# Geographic Information Systems (GIS) Mapping RFP #23-014

# Questions and Answers

## Org Chart/Resumes

**Question**: Should an org chart and resumes be included in the technical proposal?

**Answer**: These are not required but may be included if they address items in the project description.

## Software

**Question**: Would the NYSED / NYSL consider projects that propose the use of GIS software other than ArcGIS Pro to produce maps if all spatial data files can be provided to NYSL in formats compatible with ArcGIS Pro? If not, can further context be provided for how the use of ArcGIS Pro by the consultant is helpful for NYSL's operations? and/or for NYSL's use of the customized map products?

**Answer**: No. Maps should be produced with ArcGIS Pro. NYSL’s experience and familiarity is with ArcGIS Pro so we would want the files available for use with that program.

**Question**: Are there specific ArcGIS extensions we need to utilize?

**Answer**: No.

## Number of Maps

**Question**: Page 5 - We read that new maps need to be produced - is it possible to provide an estimated count by type (e.g. public library system maps, maps by county, legislative district map, other) of the new maps that are needed?

**Answer**: Special request maps are generally of a specific library service area (or multiple areas) within one county. They generally cover a smaller area than the maps posted on the NYSL website.

**Question**: Are there any existing maps that need to be maintained? If so, how many, and of what type?

**Answer**: The list of maps is on page 6 and there are numbers listed next to each one.

## Deliverables

**Question:** The current website of New York State Library has PDF files displayed. Will PDFs be the only deliverables? Or will there an interactive web-based mapping done on Esri's ArcGIS Online too?

**Answer**: PDFs will be the primary deliverables. In the case of special requests, population numbers and/or Census block lists may be required. The shapefiles and point file must be available as requested (see line 16 “All GIS files related to project upon request” on the bid form). There will not be an interactive web-based map.

**Question**: If the data is submitted once, will there be an updation required? Eg: Data submitted in 1st year be required to be updated in consecutive years?

**Answer**: Data must be updated semi-annually with changes sent by the State Library (see deliverables on page 6 of the RFP). Regardless of the number of changes, all maps must be updated semi-annually with updated dates.

## Sharing of Existing Map Files

**Question**: Are there any existing ArcGIS Pro projects and maps (aprx and mapx files) that the selected vendor can obtain to support maintenance of existing and development of new maps?

**Answer**: Existing ArcGIS Pro map files (shapefiles, point file, etc.) will be shared with the selected vendor. A final version of the maps in pdf form can be viewed on the [NYSL site](https://www.nysl.nysed.gov/libdev/libs/service-area-maps/index.html).

**Question**: Is there any existing GIS data that you have already? What format is this data in? Can a sample set of the data be provided?

**Answer:** Existing ArcGIS Pro map files (shapefiles, point file, etc.) will be shared with the selected vendor. A final version of the maps in pdf form can be viewed on the [NYSL site](https://www.nysl.nysed.gov/libdev/libs/service-area-maps/index.html). A sample set of the background data cannot be provided at this time.

**Question**: Will data sources be provided (i.e., sites for downloading territory boundaries, population data, etc.)?

**Answer**: Existing ArcGIS Pro map files (shapefiles, point file, etc.) will be shared with the selected vendor. It is the vendor’s responsibility to get updated boundary/population files as needed.

**Question**: Can we be provided the last set of GIS maps and files that was delivered to the state?

**Answer**: Existing ArcGIS Pro map files (shapefiles, point file, etc.) will be shared with the selected vendor. A final version of the maps in pdf form can be viewed on the [NYSL site](https://www.nysl.nysed.gov/libdev/libs/service-area-maps/index.html).

**Question**: For clarification, will NYSED NYSL be providing the latest shape files of public and association library locations and public library system service areas at the start of the project?

**Answer**: Existing ArcGIS Pro map files (shapefiles, point file, etc.) will be shared with the selected vendor. A final version of the maps in pdf form can be viewed on the [NYSL site](https://www.nysl.nysed.gov/libdev/libs/service-area-maps/index.html).

**Question**: In which format will the files be provided to us? Can sample data be accessed?

**Answer**: Existing ArcGIS Pro map files (shapefiles, point file, etc.) will be shared with the selected vendor. A sample set of the background data cannot be provided at this time.

