

**NYS Department of State**  
**Request for Proposals 20-OPD-4**  
**Shoreline Monitoring – Measuring Success – Phase II**

*The responses to questions included herein are the official responses by the State to questions submitted by potential bidders and are hereby incorporated in RFP #20-OPD-4 (Shoreline Monitoring – Measuring Success – Phase II) issued on June 9, 2020. In the event of any conflict between the RFP and these responses, the requirements or information contained in these responses will prevail.*

The RFP has been amended as follows (changes noted in red):

Page 1, Key Dates is amended as follows:

**Release Date: June 9, 2020**

**Deadline for Questions: June 24, 2020 by 5:00 pm**

**Questions and Answers Posted: July 9, 2020**

**Proposal Due Date: ~~July 23, 2020~~ August 6, 2020, by 4:00 PM**

**1. Section 1.3 is amended to read as follows:**

**1.3 Funding and Term of Contract**

This contract will be 100% federally funded from a project-specific Coastal Zone Management grant received by DOS.

This agreement shall be effective upon approval of the NYS Office of the State Comptroller. The anticipated ~~end date of the contract is June 30, 2022~~ **contract term is approximately 18-20 months**. DOS shall have no liability under this RFP to the successful Proposer for consulting services, or to any other party, beyond funds available for this RFP.

DOS will negotiate the contract for services in fulfillment of the needs of this RFP on the basis of demonstrated competence and qualifications. Contract negotiations may include, but are not limited to, the selected Proposer's price proposals to ensure work is accomplished at fair and reasonable rates.

This agreement may be canceled at any time by the DOS giving to the contractor not less than thirty (30) days written notice that on or after a date therein specified this agreement shall be deemed terminated and canceled.

**2. Section 3 Eligible Costs is added to read:**

**Section 3 Eligible Costs**

Costs must be adequately justified and directly support the scope of work for the proposed contract. Proposed project costs must be essential to project completion.

The following costs will be eligible for reimbursement under the contract resulting from this RFP:

**Personal Services** – including direct salaries, wages, and fringe benefits for activities related to project work by Contractor employees. Fringe benefits must be outlined in the Proposal and include the organizations' documented rate. If the fringe rate exceeds 35%, provide a breakdown of what is included in the rate. Any overhead or indirect costs should be included under Personal Services.

**Travel** – Proposal must include a travel plan detailing the proposed travel budget necessary to accomplish all of the tasks required under the Scope of Work. Proposers should also include detail of how the costs were determined. Compensation for such travel will be provided at the same rates established by the Office of the State Comptroller in the State of New York Office of the State Comptroller Travel Manual (<https://www.osc.state.ny.us/agencies/travel/manual.pdf>). Current rates are identified at the following website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

**Supplies** – Supplies directly benefiting the required activities of this contract.

**Equipment** – Non-expendable personal property with a unit cost of \$5,000 or more and having a useful life of more than one year. Equipment purchase will only be considered as an eligible cost if the equipment is essential to accomplish tasks included in the scope of work and is demonstrated to be more cost-effective than renting or leasing the equipment. The proposal should list each piece of equipment to be purchased with an estimated cost and how it will be used to accomplish project tasks.

**Contractual Services**

**Other** – Direct costs necessary for the performance of the services defined in the scope of work, including but not limited to software subscriptions for the duration of the contract period.

**3. Section 4 Ineligible Costs is added to read:**

**Section 4 Ineligible Costs**

The following costs are not eligible for reimbursement under the contract resulting from this RFP:

- Costs incurred by advisory councils or committees
- Additional expenses including, but not limited to: alcohol, out-of-state or out-of-country travel, prizes and award, honoraria, lobbying expenses, fund-raising events/expenses, grant writing costs, taxes, fines and penalties, deficit funding, religious activities and refreshments for meetings
- Costs incurred prior to the contract start date
- Costs that are not adequately justified or that do not directly support the scope of work

**4. Section 5.5.1 Elements of the Technical Proposal (3) Understanding of Project Goals and Objectives, including Project Approach is hereby amended to read:**

Proposers should submit information detailing their understanding of the project tasks, project approach, and overall outcomes. Proposers should indicate whether they would undertake the listed optional task (Task 3, Part 2). Proposers should submit a short summary of their understanding of the Phase I Monitoring Project (completed in 2020) and how they will use the lessons learned from the Phase I Monitoring Project to inform their project approach. Proposers should also indicate their readiness to begin work on the project including a proposed timeframe for when work will begin and their ability to meet the timeline goals for the project (18-20 months). Indicate percent availability of Key Personnel.

