

FORMAL RESPONSES
to
REQUESTS FOR CLARIFICATION
regarding the
REQUEST FOR PROPOSALS
for
Information Technology
Professional Consultant Services

Q1. Can a box be added to the top of the excel spreadsheet to allow for “notes” that I would like to include in it?

Response: No. The County does not want additional notes inserted on the spreadsheet. The County is only looking for your company name and pricing information in this spreadsheet. If you have additional notes you would like to provide as part of your proposal, and such notes are pertinent to one of the other items in Schedule “F” (i.e., items 1 through 4), please feel free to include those pertinent notes in your response to one or more of those other items, as appropriate.

Q2. Can the excel spreadsheet be unlocked to allow for copy and paste functions?

Response: No.

Q3. We understand that the County has a similar contract. Could you please let us know the number of vendors qualified in that contract?

Response: This is not a request for clarification of the terms of the RFP.

Q4. Could you please let us know the annual spending on all the services under that contract?

Response: This is not a request for clarification of the terms of the RFP.

Q5. Does the County anticipate awarding similar number of contracts as before?

Response: The County is unclear as to what “as before” references; this is a

new RFP for specified services, despite any similarity/ies between it and any previous RFP(s).

As to the number of contracts to be awarded, as specified in Section II(C) of the RFP, the County may, in its discretion, enter into a contract with two (2) proposers for a given service, with one proposer contracted as the primary provider of the service and the other proposer contracted as a backup that will only provide services if the primary provider is unable to do so. The County may also enter into a contract with only (1) proposer for a given service, or not enter into any contract for a given service.

(Please also review Section III(A) of the RFP, which specifies that the County reserves the right to enter into one or more agreements, for all or only portions of the services solicited by the RFP, with one or more of the proposers, or to not to enter into an agreement for any of the services solicited by this RFP.)

The number of contracts that may result from this RFP will, of course, depend upon the number and quality of the proposals the County receives for each given service, and the County's ultimate determination regarding its particular needs. Accordingly, the number of contracts that may result from this RFP, both for a given service and in total, is unknown.

- Q6.** Could you please provide the names of the top 5 vendors in terms of billing the County for the IT Professional Consultant Services?

Response: This is not a request for clarification of the terms of the RFP.

- Q7.** I'm looking for Schedule F for the above RFP that was released. The RFP stated that the list of services are listed on schedule F but did not see that section in the RFP, can you send to me please?

Response: Schedule "F" is included in the PDF document that is posted on the County's website for RFPs: <http://www.westchestergov.com/rfp> The Services List referenced in that Schedule "F", and which forms a part of that schedule, is posted as a separate Excel document on [www.westchestergov.com/rfp alongside the posted RFP](http://www.westchestergov.com/rfp_alongside_the_posted_RFP).

- Q8.** For each listed Service category, Does Westchester County anticipate awarding more than one vendor to deliver the services requested?

Response: As specified in Section II(C) of the RFP, the County may, in its discretion, enter into a contract with two (2) proposers for a given service, with one proposer contracted as the primary provider of the service and the other proposer contracted as a backup that will only provide services if the primary provider is unable to do so. The County may also enter into a contract with only (1) proposer for a given service, or not enter into any contract for a given service.

The number of contracts that result from this RFP for a given service will, of course, depend upon the number and quality of the proposals the County receives for that service, and the County's ultimate determination regarding its particular needs. Accordingly, the number of contracts that may result from this RFP for a given service is unknown.

- Q9.** Does Westchester County have a contract currently in place to provide the same/similar services? If so, how long has that contract been in place and how many prime vendors are on it?

Response: This is not a request for clarification of the terms of the RFP.

- Q10.** Can you please provide the incumbent vendor names?

Response: This is not a request for clarification of the terms of the RFP.

- Q11.** What is the anticipated volume of Westchester County requests per year for this contract?

Response: As noted in Question 25 of Schedule "G" to the RFP, the services to be performed under each agreement resulting from this RFP will be provided on an as-needed basis.

- Q12.** What is the average or anticipated length of an assignment (3 months, 6 months, 1 year, etc.) for this contract?

