

## **RFP #15592**

### **New York State Department of Health Division of Chronic Disease Prevention Bureau of Tobacco Control**

#### **Center of Excellence in Tobacco Policy**

### **QUESTIONS AND ANSWERS**

10/1/14

*All questions are stated as received in the Tobacco Control Program Bureau Mail Log by the deadline. The Bureau of Tobacco Control (BTC) is not responsible for any errors or misinterpretation of any questions received.*

*The responses to questions included herein are the official responses by the Department to questions posted by potential applicants and are hereby incorporated into the RFP#15592 issued on August 29, 2014. In the event of any conflict between the RFP and these responses, the requirements or information contained in these responses will prevail.*

#### **Section D. Proposal Requirements:**

##### ***General Format Questions:***

**Question 1.** Should the proposal be submitted as single or double-spaced?

**Question 2.** Is there a preferred or required line spacing format (e.g., single-spaced)?

**Answer (Q1 and Q2):** There is no required line spacing format. The proposal can be submitted as single spaced.

**Question 3.** Is there a preferred or required font size and style?

**Answer (Q3):** There is no required font size or style. 12-point font size is preferred.

##### ***2. Cost Proposal:***

**Question 4.** Is there a cap to the percentage of overhead costs (Indirect, Research Foundation charges) that can be charged?

**Answer (Q4):** There is no cap to overhead costs. All costs associated with the scope of work specified in the RFP (including, but not limited to, administrative costs, travel, staff salaries, indirect, etc.) must be included in the hourly rate per staff level and in the total cost Official Bid (see Attachment 3). Requirements for the Cost Proposal are on Page 11 of the RFP, Section D.2.

### ***3. Method of Award:***

**Question 5:** Is there a minimum or maximum number of references?

**Question 6:** Is there a preferred or required format for references?

**Question 7:** How should references be incorporated into the proposal (e.g. appendix)?

**Question 8:** Will references count towards the page limit?

**Answer (Q5-Q8):** In the event of a tie, references will be requested from all bidders that have tie scores. The number of references and the specifications/format for those references will be provided at that time. Therefore, references should not be incorporated into the proposal.

## **Section E. Administrative**

### ***9. Vendor Responsibility Questionnaire:***

**Question 9.** If we complete the Vendor Responsibility Attestation indicating that we are exempt and provide documentation of our exempt status will this be sufficient?

**Answer (Q9):** Yes.

### ***14. New York State Tax Law Section 5-a:***

**Question 10.** We do not fit all criteria for required registration. May we submit an explanation or documentation of our exemption?

**Answer (Q10):** You may submit an explanation or documentation of your exemption to New York State Tax Law Section 5-a; however, this is not required with the submission of a proposal. Only the winning bidder will be required to submit the New York State Tax and Finance forms.

### ***16. Minority/Women Business Entities:***

**Question 11.** If a company qualifies as both a MBE and a WBE, may the same company be used for each designated percentage?

**Answer (Q11):** A dual certified MWBE can meet both M (10%) and W (10%) if they meet the overall 20% combined.

**Question 12.** Please list which forms (1-6) must be included with the proposal response.

**Answer (Q12):** Completed forms 1, 4 and 5 should be included with all proposals. Form 2 should be submitted with any proposal that does not meet the 20% goal.

## **G. Attachments**

### ***Attachment 5: Tobacco Free Policies Attestation***

**Question 13.** Would a letter from the bidding organization serve as the required written policy prohibiting any such relationships or affiliation?

**Answer (Q13):** Yes, a letter from the bidder's organizational unit within the overall company structure could serve as the bidder's written policy.

The Attestation Form (Attachment 5) must be submitted with the bid attesting that such a policy is in place. Bidders are asked to complete the Attestation indicating, to the best of their knowledge, that the bidder's organizational unit, its subcontractors and subgrantees shall not accept any grant or anything else of value from, or otherwise be affiliated with, any tobacco manufacturer, distributor, or other tobacco-related entity. The Department of Health (DOH) understands that it would be unduly burdensome for a university or state or local government to enforce the requirements of the attestation throughout the entire institution or state. For that reason, DOH requires that the organizational unit receiving the contract funds comply with the attestation. The Attestation form may be signed by the bidder's organizational unit.

## **MISCELLANEOUS**

**Question 14.** Will this project be fully funded with State funds or will any part come from Federal funding sources?

**Answer (Q14):** It is anticipated that the Center of Excellence in Tobacco Policy will be fully funded with State dollars.