



**Office of the New York State
Attorney General**

**Letitia James
Attorney General**

Purchasing Memorandum No. 3

DATE: May 8th, 2025

PLEASE ADDRESS INQUIRIES TO:

James Busta, *Contract Management Specialist*

Telephone Number: (518) 776-2112

E-Mail: purchase@ag.ny.gov

REQUEST FOR PROPOSAL NO.: 24-013

TITLE: RFP 24-013 – Network Support Services

BID DUE DATE: May 13th, 2025

SUBJECT: Answers to Questions/Inquiries

TO: **ALL PROSPECTIVE BIDDERS**

In reference to the above Request for Proposal, the following questions/inquiries were submitted by the April 16, 2025 deadline. We are hereby providing answers to each question below:

1. QUESTION: In the document titled “rfp-24-013-technical-response-workbook-excel-updated-4.29.2025,” under the tab “PASS-FAIL MINIMUM BIDDER QUALS,” it states: “QUALIFICATION 2: Bidder must not be a staffing agency. Proposals from Staffing Agencies will not be accepted.” If a bidder is a staffing agency, which option should they select? Conversely, if the bidder is not a staffing agency, what is the correct selection? or this is a typo mistake?
ANSWER: If the vendor is a staffing agency they would check “no”. If the vendor is not a staffing agency they would check “yes”.
2. QUESTION: Could the New York State Office of Attorney General (State) kindly clarify whether references are required for the vendor or for the proposed candidate?
ANSWER: References are required for the vendor.
3. QUESTIONS: Is the vendor required to submit only one reference?
ANSWER: Please refer to Section 3.3 A.
4. QUESTION: Is the Certificate of Insurance required to be submitted with the proposal response, or can it be provided after contract award?
ANSWER: Should be submitted with the proposal response.
5. QUESTION: Can you please confirm where the vendor can locate the “Administrative Forms” referred to on page 17 of the main document?
ANSWER: Forms are the last pages of the bid package.



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6. QUESTION: Is the vendor required to complete and submit the “Administrative Forms” listed on page 17?

ANSWER: Yes.

7. QUESTION: Is subcontracting a mandatory requirement for this opportunity? If so, could you please clarify the goal of subcontracting?

ANSWER: No.

8. QUESTION: Is it mandatory for the vendor to be certified as a New York State M/WBE?

ANSWER: No.

OAG has updated the RFP 24-013 Technical Response Workbook (Excel) – Updated 4.29.2025, bidders are expected to use this updated version for their response. All other terms and conditions of the RFP remain the same.

This Purchasing Memorandum is to be signed, submitted and made a part of your response. If you have any questions, do not hesitate to contact the person listed on top of this memorandum.

VENDOR: _____

ADDRESS: _____

SIGNATURE OF BIDDER: _____

DATE: _____