



**Agriculture & NYS
Horse Breeding
Development Fund**

RFQ: 2022-02 Equine Program Administrative Services

VENDOR ACKNOWLEDGEMENT OF ADDENDUM

Amendment Number: Two
Date Issued: July 14, 2022
Summary: Questions and Answers

By signing below, the bidder attests to receiving and responding to the amendment number indicated above.

FIRM NAME: _____

REPRESENTATIVE SIGNATURE: _____

Questions and Answers

Q.1: I received your email responses to questions on the RFQ for Equine Program Admin Services and the RFP. We are looking for clarification because it said RFQ in some areas and RFP on the heading in the same document (attached here). Can you please tell me which bid proposal includes the Funds financials.

A.1: RFQ 2022-02 Equine Program Administrative Services, Amendment One was initially issued with the wrong heading that referenced RFP 2022-01 Equine Marketing and Public Relations, which was incorrect. The corrected Amendment One document is included with this RFQ Amendment Two. RFQ 2022-02 Equine Program Administrative Services includes Financial Processing and Record Keeping.

Q.2: Addendum language:

RFQ Section 3.1 – Scope is hereby amended to add paragraph D as follows:

The Addendum added several new items to the scope of work (the “new items” listed below. However, it is not clear as written. For example we would want to know whether the Successful Bidder will have to assume all payroll activities, or merely maintain the Fund’s financial records relating to the Fund’s payroll. For each of the below new items, can you please clarify the full scope of work contemplated for each, as well as answer the additional pointed questions for each. Thank you.

New items added by Addendum:

- a) “maintenance of accounts payable”
 - o *Further, what does “maintenance” entail?*
- b) “accounts receivable and payroll activities “
 - o *Again, please provide clarity on what this statement means. Is the Successful Bidder operating payroll activities and disbursing funds? Or, is the Successful Bidder merely memorializing information that will be provided to it?*
- c) “assist in preparation of annual budget and document budget variances”
 - o *Will this data be provided to the Successful Bidder?*
- d) “establish internal controls for financial activities”
 - o *Are any particular standards required for such internal controls?*

A.2:

- a) **“Maintenance” includes maintaining the current records within the historical financial records that the Successful Bidder will come into possession upon the effective date of the contract. Currently, payroll is performed by Paychex but the Successful Bidder will have to ensure the employee financial data is appropriately maintained in the Fund’s financials.**

- b) With respect to employee payroll, the Successful Bidder will be memorializing information. However, with respect to awards, the Successful Bidder will be disbursing funds.**
- c) Yes, the Successful Bidder will be provided all financial documents maintained by the Fund's current vendor.**
- d) The Successful Bidder must establish internal controls for financial activities to prevent or detect and correct misstatements on a timely basis to ensure that financial reporting meets generally accepted accounting principles (GAAP) and Government Accounting Standards Board (GASB) requirements.**



RFQ: 2022-02 Equine Program Administrative Services

VENDOR ACKNOWLEDGEMENT OF ADDENDUM

Amendment Number: One
Date Issued: July 1, 2022
Summary: Questions and Answers

1. RFQ Section 3.1 – Scope is hereby amended to add paragraph D as follows:

D. Financial Processing and Record Keeping

The Successful Bidder shall be responsible for maintaining the Fund’s financial records in accordance with GAAP and GASB standards, including collection of monthly revenue reports; maintenance of accounts payable; accounts receivable and payroll activities; assist in preparation of annual budget and document budget variances; monitor cash flow; provide documentation and oversight of annual audit; and establish internal controls for financial activities.

2. RFQ Round One Questions and Answers are on the following pages.

By signing below, the bidder attests to receiving and responding to the amendment number indicated above.

FIRM NAME: _____

REPRESENTATIVE SIGNATURE: _____

Questions and Answers

Q.1: Part 1, page 6, states **Note: Subcontractors may not be used to meet this requirement.** Question: do forms pertaining to subcontractors need to be filled out if none can be used?

A.1: Forms pertaining to the use of New York State Businesses, such as Appendix G – Use of NY Businesses, Appendix H – Participation Opportunities for New York State Certified Service-Disabled Veteran-Owned Businesses, and Appendix I – EEO and MWBE Program, do need to be completed, as utilization may be obtained through suppliers, rather than subcontractors.

Q.2: Part 3, 3.1 Scope, Section A. #4 What year(s) would the NYSS Historical records report cover?

A.2: Work to be provided during the contracted period becomes part of the established historical record and must be maintained within that record.

Q.3: Part 3 Scope of work, page 35 #4 Will this include resident mares and related forms and how would verification be determined? If the bill to ship semen out of state is signed into law by the Governor will that change this requirement.

A.3: Verification is through the filing and acceptance of forms by the Fund. As for legislation – it has not been sent to the Governor and therefore the Fund cannot provide comment. However, if circumstances change, the Fund will make the appropriate changes at that time.