

Questions and Answers

RFP # 17460 Technical Assistance to Small Public Water Systems and Fluoridating Public Water Systems December 20, 2017

Questions	Answers
1.) 1.0 Calendar of Events - Does not list anticipated announcement of award, could you provide a time frame on the anticipated announcement.	The Department (DOH) does not routinely list anticipated award announcement dates in the RFPs, but a bidder can anticipate that they will be notified via mail of their selection or non-selection approximately 90-120 days prior to the start of the contract.
2.) 2.3 Term of Agreement - Is there a time frame in which you anticipate final approvals from the New York State Attorney General (AG) and the Office of State Comptroller (OSC).	State Finance Law affords the State Comptroller up to 90 days to review and make a determination on a contractual transaction, this and the Attorney General's review and approval timeframes have been taken in to consideration when developing the Calendar of Events for the RFP.
3.) 4.2.1 Task A: Develop TA Implementation Plan - Item 2. The plans must be submitted in two sets: a) General TA will include tasks B, C, D, E, and H - b) Fluoridation related TA will include tasks B, F, G & H. Question - Is this stating that the General TA will have one implementation plan and the Fluoridation TA will have a separate implementation plan, both to be approved by DOH prior to start up?	Yes, there will be two implementation plans, one for the general TA and another for the fluoridation TA. The General TA Implementation Plan must include tasks B,C,D, E and H, and the Fluoridation TA Implementation Plan must include tasks B,F,G and H. Both general and fluoridation TA plans will be reviewed and approved by DOH at the beginning of each year of the contract.
4.) 4.2.3 Task C: Provide On-Site General Technical Assistance - item #7 - Document each on-site general TA visits both in writing and in the DOH accepted database. Question - Will the Department be developing a new database for reporting on-sites?	No, DOH does not envision developing a new database for submitting written on-site TA reports.
5.) How many Technical Assistance (TA) providers are required in this contract?	A minimum of two (2) TA providers must be available to deliver timely on-site TA. At least one of the TA providers must have experience in trouble-shooting drinking water fluoridation systems. Note: General and fluoridation TA provider(s) may be filled by the same person or they may be a different individual(s).

<p>6.) When you say TA providers, does that mean all technical assistance providers for both general TA and fluoridation TA of the entire contract? Can you elaborate the required qualifications of TA providers?</p>	<p>That is correct. TA providers mean(s) all technical assistance providers for both general and fluoridation TA that will implement and provide onsite technical assistance tasks for this contract.</p> <p>General TA providers must have experience in assisting small communities in general and technical competences, preferably providing assistance at small rural community and/or non-community water systems.</p> <p>Fluoridation TA provider(s) shall have experience in trouble-shooting drinking water fluoridation PWSs.</p> <p>All TA providers shall have DOH water operator certification at grade level D and also at grade level IIA or IA.</p>
<p>7.) 4.3 Staffing Requirements - 3rd paragraph, last sentence "TA providers shall have DOH water operator certification at grade level D and either IA or IIA." Is this a requirement for an individual that may assist with the fluoridation on-site visits?</p>	<p>Yes, TA providers must have such certification.</p>
<p>8.) In the submission of the technical proposal, should a bidder include copies of personnel resumes and TA providers DOH water operator certifications?</p>	<p>No, resumes will not be required at the time of submission of technical proposal. However, DOH will need the copies of resumes and NYSDOH water operator certifications for grade D and IIA or IA, within 15 days of departmental notification of the award.</p>
<p>9.) How many on-site TA visits are required in this contract?</p>	<p>A contractor is expected to provide 210 on-site general TA visits to small PWSs and another 25 on-site fluoridation TA visits to fluoridating PWSs each year of contract.</p>
<p>10.) Can you provide lists and maps of all small PWSs and the fluoridating PWSs in New York State?</p>	<p>Maps of small PWSs and fluoridating PWSs can be found in attachment N of the RFP. A full list of small PWSs and fluoridating PWSs will be provided at the DOH orientation.</p> <p>You may also check the link below for information about all PWSs throughout the State.</p> <p>http://www.health.ny.gov/environmental/water/drinking/pws_contacts/map_pws_contacts.htm</p>
<p>11.) How many trainings are to be provided each year for this contract?</p>	<p>Each year, a contractor is to provide DOH water operators with six (6) trainings under the general TA and another four (4) trainings under the fluoridation TA. Each training must be 6.0 hours long and DOH approved.</p>

