state.ny.us or by phone at (866) 370-4672 or (518) 408-4672.

RFP Section E(9) states that New York State Procurement Law requires that state agencies award contracts only to responsible vendors. Vendors are invited to file the required Vendor Responsibility Questionnaire online via the New York State VendRep System or may choose to complete and submit a paper questionnaire. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at www.osc.state.ny.us/vendrep or go directly to the VendRep system online at <https://portal.osc.state.ny.us>. For direct VendRep System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@osc.state.ny.us. Vendors opting to file a paper questionnaire can obtain the appropriate questionnaire from the VendRep website www.osc.state.ny.us/vendrep or may contact the Department of Health or the Office of the State Comptroller for a copy of the paper form. The winning bidder must also complete and submit the Vendor Responsibility Attestation (Attachment 4).

10. Will state funds pay for this contract? Or is it federal funds?

State funds will support this contract. There are no federal funds associated with the NYSTEM program.

11. Do we need to be registered in the state as a contractor?

The selected bidder must be have a New York State Vendor ID Number as stated in Q&A #9 above. Additionally, the selected bidder, if requested by the Department, will present evidence of legal authority to do business in New York State, subject to the sole satisfaction of the Department.