

**Request for Proposals
("RFP"):**

Date: **August 17, 2026**

**Permanent and Temporary
Staffing Services Panel**

RE: **Addendum # 2**
of Pages: **43**

1) **RFP AMENDMENTS:** The subject RFP is hereby amended as follows:

a) **RFP DATES** - Under Section III, Timetable and Designated Contact, on Pages 2 and 3, please note following revised dates:

- **BPCA's Response to Substantive Questions: Monday, August 17th, 2026**
- **Proposal Due Date: Monday, August 24th, 2026, by 3:00pm EST**

b) **CLERICAL CORRECTIONS & CLARIFICATIONS** - The Authority has identified several inadvertent references to a prior procurement entitled "Municipal Advisors RFP." These references are clerical in nature only and do not alter the scope, requirements, evaluation criteria, or any other substantive provision of this RFP. These corrections are found on the following page.

2) **QUESTION & ANSWER** – Below are the responses to substantive questions received by the Battery Park City Authority ("BPCA"), in connection with this RFP. Responses are provided in bold underneath each question. All capitalized terms have the meanings assigned to them in the RFP.

3) **ATTENDANCE SHEET** for the Optional Pre-Proposal Conference, which was held on August 5, 2026, is included below after the Q&A section.

Please ensure that all submissions include acknowledgment of this addendum.

By signing the line below, I am acknowledging that all pages of this Addendum #2 have been received, reviewed and understood, and will be incorporated into the Proposal submitted. This document must be attached to the Proposal for consideration.

_____	_____	_____
Print Name	Signature	Date

Number of pages received: _____ <fill in>

Distributed to: All prospective Proposers

CLERICAL CORRECTIONS & CLARIFICATIONS

1. Section IV.F. Submission of Proposals

All references to:

- “Technical Proposal Enclosed – Pre-Qualified Panel of Municipal Advisors RFP”
- “Cost Proposal Enclosed – Pre-Qualified Panel of Municipal Advisors RFP”
- “Amended Proposal – Pre-Qualified Panel of Municipal Advisors RFP”

are hereby **DELETED** and **REPLACED WITH:**

- “Technical Proposal Enclosed – Pre-Qualified Panel of Permanent & Temporary Staffing Services RFP”
- “Cost Proposal Enclosed – Pre-Qualified Panel of Permanent & Temporary Staffing Services RFP”
- “Amended Proposal – Pre-Qualified Panel of Permanent & Temporary Staffing Services RFP”

2. Exhibit B – Proposal Submission Packet

In Exhibit B, Section I (Proposal Submission Checklist and Confirmation Statement), the reference to:

“Proposal submitted for Municipal Advisory Services RFP”

is hereby **DELETED** and **REPLACED WITH:**

“Proposal submitted for the Pre-Qualified Panel of Permanent & Temporary Staffing Services RFP.”

3. Exhibit B – Questions 12 and 13

References to the “municipal securities industry” and “municipal advisory services” contained in Questions 12 and 13 are clerical remnants from a prior solicitation and shall be interpreted as references to the services contemplated under this RFP. Proposers should respond to these questions based on their experience, regulatory history, and legal proceedings relevant to permanent recruitment, executive search, temporary staffing, and related workforce services.

4. General Clarification

Any reference within the RFP documents to “Municipal Advisors RFP,” “Municipal Advisory Services,” or similar municipal advisory terminology shall be deemed deleted and replaced with the applicable staffing services terminology associated with this solicitation. All other provisions of the RFP remain unchanged and in full force and effect.

QUESTION & ANSWER

Question 1: What was the annual spend for the previous year on this Project?

Answer: This RFP represents BPCA's first procurement for a pre-qualified Permanent and Temporary Staffing Services panel. The most recent annual spend on general recruitment services was approximately \$195,000.

Question 2: If this is a new Contract, What is the annual Budget for this?

Answer: BPCA does not release information related to anticipated budgeting in connection with the RFP process and expects that actual expenditures under the panel contracts resulting from this RFP will vary from year to year based on staffing needs, vacancies, and available funding. The selection of a particular vendor to a panel does not guarantee any minimum volume of work.

Question 3: Who are previous incumbents on this project?

Answer: As this RFP represents BPCA's first procurement for a pre-qualified Permanent and Temporary Staffing Services Panel, there is no incumbent firm or firms. BPCA has previously engaged staffing and executive recruitment firms for similar services, including Benchmark IT, Michael Page International and The Lusk Group.

Question 4: If you can share the incumbents response documents that they have submitted previously for the same or you can let me know the correct POC to reach for?

Answer: BPCA does not provide proposal or response documents submitted by other firms as part of the RFP process. This RFP is BPCA's first procurement for a pre-qualified Permanent and Temporary Staffing Services panel. Firms should prepare their proposals based on the requirements set forth in the RFP and any issued addenda.

Question 5: Contract History: Are these new or old contracts?

Answer: This is a new procurement establishing BPCA's first pre-qualified Permanent and Temporary Staffing Services panels. The resulting panel contracts will be new contracts awarded pursuant to this RFP.

Question 6: If there is an existing contract, could you please share the name of the Current Suppliers?

Answer: Please refer to the response to Question 5. This RFP is a new procurement establishing BPCA's first pre-qualified Permanent and Temporary Staffing Services panels.

Question 7: Could you please share the current Suppliers' pricing and Proposals?

Answer: No. BPCA does not provide pricing or proposal documents from prior engagements as part of the RFP process. This RFP is BPCA's first procurement for a pre-qualified Permanent and Temporary Staffing Services panel. Proposers should prepare their submissions based on the requirements set forth in the RFP and any issued addenda.

Question 8: When was the existing contract started, and what is the annual monetary spent value of the current contract since inception?

Answer: BPCA has not previously established a Permanent and Temporary Staffing Services panel. Historical spending on recruitment services during the previous year was approximately \$195,000.

Question 9: Please share the historical spending for the previous year.

Answer: Please refer to the response to Question 1 & Question 8.

Question 10: Can you please share the amount of business each vendor did under this contract in previous years?

Answer: Please refer to the response to Question 1 & Question 8 regarding historical recruitment services spending.

Question 11: What is the expected budget of this contract? Please share the rough estimate.

Answer: Please refer to the response to Question 2.

Question 12: Is local preference there?

Answer: BPCA will review all proposals on their merits, but expects that agencies in the tri-state area will have greater understanding of the area and organization.

Question: 13: Are virtual meetings possible at BPCA office?

Answer: Yes, virtual meetings are possible at BPCA offices.

Question 14: In order to be responsive, is it mandatory to have experience with government customers? Please confirm.

Answer: No. Proposers do not need experience with government customers to be considered responsive.

Question 15: Is there any ranking system for sharing job requests among awarded vendors, such as the primary bidder, the secondary bidder, and then other awarded bidders?

Answer: No, BPCA intends to distribute Task Orders among panel firms based on the nature of the assignment and the qualifications of the panel firms. BPCA may solicit responses from multiple firms on the applicable panel and reserves the right to determine the number of firms invited to respond to any Task Order request.

Question 16: Can a temporary staffing agency respond to this bid?

Answer: Temporary staffing agencies are encouraged to respond to the proposal for the temporary staffing panel.

Question 17: Can we provide large commercial references?

Answer: Yes.

Question 18: Which documents are required to be submitted with the proposal?

Answer: Please refer to sections IV, V, and VII of the RFP.

Question 19: What are the challenges or pain points you are facing with the current contractor?

Answer: As this is the first such RFP BPCA is releasing, there are no currently identified challenges or pain points. This procurement is a proactive step to ensure the Authority is more agile when vacancies arise.

Question 20: How many positions are required under this contract?

Answer: There is no set number of vacancies for the contract.

Question 21: Is this single vendor or multi-vendor awards?

Answer: This is a multiple vendor award.

Question 22: How many vendors are you willing to award?

Answer: BPCA anticipates awarding contracts to multiple qualified firms for each panel. The number of firms selected for a panel will be determined based on the proposals received and BPCA's assessment of its needs and the qualifications of the proposers.

