

Q: Does every signature need to be notarized or just the one Notary page?

A: **The person who signs the bid form must sign all other required documents. The acknowledgment of corporation must be notarized as well as the VR questionnaire. OCA encourages bidders to file the VR questionnaire electronically with OSC (see Attachment III in the specs).**

Q: Can the 5 completed copies (in addition to the original) be photocopies or do all 6 submitted bids need to be filled out and notarized individually?

A: **The 5 copies are photocopies of the original.**

Q: Can you clarify from the "Bid Response/Proposal" section of the General Specifications. Is the "Bid/Proposal" the Pricing Sheet? If not, what exactly is this document?

A: **The Bid Response/Proposal is your entire response to our solicitation, including the Pricing Sheet and all required documents.**

Q: Can you be more specific about the travel requirements? Will it be a scheduled number of trips per week/month? If so, how often and to which locations?

A: **Travel will vary as needed throughout NY, especially to Troy and NYC. The majority will be one day trips (not overnight). Onsite work will be primarily to scope projects and present applications.**

Q: Regarding travel expenses, if a bid responder's policy is to bill for travel on an hourly basis and therefore just add this on to a travel day's total hours billed, will this meet the travel expense requirements? Or does the cost of travel have to be built into the bid responder's hourly rate as a general, embedded cost?

A: **See page 6 under "Pricing": bidder must quote one single consulting rate per hour that must include travel expenses.**

Q: Will the selected vendor be able to do work for the client remotely or is all work required to take place on-site? If so, are there any restrictions or specific standards for remote work that we should be aware of for resource planning purposes?

A: **The vendor needs to have their own FileMaker testing environment including FileMaker servers. They will not have access to our FileMaker system unless they are on-site, and even then it will be limited access.**

Q: The difference between our prepaid block hours rate and standard hourly rate is substantial. Would NYSC be able to purchase prepaid blocks of hours as part of this contract or is this not an option?

A: **The UCS does not prepay for services. The awarded contractor will perform the work, invoice the UCS, and get paid.**

Q: Do resumes for developers, account manager need to be submitted with this bid response or are these only required for the selected vendor?

A: **Resumes must be submitted with bidder's response.**

Q: Under Method of Award, from what information will you be judging Contractor's Qualifications and Experience? Will this come from the resumes we submit or some other form or document? If another form, which one?

A: **Bidders' responses will be thoroughly read and then analyzed per the criteria listed under "Method of Award" a) to I).**

Q: What part of Attachment V (UCS 475) needs to be filled out? The blank page looks like a document that gets submitted following work done so not clear on what should be submitted in the bid response?

A: **Please fill in your company/contractor name and the information requested in the box and columns. OCA will fill out the information pertaining to our agency.**