**5. Section 5.5.1 Elements of the Technical Proposal (4) Project Team/Organization/Key Personnel is hereby amended to read:**

Proposers should provide resumes showing qualifications, educational background, professional accreditation, training and experience of all person(s) who will be assigned work on this project (including subcontractors). Include an organizational chart and staffing plan for this project. Designate an individual as the Project Manager who will be directly responsible for all activities of the organization relevant to this project. The project manager should have managed the implementation of at least one other project of similar scope and nature (projects of a collaborative nature are favorable) and a description of that project must be included in the submission. Submit a description of any subcontractors and how these subcontracted services relate to this proposed contract, including gaps in skillsets/expertise that the subcontractor(s) will fill. Indicate if any subcontractor agreements are already in place.

**6. Section 5.5.1 Elements of the Technical Proposal is amended to add:**

**(5) Diversity Practices Questionnaires**

Proposers must complete and submit the Diversity Practices Questionnaire attached here as Attachment 10 with their proposal.

**7. Section 5.5.2 Elements of the Cost Proposal is amended to add:**

**(3) Travel Plan**

Provide a travel plan detailing the proposed travel budget necessary to accomplish all of the tasks required under the Scope of Work. Proposers should also include detail of how the costs were determined. Compensation for such travel will be provided at the same rates as established by the Office of the State Comptroller in the State of New York Office of the State Comptroller Travel Manual (<https://www.osc.state.ny.us/agencies/travel/manual.pdf>). Current rates are identified at the following website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

**8. Section 6.2.1 Technical Proposal Evaluation is amended as follows:**

**(1) Qualifications and Overall Experience (36 40 points)**

- a. Proposer submitted information relevant to the preferred qualifications and provided narrative detailing experience and performance completing a minimum of five (5) similar projects/contracts in the last five (5) years. The projects reflect the diversity that is required and together cover all of the tasks required in this project (including but not limited to quality of deliverables, adherence to budget and schedule, communication, etc.). Proposer demonstrated that a minimum of two (2) of these projects were undertaken by the prime proposer.
- b. Proposer submitted a list of three (3) references.

**(2) Understanding of Project Goals and Objectives, including Project Approach (24 20 points)**

- a. Proposer submitted information detailing their understanding of the project tasks, project approach, and overall outcomes, and indicated whether they will complete the optional Task 3, Part 2 task. If there is no mention of the optional Task 3 Part 2 task, it will be assumed that the proposer is not undertaking this task and additional points associated with that task will not be awarded.
- b. Proposer submitted a short summary of their understanding of the Phase I Monitoring Project (completed in 2020) and how they will use the lessons learned to inform their project approach.
- c. Proposers indicated their readiness to begin work on the project including a proposed timeframe for when work will begin and their ability to meet the timeline goals for the project (18-20 months). Proposers indicated percent availability of Key Personnel.

**(3) Project Team/Organization/Key Personnel (18 20 points)**

- a. Proposer provided resumes of all person(s) who will be assigned work pursuant to this RFP (including subcontractors), showing qualifications, educational background, professional accreditation, training and experience.
  - b. An organizational chart and staffing plan for this contract were submitted.
  - c. An individual was designated as the Project Manager. The Project Manager has managed the implementation of at least one other project of similar scope and nature and a description of that project was included in the submission.
  - d. Proposer identified any gaps in skillsets/expertise in their proposed team and has either identified a subcontractor(s) to fill the gap(s) or has laid out a plan for finding a subcontractor(s) to fill the gap(s). **Proposer indicated if any subcontractor agreements are already in place.**
- (4) Diversity Practices Questionnaire Diversity Practices Questionnaire (Attachment 10) will be scored in accordance with the established matrix. (2 points)

**9. Section 7.1.5 Travel is amended to read:**

7.1.5 Travel

~~All travel must be first pre-approved in writing by DOS.~~ Proposers must include a travel plan with their proposal detailing the proposed travel budget necessary to accomplish all of the tasks required under the Scope of Work. Proposers should also include detail of how the costs were determined. Compensation for such travel will be provided at the same rates as established by the Office of the State Comptroller in the State of New York Office of the State Comptroller Travel Manual (<https://www.osc.state.ny.us/agencies/travel/manual.pdf>). Current rates are identified at the following website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

