



Office of Children and Family Services

ANDREW M. CUOMO
Governor

SHEILA J. POOLE
Acting Commissioner

Request for Proposals for Training Services
Open-Competitive Procurement

Solicitation # - 1602 – Q&As

Issued: August 15, 2016

Office of Children and Family Services and Local District Process Reviews and Training Support

Office of Children and Family Services
Bureau of Training and Development
52 Washington Street
Rensselaer, New York 12144

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- 1Q. On page 15 of the proposal instructions, it states, “Résumés should be limited to two typewritten, double-sided pages for each person and should include educational credentials, professional employment history, and work experience.” Does this mean that you will accept four page resumes for each person if they are printed double-sided on two sheets of paper?**
- 1A. Yes. The proposed submission would be acceptable.
- 2Q. On page 14 of the RFP, it states that all proposals must be completed in Microsoft word and/or excel format. However, many of the forms are provided by OCFS in pdf format (OCFS-4555, Bidders checklist, and more). Additionally, forms such as the OCFS-3101 require a signature, which requires a pdf format. May I submit materials of this type as pdfs?**
- 2A. Yes. For documents requiring a signature, PDF copies submitted on electronic media are acceptable as long as the original signed document is included with the physical proposal submission.
- 3Q. On page 14 of the proposal instructions, it states that the technical proposal should be submitted on a flash drive. May I submit two identical flash drives containing the same information to avoid possible technical malfunctions?**
- 3A. Yes. The proposed submission is acceptable.
- 4Q. I cannot locate any instructions nor any forms related to a “budget narrative.” Would you please direct me to the information and/or forms necessary for the budget narrative?**
- 4A. The budget narrative is a document generated by the Bidder. It should provide additional details on how the Bidder’s proposed cost was calculated and provide any additional information required by the RFP that is not addressed in the Budget forms (OCFS-3104 I – VIII) which must be included in the Bidder’s proposal. This information and the **2017 RFP Training Vendor Forms Instructions** pdf document can be found in the “Summary of Required Documents” at: <http://ocfs.ny.gov/ohrd/RFP/>