

**Invitation for Bid # C041226**  
**Epidemiologic and Program Evaluation Staffing**  
**Questions and Answers Posted April 24, 2025**

Question Number	QUESTION	ANSWER
1	Will any of these roles be office positions?	Yes. Per IFB Section 2.0 Overview, staff will be placed in the New York State Department of Health Central Office located in Albany, New York.
2	<p>Section 2.1. The goal of this IFB is to identify and contract with a staffing provider who will place up to fifteen (15) qualified professional research and epidemiologic staff in the NYS DOH AIDS Institute's Central Office located in Albany NY.</p> <p>Please identify all labor categories covered under the contract.</p>	Contracted staff meeting the minimum qualifications outlined in IFB Section 4.4 are anticipated to fall under labor categories including epidemiologists, social scientists and other related labor categories. Additional information on labor categories can be found at: <a href="http://www.onetonline.org">www.onetonline.org</a> .
3	<p>Section 4.1. This section states, "Staff may be approved to telecommute up to 50% of the time, following DOH policy."</p> <p>Please confirm that for the staff that NYS DOH approves to telecommute (up to 50% of the time) NYS DOH will provide and maintain the computer equipment to facilitate remote access to NYS DOH systems.</p>	Yes, this is confirmed. Please see IFB Section 4.7 New York State Department of Health Responsibilities.
4	What is the new budget for year for this IFB?	This information is not relevant to the submission of bids for this RFP.
5	What is the total spend per incumbent for the duration of the previous contract?	This information is not relevant to the submission of bids for this IFB.
6	How many vendors do you intend to award?	As per IFB Section 2.0 Overview, it is the Department's intent to award one (1) contract from this procurement.

7	<p>Section 4.9. Bidders may not propose the use of a subcontractor.</p> <p>The RFP has a 15% MBE and 15% WBE goal, however, subcontracting is not allowed. Is this a diversity set a side contract? Or can we subcontract to meet the MBE/WBE goals?</p>	<p>Subcontracting is not allowed. NYS-certified Minority and Women-Owned Business Enterprise (M/WBE) vendors can self-perform. If the successful bidder is not a NYS-certified MWBE, then a waiver request could be submitted.</p>
8	<p>Sections 4.9 and 4.11. Section 4.9 appears to prohibit subcontracting any part of this requirement, but Section 4.11 requires the contractor to document good faith efforts to achieve stated M/WBE subcontracting goals. Please delete one of these sections <b>OR</b> clarify how a contractor can satisfy both of these requirements.</p>	<p>If the successful bidder is not a NYS-certified MWBE, then a waiver request could be submitted.</p>
9	<p><b>Section 4.11 - Minority &amp; Women-Owned Business Enterprise (M/WBE) Requirements:</b> As a NYS-certified MWBE, can self-perform to meet the 30% M/WBE goal requirement?</p>	<p>Yes, a NYS-certified MWBE can self-perform to meet the 30% goal requirement.</p>
10	<p>Section 3.1. This section states, "For the purposes of this Invitation for Bid, a 'Prime Contractor' is defined as one who, in relation to a given project, job or product, has the contract with the owner of a project or job, or entity procuring the product, and has full responsibility for the successful completion or delivery of the project or job or product pursuant to the terms of the contract."</p> <p>IFB Section 3.1 defines "Prime Contractor" but does not otherwise use that term. (The term appears only other place in the IFB: Section 4.11.) Please clarify the relevance of this definition to Section 3.1 and the minimum qualifications bidders are required to possess to serve as Prime Contractor.</p>	<p>Please see Amendment #1.</p>
11	<p>Section 3.2. This section states, "Provide references using Attachment 9 (References), for three current or</p>	<p>Please see Amendment #1.</p>

	<p>former customers (excluding NYS DOH) that will verify the bidder's provision of services similar to those in this IFB for a period of 3 years. Provide firm names, addresses, contact names, telephone numbers, and email addresses."</p> <p>The requirement that NYS DOH not be used as a reference appears to limit competition and not to be in the best interests of NYS DOH, as similar contracts with NYS DOH would be most relevant to the services requested by this IFB.</p> <p>In light of the above limitations to the competition and benefits to the state, will the NYSDOH consider removing the parenthetical remark "(excluding NYS DOH)" from this requirement?</p>	
12	<p>Section 3.2 This section states, "Provide references using Attachment 9 (References), for three current or former customers (excluding NYS DOH) that will verify the bidder's provision of services similar to those in this IFB for a period of 3 years. Provide firm names, addresses, contact names, telephone numbers, and email addresses."</p> <p>Please confirm it would be acceptable to the NYS DOH if the bidder includes a reference for work that the bidder has been conducting for 10 years but is in the first year of its current 5-year contract.</p>	References must be for current or former customers for whom the bidder has done work for a minimum of three years. Work that a bidder has been conducting outside of a customer relationship would not qualify.
13	<p>Could you please clarify what types of documentation would be considered acceptable to demonstrate compliance with the minimum qualifications outlined in Section 3.1, specifically regarding proof of employing four or more professional-level staff within the Capital District?</p>	As per IFB Section 6.1.1 Bidder's Minimum Qualifications to Bid in the IFB, bidder must submit documentation that provides sufficient evidence of meeting the minimum qualifications to bid. This documentation may be in any format needed to demonstrate how they meet those minimum qualification.

