

**CONTRACT #C001214**  
**ACQUIA/DRUPAL SOFTWARE ADMINISTRATOR**  
**OFFICE OF THE STATE COMPTROLLER**  
**RESPONSES TO QUESTIONS**

The official responses to questions submitted pursuant to the above-captioned procurement are listed below. Responses are in **bold blue type**.

**Question #1:** Is the role more heavy on administration, custom module development, or front-end UI/UX?

**Response:** The role requires a full-stack developer. OSC is upgrading its theme/stylesheets so there will be an emphasis on front-end UI/UX, but custom module development and administration will also be necessary.

**Question #2:** Will this person be maintaining an existing architecture or leading significant modernization efforts?

**Response:** The Consultant will be mostly maintaining existing architecture while leading some modernization efforts, such as the implementation of single directory components and Drupal Canvas.

**Question #3:** What level of Acquia/Drupal expertise is required—administrator, developer, architect, or all three?

**Response:** OSC prefers that the Consultant has all three types of experience. The proposed consultant must have at least three years' experience with configuring and managing an Acquia/Drupal CMS.

**Question #4:** Is Acquia certification strongly preferred, or simply a plus?

**Response:** Strongly preferred.

**Question #5:** How often does the team build custom modules versus customizing existing ones?

**Response:** OSC tries to avoid building custom modules or customizing existing modules whenever possible. OSC typically builds a custom module every six to 12 months.

**Question #6:** How frequently are security patches or Acquia updates performed?

**Response:** OSC typically applies Drupal security patches no later than 10 days after their release. The frequency of performing Drupal security patches depends upon the timing of releases by Drupal. Acquia security updates are performed by Acquia itself.

**Question #7:** The solicitation says mwbe. can we use mbe instead of mwbe?

**Response:** To be eligible for award, the Vendor must be a Minority and/or Women-Owned Business Enterprise certified by the NYS Empire State Development Corporation pursuant to Article 15-A of the New York State Executive Law, or a Service-Disabled Veteran-Owned Business certified by the New York State Office of General Services pursuant to Article 3 of the Veterans' Services Law.

**Question #8:** Is there a rate cap or suggested hourly rate?

**Response:** No.

**Question #9:** Is there a limit on how many profiles can we submit?

**Response:** Interested vendors may submit no more than one candidate's profile in response to this solicitation.

**Question #10:** Is there an incumbent?

**Response:** Yes, there is an incumbent.

**Question #11:** We have US based Drupal Developers. Is this position reserved for US based candidates only (e.g. not foreign based)?

**Response:** The Consultant must be located within the contiguous United States.

**Question #12:** Can any company bid? The ad references "Ad type: MWBE or SDVOB Discretionary procurement between \$50,000 to \$1,500,000"

**Response:** See response to Question #7.

**Question #13:** Is there a budget for the contract or a specific rate per hour?

**Response:** This is a discretionary procurement between \$50,000 and \$1,500,000 for the one-year term. OSC elects not to provide additional budget information.

**Question #14:** How many vendors will be awarded for this engagement?

**Response:** One vendor will be awarded a contract.

**Question #15:** What is the current and previous budget allotted for this role?

**Response:** Information regarding OSC contracts may be found on the Open Book New York website available at: <https://www.osc.ny.gov/open-book-new-york>. OSC elects not to provide additional budget information.

**Question #16:** As an MBE-certified firm through NMSDC, are we eligible to participate in this bid?

**Response:** See response to Question #7.

**Question #17:** Can each vendor submit only one (1) resume for consideration?

**Response:** See response to Question #9.

**Question #18:** Is this position fully remote?

**Response:** Yes.

**Question #19:** What are the expected interview and start dates?

**Response:** Interviews of candidates, if deemed to be necessary, are anticipated to be held in January 2026 in person at 110 State Street, Albany New York or via video conference.

**Question #20:** Are only local New York candidates preferred for this role?

**Response:** No, the Consultant may be located anywhere within the contiguous United States. See response to Questions #7 and #18.

**Question #21:** We noted that there are no supporting documents uploaded in the portal for this advertisement. Could you please provide the necessary documents at your earliest convenience? The due date for questions is approaching soon.

**Response:** All documents regarding this procurement opportunity (#C001214) are available on the OSC website at: [www.osc.ny.gov/procurement](http://www.osc.ny.gov/procurement).

**Question #22:** We have reviewed the solicitation notice posted on NYSCR and the OSC procurement portal, and have accessed and downloaded Attachment A (Response Form). To ensure our submission is fully compliant, could you please confirm if there are any additional procurement documents, forms, or supporting attachments required for this solicitation—aside from Attachment A—that have not been posted to the procurement website? If so, please advise how we may obtain them.

**Response:** Interested vendors must submit the Consultant's resume and a completed and signed Attachment A (Response Form) to [RFP@osc.ny.gov](mailto:RFP@osc.ny.gov) (preferred) or via hard copy mail to:

Director of Finance  
Office of the State Comptroller  
110 State Street, Stop 13-2  
Albany, NY 12236-0001.

**Question #23:** The RFP document indicates that the Minority and Women Business Enterprises contracting goal is 0%. Attachment A requires vendors to identify their category (MWBE or SDVOB). Could you please clarify whether MWBE or SDVOB certification is a mandatory requirement for this procurement, or if out-of-state businesses without New York State certification are eligible to submit a response?

**Response:** See response to Question #7.

**Question #24:** Since this is a staffing procurement, we would like to inquire whether the State has established a not-to-exceed rate cap or wage cap for this contract. If this information is available and can be shared, it would greatly assist us in preparing a competitive and compliant price proposal.

**Response:** See response to Question #8.

**Question #25:** We are an out of state MBE not registered with the NYS Office of General Services. Can we still bid on this?

**Response:** See response to Question #7.

**Question #26:** Could you please confirm the annual budget or expenditure allocated for this project?

**Response:** See response to Question #13.

**Question #27:** Digital Signatures are acceptable?

**Response:** Yes, bidders may electronically sign the vendor certification section on Attachment A (Response Form).

**Question #28:** Are there any page limitations for the narrative response document?

**Response:** No.

**Question #29:** If we have any exceptions to the additional terms and conditions, where should we include our comments in the proposal? Could you please advise?

**Response:** A bidder may include contract comments with their proposal. All proposers must be willing to enter into an agreement with terms materially the same as those of the Draft Contract posted on the OSC website.

**Question #30:** Could you please confirm the price bid validity period for this RFP?

**Response:** The bidder is expected to hold its bid price valid until the contract is executed, which is expected to be in March 2026.

**Question #31:** Is there any not to exceed rate available for this position?

**Response:** See response to Question #13.

**Question #32:** Do we need to submit Appendix A, B, C, D, E, F, and G along with the proposal response? Kindly confirm.

**Response:** No. See response to Question #22.

**Question #33:** Can we submit the C001214 – Attachment Response Form in a Word document or a PDF document?

**Response:** The completed and signed Attachment A (Response Form) may be submitted as a MS Word or PDF document to RFP@osc.ny.gov (preferred) or via hard copy mailed to:

Director of Finance  
Office of the State Comptroller  
110 State Street, Stop 13-2  
Albany, NY 12236-0001.

**Question #34:** Do we need to sign the C001214 – Attachment Response Form?

**Response:** Please see response to Question #27.

**Question #35:** Does the team provide Windows laptops or Mac laptops for the development/admin work?

**Response:** Windows laptops.