Question 23: Will all job requests be shared among all awarded vendors simultaneously?

Answer: No. BPCA intends to distribute Task Orders among panel firms based on the nature of the assignment and the qualifications of the panel firms. BPCA may solicit responses from multiple firms on the applicable panel and reserves the right to determine the number of firms invited to respond to any Task Order request.

Question 24: Is there any ranking system for sharing job requests among awarded vendors, such as the primary bidder, the secondary bidder, and then other awarded bidders?

Answer: Please refer to the response to Question 15.

Question 25: Exhibit F includes "Administrative Assistant" as a labor category. Can BPCA provide representative job titles, experience levels, and anticipated responsibilities that would fall within this category?

Answer: Part-time Administrative Assistant or Administrative Assistant or Executive Assistant

PT Admin:

- A High School Diploma or GED is required
- Some office experience preferable

Administrative Assistant:

- A High School Diploma or GED is required
- A minimum of two (2) to three (3) years of experience providing executive support

Executive Assistant:

- **A High School Diploma or GED is required.**
- **Five (5) to ten (10) years of administrative experience**
- **College coursework or degrees are a plus.**

Question 26: Can BPCA provide representative job titles anticipated under the "Construction/Engineering Support" category?

Answer: Project Managers, Project Manager, Construction, Project Manager Planning & Design, Sr Project Manager, Sr Project Manager, Construction, Director of Construction Project Management, Director of Sustainability, Senior Director of Design Management, Senior Director of Infrastructure, VP, Capital Projects, VP Construction

Question 27: Scope of Positions: Is it mandatory to bid on all functional areas outlined in the scope of work (such as office operations, finance, legal, communications, design & construction, human resources, technology, parks operations, and parks programming)? We do not specialize in construction, so can we exclude those specific roles and only bid on relevant positions like IT?

Answer: No. Proposers are not required to provide services for all functional areas identified in the RFP. Proposers should clearly identify the areas on which they are proposing and describe their qualifications, experience, and services relevant to those areas.

Question 28: The RFP references staffing support for parks operations and parks programming. Can BPCA provide examples of temporary positions that may be requested in these functional areas?

Answer: Parks Operations: Seasonal Maintenance Technicians and Horticulturists, Lead and Assistants for the following trades (Plumbing, Electrical, Mechanic, Stone Mason, Carpentry, Welding) Horticulturists and Maintenance Technicians
Programming: (part-time) Art and Music Instructors, Zumba, Yoga and Fitness Instructors, Lifeguards.

Question 29: Can BPCA provide historical temporary staffing utilization by labor category for the past three fiscal years, including approximate assignment counts and average assignment durations?

Answer: Historical temporary staffing utilization data by labor category, assignment count, and average assignment duration is not available. While BPCA's use of temporary staffing services has been limited in recent years, BPCA is establishing this panel to provide greater flexibility in meeting future staffing needs. Actual utilization will depend on BPCA's operational and staffing requirements.

Question 30: Which temporary labor categories have historically generated the highest number of staffing requests?

Answer: Office admin and Finance admin

Question 31: Are there specific departments or projects expected to generate significant temporary staffing needs during the initial contract term?

Answer: At this time there are not anticipated significant temporary staffing needs during the initial contract term.

Question 32: May vendors submit multiple experience levels within a labor category (e.g., Administrative Assistant I, II, and Senior Administrative Assistant) or should all experience levels be incorporated into a single category rate?

Answer: Yes, Vendors may submit multiple experience levels within a labor category.

Question 33: For temporary staffing assignments, what percentage of assignments are anticipated to be onsite, hybrid, or remote?

Answer: This will depend on the nature of the staffing assignments needed during the contract term. Generally speaking, administrative positions may be hybrid while Front-line staff is onsite.

Question 34: What is the typical duration of temporary staffing assignments anticipated under this contract (e.g., less than 3 months, 3-6 months, 6-12 months, or longer)?

Answer: The typical duration for temporary assignments would range from 3-6 months but could vary based on business needs.

Question 35: The RFP requires a response within two hours for emergency task orders. Does "response" mean acknowledgment of the request, submission of available candidates, or both?

Answer: Response means both acknowledgement of the request and submission of candidates.

Question 36: For emergency staffing requests requiring a response within two hours, does the Authority expect the vendor to submit qualified candidates within two hours, or simply acknowledge the request and begin recruitment?

Answer: Please refer to the response to Question 35

Question 37: Could you please confirm whether an out-of-state firm is eligible to submit a proposal, provided it is duly authorized to conduct business in New York State, can provide the required services within New York City, and complies with all applicable licensing and regulatory requirements?

Answer: Yes. An out-of-state firm may submit a proposal provided it meets the minimum qualifications set forth in the RFP, including being authorized to conduct business in New York State, being capable of providing the required services within New York City, and maintaining any licenses, registrations, insurance (including appropriate workers' compensation), and other authorizations required by applicable law and the RFP.

Question 38: Additionally, please confirm whether any **New York City office/location or specific staffing/employment agency license** is required at the time of proposal submission for an out-of-state firm.

Answer: BPCA does not require proposers to maintain a physical office or location in New York City. Proposers are responsible for determining and maintaining any licenses, registrations, permits, or other authorizations required by applicable federal, state, and local law to provide the services proposed under this RFP. Please refer to Section IV.C of the RFP.

Question 39: Will the agency be giving any preference to local vendors over out of state vendors? Please confirm.

Answer: Please refer to the response to Question 12.

Question 40: Is there any MBE/WBE/SDVOB mandatory participation goal?

Answer: No.

Question 41: Utilization Plan Ambiguity: Exhibit C sets the participation goals at Overall MWBE 0%, MBE 0%, WBE 0%, and SDVOB 0%. However, it appears that despite the 0% numeric goals, a Proposer must still submit an MWBE Utilization Plan and an SDVOB Utilization Plan and document "good faith efforts". Could you please clarify this ambiguity?

Answer: Yes, the utilization plan is part of the RFP even when goals are waived. Good Faith Efforts are not required for this RFP, but vendors are always encouraged to utilize MWBE and/or SDVOB firms where possible.

Question 42: Diversity Score: The evaluation criteria state that NYS Certified MWBEs and SDVOBs receive 10% as part of the diversity score. Since we are not a NYS-certified MWBE/SDVOB, can we utilize a subcontractor to achieve this 10% score?

Answer: No, the points in the evaluation criteria are only assigned to certified firms who intend to respond to the RFP as primes.

Question 43: The MBE, WBE and SDVOB participation goals appear to be 0%. Please confirm how proposers should complete the required MWBE and SDVOB Utilization Plans when proposing no subcontractors.

Answer: Please list subcontractors (if any) that you intend to work with. If none, please write "none" or "N/A".

Question 44: What is the current budget for this contract?

Answer: Please refer to the response to Question 2

Question 45. What was the last spending if any?

Answer: Please refer to the response to Question 1.

Question 46: Exhibit E appears to contain only a cover page in the RFP document provided. Can BPCA please provide the complete Sample Form of Contract?

Answer: Please see Addendum 1

Question 47: Exhibit E contains only a cover page and does not include the BPCA Sample Form of Contract. Please provide the complete form of contract and all related exhibits. Since proposers must submit all contract exceptions with their proposals and no later exceptions will be considered, will BPCA extend the question and proposal deadlines to allow adequate review?

Answer: The Sample Form of Contract was issued through Addendum No. 1 on August 3rd. Any exceptions to the Sample Form of Contract should be identified and included in your proposal, as required by Section V.B.5 of the RFP.

Question 48: Sections relating to proposal submission and the Exhibit B checklist reference a “Municipal Advisors RFP.” Can BPCA confirm that this is a typographical error and advise the correct subject line/file naming convention for this Permanent & Temporary Staffing Services RFP?

