



# Department of Health

RFP# C040649

## Independent Evaluation of the New York Tobacco Control Program

*Questions and Answers Posted November 8, 2024*

Question #	Corresponding RFP Section	Question	Answer
1.	Section 4.0 Scope of Work, 4.1.12	<b>Can the Department please clarify if the Annual Evaluation Report refers to data in the 'calendar' year or another period, and provide an example of when the data would be from? (e.g., For the detailed outline due March 2026, would it include data from January 1, 2025 - December 31, 2025?)</b>	The annual independent evaluation report uses data from the previous calendar year. For the detailed outline due March 2026, it would include data that were made available during 2025.
2.	Section 4.0 Scope of Work, 4.1.12	<b>If a new vendor was brought on to continue the work, how would the March 2026 and March 2031 Annual Evaluation Reports work in regard to transitions? (e.g., Who is responsible for the report? Will they be utilizing another vendor's data, analysis, work, etc.?)</b>	All data are property of the New York State Department of Health. The Department will provide a new vendor the data collected and/or summarized by the previous vendor during the first year of reporting. An outgoing vendor would provide all data and documentation to the Department, which would be used by a new vendor.
3.	Section 4.0 Scope of Work, 4.2	<b>What is considered recent as it relates to the Scientific Director requirement of 'recent history of peer reviewed publications'?</b>	See Amendment #1.

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4.	Section 4.0 Scope of Work, 4.2	<b>Does the Department want the name of the Scientific Director, Project Coordinator, and any other senior staff with the bid or would this be supplied before commencing any work?</b>	Names of proposed staff are not required at the time of proposal. Per Section 4.2, the contractor must submit resumes of staff for Department review prior to individuals commencing work.
5.	Section 4.0 Scope of Work, 4.2	<b>Per section 4.2, should “required staff” be full time, W2 employees, or is there flexibility regarding employment classification?</b>	Per RFP Section 4.2 the Project Coordinator must be full-time. Other staff positions may be provided at a contractor-determined level and employment classification and must ensure capacity and expertise to complete all deliverables and provide oversight of the entire project.
6.	Section 6.0 Technical Proposal, 6.2.4	<b>The technical proposal narrative is listed as section 6.2.4, yet its subsections are listed as sections 6.2.4.1.1 - 6.2.4.1.14. Should these be considered as 6.2.4.1 - 6.2.4.14 by the bidder?</b>	See Amendment #1.
7.	General	<b>Is there a maximum budget allocated for this project?</b>	Bid pricing should cover the cost of furnishing all the product(s)/services sought to be procured, including but not limited to travel, materials, equipment, overhead, profit and labor to the satisfaction of the Department and the performance of all work set forth in said specifications. The Cost Proposals will be scored based on a maximum cost score of 25 points. The maximum cost score will be allocated to the Cost Proposal with the lowest all-inclusive not-to-exceed maximum price, as further described in RFP Section 8.4 Cost Evaluation.

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8.	General	<b>Is this a new proposal, or are you replacing a previous agency? If the latter, could you share the reasoning behind the change?</b>	New York State Finance Law requires services be competitively procured every 5 years.
9.	Section 4.0 Scope of Work	<b>What percentage of the work is expected to be conducted in person versus remotely?</b>	<p>The only expectation of being on site is described in Section 4.2:</p> <ul style="list-style-type: none"> <li>• Weekly virtual meetings with DOH staff (relevant staff, depending on topic)</li> <li>• <b>Annual in-person reverse site visit to DOH (scientific director and relevant staff)</b></li> <li>• <b>Annual in-person or virtual presentation to the Tobacco Use Prevention and Control Advisory Board (scientific director)</b></li> <li>• <b>Annual in-person or virtual presentation to ATFC and HSTFNY Grantees statewide meeting (scientific director or designee)</b></li> </ul>
10.	Attachment 13 – Cost Proposal	<b>What proportion of the budget should be allocated to travel expenses?</b>	The Cost Proposal, which will be the budget for the awarded contractor, is a deliverable-based budget, not expenditure-based. The bid price is to cover the cost of furnishing all the product(s)/services sought to be procured, including but not limited to travel, materials, equipment, overhead, profit, and labor to the satisfaction of the Department and the performance of all work set forth in said specifications.
11.	Section 7.0	<b>We have a question related to RFP # C040649, Independent Evaluation of the NYS Tobacco Control Program, Section 7.0, Table on page 35 labeled “Electronic Submission”. The table</b>	See Amendment #1.

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		<p><b>describing electronic submission of proposals describes how the administrative, technical, and cost proposals should be submitted. Each row indicates that bidders should submit “2 email PDF(s)...”. Can you please clarify whether this means that bidders should attach 2 copies of the administrative proposal, 2 copies of the technical proposal, and 2 copies of the cost proposal?</b></p>	