Request for Proposals – Technical Assistance to Manage Wasted Food and Food Scraps
Summary of Questions and Responses

Question: Task 1 - One business day to respond may be challenging. Can this be changed to three?
Response: Per Schedule 1-Scope of Work: All calls and emails must be responded to within one business day.

Question: For on-site treatment/recycling options, does this include the development of site plans and flowcharts?
Response: The Contractor should be prepared to provide information and assistance for on-site treatment/recycling options. Per Article 6: Technical Proposal, the Technical Proposal should include a detailed narrative description of how the Proposer plans to accomplish each of the tasks and deliver corresponding services as described in Article 3 (Schedule 1): Scope of Work This could include the development of flowcharts to assist the generator with understanding the flow of materials. The Contractor is not required to develop an engineered site plan for implementation of an on-site treatment/recycling option.

Question: Task 3 - Are there considerations in the event that less than 100 generations inquiries are made within a given year?
Response: The Contractor will provide direct assistance to generators who submit inquiries directly to the Contractor in addition to self-generating leads through event attendance, generator outreach, etc. If less than 100 inquiries are received, DEC will work with the Contractor on actions required.

Question: Are permitting services intended to be included for the implementation of pilot programs?
Response: The Contractor can assist with navigating the permitting process, but it is not intended for the Contractor to prepare or submit required permit applications on behalf of the entity.

Question: Task 8 - Are the suggested meetings intended to be virtual?
Response: Monthly meetings with NYSDEC Organics Reduction and Recycling section will be conducted virtually.

Question. Tasks 1 and 3 seem to overlap, as they both include phone and email support. During the work, will we have to track hours and costs by Task? Is there

a need to have a clear distinction as to what services are provided under each of these tasks?
Response: Task 1 identifies the need to provide direct support through phone and email to any entity. Task 3 more specifically identifies the minimum requirement of how many generators the Contractor must assist per year. The Contractor's proposal should specifically list how they will meet the objectives outlined in each of the tasks. During implementation of the workplan, the Contractor will be asked to provide updates on meeting technical assistance minimum requirements.

Question: Attachment 12 - Under "Personnel Costs" column, should we list personnel by title or by individual name?
Response: The Contractor should list the personnel title of the role.

Question: Attachment 12 - For the second column, are you looking for the number of hours?
Response: The Contractor should list the number or percentage of full time equivalent staff funded under the Proposal.

Question: Attachment 12 - What is the difference between the cost and total columns?
Response: There is no difference between the cost and total columns.

Question: Attachment 12 - How should we complete the employee fringe benefits line?
Response: The Contractor should determine what, if any, fringe benefits would be charged for personnel funded under the Proposal. These charges or fees may be built into the personnel costs or listed separately.

Question: Attachment 12 - For Personnel, our preferred method is to use a standard billing rate per hour for each labor category/person, which covers salary, benefits, overhead and profit. Is it acceptable to present our costs in this fashion?
Response: The Contractor will determine how their personnel are paid.

Question: Attachment 12 - Under Non-personnel costs, what is needed or required for the "indirect" row?
Response: If applicable, the Contractor will note any addition indirect rates in relation to non-personnel costs.

Question: Attachment 12 - For non-personnel, what is the difference between the cost and total columns?

Response: There is no difference between the cost and total columns.