Response: As specified in Section II(B) of the RFP, the term of any agreement resulting from this RFP (under which one or more services would be provided) is anticipated to be two (2) years. However, the County reserves the right to execute an agreement for a term of less than two (2) years. During the term of any such agreement, services are only to be provided on an as-needed basis, as noted in Question 25 of Schedule "G" to the RFP.

- Q13.** Do all resumes provided have to be current employees of the Proposer or their proposed subcontractors?

Response: As noted in Question 21 of Schedule "G" to the RFP, persons proposed to provide services can be contractual employees of the proposer, but this information must be disclosed to the County in the proposal.

- Q14.** Are candidates who are selected for assignment under the sole direction of Westchester County on a day-to-day basis?

Response: The County will regularly instruct the entity or person providing services as to what that entity or person must achieve, and what constraints, if

any, must necessarily guide the work being performed. As an independent contractor, though, such an entity or person controls the precise manner and means by which contracted services are achieved.

- Q15.** If bidding on a particular Service category, are Proposers required to provide resumes for EACH of the 8 experience designations (1 year, 3 year, etc.) requested?

Response: No. Each proposer must only provide at least one (1) résumé for each experience level of each Service for which the proposer is submitting a proposal.

- Q16.** If the candidates whose resumes are provided in these proposals are no longer available by the time of award/receipt of request from Westchester County, will the County accept replacement personnel to provide those specific services?

Response: The County's evaluation of proposals, and the award of any contract(s), under this RFP will be based upon the persons identified in the proposer's proposal. Any exigencies that cause one or more such individual(s) to no longer be available to fulfill their proposed role for the proposer will be evaluated by the County and handled on a case-by-case basis.

- Q17.** Department is seeking to award only two (2) firm (primary & secondary) having specialized experience in all the services? Or department is willing to award multiple firms?

Response: As specified in Section II(C) of the RFP, the County may, in its discretion, enter into a contract with two (2) proposers for a given service, with one proposer contracted as the primary provider of the service and the other proposer contracted as a backup that will only provide services if the primary provider is unable to do so. The County may also enter into a contract with only (1) proposer for a given service, or not enter into any contract for a given service.

- Q18.** Please specify the weightage of having reference from Westchester County?

Response: No additional points/credit will be given to a proposal merely based upon the proposer having previously executed a contract with the County. The County will only use such 'past performance' (if applicable) as part of its evaluation of a proposer's overall past performance for clients, in the same way that the County will use the references to be provided as part of that evaluation.

- Q19.** Can we bid on single service or all the services are mandatory?

Response: Yes. It is not required to submit proposals for all services.

- Q20.** Do we have to provide approach for all the services?

Response: This appears to be a request for clarification regarding item 1 in Schedule "F". It is up to the proposer to decide how much information is relevant and necessary to provide in order for the proposer to believe that it has adequately satisfied the proposal content requirement for item 1 in Schedule "F".

Q21. City is looking for the references from Government and/ or Private Agencies?

Response: It is unclear what the proposer means by "City". Assuming this appears to be an intended reference to the County, the County can clarify that it simply requires a total of three (3) references for whom the proposer has performed similar information technology services. The proposer can determine for itself what references would best help demonstrate the nature and quality of its past performance.

Q22. Is there an incumbent executing this work? If yes, can you please provide us the details.

Response: This is not a request for clarification of the terms of the RFP.

Q23. What is the annual budget for this RFP?

Response: This is not a request for clarification of the terms of the RFP. The County encourages proposers to offer their best, and most cost-effective price proposal for the services solicited by the RFP.

Q24. Please specify the number of resume you required for each services?

Response: Proposers must submit a minimum of one résumé for each service for which the proposer is submitting a proposal. If you are proposing different individuals for different levels of experience for a given Service, you must include a résumé for each such individual.

Q25. Response Sheet is password protected. Can you please provide us the password or editable response sheet for filling the details?

Response: All fields where data is required from the proposer are already unlocked in the Services List spreadsheet. The County is only looking for your company name and pricing information in this response sheet.

Q26. Department is willing to extend the due date? If yes, please provide.

Response: No. Based on past experience, the County considers twenty-three days (from the date of RFP issuance) adequate time for prospective proposers to prepare their proposals in response to this RFP.

Q27. In the past for all of the RFP's we have completed for the County, we have included resumes of all the skillsets. Is that still a requirement for this one?

