

Questions received from the Mayorsfundtoadvancenyc@mayorsfund.nyc.gov email.

- 1.) **Question:** Are individual consultants, sole proprietors, and single-member LLCs eligible to submit proposals for this opportunity, or is the expectation that proposals will primarily come from established consulting firms or organizations?

Answer: There are no expectations that applicants primarily come from established consulting firms or organizations. The panelists will impartially review all applications and score the applications based on the criteria laid out in the RFP and then determine which applicant best suits the needs for this project.

- 2.) **Question:** For an individual consultant, which required business documents, forms, and insurance coverage must be provided at the time of proposal submission versus after contract award?

Answer: Documents required at time of submission: Application coversheet, responses to application question, project budget, resumes, DBD form, W9 form, Proof of 501(c)(3), and malpractice insurance. The awarded vendor will be notified to provide further documents if necessary.

- 3.) **Question:** What specific insurance coverages and minimum coverage levels are required for an individual consultant performing this work?

Answer: The vendor awarded the contract is required to maintain and have Commercial General Liability Insurance and if applicable: Commercial Automobile Liability Insurance, Professional Liability Insurance, Cyber Liability Insurance, Worker's Compensation, Employer's Liability, and Disability and Paid Family Leave Benefits Insurance. For more information: [Insurance Info](#)

- 4.) **Question:** Following proposal submission, what does the evaluation and selection process look like? Will shortlisted applicants have opportunities for interviews, presentations, demonstrations, or follow-up discussions prior to a final award decision?

Answer: A panelist of individuals from DSS, DHS, and the Mayor's Fund will review all applications submitted prior to June 29th, 5:00 PM. They will have two weeks to review, convene, discuss, and score, all applications. On July 13th, all applicants will be notified of the results. During the review process, the Mayor's Fund may or may

not reach out to applicants if they have further questions regarding an application.

5.) **Question:** Is there an existing REDCap environment currently in production for use in this project, and if so, is it currently supported by agency staff or another contractor?

Answer: There is one environment currently in production supported by agency staff.