Bidder's Questions and Answers on
Job Skills Program Delivery and Curriculum Development RFP

1. My company offers Cardiopulmonary Resuscitation/ Automated External Defibrillator (CPR./AED) and First Aid training and certification. ***I noticed this type training was not in the Job Skills Program Catalog. Is this something your organization would consider for Safety and Health or Individual Development?***

ANSWER: No, this is a function that New York State agencies are responsible for on their own.

2. ***Are these courses online only?***

ANSWER: No, per Sections 1.4, 2.3 and 2.4.1.1 of the RFP, in addition to online courses/webinars of one to one and a half hours in length, there are in-person courses of half-day (three hours), one-day (six hours), and multiple-day duration.

3. ***Outside of measuring what attendees gained from the trainings, are there any specific agency outcomes that need to be measured?***

ANSWER: No, there are no other outcomes which are measured, however, per Sections 1.4, 2, and 2.5 of the RFP, we do provide attendees with course evaluations at the conclusion of each course which provide the Partnership with relevant feedback.

4. ***Are you accepting proposals that are offering 100% virtual services if they prove to be as interactive and multi-sensory as in-person trainings? (according to section 1.3)***

ANSWER: Proposals will be accepted for 100% virtual services; however, the Partnership maintains control over the course delivery methods and schedule and will not consider a 100% virtual proposal to replace training intended to be in-person. As a result, if awarded a contract, this may limit the number of opportunities for the consultant to deliver training. Per Sections 1.4, 2.3, and 2.4.1.1 of the RFP, Program Delivery will be offered for both in-person courses at various locations throughout New York State and for online webinars, and Section 2.4.1.1 specifically asks bidders to describe their ability to deliver in person and virtual training. Further, bidders should refer to sections 5.2 – 5.4. for information on how proposals will be scored. Additionally, per Section 2.3 of the RFP, consultants will deliver courses using existing Partnership curricula and materials.

5. ***Taking into account the scope of requested services, they will have to be implemented not only by the instructor but also having the additional support team (e.g. Technical Support and Project Administrator). Shall we***

write a breakdown of hourly rates for each team member or include it all in the hourly rate of the Instructor? (according to page 41)

ANSWER: Per Sections 2.1.2, 4.4, 5.1.5.2, and Attachment 8 of the RFP, please provide one daily rate per function (Program Delivery and/or Curriculum Development). The daily rate is inclusive of all direct and indirect costs. The information on page 41 of the RFP refers specifically to instances where more than one instructor is preapproved to deliver a single training course on the same day, time and location, in which case both instructors would be reimbursed at the daily rate.

Or, will you be providing Technical Support from your side?

ANSWER: Per Section 2.3, the Partnership has a team of webinar hosts who provide technical assistance and support to instructors and participants before, during, and after webinar Program Delivery. Additionally, Section 2.3 Use of Technology in Program Delivery, fully describes the technology requirements and expectations of bidders.

6. *Section 2.1.2 mentions that only one cost proposal should be submitted overall, yet the applicants have to submit one technical proposal for each Job Skills Course Category. If we are submitting technical proposals for several categories, shall we include the final price to summarize the multiple combined technical proposals (total) in the same cost proposal or should we submit the sub-totals for each category and a summarized total cost?*

ANSWER: Per Sections 2.1.2 and 4.4, 5.1.5.2 and Attachment 8 of the RFP, there should be only one daily rate provided for all Course Categories related to Program Delivery and only one daily rate for all Course Categories related to Curriculum Development. Reimbursement will only occur at the daily rate included on the Cost Proposal Template. There will not be separate reimbursement rates for the individual Course Categories. Additionally, per Sections 4.1.1, 4.3, 4.4, 4.5.3.2, 4.5.3.3, and 5.1.4 of the RFP, Cost Proposals *must* be submitted separately from Technical Proposals, so that the Technical Proposal can be evaluated strictly on the basis of its merits. No reference to cost should be included in the Technical Proposal.

7. *According to 2.1.3, you are asking for 4(four) references: It is my understanding that these references need only to include the description, name, and contact details- is that correct?*

ANSWER: Per Section 2.1.3 of the RFP, bidders must provide four (4) references with whom the bidder has provided similar services or performed similar activities within the past three to five years and who can attest to the bidder's qualifications,

by listing the organization name, address, contact person, email address and telephone number.

You are not requiring letters of recommendation to apply, is that correct?

ANSWER: Correct, no letters of recommendation are required to apply.

