Evaluation of Child Poverty Reduction Initiatives RFP

Amendment One

The following Questions and Answers (Q & A) will serve as Amendment One to OTDA's Evaluation of Child Poverty Reduction Initiatives RFP. Material in this Amendment supersedes any contradictory material in the RFP.

Please note that the due date for the Submission of Proposals remains unchanged.

All Proposals are due January 8th, 2025, by 3:00 PM ET.

Evaluation of Child Poverty Reduction Initiatives RFP (RFP #2024-11)
Questions and Answers

#	Solicitation Section	Question	OTDA Response
1	IV. Proposal Content	Is there a preferred font, font size, and line spacing for the proposals?	No, there is no requirement or preference.
2	V. Proposal Submission	Please confirm packaging requirements: Each section of the proposal (administrative, technical and financial) is in its own envelope, two originals. Would each envelope also include the CD of the relevant section, or should the CD's be packaged separately?	Individual CDs for each section, may be included in the corresponding proposal submission, they do not need to be packaged separately.
3	V. Proposal Submission	Confirming only CD's are acceptable for electronic file transfer, not flash drives?	Electronic versions must be submitted on CDs. Flash drives will not be accepted.
4	Appendix W - Scope of Work, Task 3	Should the bidder factor in the potential cost of IRB review, if needed?	Only the items included in Appendix P may be invoiced. All costs must be included.
5	Not submitted with question	Where should the detailed budget and budget justification go in the proposal? —only discussed FTE (full time equivalent).	No detailed budget or budget justification is required.
6	Not submitted with question	Can you please confirm that travel is not allowable? The guidelines are contradictory (III. Administrative Information Part G; Bid Submission 11.b; Article 4, Invoicing – no outside of NY State vs. not allowable at all).	Invoicing for travel costs will not be allowed under this Contract. Bidders are required to factor travel, and all other expenses into their bid price.
7	Not submitted with question	Are there page limits to the Technical Proposal?	No, there is no page limit.
8	Not submitted with question	Are there any formatting specifications for the Technical Proposal?	No, there are no formatting specifications.
9	Not submitted with question	Is the hard copy the only way to submit the proposal? No electronic submission possibility?	Electronic submissions will not be accepted. Proposals must be submitted as described in the RFP, section V. Proposal Submission.
10	Not submitted with question	It says that a CD is requested alongside the hard copies, is this still a requirement or would you accept copies of the material on flash drives?	Electronic versions must be submitted on CDs. Flash drives will not be accepted.
11	Not submitted with question	Can you please confirm whether subcontracting is allowable? The guidelines state that subcontracting is not allowed (III. Administrative Information Part H) but then later includes documentation to complete for subcontractors (Subcontractor and Supplier Identification Form).	Yes, Subcontracting is allowable. RFP Section III.H is hereby deleted in full and replaced with the following: It is OTDA's intention to contract with a single prime contractor for the provisions of services outlined in this RFP. In the event that the Contractor utilizes Subcontractors to perform any required services pursuant to the Agreement resulting from this RFP, OTDA shall have the right to approve or disapprove, after appropriate review and/or interview(s), any and all Subcontractors of the Contractor prior to their performance of services. The Contractor shall require all proposed subcontractors to complete such Appendices included in this RFP as are deemed necessary by OTDA prior to any such proposed Subcontractor's services under the Agreement. The Contractor acknowledges that this requirement is ongoing for the term of the Agreement, and the Contractor shall be required to disclose to OTDA its intention to enter into any subcontracts for the performance of any Services under the Agreement. Failure to disclose the identity of any and all Subcontractors used by the Contractor together with a detailed description of their responsibilities may, at the sole discretion of OTDA, result in disqualification of the Subcontractor or termination of the Agreement resulting from this RFP. The Subcontractor and Supplier Identification form can be found in Appendix E (Administrative Forms). The Contractor shall be fully responsible to OTDA for the acts and omissions of its subcontractors and of persons either directly or indirectly engaged by them in connection with the performance of this Agreement. The Contractor agrees not to subcontract any of its services, unless as indicated in its proposal, without the prior written approval of OTDA. Approval shall not be unreasonably withheld upon receipt of written request to subcontract. The Contractor retains ultimate responsibility for all services performed under this Agreement.
12	Not submitted with question	When does the calendar start? Is "quarterly" based on the normal calendar year (starting in January) or would it start February 1st?	The calendar will be established based on the first weekday in the month after the contract is signed. Due dates will be established for the weekdays corresponding to the quarterly periods in the RFP.
13	Not submitted with question	What is the due date for each deliverable — is it March 31st or will we have leeway for the submission of the updates/reports?	See #12 above
14	Not submitted with question	What indirect cost rate should be applied to the proposal? If there isn't a specific indirect cost rate designated for this proposal, could you please provide the standard indirect cost rate typically used for other programs awarded by NYS?	There is no specific indirect cost rate, nor is there a standard indirect cost rate for a commercial procurement contract. Twenty percent (20%) of the Bidders score will be based on the Financial evaluation, therefore bidders are advised to provide competitive pricing.

