

NEW YORK STATE ASSOCIATION OF METROPOLITAN PLANNING ORGANIZATIONS
(NYSAMPO) STAFF SUPPORT

Prepared by
Capital District Transportation Committee Staff and the
NYSAMPO Executive Committee
Albany, N.Y.
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Q1: Regarding “#5. Planning Program Integration” in the Scope of Services, can you provide materials or information about “the data recommendations of the Modeling Working Group,” as it pertains to this task?

A1. The consultant may be asked to research the data recommendations of this working group. Transportation planning is becoming more and more reliant on data, and new data sources are becoming available. This additional research is specific to this working group, and may require more resources than other working groups. Our best estimate for this additional consultant work is 0-10%. Any additional cost for the actual data would be paid for by the Association.

Q2: Please provide additional information about the “NYSAMPO training” events, such as, how many, and what are the size and scope of the training events anticipated over the 21-month contract period.

A2. Training events are usually held online or hosted at 1 of the 14 MPOs in the Association. They usually include 20-25 attendees, and may be as long as ½ day – 4 days. Assume 3 events in the 21-month period.

Q3: Regarding “maintaining NYSAMPO financial records and files,” please elaborate as to what this activity will entail. Does NYSAMP currently have a financial records management system?

A3. These records and files are mostly electronic, but can be in paper (such as invoices for services paid for by the Association). Copies of these records are submitted to the NYSDOT for reimbursement. These records and files have not reached the level which necessitates a financial records management system, therefore we do not have one.

Q4: Regarding “maintaining the NYSAMPO website,” please indicate if this work would involve programming, site design, hosting, SEO, or other technical services, or if the support services would be limited to content updates via a Content Management System.

A4. The NYSAMPO website was updated earlier this year. Support services should be limited to content updates.

Q5: Regarding support for “producing and distributing informational materials for Association meetings,” would the cost of printing and distribution of physical handouts, or for Working Group products and brochures be covered by the consultant’s budget, or would such costs be passed-through to NYSAMPO?

A5. NYSAMPO would pay for these costs.

Q6: Regarding support for “maintaining the Association’s call-in phone numbers and e-mail addresses,” and also for “maintaining contact lists for Association business,” does NYSAMPO already use Customer Relationship Management (CRM) or related software to maintain contact records?

A6. Maintaining these records have not reached the level which necessitates a customer relationship management system, therefore we do not have one.

Q7: Will those evaluating the submitted proposals make any consideration or preference for proposals from Minority-Owned Businesses?

A7. Yes.