



ADDENDUM NO.: 1

IFB or RFP NO.: 733

Description: Provide Recruiting/Headhunter Services to DASNY

Project: DASNY Human Resources

Bid Opening Date: August 30th, 2022, at 2:30PM

Specifics of the Addendum: Answer questions received during the RFI period.

1. Q: Could you please clarify if you are looking for an individual consultant that must work onsite at your location or if the agency can handle the requests coming in from DASNY offsite?
A: The agency can handle the requests offsite.
2. Q: We are looking for clarity about the types of roles DASNY is looking to staff in this contract.
A: As per Attachment B – Scope of Services included in the Notice and Information for Bidders, recruitment assignments may include IT professionals, Senior Directors, Directors, Project Managers, Engineers, Architects, Attorneys, Accountants and other professional and technical positions. A job description and detailed information will be provided upon assignment.
3. Q: Does the prime contractor need to have an office in the state of New York to bid on this opportunity?
A: This opportunity is a Discretionary Purchase and is solely intended for NYS-certified MWBE's and small businesses. MWBE's shall be certified pursuant to Article 15-A of the New York State Executive Law and small businesses shall mean a business that is resident in New York State, independently owned and operated, not dominant in its field, and employs not more than one hundred people
4. Q: We are certified by the US Pan-Asian Chamber of Commerce as an MBE; do you recognize that certification?
A: This Procurement is a Discretionary Purchase. MWBE's shall be certified pursuant to Article 15-A of the New York State Executive Law.
5. Q: The RFP documents reference a site visit. Will the government please provide more information on this (date, time, location, etc.)?
A: Section 3.0 – Site Visit of the Information for Bidders indicates that there is no site visit scheduled.
6. Q: The RFP says, "the Vendor Responsibility Questionnaire certification page must be submitted to DASNY with bid submittals upon notification of intent to award". Do we need to provide this certification with the bid, or after we receive an intent to award?
A: After the notification of intent to award.

7. Q: What does the government require bidders to submit as part of the Technical Proposal (i.e., page limitations, evaluation criteria, etc.)?
A: Bidders are required to submit a completed and signed Bid Breakdown and Schedule along with documentation (resumes, etc.) evidencing the firm meets all Qualification Requirements listed in Attachment C of the Notice to Bidders.
8. Q: What does the government require bidders to submit as part of the Past Performance Proposal (i.e., page limitations, evaluation criteria, etc.)?
A: Bidders should submit documentation confirming the firm meets all requirements listed in Attachment C of the Notice and Information for Bidders. Bidders should include resumes of key personnel as well as documentation (examples of past performance) confirming the firm has at least five (5) years of experience with the sourcing and successful placement of Executive, Professional and Technical professionals in the areas listed in Attachment B of the Notice and Information for Bidders. Bidders should also include documentation confirming the firm is committed to diversity and inclusion and successfully recruited and placed a minimum of ten positions a year within NYS. There is not a page limitation to the documentation provided by the Bidder.
9. Q: Is there anything else required with the Proposal?
A: A completed and signed Bid Breakdown and Schedule along with documentation evidencing the firm meets all qualification requirements included in Attachment C of the Notice and Information for Bidders are required as part of the Bid Submission.
10. Q: Is the payment schedule negotiable? Specifically, requiring one -third of consultant's fee to be paid six months after hire date. Typically, the fee is paid in full when employee starts and a guarantee of 90 days to replace at no charge is provided.
A: The payment schedule is negotiable, however, the preferred payment schedule is provided in the Bid Documents.
11. Are you requiring a technical response to the bidder's ability to provide Attachment B Scope of Services and confirmation of qualifications as detailed in Attachment C? How do you want the bidder to show/confirm they meet requirements as set detailed in each of the attachments?
A: Bidders are required to submit a completed and signed Bid Breakdown and Schedule along with documentation (resumes, examples of past assignments, etc.) evidencing the firm meets all Qualification Requirements listed in Attachment C of the Notice to Bidders.
12. Q: How many awards are anticipated?
A: DASNY is reserving the right to make one or more contract award(s) as part of this Procurement.

All other terms and conditions of the original Invitation for Bids shall remain the same.