

Dormitory Authority of New York State

Relocation Consulting and FF&E Management

RFP 7582

Questions and Answers to be posted

| Question # | Corresponding RFP Section | Question | Answer |
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| 1 | 3.1 Tab 5.c | As an SDVOB diversity supplier is it still necessary to comply with the 6% subcontracting goal? | An SDVOB "Supplier" or an SDVOB "Sub-Contractor / Consultant" are not responsible for meeting established goals. It is the responsibility of a "Prime" Contractor / Consultant to meet all established SDVOB and MWBE goals. If a "Prime" Consultant is an SDVOB, they receive 6% associated with the SDVOB goal. SDVOB Prime Consultants are responsible for achieving the MBE goal of 18% and the WBE goal of 12%. |
| 2 | 5a. | Proposers shall submit a Vendor Responsibility Questionnaire ("VRQ") in accordance with Section 9 of this RFP. DASNY requires vendors to file the VRQ online via the New York State VendRep System (the "System"). Proposers must provide a copy of the certification page to DASNY. What is considered an acceptable copy? | An acceptable copy is the one page VendRep System - Certification Confirmation page that is generated following filing of the VRQ online. The Certification Confirmation must include a certification date from within the past six months. |
| 3 | 5a. | [Firm name omitted] submitted the VRQ in 2019 and is certified. How current does the online form need to be for this submittal. | The online form must have been completed within the past six months. |

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| 4 | RFP - Section 3 - Content of Technical Proposal - Tab 7b | Are firms that perform the professional services in this RFP allowed the opportunity to sell FF&E? Would this be considered a conflict of interest? | This RFP is for Relocation Consulting and FF&E Management Services only. DASNY's Purchasing Unit issues separate Procurements for FF&E needs. DASNY's Purchasing Unit would not award a Procurement for FF&E to the FF&E Management Consultant also providing services on the project. |
| 5 | RFP - Section 3 - Content of Technical Proposal - Tab 7b | Are moving companies that perform the professional services in this RFP allowed the opportunity to provide labor on the projects they are managing? Would this be considered a conflict of interest? | Moving companies that perform the professional services outlined in this RFP are not allowed to provide labor on the projects they are managing since physical labor is to be subcontracted and procured through an RFP/bid process. |
| 6 | Appendix A - Scope of Services Section 3.7 | Is the inventory system an existing software that DASNY has or will we be required to use our own? If it's an existing DASNY system, please provide the name of the system. | Implementation of inventory systems refers to general processes for inventorying items, not specifically a software system. DASNY does not have a specific inventory software nor does DASNY require the consultants to use software to manage inventorying of FF&E. |
| 7 | RFP - Section 3 - Content of Technical Proposal - Tab 2 | Please explain the differences in resumes described in Tabs 2b and 2e. | The second part of Tab 2b is a duplication of the requirement in Tab 2e. See Addendum No. 2 which provides revised language. |
| 8 | Sample Contract - Article VI | What are the payment terms? | DASNY Payment TERMS are NET 30. |
| 9 | Appendix E - Section 24 - Green and Clean State Buildings | How do you envision this section to apply to the services rendered under this RFP? | This section is not applicable. |

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| 10 | Appendix E - Section 1 - Labor Law Provisions | Will certified payrolls be required for the Prime Consultant delivering the professional services in addition to moving companies that will be performing the labor? | The Professional's Consulting Services are not subject to Prevailing Wage. Physical labor is subject to Prevailing Wage rates and will require certified payroll when the Professional submits for payment. |
| 11 | Appendix E - Section 17 - Affirmation Action and NYS Business and Labor Participation | If we are a WBE certified firm in the state of New York do we need to carry an MBE firm to achieve the requirements? | Certified WBEs are still required to meet the MBE goal of 18% set forth for the contract as noted in Article IV of the Sample Contract. Goals apply to the overall term contract rather than to each individual work authorization issued under the term contract. |
| 12 | RCR (Request for Classification and Rate Form | Is there a process to have new rates approved (post award) for new hires that may be at a different rate than our existing staff? | Yes. An RCR can be submitted to DASNY for review at any time during the term of the contract. |
| 13 | RCR (Request for Classification and Rate Form | Is there a process to have new rates approved (post award) for staff that receive promotions and associated rate adjustments? | Yes. An RCR can be submitted to DASNY for review at any time during the term of the contract. |
| 14 | 4.1.4 - Insurance Requirements | Are proposers required to provide an executed Certificate of Insurance as part of this submission? | No. Per Section 4 - Content of Cost Proposal of the RFP, Proposers are required to provide a statement indicating their firm is able to obtain the required insurances as listed in the attached Sample Insurance Certificate & Requirements and Article XI in the attached Sample Contract. As stated in Section 11 - Insurance, successful proposers will be required to comply with the insurance requirements located in Article XI of the attached Sample Contract in order to be awarded a term contract. |

