

Q14-48 Executive Search and Recruitment Services
Addendum #1 - Bidder Questions / SUNY-DMC Responses
June 25, 2014

Question Number	Bidder Question	SUNY-DMC Response
1	"Form A: State Consultant Services-Contractors Planned Employment How can I fill that out at this time? Does it need to b included in RFP"	Yes, complete Form A to indicate the necessary planned employment information prospectively from the start date of the contract through the end of the contract term.
2	"Form B: State Consultant Services Contractors Annual Employment report does this need to be filled out now"	No, Form B does not need to be completed at this time. State agencies incorporate the Form B into new solicitations for consulting services in order to provide notice to potential contractors that the contractor selected will be required to complete the form.
3	"Section 2 Business Sample contract Am I correct this is just a same and I do not need to fill this out?"	At this time, you do not need to fill out the contract. We include it as part of the package so prospective vendors know what they need to sign...Once Downstate awards, we will send a copy of the contract with all fields populated.
4	"M/WBE Utilization Plan I am a WBE does this need to be filled out now? Or can I fill it out later?"	Contractors are required to submit a Utilization Plan on Form 107 with their bid or proposal. Please refer to the MWBE Utilization Plan in "Attachment A-Page 4 of 12" in the RFP for further details.
5	"Contractor Certification form ST-220-TD schedule A on page 3 Recruitment Services are not taxable does this still need to be filled out"	Please refer to the ST-220-TD instructions, General Information. "All sections must be completed including all fields on the top of this page, all sections on page 2, Schedule A on page 3, if applicable, and Individual, Corporation, Partnership, or LLC Acknowledgement on page 4."
6	"What is meant by "Indirect Fee"" on cost proposal Grid RFP Q 14-48 please explain "	The Indirect Fees referenced on the Cost Proposal Grid refer to costs not directly attributable to the search and recruitment services the vendor may provide. Indirect Fees may include, as an example, travel expenses for your team or potential candidates to meet with SUNY-DMC.
7	"On the Agreement section, page 1, at the top of the document (highlighted in yellow)..it asks for Contract number...is that simply Q14-48? Or is there another unique contract number that is supposed to go there. And I complete all the yellow highlighted sections of that agreement and include with our completed RFP...correct?"	At this time, you do not need to fill out the contract. We include it as part of the package so prospective vendors know what they need to sign...Once Downstate awards, we will send a copy of the contract with all fields populated.