

DIVISION OF FINANCIAL ADMINISTRATION

ADDENDUM #1

**REQUEST FOR PROPOSAL # C004932
Interim Operations Manager**

Date: August 27, 2024

Bid Due Date: Tuesday, September 10, 2024 @ 2 PM

To Prospective Proposers: This addendum is being issued to provide answers to submitted questions.

Questions and Answers:

- Q1.** Is this position supposed to run through our payroll or yours?
- A1.** The selected candidate will not be an employee of NYS. The candidate/vendor will submit a monthly invoice in arrears for payment.
- Q2.** How many commission meetings within the first 3 months, 6 months?
- A2.** There is anticipated to be at least 2 in-person meetings per month. The Interim Operations Manager (IOM) will also need to attend and/or organize the Public Hearings. In addition, the IOM will need to meet weekly with the Chair, via virtual conferencing and provide weekly reports.
- Q3.** Can you please provide the dates and times and locations of each meeting including the start and end times of each?
- A3.** The IOM will need to plan and schedule the meeting location and dates for the Commission. The IOM is the individual who provides the key start up activities for the Commission which includes hiring staff, ensuring that Commission meetings and Public Hearings are fully planned.

The IOM must know NYS and its regions and be available and present for Commission meetings within NYS.

Q4. I would need to know how many meetings, where and when, as you mention this is for 3-6 months or until \$84,999 cost is reached, you mention 12 regions, so the contract is 3-6 months and let's say you ask me to travel to each region in the first 3 months, that would be travel each week for the first three months, as you can see I will need to know the travel plans. Once I get your answers I can provide a cost proposal.

A4. The IOM will be responsible for planning the meetings. All 12 regions will not be covered in 6 months. The IOM will also assist with Community Engagement. We imagine that the community will invite the Commission to utilize its space to host Commission meetings or Public Hearings and the IOM should manage and work with the community to design and schedule the meetings. Please also refer to A2.

Q5. Are you looking for an hourly bill rate including all expenses invoiced every month with payments made using a PO through BSC and SFS or by PCard?

A5. An all-inclusive monthly fee is being requested. Please refer to Section 3.1 for full details. A PO will be established for payments.

Q6. Are you looking for a monthly cost proposal with all expenses, PO or by PCard?

A6. Please refer to A5.

Q7. What will be the budget limit for 6 months and 12 months?

A7. The budget limit for this position is \$84,999, regardless of contract term, which is currently 3 – 6 months.

Q8. If the contract is extended, will the budget be increased from \$84,999(the discretionary limit)?

A8. We do not plan to extend the contract. The budget will not be increased.

Q9. Can you provide an approximation of the scheduled work hours? Examples are 9AM-5PM, 8AM- 4PM, etc.

Q9. Hours will vary. The IOM schedules the meetings along with the Chair. We expect the IOM to complete 40 hours of work per week.

Q10. It says travel reimbursement must be included in the quote. What are the regions involved and how often is travel required? Are overnight stays part of this?

A10. Overnight stays are not included. The person would need to manage for this. Below is the list of regions:

- **Western New York**
- **Finger Lakes**
- **Southern Tier**
- **Central New York**
- **Mohawk Valley**
- **North Country**
- **Capital-Saratoga**
- **Adirondacks**
- **Hudson Valley**
- **Catskills**
- **New York City**
- **Long Island**

Q11. Is there any drug testing/background checks required? Is that billable to OGS?

A11. No, there are no drug testing or background check requirements..

Q12. Is the equipment to work remotely supplied by OGS or is that something that candidate would need to have on their own?

A12. The candidate would need to supply their own equipment.

Q13. Any possibility this position can turn into something permanent?

A13. The Commission is not permanent. Therefore, the meetings and need for an IOM is only needed while the Commission is operating. We do anticipate releasing an RFP for an Executive Director in the near future which will replace the IOM for the remainder of the Commission's term.

Q14. Why is this position open? What is the history of this role and its focus within this dept and organization?

A14. Please see attached Senate session, which introduces an Act to establish the New York State Community Commission on Reparations Remedies along with background information.

Q15. As far as the travel cost for attending the meetings, how do we reimburse or compensate the temp employee for that? In the RFP it mentions that our staffing firm needs to pitch that cost as part of our potential contract? How does that work if we're going straight to submitting candidates at this point?

A15. Section 3.1 and 3.2 details the submission requirements for this RFQ. The candidate needs to propose their fee, including all costs of performing the duties listed for this position.

Q16. 3x a week in-person meetings. How long are those meetings? 1 hour? 2 hours? What days?

A16. There is no requirement to attend 3 in person meetings a week. Hours and meeting lengths will vary. The IOM schedules the meetings along with the Chair. We expect the IOM to complete 40 hours of work per week.

Q17. Is the equipment to work remotely supplied by OGS or is that something that candidate would need to have on their own?

A17. Please refer to A12.

All other terms and conditions remain unchanged.

If submitting a proposal, this Addendum #1 for RFQ# C004932 must contain an original signature, be dated, attached to, and made a part of your proposal.

Company Name_____

Address (include City, State, Zip)_____

Bidders Name (please print)_____

Title_____

Signature_____

Date_____



**Office of
General Services**

REQUEST FOR QUOTE
SOLICITED BY THE
NEW YORK STATE OFFICE OF GENERAL SERVICES
FOR AN INTERIM OPERATIONS MANAGER
FOR THE BENEFIT OF THE NYS COMMUNITY COMMISSION
ON REPARATIONS REMEDIES

Designated Contact:

Paige Corning

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Erin Datri

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E-mail: erin.datri@ogs.ny.gov

1.1 Overview/Background

New York State (NYS) Office of General Services (OGS) for the benefit of the NYS Community Commission on Reparations Remedies (Commission) is seeking a qualified Contractor to act as an interim operations manager during its critical initial phase. This temporary role is vital to ensuring that the Commission's foundational operations are established efficiently and effectively, providing a seamless transition to the permanent Executive Director.

