PRE-PROPOSAL WEBINAR QUESTIONS:

Question #1: Can I get a copy of the Sept 18th pre-proposal webinar?  
Answer: Yes.  C037688 Announcement #1 will release information to access the recording of the 9/18/2018 pre-proposal webinar recording.

Question #2: Has NYSDOT set a total budget for this project?  
Answer: Yes, but for these types of consultant procurement opportunities, is it NYSDOT’s policy not to release budget information.  It is NYSDOT’s practice to allow the marketplace to speak freely regarding how to set costs for proposals in response to the C037688 RFP.

Question #3: Can my response be vendor-hosted/SaaS only?  
Answer: Yes, the RFP allows vendors to only submit an Option B-type offer, which is for vendor-hosted/SaaS-type solutions.

Question #4: Can two partnering vendors each submit a proposal where each firm is prime on one proposal and a sub on a second proposal (switch roles)?  
Answer: Yes. However, each proposal would have to be complete (per RFP Section 4 Tables 1 and 2), stand completely by itself and represent an independent proposal.  NYSDOT does not interpret this as collusion but as a creative manner in which to present proposals which may offer the state the best value.

Question #5: What happens if I ask a question after the close of the RFP’s Q&A time period?  
Answer: NYSDOT will acknowledge and consider any questions received after the RFP’s question submittal deadline but is under no obligation to respond, and will only do so if it is determined to be in the best interest of the State. Any response given will be issued publicly, and additional time to submit proposals may be granted.  Questions received just before the deadline for proposal submission will only be considered if they expose a fatal flaw which would lead to cancellation of the RFP.

Question #6: Can you tell us which vendor is providing the current system?  
Answer: NYSDOT has in the past worked with a vendor, but is not currently doing so. Please see the Background Section of the RFP main body for more details.
ROUND ONE QUESTIONS (After 9/18/2018 Webinar):

**Question #7:** Can we have another month to submit the proposal?
**Answer:** NYSDOT is still considering this request.

**Question #8:** We would like to know if the NYSDOT would sign a software sharing agreement with other state DOTs?
**Answer:** NYSDOT is still considering this request. Please note that if such an agreement were allowed, per the C037688 RFP all NYSDOT functional requirements still need to be met.

**Question #9:** Page 19 of the RFP specifies the Technical and Management Proposal to be submitted in native MS2 Office 2016 compatible format. Can we just submit all digital content in PDF format?
**Answer:** Yes, as long as a submittal includes both formats (native and PDF).

**Question #10:** For ES3, what type of supporting documentation of company stability is the DOT looking for? Would financial information be acceptable?
**Answer:** Appropriate financial information is acceptable, as is other information (line number of years in service) which helps NYSDOT to determine company stability.

**Question #11:** The AOR form is Attachment 5, not Attachment 4, as written on page 2 of Attachment 12?
**Answer:** NYSDOT will release an amended RFP Attachment 12 such that Requirement MR1 references Attachment 5 and that Requirement MR2 references Attachment 6.

**Question #12:** For Attachment 7, do we need to get a CIN and SFS number prior to winning the Project? If yes, how do we obtain these numbers?
**Answer:** For firms who are interested in other NYSDOT contracting opportunities, registering with New York State is recommended. However, for RFP proposal submission purposes, these fields on Attachment 7 can be left blank if your firm has yet to obtain these numbers. The firm selected for tentative contract award must obtain these numbers and will be given the necessary instructions regarding how to obtain them.

**Question #13:** Please clarify Attachment 13. What is the meaning of “Use Case” in the first column?
**Answer:** References to specific requirements are currently in Attachment 24 ‘Use Cases’. NYSDOT will release an amended Attachment 13 to appropriately reference Use Case Number contained in Attachment 24.

**Question #14:** Also for Attachment 13. At the top of the excel sheet, statement at the end of instructions says, “For each of the following business challenges, provide detailed responses as to how the Proposer’s system meets the requirement.” Where are the actual Business Challenges listed? Is each item identified with Functional ID considered a business challenge? Is the expectation that a detailed response should be given for each item?
Answer: Each category of Attachment 13’s functional requirement (the light blue shaded rows) is considered to be a business challenge, divided up into subcomponents or broken down into individual requirements. A response to each row of Attachment 13 is expected - a simple narrative addressing each business challenge for the non-numbers requirements will suffice; a more detailed response is expected for each of Attachment 13’s numbered functional requirements.

**Question #15:** What is the state asking for or what is the state’s purpose in asking this question in the Key Personnel Reference section of Attachment 15: Degree to which offered key personnel were primarily responsible for project delivery?

**Answer:** NYSDOT is seeking to learn the degree to which a Key Person was primarily responsible for delivery of services for other clients for like services. Primary responsibility can be for a role like ‘team leader’ or ‘primary author’ or ‘lead trainer’, etc.

**Question #16:** Should RFP Attachments 9 and 10 be completed and submitted at this initial expression of interest stage of the RFP process?

**Answer:** No. RFP Attachments 9 and 10 are due with your proposal submission.

**Question #17:** I am looking for September 18th pre-proposal webinar recording, but don’t see it with the other files on the Consulting Services Opportunities site. Can you assist?

**Answer:** Yes. The 9/18/2018 Pre-Proposal Webinar recording was released via Announcement #1, which was released on September 18th.

**ROUND TWO QUESTIONS:** To Be Announced. Round Two questions are due by 2:00 PM September 27, 2018.