

Questions and Answers ("Q&As") Request for Proposals ("RFP") for Consultant Services for Updating Schedule of Reasonable Costs for Major Capital Improvements

Issued: February 9, 2021

Updated: March 10, 2021

No.	Questions	Answers	Posted Round
1	I downloaded the before mentioned request for proposals handbook and its 153 pages. Is there a shorter version for it? Some sort of a flow chart for the entire process?	No.	1
2	Can you specify the term of the contract for this assignment?	Three Years. Refer to Section 22 of the RFP.	1
3	Can you clarify if the language under part A (Section 8, Proposal Submission Instructions) on page 37 of the RFP should be revised?	Refer to Item No. 3 of RFP Addenda dated February 9, 2021.	1
4	Who are the other firms competing for this proposal?	The Agency does not disclose names of competing firms.	2
5	Can you specify the value of the contract?	The Agency does not wish to disclose this information.	3
6	Does a 2 factor authentication and email encryption meet NYS requirements?	This question isn't clear; however, please refer to the specific ITS security policies at the link below: https://its.ny.gov/tables/technologypolicyindex?field_document_type_tid_1=47&title=	3
7	Does NYS require a "Network Intrusion" test?	No.	3
8	Regarding Item A. (Annual Fixed Cost per Deliverable) in the Cost Proposal Form: Will each deliverable be similar to the reasonable cost schedule given on pages 73 through 77 of RFP? Please confirm.	DHCR anticipates that the initial deliverable will include approximately 10 new MCI item categories than those included in the reasonable cost schedule referenced on pages 73 through 77 of the RFP. In addition, DHCR anticipates that the initial deliverable will include approximately 5 new subcategories under those categories listed on the reasonable cost schedule referenced on pages 73 through 77 of the RFP. As a reminder, the annual fixed cost per deliverable must include the methodology, reports, etc. to back up, support, replicate and defend the results contained in the reasonable cost schedule, as more fully described in the Scope of Services (Scope of Work) section of the RFP.	4
9	Is it only preparing the reasonable cost schedule as per the list of items given in page 73 to 77 of the RFP?	No, the RFP lists items that are expected to be delivered in Section 6 of the RFP titled Scope of Services (Scope of Work).	5

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10	Does the submission requires separate cost schedule for each areas such as New York city, Westchester, Nassau, Rockland County etc or a single submission for the whole NY State?	Yes, the submission requires separate cost schedules for each area covered by rent regulation. DHCR will then determine which areas are best to be aggregated for schedule purposes.	5
11	Does the submission requires every Major capital improvement project (MCI)?	The RFP lists the items that are expected to be delivered but does not cover all MCI projects. DHCR is creating schedules of general applicability. DHCR may request some technical support from the contractor if there is a request for waiver of the amounts as set forth in the schedule pursuant to Section 6.3.3. of the RFP titled Miscellaneous Task; however, such costs are not part of Annual Fixed Costs Per Deliverable (Part A. of the Cost Proposal Form) and will be charged in accordance with Section B of the Cost Proposal Form titled "Project Annual Not to Exceed Rates Based on Hourly Rates for Additional Tasks for the Project Team & Blended Rate."	5
12	Should we consider extensive site visits to various buildings before the submissions?	To reiterate see the answer above. These are schedules of general applicability ,not individual assessments to be made with each filed MCI application. As noted in the RFP, we may seek technical advice on certain requests for waivers . For the creation of the schedules, the RFP does not limit the contractor to a single method of obtaining data. The Proposal must explain the methodology to be used for calculating MCIs.	5
13	Generally what are the additional services to be provided in addition to prepare the cost schedule?	The additional services are indicated in Section 6.3.3 of the RFP.	5

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14	MWBE participation- 30% (MBE 15% and WBE 15%) – If we don't have a WBE as subcontractor, can we meet the 30% requirement by assigning whole 30% to a MBE? Or can we meet the 15% WBE requirement in we win the job and join a WBE firm to the team? – Libria, please provide a response	No. You need to identify a certified WBE as a subcontractor or be approved to have the goals waived at the time of contract execution. You may submit a request for a waiver (RFP form P) with your proposal, if applicable.	5
15	SDVOB participation- 6% . If we don't have a SDVOB firm now, can we find someone later we win the contract? – Libria, please provide a response.	No. You need to identify a certified SDVOB as a subcontractor or be approved to have the goals waived at the time of contract execution. You may submit a request for a waiver (RFP form P) with your proposal, if applicable. Proposers may modify RFP Form P so that it can be used to request an SDVOB Waiver.	5