Response: Proposers must submit a minimum of one résumé for each service for which the proposer is submitting a proposal. However, it is not required that proposers submit proposals for all services.

Q28. Can you please suggest how many awards does the County intends to make?

Response: As specified in Section II(C) of the RFP, the County may, in its discretion, enter into a contract with two (2) proposers for a given service, with one proposer contracted as the primary provider of the service and the other proposer contracted as a backup that will only provide services if the primary provider is unable to do so. The County may also enter into a contract with only (1) proposer for a given service, or not enter into any contract for a given service.

(Please also review Section III(A) of the RFP, which specifies that the County reserves the right to enter into one or more agreements, for all or only portions of the services solicited by the RFP, with one or more of the proposers, or to not to enter into an agreement for any of the services solicited by this RFP.)

The number of contracts that may result from this RFP will, of course, depend upon the number and quality of the proposals the County receives for each given service, and the County's ultimate determination regarding its particular needs. Accordingly, the number of contracts that may result from this RFP, both for a given service and in total, is unknown.

Q29. Do you have a local preference? Will it affect the scoring of our proposal if we do not have an office in the County/NY?

Response: No, the County does not have a local preference. No, proposer having or not having an office in the County or New York State will not affect the scoring of the proposer's proposal. The evaluation criteria that the County will apply in reviewing proposals are listed in Section III(B) of the RFP.

Q30. We do not have any business in Northern Ireland are we supposed to fill and sign this form "Schedule C"?

Response: Yes.

Q31. Schedule "D": Please can you confirm what are we supposed to write in the section "Contract Number."

Response: You may leave this field blank.

Q32. Schedule "E": Are we correct in understanding that we need to write "None or Not

Applicable” in the sections (Pg#32 and 33) where we are supposed to disclose the names, get the form signed and notarized?

Response: If there are no names that have to be listed for one or more of the certifications in the “Criminal Background Disclosure Form and Certification” (i.e., pages 32-33 of the PDF file of the RFP), a proposer may write “None” to indicate that no names have to be disclosed for such certification(s). However, a proposer does not have to write “None” in such instances, because, if no names are provided for a given certification, the County takes that to mean that there are no names that need to be provided for that certification.

Q33. Please can you confirm what information do you want us to provide where it says” Name of Consultant, Contractor, Lessee, or Licensee” Are we supposed to write the name of our corporation?

Response: The legal name of the proposing individual or company should be inserted in this field.

Q34. Authorization to do business in New York: Can we submit this proof upon award?

Response: As specified in Section III(N) of the RFP, a proposer is only required to furnish a copy of its certificate of authority from the New York Secretary of State to do business in the State of New York if it is a foreign business entity. In that case, the foreign business entity is then only required to provide said copy “prior to entering into an agreement with the County”. Accordingly, this documentation does not have to be provided as part of the proposer’s proposal.

Any contract(s) that the County seeks to enter based upon this RFP will be *awarded* by the County’s Board of Acquisition and Contract, based upon the selection and recommendation of the County, which will be made in accordance with the terms of the RFP and the County’s Procurement Policy.

The County will require any selected foreign business entity to provide a copy of its certificate of authority from the New York Secretary of State to do business in the State of New York prior to the County recommending that the Board of Acquisition and Contract *award* the contract to such an entity. Therefore, no, the proposer cannot “submit this proof upon award”. Rather, a selected foreign business entity would have to provide the County with the required documentation immediately prior to the County making a recommendation for the award of a contract to that entity.

Q35. In the contract you mention submitting resumes of candidates for each of the positions listed on the spreadsheet. Are you looking for the actual people that we would plan on placing in these roles, or are we able to send potential resumes within those skillsets that we have currently working for us/relationships with?

Response: The County's evaluation of proposals, and the award of any contract(s), under this RFP will be based upon the persons identified in the proposer's proposal. Any exigencies that cause one or more such individual(s) to no longer be available to fulfill their proposed role for the proposer will be evaluated by the County and handled on a case-by-case basis.

Q36. Does the county intend to use this contract to bring on resources on a time and materials basis, or is this strictly SOW with fixed price deliverables?

Response: As specified in the RFP, the County is soliciting all-inclusive, total not-to-exceed hourly rates for various information technology services. The hourly rate proposed by the proposer should account for the total per-hour-cost required to provide a consultant to be on-site, as additional costs for expenses, materials, fees, or anything else will not be permitted.