**Question**: Will data be provided from a Server on need basis or will there be a single download/handover of input data?

**Answer**: There will be a single transfer of data (method to be determined) when the selected vendor starts. Semi-annual changes and special requests will be sent to the vendor via email.

## Census Data/Boundaries

**Question**: Will the latest Census data always be used? i.e. is/are there any historical data used in any product(s) covered under this project?

**Answer**: Yes. The latest decennial Census data is used for the boundaries and populations. Historical data is not used.

## Accessibility

**Question**: We noted that (as specified on page 7 of the RFP) that “any documents, web-based information and applications development, or programming delivered pursuant to the contract or procurement, will comply with New York State Education Department IT Policy NYSED-WEBACC-001, Web Accessibility Policy”. Is there also a relevant style guide that defines the relevant branding, cartography and other map parameters that the selected vendor should use when producing the maps?

**Answer**: There is not a style guide but branding, etc. should follow what is on the current maps. Documents need to be accessible for the web. The link to the [Web Accessibility Policy](http://www.nysed.gov/webaccess/nysed-web-accessibility-policy) includes links to related documents that may be helpful. PDF accessibility can be discussed further with the selected vendor.

## Incumbent

**Question**: Is there an incumbent for this work? If so, is the incumbent eligible to bid?

**Answer**: Yes and yes they are eligible.

## Spatial Analysis

**Question**: Will any type of advanced Spatial analysis be required?

**Answer**: No.

## Population Analysis

**Question**: What type, if any, population models/analysis will be required?

**Answer**: Populations will only be requested within a specific area. For example, the NYSL may request the population of X school district within the town of Y, or a population may be requested for a potential new library service area (based on parameters supplied by NYSL).

## Travel and In-Person Meeting

**Question**: Will there be any travel required to the libraries? Frequency?

**Answer**: No. N/A.

**Question**: Will an in-person meeting be required with NYSED?

**Answer**: No.

## Library Data

**Question**: Can you confirm that "expertise with library data" in the RFP is simply referring to spatial data representing library system locations (point and polygon)?

**Answer**: This refers to working with both library locations and library service areas.

## Bid Form

**Question**: We are proposing staff for this project that bill out at different rates. The BID Form- Cost Proposal only allows for one rate to be entered per task. Is it acceptable to use a blended rate on the proposal spreadsheet, where applicable?

**Answer**: It is acceptable but bidders should estimate the total of all staff positions. Payments will be made at the hourly rates as identified in the contractor’s approved cost proposal.

**Question**: Is it acceptable to bill hourly for this work, since the estimated number of hours may differ from the actual number of hours required to complete each task?

**Answer**: Yes it is an hourly rate. See Payments and Reports on page 7 of RFP.

**Question**: The nature of special requests seems very reasonable, but it is unclear how many such requests would be issued during each period. Considering that we cannot include a list of assumptions in the proposal, could NYSED NYSL please provide an estimated number of Special Requests that it might issue during each period?

**Answer**: We do not have an estimated number of Special Requests. We estimated how many hours we believe these requests will take.

**Question**: In the Cost Proposal spreadsheet (23-014BidForm.xlsx), the tab “Bid Form” says “NYSED/NYSL makes no guarantees as to the number of hours needed in any year. The estimates below are not an indication of the number of hours needed and are solely to be used for bid purposes and to determine estimated contract value.” However, the sheet is protected and we cannot modify the number of hours in Column H. The bid form would help compare the hourly rates of individuals from different firms, but not provide an accurate picture of the actual cost. Could NYSED NYSL please reissue the spreadsheet allowing bidders to enter our estimated hours? [Or should we calculate our total cost for each year and then divide by the number of hours allocated for each task and estimate a fictitious hourly rate for that task?]

**Answer**: Payments will be made at the hourly rates as identified in the contractor’s approved cost proposal. The bidder should provide an accurate hourly rate per each deliverable. The Bid Form will provide the total estimated amount per year.

