



STATE OF NEW YORK  
DEPARTMENT OF TRANSPORTATION  
50 WOLF ROAD  
ALBANY, N.Y. 12232  
<http://www.dot.ny.gov>

JOAN MCDONALD  
COMMISSIONER

ANDREW M. CUOMO  
GOVERNOR

**April 13, 2012**

## **REQUEST FOR PROPOSALS**

**Oversight of Drug and Alcohol Testing Programs of Subrecipients Funded by FTA  
Programs Services for NYSDOT  
Contract #C030788**

## **MODIFICATION NO. 1**

Reference is made to the above solicitation wherein the following changes are hereby incorporated:

1. After Attachment 12, Documentation of Minimum Experience Requirements, Insert Attachment 13, Questions and Answers Received in Response to the RFP Received Through April 9, 2012.

Reminder that Proposals are due April 20, 2012 at 2:00 PM (EST).

**A one-page mandatory ACKNOWLEDGEMENT reply is attached.** To ensure that your proposal is deemed to be responsive to the RFP, the acknowledgement receipt of RFP Modification #1 is required (mandatory) by all firms submitting proposals. Thank you.

**Please direct questions to:**

Ms. Kathy Fitzpatrick, NYSDOT Contract Management  
E-mail: [kfitzpatrick@dot.state.ny.us](mailto:kfitzpatrick@dot.state.ny.us)

Sincerely,

*Kathy Fitzpatrick*, for  
WILLIAM A. HOWE  
Director, Contract Management

**ACKNOWLEDGEMENT OF RECEIPT: MODIFICATION NO. 1**  
**Request For Proposals Contract #C030788**

**OVERSIGHT OF DRUG AND ALCOHOL TESTING PROGRAMS OF  
SUBRECIPIENTS FUNDED BY FTA PROGRAMS SERVICES FOR NYSDOT**

An authorized representative of your firm or organization must acknowledge receipt and acceptance of this Modification No. 1 by signing and returning one copy of this Modification to the undersigned via inclusion in the Contract Section of your firm's Part II Cost and Contract Proposal to NYSDOT.

ACKNOWLEDGED AND  
ACCEPTED:

NYS DEPARTMENT OF TRANSPORTATION

BY: \_\_\_\_\_

BY: original signed by: Kathy Fitzpatrick, for

NAME: \_\_\_\_\_

WILLIAM HOWE, Director

TITLE: \_\_\_\_\_

NYSDOT Contract Management

FIRM: \_\_\_\_\_

## **Attachment 13**

### **Questions and Answers Received in Response to the RFP Received Through April 9, 2012**

#### **Oversight of Drug and Alcohol Testing Programs of Subrecipients Funded by FTA Programs Services for NYSDOT Contract #C030788**

**Q1.** Regarding RFP Scope of Services, A – Task 1: “The FTA prefers but does not require "Onsite" inspections/reviews of each transit agency and their service agents (typically the clinic) as part of the oversight process. A1 does not address whether NYSDOT is requiring Onsite inspections.” Does NYSDOT require Onsite inspections of each of the 85 transit agencies and their clinics? If yes, at what frequency (e.g. annually)?

**A1: Yes, to clarify, the RFP does require onsite inspections of agency program files and collection site procedures. Review of agency policies and other service agents can be performed remotely. Onsite inspection frequency is once every three years.**

**Q2.** Regarding RFP Scope of Services, A – Task 2, does NYSDOT require that the training (5 training and 10 technical assistants) described be conducted at designated sights in New York? If yes, where?

**A2: The RFP requires that training would be held in New York State at various locations across upstate New York that are convenient for transit agencies. The sites would be within a 2-hour drive of the following commercial airports: Buffalo, Rochester, Syracuse, Albany and Newburgh. The tentative training site locations are Dunkirk, Belmont, Fulton, Oneonta and Poughkeepsie, New York.**

**Q3.** Regarding I.C. Minimum RFP Responsiveness Requirements, is the minimum three (3) years of work experience with FTA and the Federal Motor Carrier Safety Administration (FMCSA) regulations required for each modal administration?

**A3: The minimum three years of work experience is cumulative. It could be three years worth of work experience with testing regulations for FTA only, FMCSA only, or a combination of years for the two modal agency regulations that equals three years of experience.**

**Q4.** Clarification is requested regarding the listing of cities in #3 Direct Non-Salary Costs on Page 88 of the RFP. Buffalo is listed twice.

**A4: The RFP is being clarified such that the second use of the word “Buffalo” is replaced with “Syracuse”.**

**Q5.** The RFP states that the contract term is five years and the audits should be completed in three years. Are the only expectations for years 4 and 5 of the contract are the 5 training classes and the 10 technical assistance classes completed annually along with an annual MIS report and new recipient assistance?

**A5:** NYSDOT expects reviews/audits will continue in contract years 4 and 5. Systems reviewed in year 1 should be reviewed again in year 4. Systems reviewed in year 2 should be reviewed again in year 5. Reviews are expected to be on going throughout the contract term.

**Q6.** If I intend on using a sub-contractor to help me provide services required in the contract, does the sub-contractor need to submit an RFP response form?

**A6:** No, subcontractors are not required to submit the RFP response form. NYSDOT does request that all prime firms submit the RFP Response Form. NYSDOT does require all designated subconsultants to register with NYSDOT and maintain a current NYS vendor responsibility questionnaire.

**Q7.** Is a proposing company allowed to use an employee of a transit authority or an employee of a company that falls under FMCSR as a sub-contractor provided they are not a NYSDOT employee?

**A7:** Yes, a proposing company is allowed to use an employee of a transit authority (with permission from/knowledge of the applicable transit authority) or an employee of a company that falls under FMCSR as a sub-contractor provided they are not a NYSDOT employee. Firms are obligated to comply with restrictions for hiring a former NYSDOT employee or a former NYS employee (reference RFP Attachment 5). All other employees are acceptable.

**Q8:** In order to respond to the RFP does a firm need to have experience working with NYSDOT specific programs?

**A8:** No, a firm may have experience working with any transportation agency, not specifically with specific programs of NYSDOT.

No other provision of the solicitation is otherwise changed or modified.