**10. Attachment 10 Diversity Practices Questionnaire is added to the RFP**

**11. Attachment 10 Sample Contract is hereby changed to be Attachment 11**

***Questions & Answers***

**Q1.**

- **In Section 1.1 - the RFP identifies the Core Team and references that the Core Team “could be considered a resource or potential partner in this proposed project.” My questions:**

a. Is it anticipated, that there would be one prime contractor that will execute the Agreement with DOS and then execute a subcontract agreement with each of the “potential partners”?

b. Would all the potential partners (Core Team) identified in Section 1.1. of RFP be allowed to submit a bid for the RFP?

- On page 5 of 79 in the RFP it states:  
The Monitoring Project was a highly collaborative project and a Core team was established. The Core Team includes the following partners: Science and Resilience Institute at Jamaica Bay (lead), NYS Department of Environmental Conservation, NYC Parks, Consensus Building Institute, US Forest Service, Brooklyn College, New York Sea Grant, New York-New Jersey Harbor Estuary Program, SCAPE Landscape Architecture, ARCADIS, and the New York State Water Resources Institute/Cornell University.

Can you inform us as to the roles the Core team will continue to play in this continuing work for examining the Monitoring Framework and its protocols? Are any of these entities expected to propose on this project or have indicated that they will? Will those who prepared the Monitoring Framework be eligible to bid this phase?

- Is the Phase 1 Core Team allowed to submit on this RFP?

A1. It is anticipated that there would be one prime contractor that will execute the agreement with DOS. The RFP defines Eligible Proposers in Section 1.4 as “Any for-profit, not-for-profit, academic or other organization” By this definition, all of the Core Team would be eligible to submit a proposal. Core Team members who do not choose to submit a proposal can still be involved informally but will not receive State financial support to do so.

Q2.

- What is the approximate start date?
- What is the anticipated award date?
- What is the anticipated notice-to-proceed date?
- How long does the State anticipate the procurement process requiring?

A2. Given the current staffing situation due to COVID-19 it is difficult to estimate when the evaluation process will be complete and the new contract will start. DOS expects that the procurement process will be complete by late December – early January. The contract term is estimated to be 18 – 20 months.

Q3. What is the approximate time period allowed for the proposed work?

A3. The estimated contract term will be 18 – 20 months.

**Q4. On page 6 of 79 in the RFP; Section 1.3 Term of Contract states:**

**This agreement shall be effective upon approval of the NYS Office of the State Comptroller. The anticipated end date of the contract is June 30, 2022.**

**Question:**

**Does the end date of the project suggest that all fieldwork will be/should be completed in 2020?**

A4. Based on expected contract execution timeframe, it is most likely that the majority of field work will be/should be completed in 2021. Please note, the amended language in the referenced Section.

**Q5.**

- **What is the approximate budget? Are there individual budgets within the total budget?**
- **Is there a budget established or funding constraint for this project?**

A5. As this is a competitive process that will result in a vendor contract and not a grant, there is no set budget. The structure of the contract budget is shown in the Cost Proposal Bid Form attached to the RFP as Attachment 9.

**Q6. What are allowable costs?**

A6. Please see the amended RFP Sections 3 and 4 that document Eligible and Ineligible Costs.

**Q7. What is the source of funds (federal, state, other)? If federal funds are involved, in what proportion and from what source?**

A7. This contract will be 100% federally funded from a project-specific Coastal Zone Management grant received by DOS.

**Q8. Does DOS need to approve travel for the consultant/subcontractors to each site for each monitoring activity?**

A8. No, however the proposal should include a travel plan detailing the proposed travel budget necessary to accomplish all of the tasks required under the Scope of Work. Proposers should also include detail of how the costs were determined. See A10 for more discussion on visitation requirements. The full list of sites can be found in the answer to Q12 below or Section 3 of the Final Monitoring Framework Report (available for download at <https://www.dos.ny.gov/opd/monitoring.html>). Note that the monitoring sites under this RFP will be in the Long Island and Great Lakes region only.