Answer: Yes. References to the “Municipal Advisors RFP” are clerical errors. Please refer to the Clerical Corrections & Clarifications section of this Addendum, which identifies the corrected proposal labels and naming conventions for the Permanent & Temporary Staffing Services RFP.

Question 49: For Panel A, the RFP requires a replacement search at no additional cost if a placed candidate resigns or otherwise vacates the position within twelve months. Does this guarantee apply in cases involving layoffs, position elimination, restructuring, material changes in job duties or compensation, termination without cause, disability, death, or other circumstances outside the staffing firm's control?

Answer: No

Question 50: For Panel B emergency task orders, the RFP states that temporary panelists should “respond within 2 hours.” Does “respond” mean acknowledgment of the task order, submission of qualified candidates, confirmation of candidate availability, or actual deployment of a temporary employee?

Answer: Acknowledgment of the task order and submission of qualified candidates.

Question 51: For Panel B, may maximum bill rates be adjusted during the initial three-year term if statutory payroll costs, legally mandated wages, insurance costs, or other government-mandated employment costs increase?

Answer: Pricing submitted in the Cost Proposal shall remain firm during the Initial Panel Term as provided in the RFP. Proposers should account for all costs associated with providing the services in their proposed pricing and markup.

Question 52: Are conversion fees permitted for temporary employees who are subsequently hired directly by BPCA? If so, may proposers provide a declining conversion-fee schedule based on hours worked?

Answer: Yes, if conversion fees are required by the proposer a declining conversion-fee schedule based on hours worked is acceptable.

Question 53: For temporary staffing, will BPCA establish candidate screening/background-check requirements for each Task Order, or should proposers include a standard screening package in their pricing?

Answer: A standard screening package can be included with pricing.

Question 54: Will Task Orders generally be distributed competitively to all firms on the applicable panel, or will BPCA select firms based on specialty, prior performance, availability, or another rotation/assignment methodology?

Answer: Please refer to the responses to Questions 23 and 24 regarding the distribution of Task Orders among panel firms.

Question 55: Do we need to provide live resumes of candidates?

Answer: Current and updated resumes of candidates would be expected.

Question 56: Can BPCA clarify the anticipated invoicing and payment terms applicable to Panel A and Panel B engagements?

Answer: Invoicing requirements will be established in the applicable Task Order and resulting contract. BPCA generally expects monthly invoicing and payment in accordance with its Prompt Payment Policy.

Question 57: Could you please share the official attendee list and their details from yesterday's pre-proposal conference? If the roster is available for distribution, we would greatly appreciate receiving the list as it will help us work on our proposal.

Answer: Included in this Addendum

Question 58: Does BPCA require a single fixed estimated pay rate, markup, and maximum bill rate for each labor category, or are pricing ranges acceptable?

Answer: Ranges are acceptable

Question 59: "Section V.B requests professional biographies for all employees identified in the proposal. Would BPCA accept full resumes/CVs in lieu of professional biographies, or is a brief professional biography preferred?"

Answer: Full resumes/CV's are preferred.

Question 60: Should resumes/biographies be provided only for the Lead Project Manager and key personnel, or for all employees identified in the proposal?

Answer: Lead PM and key personnel.

Question 61: Is there a preferred format or template for the candidate resumes that must be submitted after a Task Order award?

Answer: PDF documents are preferred.

Question 62: How many active contractors are working on this contract currently?

Answer: Please refer to the response to Question 3

Question 63: Please provide the names of the Incumbent vendors for this contract?

Answer: Please refer to the response to Question 3.

Question 64: What is the new budget for year for this RFP?

Answer: Please refer to the response to Question 2.

Question 65: Are vendors required to bid on all positions/categories?

Answer: Ideally vendors will bid on all positions/categories within a given panel, but any limitations to positions/categories should be noted in the proposal.

Question 66: For Panel B (Temporary Staffing), are proposers expected to support all temporary staffing categories listed in the Scope of Work, or may they limit their services to specific job categories or functional areas?

Answer: Please refer to the response to Question 65.

Question 67: Approximately how many temporary workers are active during an average month?

Answer: At this time, we do not have any temporary workers and are unable to predict these needs in the future.

Question 68: Approximately how many temporary workers are utilized annually?

Answer: At this time, we do not have any temporary workers and are unable to predict these needs in the future.

Question 69: Approximately what percentage of spend is allocated to each incumbent vendor?

Answer: Please refer to the response to Question 3.

Question 70: Are background investigations, fingerprinting, drug screening, or security clearances required for any temporary positions?

Answer: BPCA requires standard background screenings for temporary employees.

Question 71: Are temporary assignments expected to be primarily onsite, hybrid, or remote?

Answer: Please refer to the response to Question 33.

Question 72: Are there any emerging skill sets or labor categories that BPCA anticipates requiring during the life of the panel but that are not currently reflected in the pricing schedule?

Answer: No, we are unable to predict this at this time.

Question 73: Are there minimum billable hour requirements per shift?

Answer: No

Question 74: Are there seasonal or project-based periods during the year when staffing demand significantly increases?

Answer: Between April through October are peak months for our parks, programs, events etc.

Question 75: Beyond price, what characteristics distinguish the highest-performing staffing partners for BPCA?

Answer: Exceptional communication with BPCA and candidates; Ability and expertise to recruit highly qualified candidates for roles; Provide exceptional experience to candidates.

Question 76: Can BPCA clarify the anticipated Communications roles (Communications Specialist, Public Affairs, Marketing, Digital Communications, Graphic Design, etc.)?

Answer: Communications Specialist, Public Affairs, Marketing, Digital Communications, Graphic Design, etc.

Question 77: Can BPCA clarify which Accounting and Finance positions are anticipated (Accounts Payable, Payroll, Accountant, Financial Analyst, Budget Analyst, Controller support, etc.)?

Answer: For example - Accounts Payable, Payroll, Accountant, Financial Analyst, Budget Analyst.

Question 78: Can BPCA clarify which Human Resources positions are anticipated (HR Generalist, HR Coordinator, Recruiter, Benefits Specialist, HR Manager, etc.)?

Answer: HR Generalist, HR Coordinator, Recruiter, Benefits Specialist, HR Manager

Question 79: Can BPCA clarify which Legal positions are anticipated (Legal Assistant, Paralegal, Contract Administrator, Attorney, Compliance Analyst, etc.)?

Answer: Legal Assistant, Paralegal, Contract Administrator, Attorney

Question 80: Can BPCA define which holidays should be included in the Holiday Bill Rate?

Answer: New Year's Day, Dr. Martin Luther King Jr. Day, February 12th Washington's Birthday (Observed) Monday, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples' Day, Veterans' Day, Thanksgiving Day and Christmas Day.

Question 81: Can BPCA identify the anticipated Construction and Engineering Support positions expected under this category?

Answer: Project Manager, Project Director

Question 82: Can BPCA provide a representative job description and expected experience level for the Administrative Assistant category?

Answer: You can assume a standard market job description for this role.

Question 83: Can BPCA provide a representative job description and expected experience level for the Executive Assistant category?

Answer: You can assume a standard market job description for this role.

Question 84: Can BPCA provide a representative job description and expected experience level for the Office Manager category?

Answer: You can assume a standard market job description for this role.

Question 85: Can BPCA provide sample job descriptions for each labor category identified in the pricing schedule?

Answer: You can assume a standard market job description for this role.

Question 86: Can BPCA provide the current bill rates, markups, or rate cards used under the existing temporary staffing agreements?

Answer: Please refer to the response to Question 7.

Question 87: Does BPCA anticipate any major organizational initiatives, capital projects, technology modernization efforts, or workforce expansions during the panel term that may significantly increase temporary staffing demand?

Answer: There may be additional roles in connection with the initiatives listed; however, we are unable to predict additional needs at this time.

