

## Secondary 2012 EBT RFP Questions and Answers 01/18/2013

Question #	Question	Answer
1	<p><b>General:</b> The Working Draft of the RFP does not appear to be updated since 12/7. Several answers to questions refer to amendments and refer Vendors to the working RFP. When will an updated RFP become available?</p>	The most recent Working Draft dated 1/11/2013 is now available on the procurement website.
2	<p><b>RFP Section 13.3.10.</b> This requirement states, "Offerors and any proposed subcontractors shall demonstrate their financial stability and viability by submitting a current Dun and Bradstreet Comprehensive Report that has been prepared using Offeror information and not that of a parent corporation or other such affiliated entity." Since our parent company no longer reports financials for its subsidiaries separately, is it permissible to submit the D&amp;B from our parent company</p>	<p>As part of the financial evaluation, the NCS will be conducting a vendor responsibility assessment of each offeror's:</p> <ul style="list-style-type: none"> <li>• Financial and organizational capacity</li> <li>• Legal authority to do business in New York State</li> <li>• Integrity</li> <li>• Previous performance</li> </ul> <p>The Dun &amp; Bradstreet Comprehensive Report is used to address financial and organizational capacity. If an offeror is unable to submit a D&amp;B except for that of its parent company, the NCS would require that the parent company serve as a guarantor; if the offeror proposes to accomplish that result by means other than having the Dun and Bradstreet entity be a signatory to the contract, the NCS would be willing to accommodate a proposal to that end, but the NCS reserves the right to make the determination if such alternate proposal meets the requirements of the RFP, and therefore become a signatory to the contract.</p>
3	<p><b>General:</b> Given the data still outstanding, would the NCS consider extending the Proposal Response due date by five business days?</p>	No.
4	<p><b>General:</b> Appendix 12 NCS Historical Data indicates only 3,333 EBT-only terminals in the NCS. This number seems quite low. Would the NCS confirm the number of EBT-only terminals by state?</p>	This count has been adjusted to provide additional NY data in an amended Appendix 12.
5	<p><b>General:</b> Would NCS please describe the manner in which the evaluation committee will be constituted? Will there be a representative from each NCS member state on the panel? What weight will be assigned to each state's vote?</p>	The Technical Evaluation Committee will consist of representatives from each NCS member. There are no weights assigned to any particular state in the evaluation criteria.

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6	<p><b>General:</b> How will state-specific requirements be scored for evaluation purposes?</p>	<p>New York State Finance Law (SFL) Section 163 (9)(b) states that the solicitation must " describe and disclose the general manner in which the evaluation and selection shall be conducted. Where appropriate, the solicitation shall identify the relative importance and/or weight of cost and the overall technical criterion to be considered by a state agency in its determination of best value." SFL Section 163(7) requires that " Where the basis for award is the best value offer, the state agency shall document, in the procurement record and in advance of the initial receipt of offers, the determination of the evaluation criteria, which whenever possible, shall be quantifiable, and the process to be used in the determination of best value and the manner in which the evaluation process and selection shall be conducted." SFL does not require that the RFP provide any detail concerning the weight ascribed to specific areas of the evaluation. Rather, it requires that the agency document in the procurement record before the initial receipt of offers the determination of the evaluation criteria and the process to be used in determination of best value and the manner in which the evaluation process and selection is to be conducted. These specific evaluation criteria may not contradict the RFP, but they may be more detailed than the more general requirements stated in the RFP. Accordingly, the NCS will complete an evaluation instrument prior to the proposal due date. The general manner in which the evaluation and selection shall be conducted is disclosed in RFP section 13.6 – 13.9.</p> <p>In addition, see amendments to NCS RFP Sections 13.4, 13.7 and 14.2.</p>
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<b>7</b>	<p><b>General:</b> In the RFP, each of the NCS member states has established its own requirements for performance security, whether a performance bond or letter of credit, to secure the faithful performance of the EBT project by the selected contractor. Can NCS confirm that each bond or letter of credit will be used to secure performance of the requirements only of the state for which it was issued?</p>	<p>Correct, the NCS member[']s confirm that each performance bond or letter of credit will be used to secure performance of all mandatory requirements and performance standards of [with] the CSA for which it was issued.</p>
<b>8</b>	<p><b>Question 5:</b> The response to this discusses hard copy. Would the NCS allow PDF in soft-copy if it were the native file format – such as a Dun and Bradstreet Report or a scanned copy of a signed letter or form? If not, does the NCS prefer that vendors submit unsigned forms or forms with electronic signature?</p>	<p>The NCS requires that one hardcopy of the proposal be marked "original". This original hardcopy must include forms with original signatures. Copies of the forms may be provided in the remaining hard copies required and scanned forms may be provided with the electronic copies of the proposal. A Dunn and Bradstreet Report may be provided in PDF format.</p>
<b>9</b>	<p><b>Question 23:</b> The answer says: "CT's data has been attached". Where can this data be found, it does not appear in Attachment 4A or the CT State Appendix.</p>	<p>The procurement site has been revised and now contains Appendix 1A - CT Zip Code Detail Cash Issuance file.</p>
<b>10</b>	<p><b>Question 24:</b> The RFP Appendix that appears on the NCS website has not been amended. Should vendors expect an amended appendix?</p>	<p>The Working Draft is now available on the procurement website.</p>
<b>11</b>	<p><b>Question 37:</b> If State-specific Appendices are to be bound separate from the technical section, would the NCS clarify how many hard copies and CDs of the State-specific responses vendors required to submit?</p>	<p>If the offeror is binding State-specific Appendices separately, please provide four (4) hard copies and four (4) CD's for each NCS member. If not, the offeror must provide the required number of proposals in response to Question #37 described in the January 11, 2013 question and answer worksheet.</p>
<b>12</b>	<p><b>Question 43:</b> The answer refers to an amended pricing table in RFP Section 14.11. The Working RFP does not include an update to this table, would the NCS please provide?</p>	<p>The Table in the <a href="#">January 11, 2013 Working Draft</a> has been amended.</p>

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<b>13</b>	<b>Question 44:</b> The answer refers to amended language in RFP Section 14.4. The Working RFP does not include an update to this language. Would the NCS please provide?	The January 11, 2013 Working Draft listed on the procurement site contains the amendment in Section 14.4.
<b>14</b>	<b>Question 54:</b> The answer states: "The NCS RFP Appendix 10 will be amended..." Would the NCS please provide the amended appendix?	The procurement site contains the amendment to Appendix 10.
<b>15</b>	<b>Question 124:</b> The answer refers to a "new file posted". There does not appear to be a new file. Would the NCS please tell vendors where this document can be found?	This question is in reference to Appendix 12. The Appendix provides all the call volume available to the NCS. Distribution of calls over days of the week or a 24 hour period is not available.
<b>16</b>	<b>Question 143:</b> The answer states: "NY will update the website with the entire NCS statistical workbook." This does not appear to be on the solicitation site. Would the NCS please tell vendors where this document can be found?	This question references Appendix 12. The procurement site contains this Appendix in Excel format making it a readable workbook.
<b>17</b>	<b>Question 196:</b> The RFP States: "Bidder responses to Commonwealth specific pricing requirements should be submitted in a separate document." To ensure vendor's compliance, would the NCS specifically instruct vendors as to where to include the pricing table in the NCS RFP?	Bidder responses to Commonwealth specific pricing requirements should only be submitted in a separate document titled Responses to Commonwealth Specific Requirements. NCS pricing responses must be included in the format and the content described in the Pricing Section 14 of the NCS RFP.