



ANDREW M. CUOMO
GOVERNOR

STATE OF NEW YORK
WORKERS' COMPENSATION BOARD
20 PARK STREET
ALBANY, NY 12207
(518) 408-0469
FAX (518) 473-1415



ROBERT E. BELOTEN
CHAIR

JEFFREY FENSTER
EXECUTIVE DIRECTOR

June 22, 2012

Dear Contractor:

The Board received additional questions in response to the Workers' Compensation System Business Process Reengineering (BPR) Project RFP. The purpose of this letter is to respond in writing to each question so that all potential Offerors may benefit from the response.

Question: We identified some discrepancies in the formulas in Appendix E Cost Volume Forms. On tab "BPR Planning Services," the percentage allocation formulas in cells E70, E59 and E37 do not correspond to the allocations in the previous cells. Are these errors?

Answer: The Offeror should NOT FILL IN any entries in cells E70, E59 and E37.

Question: Can we submit an update to our Vendor Registration Form after contract award if we are already registered in the system?

Answer: Yes.

Question: For the key staff roles (positions), is there an expectation that these roles need to be filled full-time or can some of these roles (legal liaison, outreach specialist) be filled in a part-time capacity.

Answer: There is no expectation that these roles need to be full-time.

Question: RFP Appendix E Cost Volume Forms – "BPR Implementation Services" sheet indicates "The Offeror is required to provide hourly rates for the Key Personnel: Project Manager, Lead Business Analyst, Outreach Specialist, and Legal Liaison." However, RFP Appendix E – Volume II – Cost Volume Instructions p. 12 indicates "The Offeror shall provide salary rates for the defined labor categories (roles) on the project, inclusive of any associated overhead, fees, and travel for each job title as defined in Worksheet 3." Worksheet 3 contains four titles in addition to the Key Personnel titles. Can WCB clarify the inconsistency, i.e., which titles require rates?

Answer: The Offeror is required to provide hourly rates for the Key Personnel: Project Manager, Lead Business Analyst, Outreach Specialist, and Legal Liaison. Additional roles listed are optional.

Question: Form A - Contractor's Planned Employment Form indicates that "the successful Contractor must complete this form with three business days of notification of selection..." As such, can you confirm this Form A is not required to be submitted with the bid?

Answer: Yes, it is not necessary to submit Form A with the bid.

Thank you for the time, effort and cooperation your firm has demonstrated and for your firms' interest in providing service to the Workers' Compensation Board.

Sincerely,

A handwritten signature in black ink, appearing to read "J Fenster", with a long, sweeping flourish extending to the right.

Jeffrey Fenster
Executive Director