Question 88: Does BPCA have expected service level metrics such as: Resume turnaround, Fill rate, Interview-to-offer ratio, Candidate replacement timelines, Customer satisfaction

Answer: **Resume Turnaround metrics only:** **Temporary Staffing:** Provide the Authority with not less than three (3) resumes of qualified, available temporary candidates capable of performing the required job duties within three business (3) days of notification from the Authority of its specific need for Services. **Recruiting Firms:** Provide the Authority with not less than three (3) resumes of qualified and available Candidates capable of performing the requested Services within five (5) business days of notification from the Authority of its specific need for Services.

Question 89: For emergency Task Orders requiring a two-hour response, is BPCA expecting acknowledgement of receipt within two hours, or submission of qualified candidates within two hours? The RFP language could be interpreted either way.

Answer: Please refer to the response to Question 35

Question 90: How many staffing firms are currently utilized for temporary staffing services?

Answer: None.

Question 91: If additional categories are added under "Other," will those categories be considered equally during future Task Orders?

Answer: Yes.

Question 92: If so, does BPCA expect conversion fees to be included within the proposed markup?

Answer: Yes.

Question 93: Please identify the current incumbent temporary staffing firms, if applicable.

Answer: n/a

Question 94: Please provide the approximate number of temporary staffing requisitions issued during each of the past three years.

Answer: None.

Question 95: Please provide the total annual spend for temporary staffing over the last three fiscal years, broken down by vendor where possible.

Answer: n/a

Question 96: Should overtime bill rates be calculated using 1.5 times the bill rate, 1.5 times the pay rate plus markup, or another methodology?

Answer: Proposers should complete Exhibit F as provided. Overtime and holiday rates may be expressed as the applicable billing multiplier or calculated rate derived from the proposed labor rate and markup.

Question 97: Since Information Technology is presented as a single labor category, would BPCA prefer vendors to submit one blended rate or multiple rates for specific IT positions?

Answer: Multiple rates

Question 98: The pricing schedule includes two "Other (Specify)" categories. Would BPCA prefer proposers to expand this section by adding additional labor categories commonly supported by their firms?

Answer: Yes.

Question 99: The pricing sheet identifies "Information Technology" as a single labor category. Since this encompasses a broad range of positions with significantly different market rates, can BPCA provide additional information regarding the anticipated IT roles and typical experience levels?

Answer: Yes -

Chief Technology Officer -

Bachelor's or master's degree in information technology, information systems, or cyber security related field.

Fifteen (15) years of increasing responsibility in information technology, including direct accountability for project management and implementation, technical and customer support, strategic planning, and budget oversight.

Five (5) years of experience managing outsourced information technology services including contract administration.

Knowledge of common information security management frameworks, such as ISO/IEC 27001, and NIST.

Senior Application and Infrastructure Security Engineer-

Bachelor's degree in computer science, Information Technology, or a related field preferred;

Extensive experience in application and infrastructure security, with a proven track record in a senior role and a deep understanding of security protocols, cryptography, authentication, authorization, and security frameworks.

Proven experience in a 3rd level support role or similar technical support position.

Relevant certifications (e.g., ITIL, CompTIA A+, Network+, Microsoft Certified Solutions Expert) are desirable.

Full Stack Web Developer-

3-5 years of professional Web development experience.

Bachelor's degree in Computer Science, Information Technology, or related field (preferred).

Various Certifications such as Power Platforms React, MS-600, PL-400, Microsoft 365, Azure, or relevant certifications are a plus.

Experience with Agile/Scrum development methodologies.

IT Service Desk Analyst-

Minimum of six (6) months of related experience in a busy, varied service desk environment required

Paid or volunteer work experience with computer desktop support in a networked environment required

Possess or pursuing an undergraduate or graduate level degree in a computer related field

Question 100: The RFP references New York State-certified MWBE firms as part of the diversity evaluation criteria. If a proposer holds a current New York City MWBE certification but is not currently certified through Empire State Development (ESD), will the NYC MWBE certification receive any diversity consideration, or is ESD certification required to receive diversity evaluation points?

Answer: No, BPCA only considers New York State certifications.

Question 101: What criteria will be used to select a staffing firm for individual Task Orders?

Answer: Specific evaluation criteria for Task Orders, if any, will be established at the time a Task Order is issued and may vary depending on the requirements of the particular assignment. Factors considered may include, but are not limited to, relevant experience, demonstrated expertise, responsiveness, proposed staffing approach, availability and capacity, past performance, pricing, and other criteria determined by BPCA to be relevant to the staffing need

NYS Certified MWBEs and SDVOBs

Question 102: What is the average duration of temporary assignments?

Answer: Please refer to the response to Question 34.

Question 103: What is the expected invoicing frequency (weekly, bi-weekly, monthly)?

Answer: Monthly

Question 104: What is the expected turnaround for resume submissions under normal Task Orders?

Answer: 3 –5 business days.

Question 105: When do the current staffing agreements expire?

Answer: Per the response to Question 3, BPCA has no current staffing agreements.

Question 106: Which temporary staffing categories have historically generated the highest volume of requests?

Answer: Finance and Administrative

Question 107: Who will approve temporary employee timesheets?

Answer: Their manager at BPCA.

Question 108: Will all temporary candidates require interviews, or may certain administrative positions be filled without interviews?

Answer: They will all require interviews.

Question 109: Will any reimbursable expenses be permitted for temporary staff assignments?

Answer: No. Proposers should include all anticipated costs associated with providing the services in their proposed pricing.

Question 110: Will each Task Order have its own purchase order?

Answer: Each Task Order will have its own task order agreement or purchase order which will be issued against the winning vendor's contract.

Question 111: Will every staffing request be competitively bid among all panel firms, or will BPCA rotate requests among panel members?

Answer: This will depend on the specific position and the areas of expertise of the paneled firms.

Question 112: Will funding be fully authorized prior to issuance of each Task Order?

Answer: Yes

Question 113: Will monthly or quarterly staffing reports be required from panel firms?

Answer: no.

Question 114: Will temporary employees be eligible for conversion to permanent employees?

Answer: Yes.

Question 115: Will temporary workers enter time into BPCA's timekeeping system or the staffing firm's system?

Answer: The staffing firm's system

Question 116: Could you please clarify if a proposer is permitted to submit a bid focused exclusively on the Information Technology discipline/labor category, or if proposals must encompass the full range of functional areas outlined in the RFP?

Answer: While BPCA prefers proposals that encompass the totality of disciplines within the panels, firms may bid exclusively on one or more categories within each panel.

Question 117: Can we bid for a few categories under panel B?

Answer: Yes, please refer to the response to Question 116.

Question 118: If a vendor is interested in panel A, can we mention we would like to fill IT Position under panel A.

Answer: Yes.

Question 119: We are both MB/WBE certified . Do we still have to find a sub-contractor in order to fill utilization form.

Answer: Please refer to the responses to Questions 42 and 43

Question 120: How about SDVOSB? We are not certified SDVOSB . Do we have to find a partner to full fill this goal?

Answer: This RFP does not have MWBE/SDVOB goals.

Question 121: Can you provide us with the list of job titles under the categories?

Answer: Office operations (Administrative Assistant, Receptionist, Office Manager), Finance (AP Accountant, Revenue Accountant, Treasury Accountant, Payroll Accountant, Controller, CFO), Communications (Social Media Director/Coordinator, SVP and VP of Comm and Public Affairs), design & construction (Project Managers, Sr. PM, Project Director, Director of Construction Projects, VP of Capital Projects, VP of Construction, SVP of Design and Construction), human resources (CHRO, AVP HR, Dir. of Talent, Dir. Of Culture & Engagement, HR Ops Specialist), technology (CTO, Engineer, Web Developer, IT Service Desk Analysts) parks operations (Maintenance Technicians,

Electrician, Plumber, Stone Mason, Carpenter, Mechanic, Horticulturist, Warehouse Operations) parks programming (Environmental Educators, Art Specialists, Yoga/Dance/Fitness Instructors, Lifeguards), Legal (attorney, paralegal, exec. Assistant)

Question 122: How many firms does BPCA anticipate selecting for Panel A (Permanent Recruitment Firms) and Panel B (Temporary Staffing Firms)?