**Q9.**

- **Can the contractors vary from/utilize different software than Microsoft Access for the creation of the data entry screen/graphic user interface?**
- **Regarding Task 6, should we interpret that the data is currently in an Access database, but NYS is open to the data being transferred to another DOS-compatible storage system, as long as existing data and any data collected through this process were compatible? Following that, is the intention for multiple users to access and update the database simultaneously, and whether that task is to be performed at specified locations (like field offices) or from any connected device.**

A9. The database created in Phase I Monitoring Project is a Microsoft Access file; therefore, Microsoft Access is the preferred software for the data entry screen. Contractors may use another Access-compatible software throughout the project, but the database/data entry screen deliverable must be in Microsoft Access. Under this RFP, multiple user access to the database/simultaneous use is not required.

**Q10.**

- **On Page 11 in the RFP; Task 5: Monitoring Data Collection it is stated: The protocols will be applied at a minimum of 8 sites, which cover two geographic regions of the State: Long Island and Lake Ontario/Lake Erie. Data collection includes both field and desktop protocols. For each region, 4 sites have been pre-selected for data collection: two nature-based feature sites, one natural site, and one structural site.**
  - **Does DOS anticipate a single site visit to each of the eight (8) sites that are referred to in the RFP or can additional site visits be conducted or are already anticipated? Will access arrangements/coordination need to be accomplished by the selected contractor or will DOS manage that aspect of the project?**
  - **How many sets of raw data is NYSDOS expecting to receive at the conclusion of Task 5? That is, now how many visits to each site are required?**
  - **Do you have an anticipated number of surveys expected to monitor the social engagement/human use protocols? These surveys are sometimes completed through multiple surveys over an extended period of time.**
  - **What is the anticipated time frame/duration on site (days) for testing at the 4 pre-selected sites? Number of field days per site?**
  - **Is all site worked expected to be conducted on land, or is testing expected to occur in and over water as well?**

- **Regarding Task 5 field data collections, how many household surveys will need to be conducted? Can they be done remotely given the current social distancing norms?**

A10. The protocols from Phase I Monitoring Project (Appendix A, Annotated Protocols and Worksheets), as well as the work completed under several tasks in this Scope of Work, will inform the number of visits/data collection, duration of visit and type of field work required for each site. Each of the original protocols (Phase I Monitoring Project, Appendix A) includes information on the suggested frequency for data collection, these should be considered the minimum requirements for each protocol. The work completed under several tasks in the Scope of Work may propose changes to the frequency of the data collection for certain protocols. Phase I Monitoring Project Appendix A can be requested via e-mail to [opd@dos.ny.gov](mailto:opd@dos.ny.gov) subject line: MONITORING. DOS will coordinate access to all sites. Regarding household surveys, while the existing protocol recommends in-person surveys, should extenuating circumstances (such as due to COVID) not allow for in-person surveys, the contractor may develop a revised protocol, such as a virtual survey.

**Q11. For the purpose of this project, are Brooklyn and Queens considered part of Long Island?**

A11. No

**Q12.**

- **For the purpose of budgeting for travel expenses, could you please provide the specific location (or at least the municipality) for each of the eight proposed field monitoring sites?**
- **For Task 5, the RFP indicates that for each region, 4 sites have been pre-selected. Can you please share the locations of those pre-selected sites?**
- **Which sites have been selected for monitoring, and how much flexibility do the contractors have to select sites?**
- **Are the 8 sites listed for the Long Island and Great Lakes regions in the Phase 1 final report the same to be used for the Phase II monitoring?**

A12. The project sites in the Long Island and Great Lakes region that were monitored under the Phase I Monitoring Project will be considered the primary sites to be monitored under this contract. The general locations for the sites are: Greenport, NY; Patchogue, NY; Southold NY; Wolcott, NY; Sterling NY and Sodus Point NY. RFP section 2, Scope of

Work, Task 5, includes language related to flexibility on sites. Refer to the Phase I Monitoring Framework Report, Section 3 (downloadable at <https://www.dos.ny.gov/opd/monitoring.html>) for additional information on the monitoring sites.

**Q13. Can the DOS provide any information on the 8 sites such as general size and other features?**

A13. Please refer to the Phase I Monitoring Framework Report, Section 3 (downloadable at <https://www.dos.ny.gov/opd/monitoring.html>) for additional information on the monitoring sites. The majority of the sites are between 0.5-3 acres in size.

**Q14. Do subcontractors need to be finalized at time of submission or can the applicant run separate calls once funding has been received?**

A14. In order to accurately bid on this project, it is anticipated that subcontractors will be selected prior to proposal submission, however it is not required that the proposer have a signed contract with their subcontractors at the time of application.

