



**RFQ: 2022-02 Equine Program Administrative Services**

**VENDOR ACKNOWLEDGEMENT OF ADDENDUM**

Amendment Number: One  
Date Issued: July 1, 2022  
Summary: Questions and Answers

**1. RFQ Section 3.1 – Scope is hereby amended to add paragraph D as follows:**

**D. Financial Processing and Record Keeping**

**The Successful Bidder shall be responsible for maintaining the Fund’s financial records in accordance with GAAP and GASB standards, including collection of monthly revenue reports; maintenance of accounts payable; accounts receivable and payroll activities; assist in preparation of annual budget and document budget variances; monitor cash flow; provide documentation and oversight of annual audit; and establish internal controls for financial activities.**

**2. RFQ Round One Questions and Answers are on the following pages.**

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

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

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

## Questions and Answers

Q.1: Part 1, page 6, states **Note: Subcontractors may not be used to meet this requirement.** Question: do forms pertaining to subcontractors need to be filled out if none can be used?

**A.1: Forms pertaining to the use of New York State Businesses, such as Appendix G – Use of NY Businesses, Appendix H – Participation Opportunities for New York State Certified Service-Disabled Veteran-Owned Businesses, and Appendix I – EEO and MWBE Program, do need to be completed, as utilization may be obtained through suppliers, rather than subcontractors.**

Q.2: Part 3, 3.1 Scope, Section A. #4 What year(s) would the NYSS Historical records report cover?

**A.2: Work to be provided during the contracted period becomes part of the established historical record and must be maintained within that record.**

Q.3: Part 3 Scope of work, page 35 #4 Will this include resident mares and related forms and how would verification be determined? If the bill to ship semen out of state is signed into law by the Governor will that change this requirement.

**A.3: Verification is through the filing and acceptance of forms by the Fund. As for legislation – it has not been sent to the Governor and therefore the Fund cannot provide comment. However, if circumstances change, the Fund will make the appropriate changes at that time.**