

REQUEST FOR PROPOSAL #22-009

Title: Braille and Large Print Books and Educational Materials for Blind and Visually Impaired Students Question and Answer Summary

Program Questions:

1. **We offer reprints of previously transcribed BRF files to customers who may need the same materials. Is NYDED open to the sale of these reprints or would the materials transcribed be prohibited for further use?**

Answer: NYSED is open to the sale of these reprints provided the cost does not exceed the cost per page as indicated on the bid form.

2. **Can you bid only the braille portion without the large print? Or must both braille and large print be included?**

Answer: Both braille and large print must be included. NYSED will award one contract pursuant to this RFP (see page 1 of RFP).

3. ***The contractor will maintain continuity of staff throughout the course of the contract. All changes in staff will be subject to NYSED approval. The replacement staff with comparable skills will be provided at the same or lower hourly rate. (Pg 8)***

Is this stipulation focused on the transcribers or does it include the sales executives, coordinators, supervisors, and everyone on the production team?

Answer: All changes in staff are subject to NYSED approval.

4. **Does NYDED have any information about the volume or length of work that will be needed? Are these for many grade levels or focused on a few? Any information regarding the quantity of the work would help us determine the amount of human resources we would need.**

Answer: The vendor will be required to produce materials for both elementary and secondary level courses in all curriculum areas. It is estimated that approximately 20% of the material produced will be for English language arts and social studies courses and approximately 80% will be for mathematics and science courses. Other courses will require production in small volumes. Content areas and total volume will vary from year to year, based upon the needs of students. The page volume for both braille and large print is reflected on the bid form and is an approximation of the output produced over the term of the current contract.

Fiscal Questions:

1. ***Subcontracting will be limited to 30% of the total contract budget. Subcontracting is defined as non-employee direct personal services and related incidental expenses, including travel (Pg 7)***

- a. The percentage of subcontractors we use is closer to 90%. Would NYDED be open to this if we provide documentation of the standard we hold our subcontractors to?**

Answer: No. Subcontracting is limited to 30% of the total contract budget.

M/WBE Questions:

- 1. Would a Prison Industry work program constitute a full waiver?**

Answer: No, if the 30% goal is not obtained, a waiver would still have to be submitted and reviewed along with the Good Faith Efforts.