**Q15. For the socioeconomics, how crucial is expertise with contingent valuation methodology (WTP/WTA) given that the socioeconomic monitoring protocols do not appear to rely on this specific methodology? Would an expertise in the travel cost methodology be considered more consistent with the existing monitoring protocols?**

A15. The preferred qualifications listed in section 1.6 of the RFP will be assessed per section 6.2 of the RFP. The bidders' Understanding of Project Goals and Objectives, including Project Approach, will also be assessed per section 6.2 of the RFP.

**Q16. Some Proposers may be educational institutions that are highly qualified to carry out the work, however, they may not be able to accept the confidentiality, publication, intellectual property, and/or other requirements as written in the RFP and draft contract. These proposers therefore may be precluded from providing services under this procurement to the State. If such an entity submits a proposal and is selected, will the State be willing to negotiate deviations appropriate for educational institutions?**

A16. No.

**Q17. Are elevation benchmarks available at each site for survey/calibration of survey equipment of topography/bathymetry?**

A17. See Appendix A Annotated Protocols and Worksheets, available via request to [opd@dos.ny.gov](mailto:opd@dos.ny.gov) subject line: MONITORING. More information on the Phase I monitoring sites can be found in the Phase I Monitoring Framework Report, Section 3 (downloadable at <https://www.dos.ny.gov/opd/monitoring.html>)

**Q18. Is it expected that this effort will measure every parameter/protocol established in Phase 1, Appendix E, including surveys of benthic invertebrates, water quality,**

**contamination testing, etc.? Or will only a subset of these features be identified and monitored as a part of this effort?**

A18. The protocols established in Phase I Monitoring Project, Appendix A, will be the minimum required for data collection under this contract. E-mail [opd@dos.ny.gov](mailto:opd@dos.ny.gov) subject line: MONITORING to receive a copy of Appendix A, Annotated Protocols and Worksheets.

**Q19. On page 10/79 of the RFP, Task 3 describes evaluating the existing Monitoring Framework MS Access database and ArcGIS geodatabase. Please confirm what versions of MS Access and ArcGIS are currently being maintained.**

A19. MS Access 2016 and ArcGIS v10.5/ArcPro v2.x

**Q20. On page 10/79 of the RFP, Task 3 describes evaluating the existing Monitoring Framework MS Access database and ArcGIS geodatabase. Please confirm if NYSDOS has an existing ESRI Enterprise Agreement (EA) that the chosen consultant can leverage for testing and implementation of optional field data collection solutions.**

A20. NYSDOS does not have an existing ESRI Enterprise Agreement.

**Q21. Can the consultant team perform statistical analysis in python instead of R?**

A21. There is no requirement to use a particular statistical software.

**Q22. It would be helpful to know what the long-term storage and access plan is for the data, specifically whether it includes use beyond desktop GIS applications (such as websites) or not.**

A22. The long-term plan for the data/database is to make it publicly accessible; however, this is outside the scope of this RFP.

**Q23. It is noted that hard copies of the proposal are required. Given the current constraints related to Covid-19, will an electronic submission be acceptable?**

A23. Given the current situation, it is acceptable to mail a hard copy of the forms that require a signature (all Attachments) along with a flash drive with an electronic version of all other proposal documents. Technical and Cost Proposal elements must be in separate documents on the flash drive. All electronic documents must be in pdf or Word format and the submittal must still be received in the office listed in the RFP by the Proposal Due Date.

**Q24. Given the current phase of office reopenings and limited onsite staff due to Covid, are hard copies still required or would an electronic deliverable only be acceptable?**

A24. Deliverables will be negotiated at the time of contracting.

Q25.

- **On Page 9 of 79 in the RPF; 2. SCOPE OF WORK states:  
All deliverables will be reviewed by DOS and the Contractor will address and incorporate suggested edits prior to final approval and acceptance for payment.**

**Question:**

**Is there an expectation that there will be one round of review of all “draft” submittals or would there be a secondary round of reviews for each deliverable? Will there be a Core team/Project Advisory Committee review for each deliverable as well or a single entity DOS review?**

- **Will the review teams for project progress be multiagency or drawing from NYDOS?**
- **How many feedback interaction cycles are expected within this effort?**

A25. Under Section 2, Scope of Work, the RFP states that all deliverables will be reviewed by DOS and the Contractor will address and incorporate suggested edits prior to final approval and acceptance for payment. Final approval of a deliverable by DOS may require more than one round of review and subsequent revision by the contractor. Only where specified (Tasks 4, 7, and 9) will external stakeholders/Project Advisory Committee be solicited for comments/feedback on deliverables and only in Task 4 will the contractor need to be responsive to those comments.

