NYC Board of Education Retirement System (BERS)
RFQ # 2025-001 HR Advisory Services
Questions and Answers (Q&A) Document - Date: 3/10/2025

#	Questions	Responses
1	Is BERS interested in the selected vendor conducting a gap analysis of needed resources and/or programs as part of the scope?	No.
2	Can you expand on **RFP Section 3.2.1** regarding the types of programs you are interested in expanding, or is part of the scope identifying why programs to enhance and then helping with resources, training and implementation steps?	Examples of the programs we are looking for are, but not limited to: guided implentation of engagment surveys, retentions surveys, focus groupes, employees experience, culture and HR strategy.
3	**RPF Section 3.2.2:** Are there existing platforms BERS is using and would like the vendor to help build-out the surveys within those platforms? Alternative, is BERS looking for the vendor to provide the survey tool platform, or help them identify a platform to use?	We do not have a platform. We expect the vendor to have a platform we can utilize for our surveys deployment and data collection with reporting capabilities.
4	**RFP Section 3.2.3:** Does BERS have a Microsoft PowerBI license?	No.
5	**RFP Section 3.2.3:** What platform is performance management administered through?	We do not have a performance management platform.
6	**RFP Section 3.2.4:** Is BERS open to a partnership with a vendor to provide the training programs, or are you specifically looking for a vendor to train HR staff to provide the training programs?	The Learning and Development (L&D) programs are for BERS' HR.
7	**RFP Section 4.4.1:** Given the broad scope of services, is it acceptable to provide hourly rates by position then issue task orders for specific scoped services using those rates upon being awarded the contract? Or, is BERS open to signing a not-to-exceed annual contract to issue task orders against as needs arise using the provided rates?	Vendors must price all their services based on HR research and the utilization of their tools and database.
8	**RFP Section 4.2.4:** As a "for profit" organization that conducts business with the Federal and State level Space and is established organization for over 30+ years with a multitude of various Government/State contracts, how would a vendor approach this requirement considering the vendor has volumes of awarded contracts? What medium is BEARS preference to review such awarded contracts? (i.e., MS Excel worksheet? MS Word line item list going back 10 years?). Can BEARS provide an example?	There is no preference on how the information is presented, as long as it includes the required details (please refer to **Section D4** in **Appendix D).** If the list is too extensive, Proposers may exercise their own judgement as to how many prior contracts they list, thought, Proposers should prioritize past contracts within the public sector (if any), particularly with pension systems, for similar or same services as those required in this RFP.

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9	**RFP Section 4.2.4:** asks for a list of all government contracts our firm has been awarded in the past 10 years. We have a large public sector advisory and assurance practice and our government clients over the past decade runs in the thousands. Is there a limit on how many to include?	Refer to Q8 response above.
10	Does the agency (BERS) have a budget identified for this project?	The allocated budget for this engagement is $30,000; though Proposers should price their services competitively, considering public-sector clients.
11	**RFP Section 3.1:** asks the Proposer to *"provide access to industry research, benchmarking tools and templates that enhance the Agency's internal strategy development and improve BERS' ability to make data-driven decisions quickly and efficiently."* The **RFP Section 5.2 Evaluation Criteria (Organizational Capacity)** scores the Proposer on being an *"Established HR research firm with a proven record, offering access to a comprehensive database of HR research and tools that BERS can utilize."* Depth and breadth of available HR research and tools appears to be a key component of the evaluation. Considering this requirement and evaluation criteria, shall the Proposer submit a detailed overview of the comprehensive HR research coverage in their online database? This would include both the total number of published HR research documents and tools and the total number of current (published within the past two years) HR research documents and tools.	Yes.

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12	**RFP Section 4.1.5:** asks the Proposer to describe their *"organization's maximum capacity in providing the required services, based on current staffing levels"* and **RFP Section 5.2 Evaluation Criteria (Organizational Capacity)** scores the Proposer on their *"Strong and unequivocal evidence that the organization's human, organizational, technical, and professional resources and abilities can support the proposed services."* Much of the required scope of services involves flexible access to the Proposer's HR subject matter experts, who BERS will use to help accelerate talent management, employee engagement and organizational development initiatives. To help illustrate its capacity and staffing levels, shall the Proposer describe the depth and breadth of its fulltime community of HR subject matter experts that will be available to BERS? This would also include sample biographies of the Proposer's HR subject matter experts who would be available to BERS.	Yes.
13	**RFP Section 4.1.6:** asks the Proposer to identify *"...personnel available for the various components of the proposed services who are not full-time employees, including description of their roles and responsibilities..."* Does this definition include any non-full-time employee that directly contributed to authoring the Proposer's research and tools? If so, shall the Proposer identify any non-full-time employee that authored or contributed to its research? This will help BERS identify and avoid possible conflicts of interest or vendor preferences in the Proposer's research agendas.	Yes, please inlcude the non-full-time employees.

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