



STATE OF NEW YORK  
OFFICE OF THE ATTORNEY GENERAL

LETITIA JAMES  
ATTORNEY GENERAL

DIVISION OF ADMINISTRATION  
BUDGET AND FISCAL MANAGEMENT BUREAU

## Purchasing Memorandum

**DATE:** 02/08/2024

**PLEASE ADDRESS INQUIRIES TO:**

Julie Verdi, *Contract Management Specialist I Trainee*  
Telephone Number: (518) 776-2120  
E-Mail: [purchase@ag.ny.gov](mailto:purchase@ag.ny.gov)

**REQUEST FOR PROPOSAL NO.:** 23-012

**TITLE:** Temporary Personnel Services: Architect

**RFP DUE DATE:** February 16, 2024

**PERIOD:** TBD

**SUBJECT:** Answers to Questions/Inquiries

**TO:** ALL PROSPECTIVE APPLICANTS

In reference to the above Request for Information, the following questions/inquiries were submitted for RFP 23-012. We are hereby providing answers to each question below:

1. QUESTION: how many personnel / architects are needed?
  - a. **ANSWER: The OAG is in need of one (1) Architect.**
2. QUESTION: is there an incumbent in place?
  - a. **ANSWER: Currently there is no incumbent in this position.**
3. QUESTION: the length of time the architect is needed for?
  - a. **ANSWER: The Architect will be needed for Six- months but may be extended based on the OAG needs.**
4. QUESTION: is it full time (at least 35 hours / week) or part time (if yes, how many hours?)
  - a. **ANSWER: This is a Full-time position for 37.5 hours/week with a 30-minute unpaid lunch. (at least 35 hours/week)**
5. QUESTION: After reviewing the request, we wish to get a clarification. Although this is titled Temporary Personnel, the request appears to be leaning towards an engineering firm who might "lend" you an employee as needed for periods of time. Can you make clear that we the type of firm you might be looking at to provide these services?
  - a. **ANSWER: An engineer or architect firm that does comprehensive design, and construction for NYC and NYS multi-family buildings from site to foundation to roof to building systems.**
6. QUESTION: Please before definitive if position is hybrid or no. If hybrid telecommuting is allowed what are the specifics to the program (IE: days in office, fixed day or not, start time, end time)



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- a. **ANSWER: Candidates will report to OAG office location at 28 Liberty Street, New York, Ny 10005. Hybrid telecommuting schedule MAY be offered at the discretion of the OAG. (See section 2.2)**
7. QUESTION: The posting is for an Architect, however, in the minimum requirements (3.2) and Preferred/Desired Criteria (3.3) the reference is made to an Architect or Engineer. Please confirm if an engineer can fill the position?  
a. **ANSWER: Yes, either an architect or engineer can fill the position.**
8. QUESTION: The criteria to be meet isn't balanced - The candidate could only have a Bachelor degree and five year experience OR they can have a Masters or NYS license plus four (4) years of experience. Does that mean that somebody with a Bachelors doesn't need to be NYS licensed as an Architect or Engineer?  
a. **ANSWER: A license is not required for the architect or engineer.**
9. QUESTION: Confirm that candidates do not have to be NYS licensed to be considered.  
a. **ANSWER: Correct, a license is not required for the architect or engineer.**
10. QUESTION: Confirm candidates do not have to sign/seal drawings?  
a. **ANSWER: No, they do not have to sign/seal drawings, nor create drawings.**
11. QUESTION: The paragraph references Section 7 as containing the Proposal Format; please confirm Section 5 contains the submission requirements that we need to follow as opposed to the Contract Provisions of Section 7.  
a. **ANSWER: Confirmed. Section 5 Proposal Submission contains the format and content needed for proposers bid submission. Section 7 includes required provisions for any resulting contract.**
12. QUESTION: Confirm that if a Proposal only has one (1) qualified candidate that they cannot (should not) submit a proposal?  
a. **ANSWER: Bidder must submit a minimum of two candidates (see section 5.2.3)**
13. QUESTION: The Cover Page Reference Form Financial Response per Section 5.2.1 must be signed and returned. Please confirm if only the cover page should be provided as a PDF document with a physical signature in addition to the Excel or if only a PDF of the two work pages should be returned as bid response (No Excel format returned).  
a. **ANSWER: Please return a signed cover paged PDF and excel format financial response.**
14. QUESTION: Confirm that the (3) references should only be containing the contact information as opposed to written recaps of the three verified references.  
a. **ANSWER: (Section 3.4) Include a minimum of three references. Contact names and phone numbers must be provided for all references listed.**
15. QUESTION: Can you confirm the Procurement Lobbying Forms is only one form (2 pages) "Procurement Lobbying Guidelines". If more than one form, can you provide another copy of the necessary forms.  
a. **ANSWER: Confirming that there are only two (2) pages of the Procurement Lobbying Guidelines**
16. QUESTION: In Section 5.2.7, Form A - Contractor Disclosure Form is how the document is labeled. In the RFP document, there is a Form A but its heading reads "State Consultant Services - Contractor's Planned Employment From Contract State Date Through The End of The Contract Term" - is that the correct form. If not, can you provide another copy of the Contractor Disclosure Form  
a. **ANSWER: Form A Contractor Disclosure Form referenced in 5.2.7 is the form A attached with the title "State Consultant Services - Contractor's Planned Employment from Contract State Date Through The End of The Contract Term".**



