

New York State Division of the Budget

**Management Consulting Services RFP
Response to Bidder Inquiries
Issued December 19, 2024**

General

1. Is there an incumbent for these services?

The Division previously contracted with Guidehouse LLP and KMPG LLP to provide services similar to those in the RFP, but the aforementioned contracts expired in October 2022.

- 2. Are there existing projects underway for which this MSA could be used once awarded? If so, can you please provide a list of those projects and supporting vendors?**
- 3. Are there already projects that need attention from the winning vendor, and can you share the projects and schedule so we can resource plan to hit the ground running if awarded?**
- 4. Does DOB anticipate a certain number of projects within the first year of the contract? If so, what frequency is expected?**

There are currently no existing projects underway for these contracts. As noted in the RFP, the selected consultants will support the Division on an as-needed basis in emergent consulting engagements. Therefore, the number and frequency of the projects cannot be determined at this time.

5. Is there a budgeted amount of spend for these services in the upcoming year?

There is no budgeted amount for the services stated in the RFP.

- 6. Does DOB have a preference or policy around work location for engagements or assignments?**
- 7. Are there any physical location requirements for staff working on engagements or assignments?**
- 8. What are the expectations regarding onsite vs remote work?**
- 9. Does DOB permit contributions from firm employees who are located offshore or outside of the United States?**

It is anticipated that the bulk of the work may be performed remotely. If the need for onsite work arises, the State will work with the consultant to ensure it is performed safely and in accordance with established guidelines. Work performed outside of the continental United States is prohibited.

- 10. The solicitation requires a fast turnaround response. Would DOB consider extending the due date to January 10, 2025?**
- 11. Would DOB consider extending the deadline?**

The Division is extending the proposal submission deadline to Friday, January 3, 2025 at 12:00 PM ET. Please see Amendment 1.

- 12. The previous RFP was divided into two Lots - one for Strategy and Implementation, one for Management Consulting Services. Have the two been merged into one, or will a second Strategy and Implementation RFP be released in the future?**

At this time the Division is only releasing the Management Consulting RFP.

Section 1 - Scope

- 13. Does the scope of work include Disaster Recovery Services?**

The selected consultants may be engaged to support the State's disaster recovery effort to the extent such services fall within the general scope of the RFP.

Section 1.2 - Statement of Work Development Process

- 14. Please confirm that project charter activities will or will not be payable activities.**

Per section 1.2 of the RFP, "Any work the Firm does to develop and execute the SOW shall be at no cost to the Division and shall not be listed as a deliverable of the project unless specifically requested by the Division. Accordingly, the time spent by of the Contract Manager on development of the SOW shall not be billable to the Division". The project charter is considered part of the SOW development process and therefore not billable.

- 15. Is it expected that project charters will be co-developed with the Division during the SOW stage?**

Per section 1.2 of the RFP, the Firm will create a proposed Project Charter and Proposed Project Plan to be approved by the Division prior to any work commencing. The Division may work with the Firm to provide comments and revisions as necessary. Once the Firm's proposed final Project Plan, proposed Project Charter, and approval of all proposed Firm staffing by the Division, the Division will work with the Firm's assigned Contract Manager to finalize a SOW to be executed for the project.

- 16. Will Statements of Work on this contract be performed on a firm-fixed basis, time and materials basis, or both?**

Per section 2.2 of the RFP, the compensation structure for services under any resultant contract will be defined and described in a mutually agreed-upon SOW according to the needs of the individual project or engagement.

Section 1.3 – Utilization of the Primary and Secondary Consultant

17. Does the Primary and/or Secondary Firm(s) selected to perform Management Consulting Services have the ability to opt out of working on any specific task order?

The Division at its sole discretion may allow the Primary and/or Secondary consultant to opt out of an assignment under very limited circumstances.

Section 1.5 - Minimum Firm Qualifications

18. Does the State prefer minimum firm qualification projects that took place in New York State versus a “comparable state” or the federal government?

There is no preferred location for minimum firm qualifications projects provided it is one of the locations listed in Section 1.5 of the RFP.

19. Would the State consider major projects completed for Fortune 100 companies as comparable organizations for the purposes of demonstrating minimum firm qualifications?

Yes, please see Amendment 1.

Section 2.1.C - Documentation Demonstrating Satisfaction of Minimum Qualifications

20. Please clarify if the project(s) featured in Section 2.1 C of the RFP response must detail how they have addressed every bullet mentioned in Section 1.2 Services Required or rather provide representative project(s) that align to the bullets mentioned in Section 1.2 Services Required.

The project engagements put forth to satisfy the Minimum Firm Qualifications requirements defined in section 1.5 must include the following:

- 1) The scope and specific services and deliverables provided during the engagement(s)
- 2) The entity(s) for which the services and deliverables were provided
- 3) The total cost of the engagement(s)
- 4) The outcome of the engagement(s)

Please see Amendment 1.

Section 2.1.D - Firm Experience and Qualifications

21. There are two (2) case study requirements in the Firm Experience section. For the first case study requirement, it states that the case study must be Healthcare or Transportation. The second case study requirement states it should be focused on a major project in one of the other Policy Areas identified in Section 1.2, at the Firm's choosing. Can the second case study be Healthcare or Transportation if that policy area has not already been covered in the first case study?