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| 15 | Section 4 - Content of Cost Proposal | Can we submit the OGS Form BDC63 to calculate our multiplier? | Per Section 4, Tab 2, a., if you have a previously approved multiplier from another State Agency, such as NYS OGS, documentation noting the approved multiplier can be provided. However, if the multiplier you will be requesting is greater than 2.5, your firm will need to provide the documentation as outlined in Section 4, Tab 2, bullet points c. and d. |
| 16 | Section 4 - Content of Cost Proposal | Are taxes to be included? If so, where? | Generally speaking there are no taxable events on services. Payroll taxes are included on the DASNY Multiplier Form. |
| 17 | Section 4 - Tab 2 | Can a lower multiplier be offered for the Managing Principal than for other colleagues? May that be noted within our submission of a multiplier on our letterhead? | The multiplier does not apply to the Principal rate. |
| 18 | Section 4 - Tab 3 | Within a given title, salaries are not uniform. May we average the salaries for a title to allow a single, simplified rate? | No, the RCR requires the names of the employees and their individual rates. |
| 19 | Section 3 - Tab 6 | For the company demographic profile, if staff have opted not to respond, should we note that on the form, as there will be an obvious discrepancy between the number employed cited and the number of respondents? | Proposals shall be evaluated based upon the complete responsiveness to sections I, II, III, and IV of the Diversity Questionnaire included as Attachment h. to the RFP. |

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| 20 | General | If we were to be awarded this RFQ would we still be able to bid on Furniture bids | Yes. If a firm is awarded a term contract, they may bid on furniture bids for projects they are not providing consulting services for. As noted in the response to Question #4, this RFP is for Relocation Consulting and FF&E Management Services only. DASNY's Purchasing Unit issues separate Procurements for FF&E needs. DASNY's Purchasing Unit would not award a Procurement for FF&E to the FF&E Management Consultant also providing services on the project. |
| 21 | Pricing | Can we provide an escalation fee? | No. Per Appendix "C" (Approved Classifications and Rates) of the Sample Contract, on January 1st of each year the CONSULTANT and Subconsultants will be allowed a rate increase of two percent (2%) to the Approved Hourly Rates. This increase shall not apply to the principal rate. Also, an RCR can be submitted to DASNY for review at any time during the term of the contract. In addition, a firm may submit to DASNY for review an updated DASNY Multiplier (overhead and profit) Form and associated backup during the term of the contract as necessary. |

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| 22 | Scope | Can you clarify On-Call? What would the required turnaround time be? | The required schedule would be noted by the PM when requesting a term consultant provide necessary services for an assignment. If the term consultant is not able to perform the required services within the requested time frame, the term consultant may decline the offer and the PM will reach out to another consultant on term to perform the work. |
| 23 | Sample Contract, Article XI: Insurance - C-1.f. | Professional Liability Insurance requirements are \$2M with a minimum deductible of \$100,000. Subs are also required to meet this limit. We would like to know if DASNY will consider a \$1M limit for the following reasons: 1) It does not appear that the RFP is asking for design services; 2) We anticipate M/WBE and SDVOB subs will be challenged with this limit; 3) It is our current understanding that moving companies would be a sub-contractor to our firm for select projects. Many moving companies do not carry professional liability insurance. | 1) Per Section 4 - Content of Cost Proposal, Tab 4. Insurance Requirements requires a statement from the Prime firm. If your firm is unable to provide a statement indicating your firm's ability to obtain the required insurances (listed in the attached Sample Insurance Certificate & Requirements and Article XI of the Sample Contract), provide this information within Tab 4. Insurance Requirements and Tab 5. Contract Objections of your firm's Cost Proposal. 2) If your firm has objections related to the ability of subs to meet the insurance limits indicated, provide this information within Tab 5. Contract Objections within your firm's Cost Proposal. |

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| | | | <p>3) As stated in Section F - Subcontractor Insurance Requirements, Subcontractor's insurance obligations are identical to the obligations placed upon Subconsultants pursuant to Sections A., B., C., D., and E. of Article XI of this Contract for Professional Services, except that Subsections A.2 and C.1.f of this Contract shall not apply to any Subcontractor. Therefore, the Professional Liability Insurance requirements do not apply to subcontractors providing physical labor, such as moving companies.</p> |
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