

NYS CTE TAC RFP Questions & Answers

1. Will the chosen contractor be required to use and update the [existing CTE Technical Assistance Center of NY website](#) or to build and populate a new website? If the former, how will handoff of the existing website be handled?

Answer: The chosen contractor will be required to use and update the existing CTE TAC website. NYSED will work to facilitate the transfer between the prior contractor and the new contractor with any associated transfer fees being covered by the new contractor.

2. Relatedly, will the chosen contractor be required to continue to provide external shareholders with access to all materials currently housed on the existing CTE TAC website?

Answer: The chosen contractor will be required to continue to provide external shareholders with access to all content and materials currently housed on the existing CTE TAC website, pending review by NYSED's Office of Career and Technical Education. Any content and/or materials deemed unnecessary will be not be required on the new contractor's website.

3. Will the chosen contractor be given access to existing shareholder CRM/email marketing system data?

Answer: Yes.

4. Will the chosen contractor be given ownership of / access to existing CTE TAC social media properties (e.g., LinkedIn, Twitter)?

Answer: Yes.

5. Is there a budget for this project or is there a "not to exceed amount" in regard to spending?

Answer: Applicants should develop a budget that aligns with their ability to provide all deliverables outlined in the RFP and within the framework of allowable costs. The submitted budget will be awarded points pursuant to a formula which awards the highest score of 30 points to the budget that reflects the lowest overall cost.

6. Are for-profit organizations (such as a for-profit workforce development firm) eligible to bid on this project?

Answer: The eligible bidders include private and public institutions of higher education, local educational agencies, not-for-profit organizations, and for-profit organizations.

7. The subdocs (Page #4 Bidder Information) refer to the NYS Bidder ID and Employer's Federal Tax ID Number. If a NYS Bidder ID has not been received as of submission of the bid, is it acceptable to only include the Federal Tax ID Number?

Answer: Yes. A NYS Bidder ID must be obtained before a contract is executed.

8. Page 3 of the RFP states there are the following two Mandatory Requirements:

Mandatory Requirements

The eligible bidder must agree to the Mandatory Requirements found below and must submit the Mandatory Requirements Certification Form, as well as the Technical Assistance Center (TAC) Certification Form, both located in 5.) Submission Documents. These required forms must be signed by an authorized person. **Bids that do not comply with the Mandatory Requirements and include both forms will be disqualified.**

1. **The proposal must include the following staff: one (1) full-time Director, one (1) full-time Assistant Director, a minimum of two (2) full-time Center Staff Specialists, and at minimum six (6) FTE regional field staff (may be centrally or regionally based).**
2. **The CTE TAC and its staff must have the capacity to serve the entire state through in-person and virtual meetings with the field and NYSED CTE staff in Albany.**

The **Mandatory Requirements Certification Form** (page 20 of Submission Docs) has space for 5 mandatory requirements. Are the only mandatory requirements the two listed on page 3 of the RFP?

Answer: There are only two mandatory requirements as listed on page 3 of the RFP.

9. Since all parts of the proposal are being sent electronically instead of being mailed, is a flash drive required?

Answer: A flash drive is no longer required.

10. Must multiple copies of the Technical Proposal, Submission Documents and M/WBE be emailed or will one copy of each be sufficient?

Answer: Emailing multiple copies of the Technical Proposal, Submission Documents, and the MWBE is not required.