

**NEW YORK STATE
DEPARTMENT OF AGRICULTURE AND MARKETS**

CONSULTING SERVICES FOR FARMLAND PROTECTION PROJECT REVIEW

QUESTIONS AND ANSWERS

ATTENTION: The answer to question #5 may change the required content of a proposer's application – please note accordingly.

1. Q: If, by the time the contractor(s) begin(s) to work, several of the projects in the proposed scope of work are closed, how will that affect the assigned scope of work?

A: If assigned projects have already been closed, or if they are not submitted for review during the 12-month period comprising the contract period, the actual scope of work will be reduced accordingly. However, to the extent of available funds and under task #6 of the "scope of services" as described in the Request For Proposals (RFP), there may be an opportunity for the Department's Program Manager to assign other Farmland Protection Implementation Grants (FPIG) program activities to the contractor(s).

2. Q: Will awardees in the upcoming Round 12 (i.e., FY2008-2009) grant application also be assigned to the contractor(s) as a revised scope of work?

A: If the Legislature appropriates new funding for FY2008-2009, the Department would request the contractor(s) to consider revising the scope of work to potentially add the any first-time FPIG awardees regarding task #1 of the "scope of services" described in the RFP. If necessary and upon mutual agreement of the contractor and the Department, the Department would then amend the contract amount to cover the additional workload.

3. Q: Is there an "amount not to exceed" dollar cap budgeted for these contracted services?

A: No. However, cost of services is one of the selection criteria described in the RFP and it accounts for 20% of a proposer's final score.

4. Q: If a contract budget has been spent in full, a replacement contract has not yet been approved, and the Department and Contractor agree to extend the contract up to three additional months at the same rates as the original contract, what provisions are made by the Department to ensure payment of additional funds?

A: In such a case, the Department and the contractor would execute a formal amendment to the current contract.

5. Q: If the proposer is currently the project manager for one or several of the projects identified in the scope of work and those projects are located within the region which he or she may be submitting a proposal for, how will this impact selection of a contractor? How will this impact assignment of duties (per the scope of work) and proposed project budget?

A: If a proposer is a project manager for an FPIG-funded project, the proposer will not be permitted to conduct tasks #1-#5 as described in the Scope of Services in the RFP due to the proposer's inherent conflicts of interest associated with such projects. If a proposer is a project manager for more than 50 percent of the projects identified in the scope of services for a particular region, the Department will consider them ineligible to receive an award under this RFP for that particular region. If a proposer is a project manager for any FPIG funded projects they must disclose the FPIG awardees whose projects they are working on in their proposal. If a selected contractor is a project manager on any FPIG funded projects, their workload will be reduced accordingly.

6. Q: As a result of this RFP, are you looking to develop a list of qualified candidates to review the projects or are you looking for one candidate for each region?

A: The purpose of this RFP is to recruit and retain one or more consultant(s) to assist the Department in its review/approval of the required documents associated with FPIG-funded projects. The purpose of this RFP is not to simply compile a list of qualified consultants.