Q26. **On Page 9 of 79; Task 1: Project Kickoff Meeting and Project Advisory Committee Establishment there is a sentence that states:**

**The Contractor and the Department shall hold an initial meeting to review and agree upon the project scope and schedule, project requirements, roles and responsibilities, State Environmental Quality Review Act (SEQRA) compliance requirements (if required),.....**

**Question:**

**Will SEQRA documentation and compliance be part of the scope of work or will another entity be completing any necessary documentation?**

A26. A review of State Environmental Quality Review Act (SEQRA) requirements will be part of the scope of work to determine whether a formal SEQR review process is necessary for final document approvals and/or adoption. While we anticipate that much, if not all, of the work will be classified at Type II and thus exempt from SEQR, if it is determined during the review of requirements that SEQR is required, Contractor shall prepare all documents necessary to comply with the SEQRA through determination of significance.

**Q27. On Pages 9 and 10 of 79; Task 1: Project Kickoff Meeting and Project Advisory Committee Establishment there is a sentence that states:**

**In addition, the composition of a project advisory committee (PAC) shall be discussed and a list of proposed members will be supplied by DOS and reviewed during the project initiation meeting.**

**Questions:**

**Has the PAC already been established? Will members of the referenced Core team be part of the PAC? Will DOS be looking to the selected contractor to support the development of the PAC (e.g., make recommendations)?**

A27. A PAC for this project has not been established. The PAC will be established as part of Task 1 in the Scope of Work. PAC members participate on a voluntary basis and have not been identified at this time. DOS will consider recommendations from the selected contractor on proposed PAC members.

**Q28. Related to Task 3: Initial Assessment and Review of Database and Geodatabase products (pages 10 – 11 in the RFP), how many records and feature classes are included in the existing Monitoring Framework database and geodatabase?**

A28. Please e-mail [opd@dos.ny.gov](mailto:opd@dos.ny.gov) subject line: MONITORING DATABASE to receive a copy of the Phase I Monitoring Project database and associated database schema. Please note that some sensitive data has been removed. The File geodatabase structure matches the database schema, but spatial data needs to be compiled and linked with the database.

**Q29. Related to Task 3: Initial Assessment and Review of Database and Geodatabase products (pages 10 – 11 in the RFP), for (Optional) Part 2: If applicable, what GPS/GNSS hardware and software is utilized to populate feature classes in the existing geodatabase? Do you have any specific accuracy requirements for data captured in the field?**

A29. Please see the protocols in Phase I Monitoring Project Appendix A (Annotated Protocols and Worksheets) for information related to hardware/software and accuracy requirements. Appendix A can be requested via e-mail to [opd@dos.ny.gov](mailto:opd@dos.ny.gov) subject line: MONITORING.

**Q30. Related to Task 3: Initial Assessment and Review of Database and Geodatabase products (pages 10 – 11 in the RFP), this task discusses that some “data cleanup and/or data entry” might be necessary for the existing database. To what extent is data entry for the phase 1 monitoring efforts anticipated, has mostly all the monitoring data from Phase 1 already been entered for each site or is significant data input anticipated?**

A30. Please e-mail [opd@dos.ny.gov](mailto:opd@dos.ny.gov) subject line: MONITORING DATABASE to receive a copy of the Phase I Monitoring Project database and associated database schema. Please note that some sensitive data has been removed. As it relates to data entry as identified in Task 3, we estimate that approximately 20% of the data needs to be entered. The majority of this is related to spatial data. The File geodatabase structure matches the database schema, but spatial data needs to be compiled and linked with the database.

**Q31. On page 12 of 79 in the RFP; Task 7: Final Report (Edits to Monitoring Framework Protocols/worksheets), Final Database/geodatabase and summary document of project process and next steps states:**

**Upon completion of Task 5, the contractor shall make any final revisions to the protocols/worksheets and the database based on field testing. The contractor shall deliver a summary report on the project process, including a summary of revisions to the protocols/worksheets and database. The summary report will also include any recommended next steps. The revised protocols/worksheets and report will be shared with the Project Advisory Committee and comments will be recorded and shared with DOS.**

**Deliverable (s): Final revised protocols/worksheets, Final database/geodatabase populated with collected data from Task 5, and Final Summary Report.  
Documentation of comments received from PAC.**

**Question:**

**Are there any metadata requirements? If so, which template do you currently use?**

A31. NYSDOS will coordinate with the consultant to decide relevant metadata elements and create a template.