12.) Should trainings be provided to each region shown in the TA regions map (attachment N), each year of contract?	Yes. See RFP, Sections 4.2.4 and 4.2.7.
13.) Can you provide the level of details required in the system infrastructure mapping?	Infrastructure mappings will include a basic GIS map in electronic and hard copy formats with detail such as all pipe lines and sizing, service line shut-off and valve locations.
14.) 4.2.5 Task E: Develop Technical Products and Services for Individual PWSs - 2nd paragraph - Question -The RFP mentions at least 2 water system infrastructure mappings, will you limit the size of the systems to be mapped? Without limitations this could be a very large and expensive project for the contractor, consideration should be given here to include limitations.	No, we will not limit the size of the systems, but the systems that will be receiving technical products and services (including infrastructure mapping) are the small water systems serving populations of 3,300 or less. Historically, mapping services under the TA contract have been provided for water systems ranging in population size from 150 to 2,700, with a central tendency near 500.
15.) On Task E of Attachment C, Cost Proposal Form of the RFP, five types of technical products that a contractor is required to provide each year are listed. Please clarify how many products of each type a bidder should indicate.	Bidders should provide a cost for two (2) products of each of the five (5) types of technical products per year as specified on the RFP. However, the actual number of each types of technical products may vary each year.
16.) In fluoridation TA, can you clarify the requirement of taking photos as documentation of TA visits, as some types of assistance may not lend themselves to being photographed at the time of the on-site visit?	Photographs are not required for all fluoridation on-site visits. As noted in Section 4.2.6 of the RFP, “photographs, as deemed necessary by the contractor , should be taken and included with the report.”
17.) Section 4.2.8 of RFP, task H, where will the quarterly meetings with DOH usually be held?	As stated in section 4.2.8 Task H: “These meetings will be held on a quarterly basis in Albany New York”. Actual physical address to be determined.
18.) Can we attach an entire equipment list rather than itemize our equipment on Attachment M, Equipment Proposal Submission to the RFP?	Bidders should identify the number and types of field equipment that they proposed to utilize to complete the work. Bidders should complete Attachment M, Summary of Equipment Proposal Form detailing the equipment being proposed. Utilization of the forms provided will expedite review of the proposals.

<p>19.) 5.3 Second paragraph - "Prior to the Deadline for Submission of Proposals, any such clarifications or modifications as deemed necessary by DOH will be posted to the DOH website." Question - Will there be any other means to communicate to those parties interested in submitting proposals that there was a modification and/or clarification by the DOH that will direct such parties to the DOH website?</p>	<p>The DOH posts any modification and/or clarification on the DOH's website. When such an event occurs the DOH also notifies all known potential bidders, using a combination of standard and electronic mail, that such event has occurred so that they can view the modification and/or clarification.</p>
<p>20.) 5.5 Minority & Woman-Owned Business Enterprise Requirements - If we are intending to apply for a full waiver on the M/WBE requirement due to lack of participants that apply to the nature of this proposal and the fact that this contract would be labor intensive with the majority of cost being payroll, taxes and fringe benefits and the majority of the equipment used to perform these specific tasks are already owned by the Association, are we still required to complete the M/WBE Form #1 with \$ 0 amount proposed for this contract, to submit with our proposal.</p>	<p>In the event that a bidder is going to request a waiver from M/WBE goals, a bidder should still complete M/WBE form #1 with goals of zero (0) and then complete the M/WBE form #2 requesting a partial or full waiver, with supporting documentation.</p>