To: **RFP Responders**

From: **Tim Ellis**

Date: **1/23/2019**

Subject: **Questions & Answers RFP #02052019-SRPM**

1. Is there an incumbent?

   Answer: It is an existing position that is being backfilled.

2. Does the candidate have to be US Citizen?

   Answer: Yes

3. The scoring criteria says 15% of scoring is "Experience with required software." Does that refer to Plainview's PM product, or to Pension Administration Systems generally, or to a specific Pension Administration System software product?

   Answer: Section 1 Mandatory Skills required software includes MS Word, MS Project, MS Excel, MS PowerPoint & Visio.

4. Is there a reason for the two month delay from proposal submission to the scheduling of interviews?

   Answer: If this finishes ahead of schedule, an addendum to the RFP may be issued with new dates. NYCERS need time to review and score all candidates. The process may take up to two months and that is why there is a two-month delay from submission to interviews.

5. What is NYCERS' estimate of the timeline from Notice of Award to the actual start date for the selected Project Manager (when is the anticipated start date)?

   Answer: This is a function of the candidate's availability and the time needed to create and fully execute the contract. This is a variable that we do not estimate. NYCERS would like this to be as soon as possible after the notice of award.

6. Does this contract need to be approved by the NYC Comptroller's office or other entities outside of NYCERS?

   Answer: If the contract is more than $100,000, the New York City Law Department must approve the contract.

7. Why is there a two and one half month gap between submission and project start? Candidates available now might not be available in April. Is there a way to shorten the process?

   Answer: See answers to questions 4 and 5 above.

8. Is a Prince2 (UK Project Management) certification acceptable in lieu of a PMP certification?

   Answer: NYCERS would prefer PMP; however, Prince2 is acceptable.

9. Is experience with NYCERS' Legacy System Replacement projects truly a mandatory requirement? This severely limits the number of possible PM candidates

   Answer: Legacy System Replacement projects experience is required.