**Written Questions and SUNY Geneseo’s Official Responses**

**RFP for Grant Research, Writing, and Management Services**

**Ref. No. T052022**

***Updated 10/18/22 (Added Question #5)***

|  |  |
| --- | --- |
| **Written Question** | **College’s Response** |
| **Question #1.**  Section 9.1, Page 11, 2nd paragraph, #11: “Each copy of the proposal must be accompanied by the documents listed in Attachment 8, Bid Submission Checklist” – Within the RFP, the listed attachments only go up to Attachment 6: Cost Proposal. Can this checklist be made available. | **Response to Question #1.**  This RFP was based on the new SUNY RFP template that references Attachment 8, Bid Submission Checklist but does not include it. Our apologies for not catching this error prior to release of the RFP. To clarify for other Bidders, this language is located in Section 9.1, **#12**, p. 11, of the RFP document.  The language in Section 9.1 (#12) that refers to Attachment 8 will be stricken from the RFP altogether and will not be required to be submitted with proposals.  Bidders should simply return the following documents with their proposal:   * Attachment 1 – Diversity Practices Questionnaire * Attachment 2 – New York State Human Rights Law Executive Order 177 Certification * Attachment 3 – New York State Finance Law 139-l Certification * Attachment 4 – Procurement Lobbying Act Certification * Attachment 5 – Non-Collusive Bidding Certification * Attachment 6 – Cost Proposal Form (*in a sealed envelope or password-protected file that is separate from the Technical proposal*) * SUNY Public Officers Form XIII * MWBE Form 104 – Minority and Women’s Business – Equal Employment Opportunity Program Policy Statement * Form 7557-107 – University-wide MWBE Program Utilization Plan * MWBE Form 108 – EEO Staffing Plan * Form 7564-107 – University-wide SDVOB Program Utilization Plan   Each copy of the proposal must be accompanied by the documents listed in Attachment 8, Bid Submission Checklist. |
| **Question #2.**  As a NYS Women-Owned Business Enterprise (WBE), we are 100% WBE. Do we also need to ensure that we subcontract with at least 11% [to] MBE partners? If so, must these be identified by the time we submit the proposal to meet the 10/21 deadline? | **Response to Question #2.**  All Bidders are required to make a good faith effort to utilize NYS Certified MBEs, WBEs, and SDVOBs to the greatest extent possible to achieve the following goals and will be asked to demonstrate their good faith effort if selected for award:  MWBE – 11%  WBE - 19%  SDVOB – 6%  Even though Bidder may be a NYS Certified WBE, MBE, or SDVOB, it does not eliminate the need for them to make a good faith effort to meet the goals in the other two categories. Bidders do not need to identify the names of actual MWBE or SDVOB subcontractors at the time the proposal is submitted, but should indicate realistic goals on the MWBE utilization forms. If the Bidder selected for award demonstrates a good faith effort to utilize MWBEs and SDVOBs, but is unable to meet all of the goals in full, there is a process for requesting waiver of the goals, subject to final approval by the University and Governor’s Office of the State of New York. |
| **Question #3.**  On Page 30 Attachment 6: Cost Proposal Form Lines P and S are prefilled by the College. Does that mean that it is a request of SUNY Geneseo that the successful vendor to spend 12 hours per year annually on Description of Service/Task #4 and 120 hours annually on Description of Service/Task #3.(c)? Or can/should those number be altered? | **Response to Question #3.**  SUNY Geneseo prefilled the NTE # of hours for Item 3(c) and Item 4 on the Cost Proposal Form (Attachment 6) because it did not think Bidders would be able to estimate the # of hours for these two items and wanted to ensure a fair playing field by simply requiring vendors to quote an "Hourly Rate" for each.  The estimated # of hours was provided by the College's Assistant VP for Business Development, based on his best estimate of the # of hours that the successful bidder would need to spend in these two areas.   The estimates do not mean the successful vendor must spend 120 hours on assisting the VP for Business Development with management of existing grants and 12 hours writing press releases; however, if the actual work requires that many hours (or more), the College will expect the successful Bidder awarded the project to provide services for the actual # of hours required fulfill the actual need.   Unless a Bidder expresses specific concern about quoting an "Hourly Rate" for these two items, the College would prefer leaving the pre-filled estimated hours in for these two items. |
| **Question #4.**  On page. 4, Section 4, 2.b.vii, it states "Please submit a cost schedule to provide a cost breakdown of all services." This section is part of the Technical Qualification and experience and asks for the qualifications of the individuals assigned to the project.  However, on pg. 5, Section 6: cost Proposal, it clearly states the Financial proposal must be separate from the Technical proposal. This is  reiterated on pg. 10, Section 9: Proposal Submission Requirements:  9.1.4.d: "No mention of cost should appear in the technical proposal. Failure to adhere to this requirement may result in disqualification".  Do you want a "cost schedule" that includes all the information described on pg. 4? If so, which package shall that section be included in? | **Response to Question #4.**  To improve clarity and the ability to keep Technical and Cost proposals separate, the RFP document has been modified as follows:  The language in Section 4.1(B)(2)(vii) has been stricken, and a portion of the language from this section moved to Section 4.1(B)(2)(v). The language retained and moved to Section 4.1(B)(2)(v) is: “This shall include a summary of the qualifications, licenses, and experience of each individual to be assigned to the project; the approximate number of hours each will devote to the Project, and the type of work to be performed by each individual.” |
| **Question #5.**  I noticed that on Page 17 it says that Attachment #5 is the Proposed Subcontractor information submission form but Attachment #5 is the non collusive bidding agreement. Will you send over the Proposed Subcontractor information form? | **Response to Question #5.**  The reference to the "Proposed Subcontractor Information Form" as Attachment 5 in Section 10.8 appears to be in error.   To submit known subcontractor information, please use the "University-wide MWBE Program Utilization Plan" form 7557-107 at the end of the RFP. |