Answer: Please refer to the response to Question 22.

Question 123: Can BPCA provide historical annual spending for permanent recruitment and temporary staffing services during the past three fiscal years?

Answer: No. Refer to response to Question 1.

Question 124: Approximately how many Permanent Placements and Temporary Staffing assignments does BPCA anticipate annually during the panel term?

Answer: 2-5 (placements/assignments) approximate per year.

Question 125: Are there incumbent vendors currently providing these services? If yes, how many firms are currently utilized for permanent recruitment and temporary staffing support?

Answer: Please refer to the response to Question 3.

Question 126: Does BPCA anticipate adding vendors to the panels during the contract term, or will vendor participation be limited to firms selected through this procurement?

Answer: During the contract term, it will be limited to the firms selected through this procurement.

Question 127: Please describe the anticipated task order process after panel establishment.

Answer: BPCA anticipates that Task Orders will be issued on an as-needed basis following establishment of the panels. A Task Order may describe the staffing requirement, qualifications, duration, location, scope of services, pricing requirements, and any other information relevant to the assignment. BPCA may solicit responses from one or more firms on the applicable panel and will evaluate responses based on criteria established for the particular Task Order, which may include factors such as qualifications, experience, availability and expertise of personnel, staffing approach, past performance, pricing, current workload, and other considerations relevant to the assignment. BPCA may then issue a Task Order to the firm determined to provide the best value for the specific assignment. BPCA reserves the right to determine the Task Order process and evaluation methodology for each assignment based on its needs.

Question 128: Will every task order be competed among all panel vendors, or will BPCA selectively invite certain panel firms based on the nature of the assignment?

Answer: Please refer to the response to Question 111 - BPCA will determine on a case-by-case basis based on the nature of the assignment in comparison with the firm's specialization.

Question 129: What evaluation criteria will BPCA use when selecting a panel vendor for an individual task order?

Answer: Please refer to the response to Question 101.

Question 130: Will pricing, technical qualifications, prior performance, candidate quality, diversity participation, or other factors be considered during task order evaluations?

Answer: Yes – all mentioned above.

Question 131: Does BPCA anticipate conducting interviews, presentations, or oral discussions at the task-order level?

Answer: Yes. The Committee may conduct in-person interviews for many reasons, including to further assess a Proposer's ability to perform the Work or provide specific services, or to seek information related to any other evaluation criteria.

Question 132: Does BPCA anticipate a greater need for executive-level searches, mid-management positions, professional staff positions, or a combination of all categories?

Answer: For permanent placement, a possible greater need for executive-level searches.

Question 133: For permanent recruitment task orders, will BPCA typically provide position descriptions and salary ranges, or will selected firms be expected to assist in developing those materials?

Answer: BPCA will provide a draft job description and salary range. Firms may be expected to assist in the finalization of the job description and validating the salary range based on their market data. BPCA will make a final determination on salary range and job description in its discretion.

Question 134: The RFP requires replacement of a placed candidate who leaves within twelve months at no additional cost. Could BPCA clarify whether the replacement guarantee applies regardless of the reason for separation or whether the guarantee applies if the position is eliminated, reorganized, or substantially changed or whether there are any exclusions to this requirement?

Answer: This guarantee is excluded if the position is eliminated due to redundancy, reorganization, or position elimination.

Question 135: Will background checks and reference checks be required for all direct-hire placements, and if so, what minimum screening standards should firms assume?

Answer: Yes. However, BPCA will conduct pre-employment background checks for permanent hires.

Question 136: Can BPCA provide historical usage by labor category including Administrative Support, Executive Support, Human Resources, Finance/ Accounting, Information Technology, Legal, Communications, Construction/ Engineering Support, Other specialized roles?

Answer: In the last three years, BPCA has utilized staffing contracts for permanent placements in Executive level support, Finance/Accounting, and IT.

Question 137: Can BPCA provide historical usage by labor category including Administrative Support, Executive Support, Human Resources, Finance/ Accounting, Information Technology, Legal, Communications, Construction/ Engineering Support, Other specialized roles?

Answer: Please refer to the response to Question 136.

Question 138: Are temporary assignments expected to be Onsite or Hybrid or Remote or a combination of all three?

Answer: Please refer to the response to Question 33.

Question 139: What is the typical expected duration of temporary assignments?

Answer: Please refer to the response to Question 34.

Question 140: Does BPCA anticipate temporary-to-permanent conversions? If so, are conversion fees permitted, and should proposed conversion fees be included in the Cost Proposal?

Answer: it is possible, and the conversion fees should be included.

Question 141: For emergency task orders requiring responses within two hours, does BPCA expect candidate resumes within that timeframe or only acknowledgment and initial candidate outreach efforts?

Answer: Please refer to the response to Question 35

Question 142: Are temporary personnel permitted to work overtime, and if so, does BPCA require prior approval before overtime is incurred?

Answer: Yes –they are permitted to work overtime if they are eligible (non-exempt), and we do require prior approval beforehand from their manager.

Question 143: Does BPCA permit the use of subcontractors, affiliate firms, or teaming partners for services under either panel?

Answer: BPCA anticipates that most panel firms will perform services using their own personnel. However, the use of subcontractors, affiliate firms, or teaming partners is not prohibited and will be subject to BPCA approval and the requirements of the resulting contract. Proposers should identify any anticipated subcontractors, affiliate firms, or teaming partners in their proposal. BPCA encourages firms that choose to subcontract portions of the Work to consider utilizing New York State-certified MWBE and SDVOB firms where appropriate.

Question 144: If subcontractors are permitted, must they be identified in the proposal submission, or can subcontractors be added after award with BPCA approval?

Answer: Proposers should identify any anticipated subcontractors, affiliate firms, or teaming partners in their proposal. Any subcontractors proposed after award will be subject to BPCA review and approval in accordance with the terms of the resulting contract

Question 145: Are subcontractors permitted to perform recruiting, sourcing, screening, payroll administration, specialized staffing, or executive search functions?

Answer: Refer to response to question 144.

Question 146: Is there a limitation on the percentage of work that may be subcontracted under a task order?

Answer: No specific percentage limitation has been established. Any subcontracting arrangement will be subject to BPCA review and approval in accordance with the terms of the resulting contract.

Question 147: If a vendor utilizes a certified MBE, WBE, or SDVOB partner as a subcontractor, how will that participation be considered during evaluation and task order selection?

Answer: Please refer to response to Question 42.

Question 148: While Exhibit C identifies MWBE and SDVOB participation goals as 0%, the evaluation criteria include a 10% diversity score. Could BPCA clarify how this diversity score will be evaluated?

Answer: Please refer to the response to Question 42 - NYS Certified MWBEs and SDVOBs get 10% as part of diversity score

Question 149: Will diversity scoring be based on Prime Vendor Certification Status or Subcontractor Participation or Workforce Diversity Initiatives or Supplier Diversity Programs or a combination of factors?

Answer: Please refer to the response to Questions 42 and 148.

Question 150: Would participation by certified MWBE or SDVOB teaming partners strengthen a proposal despite the stated 0% participation goals?

Answer: Please refer to the responses to Questions 42 and 148.

Question 151: Will diversity participation be considered again at the task-order level?

Answer: While this RFP does not have MWBE/SDVOB goals, BPCA always encourages the participation of MWBE and SDVOB firms and reserves the right to include goals on a task-order level.

Question 152: For Panel A, should placement fees be fully inclusive of all recruiting-related services including candidate sourcing, screening, interviewing support, reference checks, offer management, and replacement guarantees?

Answer: Yes.

Question 153: For Panel B, will BPCA evaluate pricing primarily on Markup Percentage, Bill Rate, Total Cost to BPCA or another methodology?

Answer: We will evaluate primarily on Markup Percentage, Bill Rate, and Total Cost to BPCA

Question 154: Are background check fees, testing fees, drug screening fees, and other pass-through expenses reimbursable separately, or should they be incorporated into proposed rates?

