

Questions Received Related to NCIDA Requests for Statements of Qualifications:  
(NCIDA responses appear below in italics)

1. Whether companies from outside the United States of American can apply?

*NCIDA: The Request for Statements of Qualification does not contain any limitations with respect to the country in which the Respondent must be located. This is subject to limitations imposed by federal, state or local laws restricting or prohibiting activities of domestic entities with certain foreign businesses and/or persons.*

2. Whether the Respondent may be required to appear in person for meetings?

*NCIDA: Yes, the NCIDA expects that it will require the successful Respondent(s) to frequently appear in person for meetings and hearings.*

3. Whether the Respondent is permitted to perform the tasks (related to the RFQ) outside the United States of America?

*NCIDA: The Request for Statements of Qualification does not contain any limitations on the country in which the Respondent's agents or employees must be located. This is subject to limitations imposed by federal, state or local laws restricting or prohibiting activities of domestic entities with certain foreign businesses and/or persons.*

4. Whether Statements of Qualifications may be submitted via e-mail?

*NCIDA: No, the Request for Statements of Qualifications requires that Statements be submitted in a sealed envelope. Submissions may be made by certified or registered mail, overnight courier or in person.*

5. With respect to the Request for Statements of Qualifications to Provide Certain Real Property Tax Valuation Services, whether a Respondent may apply if such Respondent does not currently work with any governmental agency?

*NCIDA: Yes, the Request for Statements of Qualifications requires the Respondent to "Provide at least two (2) relevant client references (especially governmental, public authority, public agency, IDA and/or other quasi-governmental entities in New York), with whom the Respondent now works or has worked within the past three (3) years." While prior relevant experience with governmental clients is preferred, it is not required as set forth in the preceding sentence.*

6. With respect to the Request for Statements of Qualifications to Provide Certain Real Property Tax Valuation Services, whether the successful Respondent is permitted to continue providing services as a real property appraiser for other clients?

*NCIDA: Subject to applicable conflicts of interest statutes, rules and policies as well as applicable professional standards, the successful Respondent is not prohibited from accepting assignments from other clients. As set forth in the Request for Statements of Qualifications, Respondents are required to disclose any conflicts of interest.*

7. With respect to the Request for Statements of Qualifications to Provide Certain Real Property Tax Valuation Services, what is the compensation for such services?

*NCIDA: As set forth in the Request for Statements of Qualifications, it is the responsibility of the Respondent to provide its compensation proposal to the Agency for evaluation.*

8. With respect to the Request for Statements of Qualifications to Provide Certain Advertising, Marketing, Media and Public Relations Services (RFQ #2018-02), is the Agency considering splitting up the services among multiple agencies?

*NCIDA: As set forth in the Request for Statements of Qualifications, “[t]he Agency intends to make an award on an “as-needed” basis and where appropriate, to split the services set forth in this RFQ among various Contractors by establishing a list of responsive and responsible Contractors to provide such services.”*

9. With respect to the Request for Statement of Qualifications to Provide Certain Information Technology Design, Hosting and Maintenance Services (RFQ #2018-03), (a) is this bid open to any technology company? and (b) does the Respondent need to be O.G.S. (Office of General Services)?

*NCIDA: The minimum requirements for Respondents to respond to the RFQ are set forth in the RFQ. There are no other requirements or prequalifications imposed by the Agency to respond to the RFQ other than those set forth therein.*

10. With respect to the Request for Statement of Qualifications to Provide Bond/Transaction Counsel Services (RFQ # 2018-04), whether the two-page maximum for the Experience and Capabilities section is a “hard” limit?

*NCIDA: Although responses to the Experience and Capabilities section are limited to two pages and the Agency anticipates that this will be sufficient space to provide the requested information, the Agency notes that Respondents are permitted under the Miscellaneous section of their Statements to “provide any other information that might be helpful to the Agency in making a decision” without limitation as to page count. The Agency will not disqualify a Statement solely on the basis that it includes information related to Experience and Capabilities in its response to the Miscellaneous section if necessary to provide a full response.*

11. With respect to the Request for Statement of Qualifications to Provide Certain Information Technology Design, Hosting and Maintenance Services (RFQ #2018-03):

(a) What triggered these services to be requested at this time?

*NCIDA: The members of the Agency authorized the issuance of a Request at this time as being in the best interests of the Agency.*

(b) Is there an incumbent? If so, is the incumbent eligible to submit a response?

*NCIDA: The requested services have previously been procured by the Agency pursuant to one (1) or more previously issued Requests for Statements of Qualifications and approved lists have been established or awards have been made thereunder. Any party, including any incumbent, may submit a Statement to the Agency in response to the Request. As set forth in the Request, submission of a Statement is not a guaranty of award to any party.*

(c) What is the current server environment, what is the website built in and what databases are being leveraged?

*NCIDA: The current server is a single stand-alone server (no VM). The website is built in WordPress and the only database being leveraged is the database for the website (MYSQL).*

(d) With respect to website maintenance/update service, what are the approximate hours per week or month the Agency envisions for this effort?

*NCIDA: The Agency has no estimate of labor hours required for ongoing requirements such as maintenance/updates. Respondents are welcome to submit cost proposals based on hourly rates for such work.*

(e) With respect to a “top to bottom” website redesign, can the Respondent’s estimate be established once the service is requested?

*NCIDA: No, pricing information is required to be submitted with the Statement. Respondents are encouraged to review the Agency’s current website ([www.nassauida.org](http://www.nassauida.org)) for the required features, functionality and services required. No substantive changes to features, functionality or services are anticipated.*

(f) With respect to website hosting, what are the specs of the server on which the website is hosted?

*NCIDA: The website is currently hosted in the cloud on RackSpace.*

(g) Can Respondents skip the requirement of providing a timeline because some RFQ deliverables appear to be ongoing maintenance?

*NCIDA: Respondents are not required to provide timelines for ongoing maintenance. However, general timelines are required for other specific deliverables set forth in the Request.*

(h) Whether presence in Nassau County is a factor in the selection process?

*NCIDA: Yes, as set forth in the Request, the criteria that will be evaluated by the Agency in establishing an approved list or making an award include, but are not limited to, "presence in Nassau County." Presence means that a team member of the Respondent works from a location in Nassau County.*

(i) Whether social security numbers of a Respondent's principal owner(s) must be provided. If so, how is private information protected, shared and stored?

*NCIDA: This information is required to be submitted with the Statement. As noted in the Answer to Question 4 above, e-mail submission of a Statement is not permitted. Statements received by the Agency will not be stored or distributed electronically by the Agency and all Statements will be kept in locked cabinets in the offices of the Agency. Respondents are reminded that the Agency is subject to the New York State Freedom of Information Law, which governs the process for the public disclosure of certain records maintained by the Agency (New York Public Officers Law, §§87 and 89) (the "Freedom of Information Law"). Respondents may request that the Agency except portions of their responses from public disclosure in accordance with an exemption from disclosure set forth in the Freedom of Information Law. Respondents should be aware that any claimed exemption may be subject to review by a court of law under applicable provisions of the Freedom of Information Law. Only the Contracting Officer, the members and, if deemed necessary by the Contracting Officer, the professional advisors of the Agency will have access to information in a Statement that is exempt from disclosure under FOIL.*

(j) Given the number of deliverables, does the Agency have a project budget range?

*NCIDA: The Agency has not established and does not intend to establish any project budget range.*