The New York State Community Commission on Reparations Remedies is established to examine the institution of slavery in New York and the extent to which the federal, State, and local governments supported the institution of slavery; to recommend appropriate remedies and reparations in consideration of the Commission's findings and to submit a written report of its findings and recommendation to the Governor, the Temporary President of the Senate, the Speaker of the Assembly, and the minority leaders of the Senate and Assembly.

1.2 Key Events

The Table below outlines the schedule for important action dates.

Event	Date	Time
OGS Issues Request for Quote (RFQ)	August 20, 2024	
Quote Due Date	September 10, 2024	EOD
Tentative Dates for Interviews	September 11 – 18, 2024	
Start Date	Upon OGS approval	

1.3 Education and Experience Requirements; Preferred Skills

1. Education Requirements

- a. Bachelor's or Master's degree in Public Administration, Nonprofit Management, Business Administration, or a related field.

2. Experience Requirements

- a. Minimum of three years' experience in operations management, project management, or a similar role within a governmental or nonprofit setting.
- b. Proven track record in managing the logistics of large-scale meetings or events, including virtual components.
- c. Experience in community engagement and public relations is highly desirable.

3. Preferred Skills

- a. Strong organizational and multitasking abilities, with a focus on detail-oriented execution.
- b. Excellent communication and interpersonal skills, with the ability to interact effectively with diverse groups.
- c. Proficiency in project management tools and virtual meeting platforms.
- d. Ability to work independently and make sound decisions under pressure.

2.1 Position Responsibilities/Requirements

The Interim Operations Manager will manage the day-to-day operations of the NYS Community Commission on Reparations Remedies during its critical initial phase. The Interim Operations Manager will coordinate meetings, manage communication strategies, work closely with NYS OGS to ensure timely fiscal operations, and develop a community engagement plan to support the Commission's mission and goals.

1. Key Responsibilities

- a. Manage and coordinate the Commission's daily operations, ensuring that all functions run smoothly during the interim period.
- b. Establish and maintain a comprehensive schedule of public meetings, including securing streaming services to ensure public accessibility in compliance with Open Meetings Law.
- c. Hire Parliamentarian to ensure that all meetings are conducted according to parliamentary procedures.
- d. Meeting Coordination:
 - i. With the approval of the Commission, develop and implement a structured meeting schedule ensuring all logistical aspects are in place, including placement of public notice of meeting in news media, agenda preparation, venue selection, and virtual streaming.
 - ii. Coordinate the scheduling of commissioners, guest speakers, and public testimony, ensuring the meeting location, necessary materials, and information are distributed to all parties in advance.
- e. Communication Management:
 - i. Serve as the primary point of contact for internal and external communications, ensuring timely and accurate information flow between commissioners, stakeholders, and the public.
 - ii. Develop and implement a communication plan that supports the Commission's work, including press releases, press alerts, media interviews and social media outreach.

2. Community Engagement

- a. In collaboration with the Commissioners, develop a community engagement plan to ensure that the Commission's work is inclusive and responsive to the needs and perspectives of the broader community.
- b. Organize and facilitate public hearings and meetings, and other community events, ensuring broad participation and meaningful dialogue.

3. Transition Planning

- a. Work closely with the Chair and commissioners to document all operational processes and procedures, providing a comprehensive report to the incoming Executive Director on all activities of the Commission.
- b. Identify any gaps or challenges in the current operations and recommend solutions to ensure a smooth transition.

4. Additional Requirements

- a. Must be available to work flexible hours and as needed to support the Commission's meeting schedule and public events.

- b. Strong commitment to the mission of the NYS Community Commission on Reparations Remedies.

2.2 Position Location/Hours

1. Location – Remote, statewide. Work will be performed remotely with the exception of Commission meetings which will require in-person attendance. Commission meetings will be held in the 12 regions across the State.
2. Hours – this is a full-time position until a permanent Executive Director is retained.
3. Travel – travel may be required for in-person attendance at Commission meetings. The cost of travel should be included in the price quoted. Additional reimbursements for travel will not be authorized.
4. Reporting Structure – the Interim Operations Manager will report directly to the Chair of the NYS Community Commission on Reparations Remedies.

3.1 Quote Format and Content

In order for the State to evaluate quotes fairly and completely, Bidders are strongly encouraged to provide all of the information requested.

1. Cover Letter
2. Resume – the resume should provide details to support the education and experience requirements.
3. References to support the experience requirements and preferred skills. OGS reserves the right to contact references. The reference data should include company name, contact person and contact person's title, address, telephone number, and email.
4. Pricing – vendor shall provide an all-inclusive monthly fee.

3.2 Instructions for Quote Submission

Submit all quote documents to the NYS Office of General Services - Division of Financial Administration at the following address:

OGS Financial Administration, Agency Procurement Office
32nd Floor, Corning Tower Building, Empire State Plaza
Albany, NY 12242
Attn: Paige Corning
For: Interim Operations Manager

OR VIA EMAIL paige.corning@ogs.ny.gov with a cc: to erin.datri@ogs.ny.gov

3.3 Interviews

The Commission will hold virtual interviews of qualified candidates tentatively scheduled for the week of September 11th through September 18th. The applicant must be available for this interview to be considered. Details of the interview will be shared when scheduled.

4.1 Term of Contract

This contract will commence upon OGS approval and be in effect for six months or until a permanent Executive Director is retained; whichever occurs first. OGS reserves the right to extend this contract for up to an additional six months or until the discretionary limit of \$84,999 is met.