Answer: For temporary staffing placements, they should be incorporated into the proposed rates.

Question 156: Does BPCA have preferred invoicing terms and payment timelines for temporary staffing services?

Answer: BPCA's invoicing and payment terms and timelines are set forth in its prompt payment policy (<https://bpca.ny.gov/publicinfo/bpca-prompt-payment-policy/>) and in the sample form of contract.

Question 157: Will annual price escalation requests be considered during the initial three-year term, or are rates and markups expected to remain fixed for the entire initial contract period?

Answer: Rates submitted in response to the RFP will remain fixed for the duration of the contract. Any escalation should be included in the price proposal.

Question 158: Will selected firms be required to use specific onboarding systems, timekeeping platforms, or vendor management systems?

Answer: There may be specific systems that the temporary or permanent hires may be required to use depending on their role, but not the selected firm itself.

Question 160: Are there any specific cybersecurity, data privacy, or candidate data handling requirements beyond those identified within the sample contract and insurance requirements?

Answer: No.

Question 161: Are fingerprinting, security clearances, or other background investigation requirements anticipated for any positions?

Answer: Pre-employment background checks are required for permanent hires (conducted by BPCA), and for also temporary workers (conducted by the selected firm for temporary)

Question 162: Will BPCA provide workspace, equipment, and system access for temporary personnel assigned onsite?

Answer: Yes.

Question 163: Does BPCA anticipate requiring labor union compliance for any temporary staffing assignments?

Answer: No.

Question 164: Does BPCA currently anticipate conducting proposer interviews or presentations as part of the evaluation process?

Answer: Yes.

Question 165: "Section V.B requests professional biographies for all employees identified in the proposal. Would BPCA accept full resumes/CVs in lieu of professional biographies, or is a brief professional biography preferred?"

Answer: Yes

Question 166: Should resumes/biographies be provided only for the Lead Project Manager and key personnel, or for all employees identified in the proposal?

Answer: Please refer to the response provided for Question 60

Question 167: Is there a preferred format or template for the candidate resumes that must be submitted after a Task Order award?

Answer: No.

Question 168: How many active contractors are working on this contract currently?

Answer: Please refer to the response to Question 3.

Question 169: Please provide the names of the Incumbent vendors for this contract?

Answer: Please refer to the response to Question 3.

Question 170: What is the new budget for year for this RFP?

Answer: Please refer to the response to Question 2.

Question 171: Are vendors required to bid on all positions/categories?

Answer: Please see response to Question 65.

Question 172: For Panel B (Temporary Staffing), are proposers expected to support all temporary staffing categories listed in the Scope of Work, or may they limit their services to specific job categories or functional areas?

Answer: Please see response to Question 65.

Question 173: Does BPCA anticipate requiring staffing services for any positions or functional areas other than those identified in the solicitation? If so, could you please provide additional details?

Answer: At this time, we do not anticipate needing staffing services for any positions or functional areas other than those identified in the solicitation but reserve the right to add areas that may become needed during the contract term.

Question 174: Can a firm submit a proposal limited to a specific functional area (e.g., Technology/IT staffing), or is the expectation that firms be capable of providing staffing services across all functional areas identified in the RFP?

Answer: Please refer to the response to Question 65.

Question 175: Is subcontracting permitted under this contract? If yes, are there any restrictions, approval requirements, or specific conditions applicable to subcontractors?

Answer: Please refer to the responses to Questions 143 and 144. Subcontracting arrangements are subject to BPCA review and approval and the requirements of the resulting contract.

Question 176: Will the positions requested under this contract be primarily onsite, remote, or hybrid? Please clarify the expected work arrangements for both permanent and temporary staffing assignments.

Answer: Please refer to the response to Question 33.

Question 180: Are proposers required to submit resumes as part of the proposal submission? If yes:

- Which positions require resumes?
- How many resumes are required per position?
- Are resumes required at the proposal submission stage or only after Task Orders are issued?

Answer: No. Resumes would be required after Task Orders are issued.

Question 181: Are there any additional compliance requirements, certifications, licenses, or insurance requirements beyond those identified in the solicitation that the selected contractor must satisfy?

Answer: No. BPCA is not aware of any additional compliance requirements, certifications, licenses, or insurance requirements beyond those identified in the RFP and the resulting contract. Proposers are responsible for ensuring compliance with all applicable federal, state, and local laws and regulations.

Question 182: Is there an incumbent vendor (or multiple vendors) currently providing these staffing services? If so, could you please provide the incumbent vendor name(s), contract term, scope of services, and, if available, the approximate annual contract value or historical spend?

Answer: Please refer to the response to Questions 1 and 3.

Question 183: Does BPCA expect or encourage proposers to offer value-added services beyond the requirements outlined in the RFP (e.g., workforce analytics, recruitment technology, market intelligence, reporting, or diversity initiatives)? If so, how will such value-added services be evaluated?

Answer: BPCA expects the services outlined in the RFP.

Question 184: Can proposers submit certified financial statements or tax returns upon being shortlisted for panel selection rather than with the initial August 21 proposal submission?

Answer: Yes. In lieu of submitting financial statements or tax returns with the proposal, proposers may provide such documentation upon BPCA's request during the evaluation process. BPCA reserves the right to request the documentation at any time and may deem a proposer non-responsive if the requested documentation is not provided in a timely manner.

Question 185: For emergency temporary staffing task orders under Panel B, does "respond within 2 hours" mean acknowledging receipt of request or submitting candidate resumes within 2 hours?

Answer: Please refer to the response to Question 35

Question 186: What is BPCA's historical annual spend and the average position volume for permanent placement and temporary staffing?

Answer: Please refer to the response to Questions 1 and 95.

Question 187: How many total firms do you anticipate selecting for each panel?

Answer: Please refer to the response to Question 22

Question 188: Are there any page or word limits for Section II (Narrative Answers)?

Answer: No. Other than the two-page limit for the Executive Summary, the RFP does not establish page or word limits for narrative responses. Proposers are encouraged to provide clear and concise responses.

Question 189: What is the typical duration of temporary staffing assignments before BPCA evaluates a temporary worker for potential permanent conversion?

Answer: Please refer to the response to Question 34.

Question 190: For proposers bidding on both Panel A and Panel B, are three client references total required or are three separate references required for each panel?

Answer: Three clients total is fine as long as the references can attest to the firm's work on both panels.

Question 191: Given that Q&A responses will be issued on Friday, 8/14, would BPCA consider extending the August 21st Proposal Due Date?

Answer: Pursuant to Section 1(a) of this Addendum No. 2, the Proposal due date has been extended to Monday, August 24th, 2026, by 3:00pm EST.

Question 192: Can a Proposer submit a proposal for Panel B limited to the Information Technology (IT) labor category, or is a Proposer required to provide temporary staffing services across all or multiple labor categories identified in the RFP and Exhibit F?

Answer: Please refer to the response to Question 65.

Question 193: Please provide historical utilization data under the current or most recent contract, including the number of positions filled, billable hours, and total spend.

Answer: Please refer to the response to Questions 1 and 3.

Question 194: What is the estimated annual budget and anticipated total spend over the expected contract?

Answer: Please refer to the response to Question 2.

Question 195: Are live resumes of currently available candidates required with the proposal? If so, how many resumes are required for each position or category?

Answer: Please refer to the response to Question 180. After the Task Order is issued, at least 3 resumes must be submitted for each vacancy.

Question 196: Are sample resumes required with the proposal? If so, how many should be submitted for each position or category?

Answer: Please refer to the response to Questions 180 and 195.

Question 197: Please clarify which proposed personnel BPCA expects to be designated as “key personnel.” Is this limited to the Lead PM and primary account team, or should recruiters, sourcers, payroll/compliance personnel, and executive sponsors also be identified?

Answer: Key personnel include executive roles and any other roles BPCA deems as key such as senior project managers, etc.

Question 198: How many firms does BPCA anticipate selecting for Panel A and Panel B?