Q37. What is the county looking to accomplish by awarding this contract across 118 skill sets, many of which are similar?

Response: This is not a request for clarification of the terms of the RFP.

Q38. How many total vendors across the 118 skill sets does the county intend or anticipate awarding at least one category to?

Response: As specified in Section II(C) of the RFP, the County may, in its discretion, enter into a contract with two (2) proposers for a given service, with one proposer contracted as the primary provider of the service and the other proposer contracted as a backup that will only provide services if the primary provider is unable to do so. The County may also enter into a contract with only (1) proposer for a given service, or not enter into any contract for a given service.

(Please also review Section III(A) of the RFP, which specifies that the County reserves the right to enter into one or more agreements, for all or only portions of the services solicited by the RFP, with one or more of the proposers, or to not to enter into an agreement for any of the services solicited by this RFP.)

The number of contracts that may result from this RFP will, of course, depend upon the number and quality of the proposals the County receives for each given service, and the County's ultimate determination regarding its particular needs. Accordingly, the number of contracts that may result from this RFP, both for a given service and in total, is unknown.

Q39. What are the payment terms for suppliers?

Response: Invoices from vendors that are awarded contracts under this RFP are intended to be submitted to the County on a monthly basis, at which point the County will review and process said invoices, and remit appropriate payment.

Q40. Are there any additional fees – Managed Service Provider (MSP) fees, etc.?

Response: The rates to be provided by proposers are to be all-inclusive, total not-to-exceed hourly rates to provide the service. Additional costs for expenses, materials, fees, or anything else will not be permitted.

Q41. How many IT Professional Contingent workers do you currently have?

Response: This is not a request for clarification of the terms of the RFP.

Q42. Do you need 4 resumes and samples of work for each job title listed?

Response: No. Proposers must submit a minimum of one résumé for each experience level of each service for which the proposer is submitting a proposal. If a proposer is, for example, proposing to only provide one experience level for a given service, then only one résumé is required.

Q43. What was county's last year expenditure for similar services – IT consulting?

Response: This is not a request for clarification of the terms of the RFP.

Q44. We assume submitting 1-2 resumes for each of services would be sufficient. Please confirm.

Response: Proposers must submit a minimum of one résumé for each experience level of each service for which the proposer is submitting a proposal.

Q45. A number of our consultants are in client engagements or may get engaged with client in future, would the County allow replacement of proposed resumes during the onset of actual project?

Response: The County's evaluation of proposals, and the award of any contract(s), under this RFP will be based upon the persons identified in the proposer's proposal. Any exigencies that cause one or more such individual(s) to no longer be available to fulfill their proposed role for the proposer will be evaluated by the County and handled on a case-by-case basis.

Q46. Per point 3.d on page 36 of RFP, do we need to provide references for the proposed candidates or the company?

Response: The required references are for the proposer (i.e., the individual or the company submitting the proposal).

Q47. Per Question 25 on page 41 of the RFP document, consultant services would be required on as needed basis. Does the County have any minimum hours

commitment for such services?

Response: No.

Q48. How many vendors does Westchester County plan on shortlisting?

Response: The County does not know what the prospective proposer means by “shortlisting” in this request for clarification. If this is a reference to the number of contracts to be awarded based upon this RFP, the County would clarify as follows:

As specified in Section II(C) of the RFP, the County may, in its discretion, enter into a contract with two (2) proposers for a given service, with one proposer contracted as the primary provider of the service and the other proposer contracted as a backup that will only provide services if the primary provider is unable to do so. The County may also enter into a contract with only (1) proposer for a given service, or not enter into any contract for a given service.

(Please also review Section III(A) of the RFP, which specifies that the County reserves the right to enter into one or more agreements, for all or only portions of the services solicited by the RFP, with one or more of the proposers, or to not to enter into an agreement for any of the services solicited by this RFP.)

The number of contracts that may result from this RFP will, of course, depend upon the number and quality of the proposals the County receives for each given service, and the County’s ultimate determination regarding its particular needs. Accordingly, the number of contracts that may result from this RFP, both for a given service and in total, is unknown.

Q49. What manufacturer do you currently utilize for Global Load Balancer Technologies?

Response: Citrix.