8. ***On page 11, you mention that the instructor will have to provide an internet/hotspot connection to participants. As we understand, if the training is virtual, then the participants will be able to provide their own workplace based internet connection, is that correct.***

     ANSWER: Correct, or it will be provided at the location of course.

9. ***Just to clarify, according to New York State Information Technology Policy No. NYS-P14-001, Acceptable Use of Information Technology (IT) Resources (mentioned on page 12) - are Zoom and GoToMeeting considered to be acceptable networks for use during the implementation of the trainings?***

     ANSWER: The Partnership uses WebEx and Canvas to present webinars. New York State Information Technology Policy No. NYS-P14-001, Acceptable Use of Information Technology (IT) Resources only refers to using State owned devices and State owned networks.

10. ***What Health Insurance Portability and Accountability Act (HIPAA) or internet safety requirements do you require for vendors to ensure their information is secure, if applicable?***

      ANSWER: There is no exchange of personally identifiable information between the Partnership and consultants. Please see Sections 6.31-6.41 and Attachment 5 of the RFP for information technology specific clauses.

11. ***Section 2.3 mentions that consultants typically deliver webinars from the Partnership's office using state-owned equipment issued to the Partnership. If we will be using our secure net computers, are there any requirements for using yours? And, if it's obligatory to use state-owned computers, how does the collection of computers process looks like and where are the offices where we will have to collect your computers?***

      ANSWER: Per Section 2.3 of the RFP, for webinar training, consultants typically deliver webinars from the Partnership's office in Albany, using state-owned equipment that is compliant with New York State Information Technology Policy.

No distribution of computers to consultants will occur. In the event that a consultant is required to deliver training from their home/office, the Partnership will still be the host of the webinar and the consultant will be provided a link to attend and then present. In no instance will consultants be taking possession of State-owned equipment.

12. *The RFP documentation makes the following statement on page 31 in section 4.5.:*

    Notice of Intent to Bid - GOER Form #ADM-103

    Organizations intending to submit a response to this RFP should transmit a written reply indicating such intent no later than May 20, 2021 Instructions for transmitting this reply are included in the Notice of Intent to Bid, GOER Form #ADM-103, which is located at https://goer.ny.gov/public-forms-index.

    Please indicate where the instructions for transmitting the intent to bid can be found as they are not included on the form. Does the Notice of Intent to Bid need to be mailed, or is there an electronic option for this particular document?

    ANSWER: Please complete Form ADM#103 and submit via email to learning@nyscseapartnership.org and copy Maciej Kucharczyk at Maciej.Kucharczyk@nyscseapartnership.org and Brandy Snyder at Brandy.Snyder@goer.ny.gov.

13. *RFP language clarity: 4.5. Process for Proposal Submission Notice of Intent to Bid - GOER Form #ADM-103 Organizations intending to submit a response to this RFP should transmit a written reply indicating such intent no later than May 20, 2021 Instructions for transmitting this reply are included in the Notice of Intent to Bid, GOER Form #ADM-103, which is located at https://goer.ny.gov/public-forms-index.*

    Upon review there is no transmission description included in the ADM-103 form or in the RFP. Please advise as to the best method/contact information for the form to be sent. Is email-only acceptable?

    ANSWER: Please complete Form ADM#103 and submit via email to learning@nyscseapartnership.org and copy Maciej Kucharczyk at Maciej.Kucharczyk@nyscseapartnership.org and Brandy Snyder at Brandy.Snyder@goer.ny.gov.

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14. *Is the list of content topics in Appendix 7 a list of current offerings or potential topics you are looking for?*

    ANSWER: Attachment 7 of the RFP is a list of current offerings.

15. *Do you currently have a Learning Management System, and if so what platform?*

    ANSWER: Yes, we use an Oracle-based Statewide Learning Management System (SLMS) for registration.

16. *Can a vendor use a previous project with GOER as a sample of curriculum development?*

    ANSWER: Yes.

17. *Can a vendor use a GOER representative as a reference?*

    ANSWER: Bidders cannot use a Partnership staff member as a reference. However, they could use any other GOER staff member for a reference.

18. *Is vendor branding on sample curriculums acceptable, or must it be removed from all materials?*

    ANSWER: It is not necessary to remove vendor branding from sample curriculum.

