

**Request for Proposals for
Disparity Study consulting services
RFP 0222-2
Questions and Answers**

February 22, 2022

- Q1. The RFP says that the project will be 6-7 months in duration. As the standard time to complete a Disparity Study is closer to a year, can this contract be extended to 12 months?
- A1. The term of the contract is for six months with an option to extend an additional six months. The Library seeks the expertise of an experienced and qualified firm to submit a proposal that details its plan and what it believes is achievable within six months and what would require a longer timeframe.
- Q2. Is the study period Fiscal Year 2011 to Fiscal Year 2021? If no, what is the correct anticipated study period?
- A2. Yes, Fiscal Years 2011 – 2021.
- Q3. What is the authorized budget?
- A3. This question seeks information that is not required to submit a responsive proposal. Also as per RFP section VII. EVALUATION AND SELECTION, 6., "...the Library reserves the right to negotiate lower fees with any firm selected, or a different fee structure than proposed."
- Q4. How many construction contracts were awarded in 2021?
- A4. The Library awarded three construction contracts in 2021.
1. Bay Terrace Community Library Renovation
 2. Fresh Meadows Community Library Roof, HVAC and Ceiling Renovation
 3. Steinway Community Library
- Q5. For the prime contract data the Borough maintains, please note whether these data include the following information for all, some, or none of the contracts. Please answer separately for each industry to be included in the study; also note whether the data are available electronically or as hard copy.
- Firm name.
 - Firm address, city, state, zip code.
 - Firm phone number.
 - Firm email address.
 - Firm contact person.
 - Firm owner race and gender.
 - Firm owner veteran status.
 - Prime contract number.

- Prime contract title.
- Start date of contract.
- End date of contract.
- Award amount.
- Amount paid (total or to date).
- Type of work performed.
- Industry category code, such as NAICS or NIGP.

A5. The Library maintains the following vendor information in its SAP system:

- Firm name.
- Firm address, city, state, zip code.
- Firm phone number.
- Firm email address.
- Firm contact person.
- Firm fax number.

The Library's Legal department also maintains a contract spreadsheet of Library contracts which includes contract number, contract dates, contractor name and contract maximum amount.

Q6. For the MWBE subcontract data the Borough maintains, please note whether these data include the following information for all, some, or none of the contracts. Please answer separately for each industry to be included in the study; also note whether the data are available electronically or as hard copy.

- Firm name.
- Firm address, city, state, zip code.
- Firm phone number.
- Firm email address.
- Firm contact person.
- Firm owner race and gender.
- Firm owner veteran status.
- Prime contract number.
- Prime contract title.
- Start date of contract.
- End date of contract.
- Award amount.
- Amount paid (total or to date).
- Type of work performed.
- Industry category code, such as NAICS or NIGP.

A6. The Library does not maintain subcontracting data. Any subcontracting information would be part of a firm's bid or proposal, which is incorporated into a contract. Contracts are saved in PDF form.

- Q7. For the non-MWBE subcontract data the Borough maintains, please note whether these data include the following information for all, some, or none of the contracts. Please answer separately for each industry to be included in the study; also note whether the data are available electronically or as hard copy.
- Firm name.
 - Firm address, city, state, zip code.
 - Firm phone number.
 - Firm email address.
 - Firm contact person.
 - Firm owner race and gender.
 - Firm owner veteran status.
 - Prime contract number.
 - Prime contract title.
 - Start date of contract.
 - End date of contract.
 - Award amount.
 - Amount paid (total or to date).
 - Type of work performed.
 - Industry category code, such as NAICS or NIGP.
- A7. See answer to question 6/.
- Q8. What brought about this study?
- A8. This question seeks information that is not required to submit a responsive proposal.
- Q9. What is the requested timeline to complete this study?
- A9. See RFP and response to question 1.
- Q10. What is the M/WBE / SBE / DBE goal for the project?
- A10. This RFP has not established goals.
- Q11. What is the timeline to complete the study?
- A11. See RFP and response to question 1.
- Q12. What are the goals for this study?
- A12. As stated in RFP section V. SCOPE OF WORK, “The Successful Proposer shall conduct a statistical comparison of the Library’s utilization of MWBEs and SDVOBs to the availability of MWBEs and SDVOBs in the relevant geographic marketplace and determine whether a disparity exists.”
- Q13. What is the amount budgeted for the study?

A13. See response to question 3.