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6/26/2023

The following (Q&A) will serve as Amendment #1 to NYSIF's Request for Quotes (RFQ) for Management 201 & 301 Training, bid number 2023-42-ADM. Material in this Amendment supersedes any contradictory material in the RFQ.

Please note that the due date for the submission of bids remains unchanged.

All bids are due 07/10/2023, by 2:00 p.m.(eastern).

Sincerely,

A handwritten signature in black ink, appearing to read "Kolby Carpenter", with a horizontal line extending to the right.

Kolby Carpenter
Contract Management Specialist 1

**Management 201 & 301 Training
RFQ 2023-42-ADM
Amendment 1**

Question #	RFQ Page #	RFQ Section and Sub-Section Reference #/Heading	Question	NYSIF Response
1	1	2. Purpose of this RFQ	Who developed the Management 101 Course?	The Management 101 course was developed internally in conjunction with a vendor.
2	1	2. Purpose of this RFQ	Was the Management 101 Course developed internally or externally?	The Management 101 course was developed internally in conjunction with a vendor.
3			Can you clarify which forms are required for the RFQ Submission and which are required upon award for reporting?	All forms included within the RFQ are required upon submission.
4	8	15. Bid Format	It states that "Bids/Proposals are to be submitted with each numbered item listed below as a separate section." but we cannot see a list below so can you confirm the format requirements?	Please use the numbered items in Section 11. Mandatory Requirements.
5	8	15. Bid Format	It states that each of the Administrative, Technical or Cost Proposal requirements should be submitted as separate electronic files but doesn't list anywhere what the requirements for each of those 3 are. Can you clarify?	Administrative Proposal: All appendices and forms included within the RFQ. Technical Proposal: All forms and documents that address the Mandatory Requirements listed in Section 11. Cost Proposal: Appendix Z - Fee Schedule.
6	7	12. Cost Factors	Do you wish to include costs of printed training materials (workbooks, facilitator guide etc) for the vendor led trainings (2 x 201, 2 x 301), or should the cost include printing of materials for future NYSIF trainer led sessions?	The submitted Appendix Z - Fee Schedule must include any and all associated costs.