Q. Section 2.1.3 (This question may be answered also via the need for the Architecture document not found as referenced in Section 2.3 below) Does NY State have a standard Information Architecture, including design requirements/standards? Does this include wireframes or screen shots? Will NY State provide an IA designer, or will [Bidder] provide to perform the project?

A #1. The standards provided in section 2.2.5 Site Compliance Requirements must be adhered to:

2.2.5 Site Compliance Requirements: The site must conform to the standards delineated in all applicable NYS Office for Technology policies, which can be found at http://www.cio.ny.gov/tables/technologypolicyindex.htm. The Site must also include the recommendations of the Americans with Disabilities Act Standard for Accessible Design (http://www.usdoj.gov/crt/ada/stdspdf.htm) and the W3C Accessibility Guidelines 23 (http://www.w3.org/WAI/guid-tech.html). Moreover, the Site must conform to the standards delineated in the NYS Office of Cyber Security and Critical Infrastructure Coordination Policy P03-002 v 3, which can be found at http://www.dhmes.ny.gov/ocs/resources. These policies include standards on physical and environmental security, access control, systems development and maintenance and citizens’ notification in the event of a breach (or suspected breach) of private information.

A #2. Wireframes and screen shots are not available.

A #3. NYS will not provide an IA designer, Bidder to provide.

Q. Sect 2.3 Please provide the Architecture document referenced in the section’s statement – I couldn’t find its location. There is also a correlated reference in the SEPONS Executive Summary, Recommendation 6 on page v: “The SEPONS should adhere to an open data standard” and “The Federal Government’s web portal for grant administration could serve as a model” (see Appendix D reference below). Is the existing and future NYSCR platform agnostic? Or is there a specific platform needed?

A #1. Reference to this Architecture document was to have been removed from the RFP, it was left in due to an editing oversight and should be ignored.

A #2. This project is to meet the expectations of Open Data Standards referenced in the SEPONS.

A #3. The current solution is based on MS aspx.net. It is expected that the Bidder will provide expertise in providing the best solution to deliver cross platform content without loss of functionality.

Q. Sect 2.2.2: Is there any information on the current site’s
- Traffic metrics?
- Storage space needed?
- Projected growth, and any idea of usage to date?

A. #1 The NYSCR.ORG Site Metrics are:
There are (2) servers one SQL DB and one App server. The App server is provisioned for 6Gb ram and the DB server with 4Gb Ram. At times of high demand the solution is scalable. Storage available is 50Gb on DB server and 120 Gb on the App server. The current use is 4.5Gb DB and 7.67Gb application. Currently monthly maintenance is initiated to manage the DBs and transaction logs. This does include the email system, which requires a separate application and servers. The web and DB servers are in a Raid 5 and and have on-site redundancy, 7 day back up and off site DR backup of 30 days.

Q. Appendix D of SEPONS: Reference to Code Usability in SEPONS Appendix D, page 41-42, regarding use of code from www.grants.gov: “The rules and copyright controlling access to this body of sample code would need to be evaluated to determine if New York State could make use of it.” Has this evaluation been performed? If so, what has been determined? Are we able to make use of it? If not, is it intended that we will perform the evaluation?
   A. This code has not been examined and is not considered germane to this RFP.

Q. Regarding the Inquiries section 1.2: Where are responses to bidder questions specifically posted? I cannot find the location on either www.nyscr.org or http://esd.ny.gov
   A. The questions and answers will be posted on or about 11/4/11 as an attachment to the original ad in the NYSCR; as additional information on the ESD website; and distributed by email to all known potential bidders.

Q. Regarding the List of Bidders, in relation to the Freedom of Information Law, as cited in section 3.3: How do I request a listing of all suppliers who submit intent to bid?
   A. You can submit a FOIL request to our agency’s records access officer:
      Karanja Augustine, Esq.
      NYS Dept. of Economic Development
      30 So. Pearl Street
      Albany, NY 12245

Q: RFP Sections 2.1.1 & 2.1.7: Templates for Ad Insertion – please elaborate on the types of templates; stored data.
   A. Through templates, pre-fills and optional wizards, the new site will be designed to accommodate new and returning user to accurately and efficiently enter ads. Agency users of the site should have the ability to create their own templates for reuse. Agencies should have the ability to share templates among users within an agency account.

Q: RFP Section 2.1.3.2: Searching – Geography based decisions based on geo-location or predefined regions, cities, etc.? Are we going to permit searches based on pre-determined areas or a specific radius search (county search or within “x” miles search?
A. The location is entered by the Agency when inserting the project and the project location for bid. The bidder would be able to retrieve ads based on county and its corresponding NYS DED regional assignment. A state map with counties and regions will be offered as a resource on the new site.

Q: RFP Section 2.1.3.2: Regarding the above Searching question, will it be ONE consolidated search for Reports, Submissions, Notices, etc.? Or, shall there be different Searches available?  
   A. Basic search and advanced searches with refine and sorting capabilities, based on data fields of the entered ads, will be integral to the new site.

Q: RFP Section 2.1.6.4: “Agency users can post results for solicitations they posted” – currently agency-wide, is this old information prior to updates? Or, is this intentional?  
   A. Posting bid results will be agency wide.

