



NEW YORK STATE
DEPARTMENT *of*
FINANCIAL SERVICES

Andrew M. Cuomo
Governor

Maria T. Vullo
Superintendent

BID QUESTIONS/INQUIRIES AND RESPONSES MEMORANDUM

DATE: September 1, 2016

PLEASE ADDRESS INQUIRIES TO:

Ron Wachenheim, *Contract Management Specialist 2*
Telephone Number: (518) 402-5375
E-Mail: ron.wachenheim@dfs.ny.gov

BID NO.: C000416

TITLE: Temporary Executive Secretarial Services

BID DUE DATE: September 12, 2016 @ 4:00 PM

CONTRACT TERM: Five (5) years, commencing upon approval by State Comptroller's Office

SUBJECT: Responses to Questions/Inquiries

ALL PROSPECTIVE BIDDERS

In reference to the above bid solicitation, the following questions/inquiries were submitted, thus we are providing answers to each question below:

QUESTION #1: What is the total budget limitation of this RFP?

ANSWER: **There is no set budget.**

QUESTION #2: Is there any service provider of the same services in the past, if yes then please share the details of the service provider along with the last year's outlay?

ANSWER: **None, this is a new contract.**

QUESTION #3: Page 5 2.1 Contractor Responsibilities (b) Minimum Qualifications – First bullet states 2 year Associates degree in Secretarial Science. Would an Administrative Professional Certification or Associates of Applied Science degrees be acceptable substitute?

ANSWER: **Yes.**

QUESTION #4: Do you use Microsoft Office for electronic calendar? If not please identify what is used.

ANSWER: **Yes we use MS Office for electronic calendar.**

QUESTION #5: Is there an incumbent?

ANSWER: **No.**

QUESTION #6: What is the historical number and anticipated number of temp positions needed each year?

ANSWER: **No historical numbers and unknown number of positions. This is a new contract.**

QUESTION #7: What is the average length of assignment?

ANSWER: **Unknown as this is a new contract.**

QUESTION #8: What is the max length of assignment?

ANSWER: **See answer to Question #7.**

QUESTION #9: What is the number of holidays?

ANSWER: **If you mean number of holidays worked, the answer is none (offices are closed on Federal holidays). Only exceptions are Lincoln's Birthday and Election Day, which are known as floaters and our offices are open both days.**

QUESTION #10: For non-emergency requirements what is the turnaround time?

ANSWER: **Page 5 of the RFP, under Section 2.1, indicates "at least 24 hours' notice of need".**

QUESTION #11: What is the number of hours worked per week?

ANSWER: **If assignment is for full week, then forty (40) hours.**

QUESTION #12: Are the positions full-time or part-time?

ANSWER: **They would be full time for the number of days we need the position filled.**

QUESTION #13: What are your payment terms?

ANSWER: **State Finance Law, Section 179-f(2), states 30 calendar days, excluding legal holidays, from the receipt of a proper invoice.**

QUESTION #14: Who are the current vendors, what are their current rates?

ANSWER: **See answer to Question #2.**

QUESTION #15: What is the approximate annual budget for this bid?

ANSWER: **See answer to Question #1.**

QUESTION #16: Is this an existing opportunity or new opportunity?

ANSWER: **New.**

QUESTION #17: Is there any Incumbent? If yes, could you please provide the details?

ANSWER: **See answer to Question #5.**

QUESTION #18: Please provide historical spending data?

ANSWER: **See answer to Question #6.**

QUESTION #19: If the requirement is new, how many vendors are you going to select for award?

ANSWER: **Page 33 of the RFP, under Section 7.1, indicates up to three (3) awards will be made.**

QUESTION #20: What is the allocated budget for the contract?

ANSWER: **See answer to Question #1.**

QUESTION #21: Who received the last award for this contract? What is the annual spend amount for last contract?

ANSWER: See answer to Question #2.

QUESTION #22: Is it possible to receive the current Employee Pay Rate, Bill rate and Markup for the current contract?

ANSWER: None to share; this is a new contract.

QUESTION #23: How many temps do you have currently?

ANSWER: See answer to Question #5.

QUESTION #24: Can you please provide the approximate spend for Executive Secretarial job class covered by in last contract?

ANSWER: None; this is a new contract.

QUESTION #25: Can you kindly give an estimate of the number of temps to be provided by the selected contractor(s)? What is the typical length of time to be served by a temp? Is this a Service Contract Act (SCA) contract?

ANSWER: Unknown as this is a new contract. This is not an SCA contract.

QUESTION #26: We are a Minority & Women-owned business enterprise, could you please confirm that, if it is necessary to subcontract with SDVOSB at the time of proposal submission?

ANSWER: We still encourage all vendors to work with SDVOB companies if possible.

All other terms and conditions of the bid solicitation remain the same.

This Memorandum is to be signed, submitted and made a part of your bid.

VENDOR: _____

ADDRESS: _____

SIGNATURE OF BIDDER: _____

DATE: _____