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17. QUESTION: The Vendor Responsibility is provided in paper format in the RFP but in Section 5.2.7 under Vendor Responsibility, it states that the form should be completed online. Confirm that we do not need to submit that form as part of our proposal submission. It is stated that "Responder must submit all referenced attachments in this section with its proposal submission as an administrative requirement."
- a. **ANSWER: The OAG would prefer and recommend that you file the required questionnaire online via the New York State Vendor System. If filing online vendor would need to provide proof of certification by submitting a pdf copy of certificate. If completing paper copy, please submit a pdf copy in its entirety. Only one version is needed per submission (online or paper)**
18. QUESTION: Please provide us with an estimated NTE budget allocated for this contract
- a. **ANSWER: The OAG will not be providing their budget information at this time.**
19. QUESTION: Is this an old contract or new contract?
- a. **ANSWER: This is a new OAG contract.**
20. QUESTION: What is the tentative start date of this engagement?
- a. **Answer: A tentative start date has not been determined.**
21. QUESTION: What is the work location of the proposed candidates?
- a. **Answer: Candidate will report to OAG office location at 28 Liberty Street, New York, NY, 10005. (See section 2.2)**
22. QUESTION: Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?
- a. **Answer: This is a new contract. There are currently no incumbents.**
23. QUESTION: Are there any pain points or issues with the current vendor(s)?
- a. **Answer: This is a new contract. No current vendors.**
24. QUESTION: Could you please share the previous spending on this contract, if any?
- a. **Answer: This is a new contract.**
25. QUESTION: If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?
- a. **Answer: The agency may provide replacement candidates. However, the OAG reserves the right to accept or decline the replacement candidate.**
26. QUESTION: Can we provide hourly rate ranges for the given positions?
- a. **Answer: The contracted rates are fixed (see section 7.5)**
27. QUESTION: Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?
- a. **Answer: Candidates will report to OAG office location at 28 Liberty Street, New York, Ny 10005. Hybrid telecommuting schedule may be offered at the discretion of the OAG.**



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28. QUESTION: Do we need to submit the actual resume for the proposed candidate or can we submit the sample resume?  
a. **Answer: Contractor must provide a resume for each proposed candidate that summarizes the individual candidate's qualifications and demonstrates that each candidate meets all of the mandatory qualifications stated in section 3.2 of the RFP (see section 5.2.3).**
29. QUESTION: How many candidate resumes can we submit?  
a. **Answer: Contractor will propose a minimum of two candidates but no more than three.**
30. QUESTION: Could you please provide the list of holidays?  
a. **Answer: The following are a list of State holidays: New Year's Day; Labor Day; Martin Luther King Day; Columbus Day/Indigenous People's Day; Lincoln's Birthday (Floater); Election Day (Floater); President's Day; Veteran's Day; Memorial Day; Thanksgiving Day; Juneteenth; Christmas Day; Independence Day**
31. QUESTION: Are there any mandated Paid Time Off, Vacation, etc.?  
a. **Answer: The OAG does not have paid holidays, vacations, etc.**

**All other RFP terms and conditions remain the same.**

**This Purchasing Memorandum is to be signed, submitted and made a part of your proposal. If you have any questions, do not hesitate to contact the person listed on top of this memorandum.**

VENDOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

DATE: \_\_\_\_\_