



**Agriculture & NYS  
Horse Breeding  
Development Fund**

**RFP: 2017-03 Equine Program Administrative Services**

**VENDOR ACKNOWLEDGEMENT OF ADDENDUM**

Amendment Number: One  
Date Issued: February 21, 2017  
Summary: See Q & A Summary

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

FIRM NAME: \_\_\_\_\_

REPRESENTATIVE SIGNATURE: \_\_\_\_\_



**Agriculture & NYS  
Horse Breeding  
Development Fund**

REQUEST FOR QUOTATIONS  
Equine Program Administrative Services  
Round 1 – Questions and Answers  
Release Date: February 21, 2017

Q.1: Will the Fund's annual report need to be produced as part of the admin duties?

**A.1: No. The Fund's Annual Report will be developed by the Fund. The successful bidder will be responsible for providing relevant information throughout the year as specified in Section 3.1.B (1) of the RFQ.**

Q.2: Will producing the CF [County Fair] book be a requirement of the admin contract?

**A.2: Coordination of the development by the Fund and printing and mailing of the county fair books by the printing vendor, will be a requirement under the contract resulting from the RFQ. 3.1.C is amended as follows:**

**Item (c) is deleted in its entirety and replaced with the following: Sending county fair race secretaries list of eligible horses, list of horses by owners, and conditions.**

**Item (d) is added as follows: Coordinate the development and mailing of the county fair books.**

Q.3: Who will design and proof forms for website posting and mailing?

**A.3: The design and proof of forms, which typically entails updating existing forms used by the Fund, will be managed through the successful bidder under this RFQ solicitation. The forms will then be provided to the Fund who will provide them to the marketing and public relations contractor for posting to the website. The successful bidder under this RFQ will not be posting any information on the Fund's website. All web postings will be handled by the successful bidder under the RFP.**

Q.4: Who will be responsible for printing documents for mailing?

**A.4: The successful bidder under this RFQ will be responsible for the printing and mailing of documents.**

**Section 2.7 - Compensation – is amended as follows:**

**The third paragraph is deleted in its entirety and replaced with the following: Printing, postage, and related mailing expenses, will be reimbursed upon monthly invoicing, with supporting documentation accompanying the invoices.**

Q.5: Will there be any requirement to process residency mare forms or provide lists of mares and their locations to the Fund inspectors.

**A.5: Yes.**

Q.6: Currently the NYSS points, earnings and starts appear to be entered through the admin program. Will this continue as part of the admin contractor duties or will the marketing/ publicity contractor be posting them in a different format.

**A.6: The successful bidder under this RFQ will be responsible for collecting the data and providing it, in an electronic format suitable for web posting, to the Fund's equine marketing and public relations contractor. The Fund's equine marketing and public relations contractor will be responsible for posting the information to the Fund's website. See Section 3.1.A of the RFQ.**