Answer: Please refer to the response to Question 22

Question 199: Please identify whether BPCA intends to permit conversion fees when it directly hires a temporary employee. If permitted, please specify the conversion period and whether the fee decreases based on hours already worked.

Answer: BPCA does understand conversion fees may apply. Please provide the specific conversion fee schedule.

Question 200: Please confirm whether BPCA will provide temporary workers with required laptops, phones, software, email accounts, system access, security credentials, badges, and other equipment necessary to perform the assignment.

Answer: Yes, BPCA will provide all necessary tools and equipment to perform the assigned work.

Question 201: Please confirm that, because the RFP establishes 0% MWBE and 0% SDVOB participation goals, a proposer may perform 100% of the work with its own employees and submit utilization plans showing no subcontractors and 0% participation without being deemed nonresponsive.

Answer: Confirmed. This RFP does not have MWBE/SDVOB goals. The prime can perform 100% of the work.

Question 202: The agreement requires Professional Liability Insurance with limits of not less than \$3,000,000 per claim. Our current coverage provides \$1,000,000 per claim and \$3,000,000 aggregate. In addition, we maintain \$7,000,000 in umbrella coverage in excess of our Commercial General Liability, Automobile Liability, and Professional Liability policies. Could you please confirm whether our existing coverage would satisfy this requirement?

Answer: BPCA cannot make a determination regarding compliance with the insurance requirements based on the information provided in this question. Insurance compliance will be evaluated based on the insurance documentation submitted by the selected proposer in accordance with the requirements of the RFP and resulting contract.

Question 203: Could you please clarify whether proposers must be registered in New York City at the time of proposal submission, or after the contract award?

Answer: BPCA cannot make a determination regarding compliance with the insurance requirements based on the information provided in this question. Insurance compliance will be evaluated based on the insurance documentation submitted by the selected proposer in accordance with the requirements of the RFP and resulting contract.

Question 204: What is the intended number of awards (approximate number)?

Answer: Please refer to the response to Question 22

Question 205: What are the estimated funds allocated for this contract?

Answer: Please refer to the response to Question 2

Question 206: What is the tentative start date for this engagement?

Answer: The engagement will start following contract execution.

Question 207: What is the work location of the proposed candidates?

Answer: The location will depend on the department the permanent or temporary staff is hired into. We have two main locations: 200 Liberty Street and 75 Battery Place, but staff can work throughout Battery Park City depending on their role.

Question 208: Is this a new contract, or are there any incumbents? If there is an incumbent, please provide the incumbent's name and pricing and confirm whether the incumbent is eligible to resubmit the proposal.

Answer: Please refer to the response to Question 1 and 3.

Question 209: Are there any pain points or issues with the current vendor(s)?

Answer: Please refer to the response to Question 19.

Question 210: Could you please share the previous spending on this contract, if any?

Answer: Please refer to the response to Question 1.

Question 211: Is there any mandatory subcontracting requirement for this contract? If yes, is there a specific goal for the subcontracting?

Answer: No.

Question 212: Can we submit good faith efforts if we are unable to find a subcontractor?

Answer: Please see responses to Questions 41 and 211.

Question 213: How many positions were used in the previous contract (approximate)?

Answer: Please refer to the response to Question 3. The most recent firm for similar services placed four full-time positions.

Question 214: How many positions will be required per year or throughout the contract term?

Answer: Please refer to the response to Question 124.

Question 215: If the resources we provide at the time of proposal submission are unavailable at the time of a potential contract award, could vendors replace them with equally qualified resources?

Answer: Candidate resumes will be required upon the issuance of a Task Order.

Question 216: Can we provide hourly rate ranges in the price proposal?

Answer: Hourly rates can be provided for temporary placements.

Question 217: Will the County allow mid-contract price adjustments (e.g., for agency fees or wage rates), and if so, under what conditions?

Answer: No. Mid-contract price adjustments are not anticipated unless otherwise expressly provided for in an applicable contract amendment or Task Order.

Question 218: If adjustments are permitted, is there a specified mechanism (e.g., annual review, CPI-based increase, or mutual negotiation) that governs such changes?

Answer: No, the agreed upon hiring salary or bill rate at the time of hire or placement is the rate that will govern the hire or temporary engagement.

Question 219: Should the initial proposal reflect fixed pricing for the entire term, or can adjustments be proposed in advance as part of the contract?

Answer: The proposal should include fixed pricing for the entire term of the contract. Any escalation should be included in the pricing submitted in response to this RFP.

Question 220: What are the invoice/payment terms (NET 30, NET 45, etc.) and required invoice fields?

Answer: Please see response to Question 156.

Question 221: What are the candidate reporting requirements?

Answer: We don't understand this question with no additional context.

Question 222: Is the work entirely onsite, or is there a possibility for remote operations and performance?

Answer: Please refer to the response to Question 33.

Question 223: Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates, or can we submit the sample resumes?

Answer: Please refer to the response to Question 180.

Question 224: Could you please provide the list of holidays? Are there any mandated Paid Time Off, Vacation, etc.?

Answer: Please see the response to Question 80. There are no paid holidays for temporary staff.

Question 225: If the RFP specifies a goal, ask the client if we can replace the subcontractor after an award?

Answer: Please refer to the response to Questions 143, 144 and 201.

Question 226: Annual Budget & Capacity: What is the estimated annual budget allocated for each panel (Panel A: Permanent Recruitment and Panel B: Temporary Staffing Services), and what is the expected volume or frequency of task orders?

Answer: Please refer to the response to Question 2.

Question 227: Current Incumbents: Who are the current incumbent vendors providing these permanent and temporary staffing services for BPCA?

Answer: Please refer to the response to Question 3.

Question 228: Award Count: How many qualified firms does BPCA plan to select and appoint to each respective panel?

Answer: Please refer to the response to Question 22.

Question 229: Panel Disqualification Rule: If a firm submits a proposal for both panels but is not qualified or selected for one of them, will they still be eligible for award on the other panel, or does disqualification from one result in losing both?

Answer: A firm can be selected for one panel and not the other.

Question 230: Pre-Proposal Conference Transcript: Since our team was unable to attend the optional Virtual Pre-Proposal Conference held on Wednesday, August 5, 2026, could BPCA please provide a copy of the meeting transcript and attendee/questions log?

Answer: No. The pre-proposal conference was conducted for informational purposes only. BPCA's official responses to substantive questions submitted by the deadline will be provided in writing through an addendum to the RFP.

Question 231: Subcontractor Utilization: Given that the overall MWBE and SDVOB participation goals are stated as 0%, will prime contractors receive evaluation preference or scoring incentives for voluntarily utilizing New York State-certified MWBE/SDVOB subcontractors?

Answer: Please refer to the response to Question 42.

Question 232: Diversity Evaluation Criteria

Could BPCA please clarify whether the 10% Diversity Score is awarded solely based on NYS-certified MWBE/SDVOB proposer status, or whether a non-certified proposer may also receive evaluation credit through documented good faith efforts and/or participation of NYS-certified MWBE/SDVOB subcontractors or partners?

Answer: Please refer to the response to Questions 41 and 42. Question 233: Panel A and Panel B Submission Requirements

Question 233: The RFP indicates that firms may submit proposals for Panel A, Panel B, or both panels. If a firm is proposing for both panels:

- Should a single Technical Proposal be submitted covering both Panel A and Panel B capabilities?
- Or does BPCA require separate Technical Proposals for each panel?

Answer: BPCA requires separate technical proposals for each panel.

Question 234: Section IV.A(4) requires "any applicable license" for temporary or permanent hiring with an employer based in New York State/NYC. For a firm headquartered outside New York placing candidates in NYC, does this require a NYS employment agency license, or is professional staffing/PEO registration sufficient?

Answer: BPCA cannot provide legal advice regarding the applicability of licensing requirements to a particular firm's business operations. Proposers are responsible for determining and maintaining any licenses, registrations, permits, or other authorizations required by applicable federal, state, and local law to provide the services proposed under this RFP. Please refer to Section IV.A of the RFP

Question 235: Does BPCA require the Proposer to maintain a physical New York office, or is the ability to attend in-person meetings at BPCA offices upon request (Section IV.C.1) sufficient to satisfy the "within New York City" requirement?

