



**DIVISION OF FINANCIAL ADMINISTRATION**

**ADDENDUM #1**

**REQUEST FOR PROPOSAL # C004933  
Parliamentarian**

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.** Can an approximation of the scheduled work hours and days? And is there any chance more than 8 hours can be worked during a given month?

**A2.** It is possible IF there were 2 meetings in a month. Public Hearings may be up to 4 hours and commission meetings are 2 hours.

**Q3.** 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?

**A3.** 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**

**Q4.** Is there any drug testing/background checks required? Is that billable to OGS?

**A4.** No, there are no drug testing or background check requirements.

**Q5.** Is the equipment to work remotely supplied by OGS or is that something that candidate would need to have on their own?

**A5.** The candidate would need to supply their own equipment.

**Q6.** Any possibility this position can turn into something permanent?

**A6.** The Commission is not permanent. Therefore, the meetings and need for parliamentarians are only needed while the Commission is operating.

**Q7.** What is the required Visa Status for the candidate that we can submit?

**A7.** Interested bidders will need to be eligible to work in the U.S. at the time of bid submission.

**Q8.** What is the effective applicable rate that is being offered for the position?

**A8.** Per Section 3.1 *Quote Format and Content* of the Request for Quote, the “vendor shall provide an all-inclusive rate on a per meeting basis”.

All other terms and conditions remain unchanged.

If submitting a proposal, this Addendum #1 for RFQ# C004933 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 A PARLIAMENTARIAN  
FOR THE BENEFIT OF THE NYS COMMUNITY COMMISSION  
ON REPARATIONS REMEDIES**

**Designated Contact:**

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## 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 a Parliamentarian throughout the Commission’s term. The Parliamentarian serves as a key advisor to the Commission ensuring that public meetings are conducted in accordance with established parliamentary procedures and in full compliance with New York State Open Meetings Law.

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 Experience Requirements and Preferred Skills

### 1. Experience Requirements

- a. Minimum of three years’ experience in a role involving parliamentary procedure, legal compliance, or public meeting management.
- b. Demonstrated knowledge of Robert’s Rules of Order and New York State Open Meetings Law.
- c. Experience advising boards, commissions, or governmental bodies on procedural matters.

### 2. Preferred Skills

- a. Strong understanding of parliamentary law and its application to public meetings.
- b. Excellent communication skills, with the ability to clearly explain complex procedural issues.
- c. Strong attention to detail and ability to maintain objectivity and neutrality.
- d. Ability to work collaboratively with diverse groups and maintain professionalism in high-pressure.

## 2.1 Position Responsibilities/Requirements

The Parliamentarian will provide guidance on procedural matters, assist in maintaining order during meetings, and ensure that the rights and responsibilities of commissioners and the public are respected and upheld.

### 1. Key Responsibilities

#### a. Advisory Role

- i. Provide expert guidance to the Commission Chair and commissioners on parliamentary procedures during public meetings.
- ii. Ensure Compliance with New York State Open Meetings Law, advising on legal requirements for public notice, meeting conduct, and transparency.
- iii. Review and interpret the Commission's bylaws and other governing documents to guide meeting procedures.

#### b. Meeting Management

- i. Assist in the preparation of agendas, ensuring they comply with parliamentary procedure and legal requirements.
- ii. Attend all public meetings of the Commission, providing real-time advice on procedural issues.
- iii. Support the Chair in maintaining order and decorum during meetings, addressing points of order, and ruling on procedural disputes.
- iv. Ensure that all motions, votes, and meeting actions are conducted in accordance with parliamentary rules and the Commission's bylaws.

#### c. Documentation and Record-Keeping

- i. Work with the Commission's Secretary to ensure accurate and comprehensive documentation of meeting minutes, motions, and resolutions.
- ii. Review draft minutes and other official records for compliance with parliamentary and legal standards before they are finalized and made public.

#### d. Education and Training

- i. Provide training and resources to commissioners on parliamentary procedure and NYS Open Meetings Law as needed.
- ii. Develop educational materials to support the Commission's adherence to best practices in meeting management and legal compliance.

#### e. Legal Compliance

- i. Monitor developments in state laws and regulations that may impact the Commission's meeting practices.
- ii. Advise on necessary adjustments to procedures to remain compliant with evolving legal requirements.

### 2. Additional Requirements

- a. Must be available to attend all scheduled public meetings of the Commission.
- b. Strong commitment to the principles of transparency, accountability, and public service.

## **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 (approximately one per month).
2. Hours – the number of hours is anticipated to be between 3 and 8 hours per month inclusive of the Commission meetings.
3. Travel – travel is required for in-person attendance at Commission meetings. NYS will schedule and pay for all required travel.
4. Reporting Structure – the Parliamentarian 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 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 – Per meeting. Vendor shall provide an all-inclusive rate on a per meeting basis.

## **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  
32<sup>nd</sup> Floor, Corning Tower Building, Empire State Plaza  
Albany, NY 12242  
Attn: Paige Corning  
For: Parliamentarian

**OR VIA EMAIL** [paige.corning@ogs.ny.gov](mailto:paige.corning@ogs.ny.gov) with a cc: to [erin.datri@ogs.ny.gov](mailto:erin.datri@ogs.ny.gov)

## **3.3 Interviews**

The Commission will hold virtual interviews of qualified candidates tentatively scheduled for the week of September 11<sup>th</sup> through September 18<sup>th</sup>. 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 one year. OGS reserves the right to extend this contract for up to an additional one year or until the discretionary limit of \$84,999 is met.