#	Solicitation Section	Question	OTDA Response
15	Appendix W, II, Task 2: Online Enrollment and Engagement Portal	Is there a preferred platform for the portal (Microsoft, open source, PowerPages)?	No specific platform is requested for the Online Enrollment and Engagement Portal. Bidders are advised to consult Appendix P for the estimated price per deliverable. While the Portal is not a specific deliverable, the cost is assumed in the other deliverables. The Portal is expected to be relatively low cost compared to the other evaluation deliverables. Bidders are advised to note in Appendix W that the purpose of the portal is to provide a centralized record of enrollment and engagement and allow OTDA and the evaluator to track and report on CPRI enrollment and engagement on a quarterly basis. Its purpose is to establish and provide a shared record of basic but essential counts on an ongoing basis by the data elements specified. Bidders are advised to note in Appendix W that the limited data elements of the Portal are specified and cannot be expanded, that it will have limited numbers of users/viewers, and that the reports it will provide are also specified.
16	Appendix W, II, Task 2: Online Enrollment and Engagement Portal	How Does NY OTDA Envision Support Beyond Dec 2029 if the supplier is hosting the portal?	All data in the Portal will be copied by OTDA and the Portal will cease to exist at the end of the contract.
17	Appendix W, II, Task 2: Online Enrollment and Engagement Portal	Is there a preferred platform for the Dashboard (PowerBI, open source)?	The RFP does not request a dashboard. If the questioner is referring to the Online Enrollment and Engagement Portal, Task 2, no specific platform is requested. See also response to question 15.
18	Appendix W, II, Task 2: Online Enrollment and Engagement Portal	Is there a preferred platform for the cloud hosting (Microsoft, open source)?	The RFP does not mention cloud hosting. If the questioner is referring to the Online Enrollment and Engagement Portal, Task 2, no specific platform is requested. See also response to question 15.
19	Appendix W, II, Task 2: Online Enrollment and Engagement Portal	Is there an estimate of data size?	The CPRI imitative is expected to serve between 4,000-5,000 participants.
20	Appendix W, II, Task 2: Online Enrollment and Engagement Portal	Will users be using this portal via mobile device?	No. See response to Question 15.
21	Appendix W, II, Task 2: Online Enrollment and Engagement Portal	Is there a preferred browser (Edge, Chrome)?	If the questioner is referring to the Online Enrollment and Engagement Portal, Task 2, no specific platform is requested. See also response to question 15.
22	Appendix W, II, Task 2: Online Enrollment and Engagement Portal "The portal may not be linked to any other data source and will be updated based on district-maintained data on all CPRI participants."	Can we confirm there are no integrations to other external data sources?	If the questioner is referring to the Online Enrollment and Engagement Portal, as stated in Appendix W, the portal may not be linked to any other data source and will be updated based on district-maintained data on all CPRI participants. See also response to question 15.
23	Appendix W, II, Task 2: Online Enrollment and Engagement Portal	Is there a data retention policy?	Pursuant to the RFP, Contractor must maintain all records for a period of six (6) years following its termination or final payment hereunder (see,Appendix T, Article 11 of the RFP), or for the balance of the calendar year in which they were made and for six (6) additional years thereafter (see Section 10 of Appendix A), if the latter occurs later.