Answer: BPCA does not require proposers to maintain a physical office in New York City. The ability to provide the required services within New York City and attend in-person meetings at BPCA offices upon request is sufficient to satisfy this requirement.

Question 236: For firms proposing on both Panel A and Panel B, is one combined Technical Proposal acceptable, or must separate technical narratives be submitted for each Panel (in addition to the separate Cost Proposals required under Section VII)?

Answer: Please provide two separate proposals.

Question 237: Exhibit A, Section B.1 references a 2-hour response window for emergency temporary task orders. Does that window apply to submitting resumes, or to confirming acceptance of the task order, with resumes to follow within the standard 3-business-day window?

Answer: Please refer to the response to Question 35.

Question 238: Will task orders be distributed to all empaneled firms simultaneously, or will BPCA have discretion to approach specific panel firms based on specialty or functional area?

Answer: Please refer to the response to Question 65.

Question 239: Is there an estimated or historical volume of task orders (permanent and temporary) BPCA anticipates issuing annually, to help firms size staffing capacity commitments?

Answer: Please refer to the response to Questions 1 and 95.

Question 240: Exhibit C sets MWBE and SDVOB participation goals at 0% for this solicitation. Can BPCA confirm this is intentional, and clarify how the 10% diversity scoring credit referenced in Section VIII.C(1)(D) for NYS-certified MWBE/SDVOB firms applies given the 0% goal?

Answer: This RFP does not have MWBE/SDVOB goals. Please refer to the responses to questions 41 and 42.

Question 241: Does the 10% diversity evaluation credit apply based on the Proposer's own certification status, or only to certified subcontractor participation?

Answer: Please refer to the response to Question 42. NYS Certified MWBEs and SDVOBs get 10% as part of diversity score.

Question 242: For Panel B bill rates, should Proposers use BPCA-provided estimated pay rates, or submit firm-specific estimated pay rates reflecting current market data for each labor category?

Answer: Firms should submit firm-specific market rates for temporary roles.

Question 243: If a firm proposes on both Panels, may markup structures differ between Panel A and Panel B, or is a single firm-wide overhead/markup structure expected?

Answer: Yes, the markup structures can differ.

Question 244: Will Cost Proposals be evaluated on a lowest-price basis, best value, or a weighted formula relative to the Technical Evaluation score referenced in Section VIII.C?

Answer: Proposals will be evaluated on a best value basis.

Question 246: Certification recognition for the diversity scoring criterion (Section VIII.C.1.D): We are a certified Washington State Office of Minority and Women's Business Enterprises (OMWBE) firm and an SBA-certified Women-Owned Small Business (WOSB), and we are currently pursuing WBENC certification. Would any of these be recognized toward the 10% diversity component of the technical score, or is that criterion limited strictly to New York State-certified MBE/WBE/SDVOB status through the NYSCS/Empire State Development process? If out-of-state certification is not accepted for scoring purposes, is there a path (expedited reciprocity review, provisional status, etc.) we should be aware of?

Answer: BPCA only considers NYS certification. Please contact Empire State Development for certification inquiries.

Question 247: Client references (Section II.B.8): The RFP asks for three client references for engagements "your firm performed" over the past 24 months. Our firm was formed in 2024, so our entity-level engagement history is limited, though our principal recruiters individually carry substantial placement and staffing experience from prior roles. Would BPCA consider references reflecting the relevant individual experience of our team (with the engagements clearly attributed to the individual rather than the firm), in addition to or in place of firm-level references, for evaluation purposes?

Answer: Proposals will be evaluated in accordance with the evaluation criteria set forth in the RFP. Proposers should respond fully to the requirements of Exhibit B and clearly describe the qualifications, experience, resources, and personnel relevant to the services they propose to provide.

Question 248: Teaming and subcontracting: Is BPCA open to a Proposer submitting jointly with a teaming partner, or subcontracting a portion of the Work (for example, Panel B temporary staffing) to a partner firm with directly relevant public-sector experience, in order to strengthen the overall qualifications presented?

Answer: Please refer to the responses to Questions 143 and 144. Proposers may identify anticipated subcontractors, affiliate firms, or teaming partners in their proposal. Any subcontracting or teaming arrangement will be subject to BPCA review and approval in accordance with the requirements of the RFP and resulting contract. Proposals will be evaluated in accordance with the evaluation criteria set forth in the RFP.

Question 249: In-person presence (Section IV.C.1): Given the requirement to attend in-person meetings at BPCA offices as requested, would BPCA consider a hybrid staffing model (a NY-

based team member or partner handling in-person needs, supported remotely by our broader team) to satisfy this requirement?

Answer: Yes. BPCA would consider, however, the proposer must be able to attend in-person meetings if required.

Question 250: The proposal-submission instructions refer to a “Pre-Qualified Panel of Municipal Advisors RFP.” Should proposers use that exact wording in the technical and cost proposal email subject lines, or should they reference the “Permanent and Temporary Staffing Services Panel RFP, CR# 2137580”?

Answer: Please refer to the response to Question 48 – the reference should be “Permanent and Temporary Staffing Services Panel RFP”.

Question 251: Will a firm’s New York City M/WBE certification receive any consideration under the diversity evaluation criterion, or are the available 10 points limited exclusively to firms holding current New York State MWBE certification?

Answer: Please refer to the response to Question 100.

Question 252: For the three comparable client references required under Exhibit B, may a proposer rely on engagements performed by a principal or key team member before joining the proposing firm?

Answer: Proposers should respond to the question as written. If there are additional details that the proposer believes are relevant to the services proposed under this RFP, those details may be included in the proposal. Proposals will be evaluated in accordance with the evaluation criteria set forth in the RFP and the information requested in Exhibit B.

Question 253: Are proposers required to possess all listed insurance coverage when submitting the proposal, or only after conditional selection and before contract execution?

Answer: Only after conditional selection and before contract execution.

Question 254: Can BPCA provide information regarding the approximate annual number of temporary staffing assignments, permanent recruitment engagements, and the estimated annual contract spend anticipated under Panels A and B?

Answer: Please refer to the responses to Questions 1, 2 and 95.

Question 255: Current or prior incumbent vendor(s) providing permanent recruitment (executive search) and/or temporary staffing services to BPCA — including any firms previously appointed to a pre-qualified panel or engaged on a task order basis for these or similar workforce services

Answer: Please refer to the response to Question 3

Question 256: Please provide contract term and expiration date of any active or recently expired agreement for permanent recruitment and/or temporary staffing services.

Answer: Please refer to the response to Questions 1 and 3.

Question 257: Please provide historical contract value or annual spend associated with the current or prior staffing services engagement, including any estimated annual volume of task orders issued.

Answer: Please refer to the response to Question 8.

Question 258: Please provide the scope of services provided under any active or prior staffing contract, including the functional areas covered (e.g., office operations, finance, legal, technology, parks operations, human resources, design & construction, communications, and parks programming), whether services were structured as a panel arrangement, and the approximate number of placements or temporary assignments fulfilled

Answer: Prior recruitment firm contracts covered positions in information technology, executive leadership roles, and construction project managers.

Questions 259: Panel structure details, if applicable — including the number of firms previously appointed to any permanent recruitment panel (Panel A equivalent) and/or temporary staffing panel (Panel B equivalent), and whether separate panels were maintained for each service type

Answer: The panel structure was not used previously.

Question 260: Please provide any publicly releasable award information, including prior solicitation numbers, award notices, contract documents, or vendor names associated with a previous procurement for permanent recruitment or temporary staffing services at BPCA.

Answer: Please refer to the response to Question 3.

Permanent and Temporary Staffing Services Panel
Request for Proposal
Attendance Sheet
Virtual Pre-Proposal Conference
August 5, 2026 at Noon

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