

**DHSES Disaster Case Management
RFP #1000
Questions and Responses**

1. Will the division allow teaming agreement for prime contractor?

DHSES Response: Yes.

2. Will the work prevent the contractor from competing for other work with the division?

DHSES Response: No.

3. Page 7 Section 2. Scope of Work paragraph a. the last sentence is not completed "Other affected counties may be added as additional Individual Assistance designations are made by". Are we to infer that the disaster number on the inset map is the end?

DHSES Response: This sentence should read, "Other affected counties may be added as additional Individual Assistance designations are made by FEMA."

4. The New York State Contract Reporter dated 12/13/2021 categorized this opportunity as a "Grant or notice of funds available." The overall solicitation doesn't explicitly limit respondents to private non-profits. However, there are solicitation markers that seem to indicate it is designed as grant or subgrant award to a non-profit. Is DHSES intent to award a grant or subgrant to a private non-profit or to award contract to a provider who may be either a commercial "for profit" or non-profit entity?

DHSES Response: DHSES intends to contract with whichever organization best demonstrates that it has experience in disaster case management services, ability to address the specific needs of the impacted communities, and to collaborate with and utilize local service providers and recovery groups in those communities to provide needed services.

5. Section 1.2 references an application NYS made for the grant to cover cost of the services contemplated in this solicitation. Please provide a copy of the application.

DHSES Response: This application will not be provided in relation to this RFP.

6. The scope of the contract section contemplates positions entitled "construction cost analyst". Does DHSES have a system of record or preference for the platform used to create and manage construction cost data? Typically, these programs have utilized Xactimate, but others are available.

DHSES Response: No.

7. Scope of work notes DCM services will be conducted in counties designated for FEMA Individual Assistance (IA). Does DHSES expect to have available IA registration data for the contractor upon award of the contract?

DHSES Response: Yes.

8. The pricing form seems to contemplate a grant structure as opposed to a commercial vendor/vendee relationship. It is unclear how a commercial contractor is to address: subcontract costs, variable rates of employee compensation, overhead, G&A, and Fee recovery in this pricing format. Please clarify how these costs should be addressed in the pricing form or revise the pricing forms to clarify.

DHSES Response: Bidders can refer to FEMA DCM Program Guidance beginning on page 183, with attention to the Allowable Costs Appendix E. pps.258-259.

https://www.fema.gov/sites/default/files/documents/fema_iappg-1.1.pdf

9. The solicitation repeatedly references "allowable costs" in traditional grantee/subgrantee terms. Please confirm this solicitation is not intended to award a grant or sub-grant.

DHSES Response: Availability of funds and awards for this solicitation are subject to the approval of New York's State's federal application for NYS Disaster Case Management Services for NYS 4615-DR-NY (Remnants of Tropical Storm Ida). DHSES will be the awardee and enter a contract with the successful proposer of this RFP.

10. Section 2.4 Technology platform appears agnostic to data management platforms. Does DHSES have a system of record or preference for the platform used to monitor disaster survivors progress and measure DCM goals?

DHSES Response: No.

11. Please provide NYS DHSES budget for the scope of work in this solicitation.

DHSES Response: Cost proposal expenditures should be based on an estimated Disaster Case Management recipient population of 3,873 individuals or families.

12. Please provide latest/best estimate of survivors to be addressed under this contract.

DHSES Response: Cost proposal expenditures should be based on an estimated Disaster Case Management recipient population of 3,873 individuals or families.

13. Please provide names of contractors, agencies, or entities who have previously provided DCM services in prior disasters. Specifically, who provided services in the aftermath of Hurricane Sandy and/or Irene?

DHSES Response: This information will not be provided in relation to this RFP.

14. Page 9, Section 2.3: lists responsibilities of the Data Manager to include "...maintaining up-to-date client records and transferring case files into the DCM data platform." Is the DCM platform software that is maintained by the State or is the DCM data platform to be provided by the awarded vendor?

DHSES Response: The platform is to be provided by the awarded vendor.

15. Please confirm addendum will be posted to the DHSES website.

DHSES Response: If an addendum is necessary, it will be posted to the DHSES website.

16. Page 24, Section 5.10: notes "Any addendum issued prior to the proposal due date must be acknowledged by signature, dated, and be submitted on or before the proposal due date. In awarding a contract any written addenda will become a part thereof." However, the proposal submission instructions outlined in Section 3 on pages 14 – 18 does not include a specific location for signed addenda to be included. Does the state have a preference where signed addenda are incorporated into the final proposal?

DHSES Response: Any necessary addenda should be labeled and incorporated at the end of the final proposal.

17. Page 20, Section 4: Evaluation and Selection Process, Section 4.1: notes 5 points are available if the proposer is a MWBE, SBE, or SDVOB. Will proposers who subcontract at or above the 30% stated M/WBE goal receive points?

DHSES Response: No.