14	<p>Would references or recommendation letters for our professional-level staff be considered acceptable evidence to demonstrate compliance with the requirement of employing four or more such staff within the Capital District, as outlined in Section 3.1?</p>	See response to Question 13.
15	<p>Sections 4.0 and 6.0, Attachment A. Section 4.0 states, "DETAILED SPECIFICATIONS <b>PLEASE NOTE:</b> To be considered responsive, a Bidder will be required to provide responses that address all of the requirements of this IFB as part of its Bid. For purposes of this Invitation for Bid, the terms 'shall,' 'must' and 'will' are used interchangeably when describing the requirements for a Bidder's responsive Bid or the Contractor's duties under the Contract to be entered into between the Department and the successful Bidder."</p> <p>The above requirement is not included in 6.0, Bid Format and Content, or in Attachment A, Bid Package Checklist.</p> <p>Please confirm we do <b>not</b> need to provide responses to Section 4.0 in either volume (Mandatory Bid Documents or Other Bid Documents) of our proposal, <b>OR</b> provide instructions for the volume and section in which we should include our responses to Section 4.0.</p>	Section 4.0 of the IFB provides detailed specifications as to the Contractor's duties under the Contract to be entered into between the Department and the successful Bidder. Responses to Section 4.0 are not required.
16	<p>Section 3.1, 2nd bullet; Section 6.1.1, 2nd bullet. These sections state, "Bidder must be able to demonstrate an average annual volume of sales equaling a minimum of \$750,000 within the last three (3) years."</p> <p>This requirement is ambiguous. For example, must an offeror demonstrate "sales" that involve hiring and placement of professional- level staff such as</p>	The Bidder must submit documentation that provides sufficient evidence of meeting both mandatory qualifications to bid, as stated in IFB Section 3.1. Please see Amendment #1

	evaluation specialists or epidemiologists, <b>OR</b> is the requirement simply to demonstrate financial capability by demonstrating sales of any type of goods or services equaling a minimum of \$750,000 within the last three (3) years? Please clarify.	
17	For Section <b>6.1.1 – Bidder’s Minimum Qualifications to Bid</b> , are financial statements acceptable documentation to demonstrate an average annual volume of sales of at least \$750,000 over the past three years?	See response to Question 13.
18	Section 6.1.1 (Bidder’s Minimum Qualifications to Bid): Could you please define the Capital District and are there any restrictions for considering an entity as an employer under the first mandatory requirement (e.g., remote work environment)?	Please see Amendment #1.  Work location will not affect the consideration of an entity as an employer so long as said entity demonstrates experience as a hiring and placement employer.
19	Could you please confirm whether we are allowed to leverage the qualifications of our partners or subcontractors to satisfy some of the minimum qualifications to bid?	No. Each bidder must be able to meet the Minimum Qualifications per RFP Section 3.0 on their own.
20	Regarding the following minimum qualification: <i>“Bidder must have a minimum of three (3) years of experience as an employer (hiring and placement) within the Capital District of 4 or more professional level staff such as evaluation specialists or epidemiologists”</i> — is experience within the Capital District mandatory, or can we submit relevant experience with similar agencies in other regions or states to satisfy this requirement?	Please see Amendment #1.
21	Sections 5.2 and 7.0. In these sections the IFB is referenced as “IFB C041226: Epidemiologic and Program Evaluation <b>Assistance</b> ”; however, elsewhere it is referenced as “IFB C041226: Epidemiologic and Program Evaluation <b>Staffing</b> .” Which is correct?	Epidemiologic and Program Evaluation <b>Staffing</b> is correct. This change in terminology does not impact any part or requested information for IFB C041226.

22	Sections 6.1.1 and 7.0. In Section 6.1.1, the first required section in the bidder's proposal is called Mandatory Bid Requirements; however, in Section 7.0, it is called Mandatory Bid Documents. Which is correct?	The Mandatory Bid Documents in IFB Section 7.0 refer to all the Mandatory Bid Requirements in IFB Section 6.1.
23	For <b>Section 7.0 – Bid Submission</b> , should we submit two separate emails—one for the Mandatory Bid Requirements and one for the Other Bid Documents—or can we submit both as two distinct PDF files within a single email?	Bidders are instructed to submit two separate emails, one for the Mandatory Bid Requirements and one email for the Other Bid Documents.
24	For Section <b>6.2.8 – State Finance Law Consultant Disclosure Provisions</b> , can you please confirm whether Form A (Contractor's Planned Employment) and Form B (Contractor's Annual Employment Report) are required at the time of bid submission or only upon award?	Form A can be submitted by the successful bidder upon notice of contract award. Form B is submitted annually by the awarded contractor.
25	For Section <b>6.2.9 - Sales and Compensating Use Tax Certification</b> , can you please confirm whether Forms ST-220 CA and ST-220 TD are required at the time of bid submission or only upon award?	The successful bidder will complete and submit form ST-220-CA to the NYS DOH, and form ST220-TD to the NYS Department of Taxation and Finance. These forms can be submitted upon notice of contract award.
26	<b>Attachment 6:</b> If we are a New York State business ourselves, can we include our own information in Attachment 6, or is it mandatory to subcontract with other New York State businesses to fulfil this requirement?	Yes, if a bidder is a New York State business, they can include their own information in Attachment 6.