**Q32. For Task 8: Outreach Materials (pages 12 and 13 in the RFP)**

**Question:**

**Is it expected that there would be cartographic products for each survey site? We assume we can approximate the number of GIS figures per site?**

A32. Please see the protocols in Phase I Monitoring Project Appendix A (Annotated Protocols and Worksheets) for information related to survey site outputs. Appendix A can be requested via e-mail to [opd@dos.ny.gov](mailto:opd@dos.ny.gov) subject line: MONITORING. Outreach materials may include the development of graphics and infographics, along with any outputs (such as photos) of the survey sites as deemed appropriate.

**Q33. Will examples of the annotated protocols and worksheets from Appendix A of the Monitoring Framework be made available to interested consultants or will they need to be requested specifically through email?**

A33. The Phase I Monitoring Project Appendix A (Annotated Protocols and Worksheets) must be requested via e-mail to [opd@dos.ny.gov](mailto:opd@dos.ny.gov) subject line: MONITORING.

**Q34. The protocols seem to be listed throughout the Monitoring Framework document, but do not indicate standardized value inputs/outputs. Are there existing standard/predefined data categories, perhaps viewable in Appendix A, or are they left to the discretion of the team monitoring the site? It may be useful to understand preexisting data structure during proposal development.**

A34. Data output, format and management requirements can be found for each protocol in the Phase I Monitoring Project Appendix A, Annotated Protocols and Worksheets. Appendix A can be requested via e-mail to [opd@dos.ny.gov](mailto:opd@dos.ny.gov) subject line: MONITORING.

**Q35. Is it expected that the consultant will need to acquire new data for the Task 3 database clean up and data entry that is not provided by preexisting NYSDOS datasets? If so, is it anticipated that the consultant will need to conduct field surveys to collect the relevant information or is it anticipated that the information should be readily accessible from public datasets?**

A35. New data acquisition is not expected under Task 3.

**Q36. Will an example existing database/data structure be provided for the proposal development?**

A36. Please e-mail [opd@dos.ny.gov](mailto:opd@dos.ny.gov) subject line: MONITORING DATABASE to receive a copy of the Phase I Monitoring Project database and associated database schema. Please note that some sensitive data has been removed.

**Q37. How many additional protocols are expected as part of this project? Will they be linked specifically to the 8 field locations or will considerations for other location types be expected?**

A37. There is no explicit requirement for any additional (new) protocols to be developed. However, the contractor may recommend new protocols. Tasks 2 and 7 deliverables relevant to protocols/worksheets include “proposed revisions, if applicable” and “final revised protocols/worksheets”, respectively. As noted in section 1.1, Project Background, the geographic scope of the field data collection effort of this proposed project includes the Long Island and Great Lakes regions only; however, the monitoring protocols are intended to be applicable across the coastal areas of NYS.

**Q38. Is there a page limit for any components of the proposal?**

A38. No, however we anticipate that the technical proposal will not exceed 12-15 pages excluding resumes.

**Q39. Will the successful proposer (awardee) be provided access to data and information developed during the previous phases of this program?**

A39. Yes. Relevant deliverables under the Phase I Monitoring Project will be shared with the awardee.

**Q40. What access to NYS personnel and consultant teams who performed on previous phases of this program will be made available as resources for the execution of this scope of work?**

A40. A project manager, as well as technical staff from DOS, will be available as resources for the execution of this scope of work. Primarily, staff will be able to provide background/context on Phase I and provide feedback during development and review of deliverables. The Core Team that worked on Phase I will not be required to provide assistance in the execution of this scope of work.

**Q41. Can the State provide more information/detail about the user interface application that will be provided as a deliverable? Does the State intend to generate reports only, or input data only, or would the State like to see a more interactive platform with dynamic analytical functionality?**

A41. Task 6 includes the development of a data entry form, which is intended to improve data input by users. There is flexibility under Tasks 3 and 7 to recommend improvements for data analysis capabilities and other database functions.