Yes.

22. Are any U.S. territories considered comparable to New York State (i.e., Puerto Rico)?

No.

Section 2.1.E. - Staff Experience and Qualifications

23. What is the maximum number of other proposed staff that can be listed?

There is no limitation on the number of other proposed staff that can be listed.

24. Is the expectation that proposers assign core staff for all six (6) job titles listed in Form 1.2? Or is the Core staff limited to the job titles of Engagement Partner, Project Manager, and Subject Matter Expert?

For this solicitation, core staff is defined as the Engagement Partner, Subject Matter Expert and Project Manager.

Section 2.1.E - Reference Letters

25. Section E is repeated - both for Reference Letters and Staff Experience and Requirements. Should Section E - Reference Letters be referred to as Section F - Reference Letters?

Yes, Reference Letters should be labeled Section F. Please see Amendment 1.

26. Is there a requirement to submit two letters of reference or four? It is unclear whether one letter should cover a described engagement that the engagement partner was involved in and another a described engagement that the project manager worked on, or if there should be two letters regarding described engagements, one regarding the engagement partner and one regarding the project manager.

Per the RFP, Firms should supply at least two (2) letters of reference of the Firm's engagements, one (1) letter of reference for the proposed lead Engagement Manager and one (1) letter of reference for the proposed Project Manager. The same reference letter may be applicable to both the Firm and the proposed staff.

Section 3.3 – Evaluation and Scoring

27. How does the DOB intend to evaluate the not to exceed proposed rates from each vendor?

Per the RFP, "cost proposals will be evaluated on a pre-determined formula using the information provided in Form 1. The maximum score (20 points) will be allocated to the proposal with the lowest cost according to this formula. All other proposals will receive a proportionate score to the proposal with the lowest cost, according to the following formula: Cost points awarded = (20 potential points) X (Low Bid / Firm's Bid)".

28. Please clarify, when the State says, "Firms will be prohibited from presenting on an existing State project or a potential project that stems from an existing project", does this include only current engagements that a vendor is currently working on with the State? Can vendors present on projects that the State may be working on independent of the vendor?

Firms cannot present on current projects they are working on with the State or a potential follow on project of a current project. Firms can present on projects that the State may be working on independent of the Firm.

Section 9 – Minority- and Women-Owned Businesses

29. Are the 15% MBE goal and 15% WBE goal combined for a 30% total goal?

Yes.

30. How is this measured and applied - per SOW, per annum, per a different way?

The Division will document MWBE goals at the onset of each SOW. The 30% MWBE participation goals is measured throughout the five-year term of the contract.

Appendix B – Sample Contract

31. Please confirm that clause XIV of Appendix B speaks to liability for which causality has been established and does not assume vendor liability unless proven otherwise.

The Division believes the provision is clear as to the assessment of liability and the causes thereof. For more specific inquiries, the Division suggests you seek independent legal counsel.

Form 2- Firm Information and Attestation

- 32. Form 2, entry 7.3 asks if we accept all of the provisions of the sample contract. If we have proposed exceptions to the contract, would they be disqualifying? If not, are we able to include them as an appendix to Form 2?**

Form 2, Item 7 - RFP and Contractual Requirements, requires Bidders' agreement to be bound by the terms and conditions included in the RFP Section 5 and the Sample Contract. In accordance with State procurement guidelines, revisions proposed by Firms must not substantially alter the requirements or specifications set out in the RFP. Any Bidder who provides exceptions is advised that its proposal shall not be contingent upon the Division's acceptance of those exceptions and should state so its proposal.

Form 5 – MWBE Utilization Plan

- 33. Given there is no specific work or value at this MSA stage, would putting "TBD" in sections 4 and 5 of Form 5.2 be acceptable, with specifics to be provided at the Project assignment stage?**

For the purposes of the MWBE Utilization Plan, "TBD" in sections 4 and 5 of Form 5.2 is acceptable.

- 34. Is there a procurement number that bidders should use where requested on the administrative forms?**

There is no procurement number for this solicitation.

Form 7 – Vendor Responsibility Questionnaire

- 35. Given there is no specific work or value at this MSA stage, do Subcontractors need to complete the VendRep questionnaire (VRQ) at this time or should that be done at the Project assignment stage?**

For the purposes of the VRQ, Firms should assume each proposed subcontract will be in excess of \$100,000.

- 36. What are the responsibilities or limitations of any vendors involved with DOJ inquiries? Is there an adjudication process?**

By law, the Division may only award contracts to responsible vendors. The Division is required to conduct a review of a prospective contractor (and each subcontractor whose anticipated fees for the project are estimated to be over \$100,000) to provide reasonable assurances that the vendor is responsible. As part of the vendor responsibility review the contractors (and subcontractors) must answer every question in the vendor responsibility questionnaire (VRQ) and where appropriate additional information may be required for the questionnaire to be complete and accurate. The

VRQ requires vendors to state whether or not they have been the subject of an investigation, whether open or closed, by any government entity for a civil or criminal violation within the last five (5) years.