

**RFP for Consultant Services
Questions and Answers
12/29/11**

The following questions and answers pertain to all three of the open RFPs for Consultant Services:

Q. Is the ‘financial limit’ of \$50k described under ‘contract expenditures’ in Appendix D (attachment 2) the maximum amount available under the contract? In other words, do all proposals have to have a total less than \$50k?

A. No. The standard language in the contract expenditures clause simply means that budget variances of 10% or greater on contracts that exceed a total value of \$50,000 require the approval of the Comptroller.

Q. Can you provide a target salary, a range of salaries, or a salary not to be exceeded for these positions?

A. During the September meeting of the State Soil and Water Conservation Committee, certain information regarding the budgets for the assistants to the Ag NPS Region 3 and 5 Programs, the statewide AEM / Ag NPS Program, and State Aid to Districts Program were discussed. To ensure fairness in the bidding process, the Department is distributing the budget summary that was proposed by staff to the Committee at that meeting.

The maximum budget for the salary and wages for each position was set at the PEF 2010-2011 salary schedule hiring rate equivalent of a State Grade 18 employee. PEF State Grade salary information can be found at http://www.goer.state.ny.us/labor_relations/PEF_07-11.cfm. **The Department will NOT accept bids where the salary and wages budget line exceeds \$51,268.**

The total first year cost was approximated at \$90,000, including salaries and wages, fringe benefits, equipment and supplies, administration, and any other incidental costs. Travel and training, which are set by the Department, are not included in the cost estimate. The amounts for years 2 – 5 were based on a 3% escalation. The actual escalation, in accordance with the terms of the RFPs, will be based on any increase granted to other technical employees of the contractor and the agreement of the Department. Costs other than salary and wages are being provided as guidance only.

Year 1 Total: \$90,000

Year 2 – 5:

Total 2-5:	\$92,700	\$95,481	\$98,345	\$101,295
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Estimated Grand Total: \$477,821 over 5 years

Q. Are the questions under Selection Criteria (attachment 3) about the District’s capacity or of the potential employee to provide the services?

A. The selection criteria of each RFP refer to the District’s capacity to provide the services under each RFP not the potential employee to provide the services.

Please print out, sign a copy of this Q&A and submit with your proposal

Signature: _____ Date: _____