

**SCIENTIFIC OVERSIGHT OF STEM CELL CONSORTIA  
Request for Proposals No. 1003250404**

**QUESTIONS AND ANSWERS and MODIFICATIONS  
8/31/11 – 10/5/11**

PROPOSAL CONTENTS

1. Are there page limitations for the technical proposal, appendices, or cost proposal?
  - A. No, there are not any page limitations.

TECHNICAL COMPONENT

2. Will the existing NYSTEM website (<http://stemcell.ny.gov/>) be used by the contractor or should the contractor be prepared to develop a website as an information portal for dissemination of agendas, meetings minutes, reports, etc.?
  - A. The contractor will be required to develop and maintain mechanisms for information sharing.
3. Who will be responsible for selecting the venue for the required oversight meetings?
  - A. The contractor will be responsible for selecting the venue for the meetings (also see Section C.2.c.i. of the RFP for discussion of venue and meeting arrangements).
4. If there are multiple oversight panels, can an oversight panel member serve on more than one panel?
  - A. Yes, an oversight panel member may serve on more than one panel.
5. The Contractor will be responsible for providing meeting summaries to NYSTEM. Does this include meeting minutes in addition to the formal record of proceedings detailed on page 8 of the RFP?
  - A. No, the contractor is not required to submit minutes in addition to the formal record of proceedings.

SCORING

6. Is preferential treatment given to New York State bidders?
  - A. No, there is no preferential treatment for NYS bidders.

## COST COMPONENT

7. What type of contract will be let as an award in response to this procurement? Cost plus fixed fee, time and materials, etc.?
  - A. The resulting award will be a consulting contract. Each coordination service will be paid on a graduated scale based on the number of panelists. Meeting costs will be paid based on the awarded bid price for the meeting type plus variable pass-through costs as described in Section D.2 and Attachment 3 of the RFP.

**NOTE:** There is a typographical correction in the instructions at the bottom of Attachment 3. The sixth sentence ends with a reference to "Column E"; the correct reference is "Column D." **This notation constitutes a Modification to the RFP.**

8. For bidding purposes, what is the expected number of days for the kick off meeting and the annual meetings, and the number of hours for the web conference/webinar meeting?
  - A. For purposes of preparing the Cost Proposal, please make the following assumptions:

Kick-off Meeting – 2 days  
Annual Meeting – 1.5 days  
Electronic Meetings – 3 hours

Note that meeting costs will be paid based on the awarded bid price for the meeting type plus variable pass-through costs as described in Section D.2 and Attachment 3 of the RFP (also see #7, above).

**NOTE: This answer constitutes a Modification to the RFP.**

9. This contract will provide support for one oversight panel for each funded consortium. How are cost structures in this proposal adjusted from a single panel to multiple panels?
  - A. Please note that Attachment 3: Cost Proposal form is to be completed based on the assumptions listed in Section D.2.a. and in #8, above.

Reimbursement of expenditures will be provided for the number of panels operating based on the awarded amount (Attachment 3) for: the fixed annual fee for coordination services of each consortium, depending on number of panel members (5-6 or 7-8); each type of meeting convened, regardless of variations in number of attendees (kick-off, annual and in-person, electronic, and final); and the actual variable costs incurred for each meeting. No other adjustments will be made. The contract will provide funding for up to five oversight panels (also see #7 and #8, above).

9. Please clarify the number of on-site (in person) meetings of the Oversight Panels per year, assuming five consortia are funded.
  - A. The number of on-site meetings will vary depending on the contract year and the needs of the Oversight Panel for each consortium. See the table below, which outlines the *anticipated* number of meetings per consortium, per year:

NUMBER OF MEETINGS PER CONSORTIUM PER YEAR

Meeting Type	Location	Year 1	Year 2	Year 3	Year 4	Year 5
Kick-off	In-person	1				
Annual	In-person	1	1	1	1	1
Other	Electronic or In-person	1	1	1	1	1
Final meeting	In-person					1
TOTAL		3	2	2	2	3

Thus, if five consortia are each funded throughout their entire contract terms, the total number of *anticipated* meetings in each year of the Consortia Oversight contract would be:

Year 1 – 15 meetings

Years 2, 3 and 4 – 10 meetings each year

Year 5 – 15 meetings

for an anticipated total of 60 meetings throughout the contract term.

The RFP states: “Each consortium will meet in person at least annually, and at other time periods, either in person or electronically (e.g., videoconference or webinar) as appropriate to the established consortium project milestones and key decision points, and to ensure continuous progress throughout the consortium’s contract term.” Thus, there could be a need for more than one “Other” meeting per year.

It is also possible that the number of funded consortia will be reduced over time depending on the outcome of the Oversight Panel meetings, in which case fewer meetings (on-site and/or electronic) will be required; Section C.2.c.i. of the RFP states “Possible outcomes of these meetings include: project continuation, redirection or discontinuation. Continued funding and “Go/No-go” determinations will be made by NYSTEM following receipt and review of consortia progress reports and the recommendations and reports of the Oversight Panel.”