Q50. Are there other manufacturer technologies other than Cisco currently being utilized in your data network?

Response: No.

Q51. Please provide a list of the network management tools and applications currently being utilized to evaluate network, server, and application performance, availability and performance?

Response: SolarWinds.

Q52. Which wireless manufacturer does the county currently utilize?

Response: Cisco.

Q53. Re service #91: You mention cabling. Are you referring to in rack cabling? If not, please specify type cabling being requested.

Response: There is no mention of cabling in the description for service #91. If this is meant to reference service #90, the County can clarify that the “cabling” reference is CAT 6 cabling.

Q54. Re service #92: We have experience in 3 of the 4 specifications listed in this item. Do we need checkpoint firewall experience to respond or is 3 of the 4 specifications sufficient?

Response: Each numbered service requires all of the services listed therein. Therefore, yes, Check Point Firewall experience is required for service #92.

Q55. Re service #93 (Intrusion Detection & Response): What manufacturer technologies are currently being utilized?

Response: Symantec and Blue Coat.

Q56. Re service #94 (Threat Management Analysis and Testing): What manufacturer technologies are currently being utilized?

Response: Symantec.

Q57. Re service #108 (Perform design, implementation and programming services for Disaster Recovery Services): What do you mean by “programming services”? Is that analogous to Project Management?

Response: No, this refers to technical programming services.

Q58. How many vendors does the County currently utilize for your temporary staffing program?

Response: This is not a request for clarification of the terms of the RFP.

Q59. How many vendors received this RFP?

Response: This is not a request for clarification of the terms of the RFP.

Q60. How many vendors does the County intend to select as a result of this RFP?

Response: As specified in Section II(C) of the RFP, the County may, in its discretion, enter into a contract with two (2) proposers for a given service, with

one proposer contracted as the primary provider of the service and the other proposer contracted as a backup that will only provide services if the primary provider is unable to do so. The County may also enter into a contract with only (1) proposer for a given service, or not enter into any contract for a given service.

(Please also review Section III(A) of the RFP, which specifies that the County reserves the right to enter into one or more agreements, for all or only portions of the services solicited by the RFP, with one or more of the proposers, or to not to enter into an agreement for any of the services solicited by this RFP.)

The number of contracts that may result from this RFP will, of course, depend upon the number and quality of the proposals the County receives for each given service, and the County's ultimate determination regarding its particular needs. Accordingly, the number of contracts that may result from this RFP, both for a given service and in total, is unknown.

Q61. What is your estimated annual spend within the scope of this RFP?

Response: This is not a request for clarification of the terms of the RFP.

Q62. Please provide a breakdown of annual demand by position within the scope of this RFP.

Response: This is not a request for clarification of the terms of the RFP. As noted in Question 25 of Schedule "G" to the RFP, the services to be performed under each agreement resulting from this RFP will be provided on an as-needed basis.

Q63. Did the County utilize all 118 positions in a temporary capacity in 2016? If not, which positions were not utilized?

Response: This is not a request for clarification of the terms of the RFP.

Q64. Please provide job descriptions for the positions within the scope of this RFP.

Response: This RFP is not soliciting "positions". As specified in the RFP, it is soliciting various information technology services, which are to be performed by one or more vendors on a professional consultant basis. The information technology services being solicited by the RFP are specified therein.

Q65. Will all Q&A responses be made available to all vendors?

Response: There is no "Q&A" under this RFP; there is only this "request for clarification" process, by which prospective proposers may request a clarification of the terms of the RFP. As specified in the RFP, formal written responses to the requests received will be distributed by the County by being posted on the

County website for RFPs: <http://www.westchestergov.com/rfp> To the extent that all prospective proposers have access to that website, all of the County's responses to all requests received will thereby, yes, be made available to all prospective proposers.

Q66. Can the work be performed off-site? On-site? Or a combination of both?

Response: As stated Section II(C) of the RFP, all services solicited by the RFP are to be performed at the County's site.

Q67. Can a vendor prime for one service category and sub for another service category?

Response: If this requested clarification is whether a vendor might be a *primary* provider for one service from the services list and be a *backup* provider for another service from the services list, the answer is "yes." If something else is meant by the prospective proposer by the use of the terms "prime" and "sub", it's unclear to the County what is being asked.
