Frequently Asked Questions (Received through 2/12/2026: 4:00 PM)

2026 Request for Proposals NYMEP RFP # 26-6176

Question: We have a question on the Appendices to the Proposal, on page 22 of 24 there are the required appendices and then on page 24 of 24, the appendices vary, may you please let us know which appendices list to follow?
Answer: ***p.22 refers to appendices that should be included in the vendor's proposal. p.24 are the appendices included in this specific RFP.***

Question: Is there a fillable version of Attachment C – Work Plan Summary available for us to complete?
Answer: ***The reference to "Attachment C" was in the sample DED contract provided. It is not a required submittal as part of the application.***

Question: For purposes of the application, is the Board of Directors considered the same as the Advisory Board, or are they viewed differently?
Answer: ***The RFP states that each center must have an oversight board (it does not specify a "Board of Directors" explicitly) as well as corresponding requirements of that board. For the purposes of Appendix C, the file name does say "Board of Directors," but you can interpret that broadly to include any form of compliant oversight board.***

Question: We would like to clarify whether there are any page limits?
Answer: ***We have not restricted the page limit in the RFP. However, please keep your response focused and to a reasonable length.***

Question: Are any formatting considerations (e.g., spacing, font size, margins) that affect how page limits are calculated, guidance on that point would be helpful.
Answer: ***Since we do not set a page limit, there are no format considerations. However, double-spaced with font size no smaller than 10 is preferred.***

Question: There seem to be a couple of issues with the "2026 MEP RFP Budget Form.xlsx"

A. There is a file dependency to the budget form that it tried to find but can't, so not sure if that file is necessary or not, it is: https://nysemail-my.sharepoint.com/Users/bverschueren/Library/Containers/com.microsoft.Outlook/Data/tmp/Outlook Temp/RFP 15-6111 Budget Forms.xls

B. In cell C84, there is a formula that depends on a value in cell 107 - =IF(SUM(C42,C82)<>B107,"REVISE", SUM(C42,C82)). Since B107 is empty, it always says "REVISE".

Answer: ***An updated budget form is attached that corrects these errors. If you prefer to modify one you have already been working on, here is how to modify the cells in question:***

- ***A. That reference can be removed (it can be found in the "Budget Form 2" tab, cell B12), and replaced with the value from or reference to cell D84 in your "Budget Form 1" tab.***
- ***B. Please replace the formula with "=SUM(C42,C82)". Similarly, modify cell D84 with "=SUM(D42,D82)".***

Question: Does the final RFP Center application need to be submitted all together in one pdf format? Or each form in its original (excel, word, etc) format?
Answer*: Either is an acceptable form of submission.*

Question: On the budget form (budget 1 and 2), we will be using our Third Party Revenue and Third Party Expenses as a source of Matching funds. Since the budget form has changed since the last time we did this back in 2016, doe it matter how we show the match for Third Party Income or Third Party Expense? Meaning, should we show the 3rd party expenses on column E (Cash and Match of the Budget Form 1) or should we show the Contracted Income instead of Budget Form 2 (Local Cash Column)?
Answer: ***The expended third-party revenue should be accounted for in the "Local Cash Match" column in Budget Form 2. To clarify – Budget Form 2 is where all sources of match should be captured. Budget Form 1 is to show where all funds are expended.***

Question: Can you confirm that the vendor forms for the MWBE and VA are not required components of the proposal packet?
Answer: ***Correct, the MWBE and VA are not required components of the proposal. If MWBE fords do become necessary, they will be sent out during the contracting process.***

Question: A. May we include Letters of Support?
B. If so, what kind of organizations or individuals are eligible to provide us with letters of support?
C. How many letters of support may be included?
D. Is there a page limit?
E. How should we include the letters in the proposal package?
Answer: ***You may submit Letters of Support, though they are not required, and may only be reviewed if additional evidence of an applicant's merit is needed or to differentiate between competitive applications. There is not an explicit constraint on number of letters, length, or types of organizations, but any submitted letters should be directly relevant to the qualifications, performance, or merits of the applicant. The letters should be separated from the main application narrative, but that could either be as separate files or a separate section in a consolidated pdf.***

Question: Is there any guidance or restrictions to the formatting and content of the employee resumes or descriptive biographies?
Answer: ***The RFP does not prescribe a specific resume format; however, resumes should be concise, directly relevant to the individual's proposed role, and highlight qualifications aligned with MEP service delivery and compliance responsibilities.***

Question: Can you provide more guidance on who you are defining as "key staff" (for example, would specific roles or a minimum percent effort classify someone as key)?
Answer: ***This should be interpreted as those individuals whose roles are critical to the successful leadership, management, compliance, and programmatic performance of the NYS MEP Center.***

In general, this would include positions such as the Center Director/Executive Director, senior program leaders responsible for core MEP service lines, and individuals with primary responsibility for fiscal management, grant compliance, and performance reporting. The determination should be based on the significance of the role to overall Center operations and contractual accountability.

Question: RFP Section D.1.e. states that each NYS designated MEP center must have an oversight board..., with a majority of board members from small and medium-sized manufacturers. And the oversight board shall adopt bylaws...and shall develop policies for the method of determining compensation of key employees...

Our regional MEP center is not a stand alone organization, but rather, it is one program among many different programs within a larger organization. Our organization has a fiduciary board of directors, but given the breadth of programs we operate, that board of directors is not made up of a majority of small and medium-sized manufacturers. In addition, the compensation of our MEP director would not be set by the board of directors (which does not determine employee compensation other than the CEO), but rather would be determined by the company's CEO, in consultation with the company CFO, based on the organization's policies regarding compensation amounts and pay raise procedures. [Note: This same issue of an MEP center being one part of a larger organization would also apply to universities that operate an MEP Center - where the university board of trustees would not meet the requirements of the oversight board as stipulated in the RFP, nor would the Trustees be involved in setting an employee's compensation.]

Given our structure, I have the following questions:

1. would it be acceptable for us to set up an advisory board specifically for our MEP program activities, which would be made up of a majority of small and medium-sized manufacturers - and that advisory board would serve as the program oversight board?

2. would it be acceptable for the compensation of the MEP center's key employees be determined by the organization's CEO according to internal corporate policies, rather than the advisory board (acting as the oversight board)?

Answer: ***1. Yes. It is acceptable for an MEP Center that operates within a larger parent organization (including universities or multi-program entities) to establish a separate board specific to the MEP program that fulfills the RFP's oversight board requirements.***
2. With respect to compensation, the RFP requires that the oversight board adopt policies regarding the method of determining compensation of key employees. This does not necessarily mean the board must directly set individual salaries. Applicants should clearly describe this governance structure in their proposal, including how the oversight board's role aligns with the RFP requirements while operating within the larger organization's established corporate framework.

Question: The RFP notes that the estimate of the number of manufacturers in each region is derived from Dun & Bradstreet Hoovers. Based on our knowledge and a review of other datasets (NYS DOL; Census County Business Patterns, DOL), the number of manufacturers is significantly lower. We also noticed that the # of manufacturers listed compared to the 2015 RFP has tripled.

Answer: ***The estimates included in the RFP are based on NIST provided data on NYS manufacturers (derived from Dun & Bradstreet Hoovers). This was an expanded set of NAICS codes that cover all manufacturing, different than a more restrictive set used in prior years. They intend to provide a general indication of the manufacturing landscape within each region. The figures provided in the RFP are for contextual and planning purposes only. The specific number of manufacturers in a region does not formally affect eligibility, scoring, or evaluation under this RFP. Applicants will not be judged on whether their independently derived manufacturer counts align precisely with the RFP-provided estimate.***