**Question**: In the Cost Proposal spreadsheet (23-014BidForm.xlsx), the tabs “Subcontracting Form” and “MWBE Purchases Form” distinguish the differences in effort during Year 1 vs. subsequent years. Data acquisition, program planning, etc. will result in a greater effort in Year 1. The tab “Bid Form,” however, does not recognize the additional level of effort during the first year. Could NYSED NYSL please re-issue the BidForm spreadsheet with Hourly Rate and Estimated Number of Hours for each year?

**Answer**: Hours are estimated at the high end. It is possible that the subsequent years you may not utilize the estimated annual hours. The bidder will be paid for actual hours worked, at their hourly rate as identified in the contractor’s approved cost proposal.

**Question**: For quoting rates, is hourly rate required for each map/deliverable? Or on a semi-annual basis?

**Answer**: An hourly rate is required for each deliverable on the bid form.

## MWBE

**Question**: I am writing to you regarding the M/WBE or SDVOB goals for RFP #23-014 GIS Mapping. The RFP states on page 4 that “bidders should consider fulfilling the requirements of this contract through the participation of SDVOBs at a rate of 6%.” The RFP also states that subcontracting will be limited to 30% of the total contract budget. Please clarify whether the M/WBE and SDVOB participation goals for this RFP are 30% or 36%.

**Answer**: The M/WBE participation goal is 30%. The SDVOB goal is recommended at 6%.

**Question**: Our firm is a NYS-certified MBE. Can we meet the entire MWBE participation goal by ourselves, or do we need to include a WBE firm on our team if we bid as a prime contractor?

**Answer**: Yes, your firm would need a WBE to satisfy the 13% requirement.

**Question**: We are a nonprofit, and WBE classifications are only for "for profit" businesses. We are "woman led" per WBE definition, half of leadership is women ("The woman must manage the day-to-day operations of the business") - me, in fact! Additionally, more than half of the board is women (also part of the qualifications of at least 51% of organization is "controlled by women"). Our GIS team is also all women (6 women) and only women - very different than any other Mapping shop. Some places do make sure non-profits get the same "WBE status" (an example [here](https://www.philasd.org/procurement/wp-content/uploads/sites/93/2017/07/Non-Profit-Registation-Letter-01-2012.pdf)) as for-profit orgs so long as they can communicate the qualifications, whereas others just automatically follow the WBE standards (for-profit only). Will NYSED-NYSL consider a non-profit to be equal to a WBE classification if they have the same qualifications as a for-profit organization?

**Answer**:

New York State Executive Law Article 15-A requires awardees to adhere to the M/WBE requirements. As a nonprofit WBE owned company, it would not qualify in meeting the WBE requirements and the company would still be required to meet the 30% M/WBE goal.

**Question**: We are a NYS-certified MWBE. We intend to bid on this work as the prime/sole provider. Do we still need to complete forms MWBE 100 and 102?

**Answer**: Yes, as a prime M/WBE vendor, please add your company to these forms.

**Question**: We are qualified and able to self-perform the work, but we welcome the opportunity to subcontract to other larger firms as well. Our profile on the NYS MWBE database does indicate that we are capable of providing GIS support. Is there an opportunity to directly inform interested bidders of our ability and interest to assist them?

**Answer**: Firms may reach out to potential bidders. This RFP is currently in the restricted period and NYSED cannot provide bidders’ information. At the end of this Q&A we can post the certified M/WBE vendors that appear on the Empire State Development’s M/WBE Directory.

**Question**: Would NYSED allow an MWBE firm to bid directly and be included as a subconsultant on another prime’s proposal?

**Answer**: Yes, you can bid directly and also be a subcontractor for another bidder.

**Question**: Page 4 of the RFP states that “Bidders should consider fulfilling the requirements of this contract through participation of SDVOBs at a rate of 6%.”. Is there a 6% SDVOB in addition to the 30% MWBE requirement?

**Answer**: The 30% M/WBE is required and the SDVOB is recommended.

**Question:** I am writing to you regarding the GIS Mapping RFP (23-014). We have been in contact with a firm regarding joining our team that has not filed with New York State to become a certified WBE yet, however, they intend to do so. Would that correspondence count as a good faith effort to include a New York State certified WBE for a partial waiver for the submission?

**Answer:** The Good Faith Efforts will need to include all the certified businesses that were contacted and relevant price quotes along with the vendor that will be obtaining certification.