18. Page 22, Section 5.3 Price: notes "Pre-approved travel, meals or lodging expenses shall be reimbursed in accordance with the not-to-exceed rates authorized by the NYS Office of the State Comptroller (OSC). Estimated travel costs shall be added to the not-to-exceed value of this contract after it's award." Can proposers submit fully burdened hourly rates inclusive of travel or are hourly rates limited to labor, licenses, insurance, administrative, overhead and profit?

DHSES Response: No, proposers cannot submit fully burdened hourly rates inclusive of travel. See also the DCM Program Guidance beginning on page 183, with attention to the Allowable

Costs Appendix E. pps.258-259.

https://www.fema.gov/sites/default/files/documents/fema_iappg-1.1.pdf

19. Page 57, DHSES Required Forms – Table of Contents: requests that proposers complete and submit a Monthly MWBE Contractor Compliance Report and provides the following URL to access the form “(Available at <https://www.dhSES.ny.gov/recovery/mwbe/disaster-finance.cfm>).” However, when clicking that link, there is no form called “Monthly MWBE Contract Compliance Report.” What should proposers submit to satisfy this item?

DHSES Response: The Monthly MWBE Contractor Compliance Report is not required. The correct form is the DHSES Disaster Recovery Amended Workforce Utilization Form. This form must be submitted quarterly and is available at

<https://www.dhSES.ny.gov/recovery/mwbe/disaster-finance.cfm>

20. Page 98, Cost Proposal Form: “This Cost Proposal Form must be completed, signed, and submitted with four originals and one exact copy.” However, Section 3.3 Packaging of RFP Response on page 18 requests “*Four originals, each one tabbed in 3 ring binders.*” Please clarify how many copies of the whole proposal (technical, cost, and administrative) and how many copies of the cost proposal are required.

DHSES Response: Four originals of the entire proposal, each one tabbed in 3 ring binders, must be submitted by mail, hand delivery, overnight carrier, or certified mail to:

The New York State Division of Homeland Security and Emergency Services

ATTN: Disaster Recovery Finance

1220 Washington Ave., Bldg. 7A, 4th Floor

Albany, NY 12242

21. Page 98, Cost Proposal Form: notes “Cost proposal expenditures should be based on an estimated Disaster Case Management recipient population of 3,873 individuals or families.” Does the state anticipate impacted individuals or families will be concentrated in specific areas or relatively evenly disbursed among the nine (9) impacted counties?

DHSES Response: New York State expects that DCM services may be needed in the nine affected counties based on individual eligibility.

22. Page 98, Cost proposal Form: requests “hourly rate, # of positions and estimated annual hours.” Should estimated annual hours be recorded as hours per employee? If so, please confirm calculation for annual value = hourly rate x number of positions x estimated annual hours (per position).

DHSES Response: No, the estimated annual hours should not be recorded per employee, they should reflect the total estimated annual hours for all the positions proposed per title.

23. Page 98 Cost Proposal Form: requests costs for “Provider Agency” and “Management Agency.” Please clarify what is the provider agency versus management agency. Is the proposer assumed to be the provider agency?

DHSES Response: The Management Agency has the discretion to subcontract with provider agencies as warranted.

24. Page 91, Appendix E: M/WBE and EEO Requirements states: “DHSES hereby establishes an overall goal of 30% for MWBE participation, 15% for Minority-Owned Business Enterprises (“MBE”) participation and 15% for Women-Owned Business Enterprises (“WBE”) participation (based on the current availability of MBEs and WBEs). The total Contract goal can be obtained by utilizing any combination of MBE and/or WBE participation for subcontracting and supplies acquired under the Contract.” Please confirm this statement means that proposers may meet the overall 30% MWBE goal through any combination of WBE and MBE. For example, if a proposer demonstrates 20% WBE and 10% MBE participation, would this be considered to meet the goal?

DHSES Response: Yes, proposers may meet the overall 30% MWBE goal through any combination of WBE and MBE.

25. Page 16, Section 3.1.1.4 Operational Work Plan: states: “Describe how the services will be made available to all eligible survivors of the disaster regardless of program access needs. DCM offices should be in buildings that are ADA compliant.” Is the awarded proposer expected to provide office space or does the state anticipate the awarded vendor will be collocated in state offices? If the awarded vendor is expected to provide offices, how many and where?

DHSES Response: New York State does not intend to provide office space. The proposer is responsible to provide office space and to determine how many offices will be required and where they will be located.

26. On page 22 section 5.3 Price it states: “Prices shall be represented as hourly rates for each title. The hourly rate for each title shall be inclusive of all labor, licenses, insurance, administrative, overhead and profit.” Are “overhead and profit” allowable costs?

DHSES Response: No, overhead and profit are not allowable costs. Please refer to FEMA DCM Program Guidance beginning on page 183 and the Allowable Costs Attachment E on pages 258-259: https://www.fema.gov/sites/default/files/documents/fema_iappg-1.1.pdf

27. On page 4 section 1.2 Availability of Funds, it states, "Availability of funds is subject to the approval of New York State's federal application for NYS Disaster Case Management Services for NYS 4615-DR-NY." What was the total amount that was requested in NYS's federal application for Disaster Case Management services for DR 4615?

DHSES Response: This information will not be provided for purposes of this RFP.