Q: RFP Section 2.1.6.7: What are the specific Response Messages that you would like to have control over (please provide us with examples).  
   A. Some examples of types of messages were referred to in the RFP. Exact messages will be provided to the bidder awarded the contract.

Q: RFP Section 2.1.9.3: Shall we allow for multiple categories to be selected as well as multiple subcategories?  
   A. Yes.

Q: RFP Section 2.1.11.2: Will multiple user accounts be required at the time of the original subscription? Or, can accounts be added at any time? If so, will the fee be pro-rated for the remainder of the master subscription? Or, will the subaccount expiration date be extended beyond the master? Or, will the $30 fee apply to the remainder of the subscription?  
   A. The multi-user account can be an upgrade of a single user account, maintaining the expiration date, and with the additional fee will be pro-rated at a daily calculation to the end of the subscription term of the master account.

Q: RFP Section 2.1.15: Hard Copy (Printable): The current system allows persons to download solicitation documents. Do you foresee that these documents are also available in another printable format? If so, how?  
   A. Each issue of the NYSCR now must be available in a downloadable PDF that can be printed by the end user. Multiple issues must be selectable within the statutory date range: a printed copy of all notices from the date of such request and the fifteen days preceding

Q: Based on Addendum 1, and the document titled: CONSIDERATIONS FOR DEVELOPING AN INTEGRATED STATE ELECTRONIC PROCUREMENT OPPORTUNITY NOTIFICATION SYSTEM, is it to be assumed that our statement of work is to include all recommendations of the procurement council and that this report is to be integrated as part of the overall statement
of work and technical build? OR, is the report only to be used as reference and the true statement of work is as described in Section 2 of the RFP?
   A. Every effort has been made to include the over arching goals of the SEPONS in the Scope Of Service (SOS) of this RFP. The SEPONS report itself is not integral to the SOS of this RFP.

Q. Also, on the topic of this report, if there are any specific recommendations that need to be included in our statement of work and technical build, please describe what those are.
   A. The SEPONS report is not integral to the RFP.

Q: What does NYSCR envision as the new design? Are there “best in class” designs or any examples you can share?
   A. The SEPONS refers to www.grant.gov as a notable site. However, no particular sites have been identified as “best in class” or note worthy for the purposes and goals detailed in the SOS of this RFP.

Q: Does NYSCR desire an ADA accessible main site or an alternative site?
   A. The selected bidder must meet NYS CIO-OFT requirements regarding ADA accessibility.

Q: Does the State banner and graphics need to be incorporated per NYS OFT requirements?
   A. The selected bidder must meet NYS CIO-OFT requirements regarding banner and graphics.

Q: Are you looking for PC and MAC compatibility for the management section and the front end user section? What about I-Pad or Mobile devices? Also, is auto alignment required for all those platforms and the varying browsers that accompany them?
   A. #1 - It is expected that the Bidder will provide expertise in providing the best solution to deliver cross platform content without loss of functionality.
   A. #2 - It is expected that the NYSCR will be compatible with I-Pad and other Mobile devices.
   A. #3 - The site should open and display effectively in a center formatted manner across platforms.

Q: Is auto alignment for only the front and public users and registered users side? Or, should it also be available for the management section?
   A. The site should open and display effectively in a center formatted manner across platforms and be available for all users of the site.

Q: Can you please describe what added search filters you wish to have and on which areas of the site?
   A. Basic search and advanced searches with refin and sorting capabilities, based on data fields of the entered ads, will be integral to the new site.

Q: Is there a specific OS or programming language that NYSCR prefers?
A. No programming language is specified, it is expected best industry practices will be utilized in providing a robust solution.

Q: Since we do not know the extent of site maintenance and ongoing support desired, are hourly rates acceptable?
   A. The maintenance support will be an overall fixed dollar amount for each year of the contract. Specific work orders will be generated and responded to by the contractor for site enhancements.

Q: We did not notice a specific project completion date, but rather only a request for a timeline. Do you have a completion date in mind?
   A. The site must be developed and successfully launched within one year of contract award and approval by the Office of the State Comptroller.

Q: Are there any M/WBE requirements or goals? If so, what are they?
   A. The M/WBE goals as stated in the NYSCR ad and RFP are: 5% MBE and 7% WBE

Q. Regarding Section 2.1 Scope of Services: Would the Department of Economic Development consider customizing an existing solution to meet the requirements defined for the Contract Reporter Website?
   A. Expectations are for a site that meets NYSCR requirements. Although customization of an existing solution will not be discounted, how the overall proposal meets the needs of the NYSCR and its mandates will be the prime consideration.

Q. Regarding Section 1.6 Financial Resources: How long of a payment delay should the Proposer expect to cover?
   A. The Project performance dates will be set by the contractor’s Scope of Work. Every effort is made by the agency to process properly completed invoices within 30 days, as long as the payment is in compliance with the contractual payment schedule. Payment is then forwarded by the agency to be processed by the Office of the State Comptroller.

Q. Section 2.1.6 Agency Database Content and Functionality Are you looking for a submission system to bid on projects?
   A. At this time, electronic bid submission in response to bid solicitations is not a component of the SOS of this RFP. However, capacity to add that feature as an enhancement to the site will be desirable.