19. *RFP language clarity: (page 31-32) section 4.5.3, specifically, 4.5.3.1 "Bidders should submit one (1) hard copy of Administrative Requirements (Section 4.2) and one (1) copy on flash drive in PDF format. Do not include any technical or cost information with the administrative requirements (see following paragraphs).*

    Is 1 Administrative Requirements copy needed for each proposal category? For example, if submitting a proposals for two (2) categories such as Individual Development and Writing Skills Curriculum Development, would we supply one (1) hard copy of Administrative Requirements and one (1) supporting flash drive with the associated PDF documentation for both. Or do we need to separate that out for each category?

    ANSWER: One copy of Administrative Requirements regardless of number of Technical Proposals submitted/categories being bid.

20. *Are there any requirements on word length or number of pages maximum for this submission, particularly the Technical Proposal?*

   ANSWER: There are no requirements and/or limits on word length or number of pages maximum for proposals.

21. *Where will the response to written questions be published and/or how will individuals with questions be notified about when the response is ready?*

   ANSWER: Per Section 4.2.3 of the RFP, responses to the written questions will be posted on GOER's website.

22. *I have read the RFP, but I do not see the link for Attachment 7, which is the list of Job Skills Course Categories. Could you direct me? Thank you.*

   ANSWER: Attachment 7 is with all the attachments at the end of the RFP. It is not posted to the website separately. Only attachments that are required to be completed (filled-in) are posted to the website separately.

23. *Is there an incumbent?*

   ANSWER: Yes, this is a multiple award contract. This information is available through a FOIL request or through https://openbooknewyork.com/.

24. *Was there are previous contract number?*

   ANSWER: This information is available through a FOIL request or through https://openbooknewyork.com/.

25. *On the Contractor Certification form ST-220-TD, please confirm who the covered agency is?*

   ANSWER: The Governor's Office of Employee Relations (GOER)

26. *On the above mentioned form, what is the contract number?*

   ANSWER: The contract numbers will be determined after awards are made. Please leave the Contract Number box blank on the ST-220-TD and CA

27. *On form ADM-28, who is the Issuing Unit or Committee?*

ANSWER: The NYS and CSEA Partnership

28. *Inquiries from MWBEs and SDVOBs pertaining to subcontracting, discretionary award, and bidders lists.*

A. *If your Agency maintains a list of pre-qualified vendors, please advise what I can do to join the list. Also, I would like to know how I can always be considered under MWBE small business purchase methods, the competitive bid process or when you intend to rebid or solicit for professional development, team building and training services.*

B. *I would love to be a subcontractor! Better yet, awarded as is allowable under 200K! I provide training in project management, creative problem solving, facilitation, meeting management AND the administration of FourSight, the leading assessment on how individuals and teams approach problem solving and innovation.*

C. *Although the RFP didn't necessarily match my profile, there may be a need in other areas for me to satisfy diversity on your contracts or within your department, even if the work is smaller and doesn't require you to put out an RFP.*

ANSWER: This RFP will result in multiple awards thereby creating a "pool of prequalified" vendors *by Course Category* for the five-year term. In order to be considered for Partnership Program Delivery and/or Curriculum Development assignments in the Partnership's Course Categories listed in Attachment 7, vendors must submit a proposal according to Section 4 of this RFP. There will not be discretionary procurements for the training courses that fall within these Partnership Course Categories once awards have been made unless there is a Course Category that does not have a large enough "pool" and the awarded bidders for that Course Category decline the specific assignment (please see Section 6.2 Post Contract Selection – Assignment of Work for specific information on how awardees are selected for specific engagements). Likewise, RFPs are formal competitive procurements, not discretionary procurements, and as such discretionary awards (not exceeding $500,000 with Small Business Concerns, M/WBEs, SDVOBs, purchases of Recycled or Remanufactured commodities or technology *without* a formal competitive procurement) will not be made. All awards will be made based on proposals received in response to this RFP and consistent with competitive procurement practices.

With regard to subcontracting, once approved, all awards for this RFP will be posted to the NYS Contract Reporter and https://openbooknewyork.com/. The anticipated date of announcement of awards is September 1, 2021. In

addition, if an awarded bidder indicates the need to subcontract, they will be referred to Sections 3 and 6 of the RFP and provided with our bidders list and the information to access the then-current lists of certified MWBEs and SDVOBs.

With regard to agency-wide procurement for training delivery or curriculum development, absent a contract for those services GOER solicits proposals on a course by course basis using bidders lists, and the then-current lists of certified MWBEs and SDVOBs.

Finally, with regard to being added to bidders lists, any requests received in response to this RFP to be added to bidders lists will be complied with, no further action will be required of vendors.