



**Request for Proposals - 2020 MWBE Personal Net Worth Study and Workforce Diversity Methodology - Addendum #1**

**Release Date: June 11, 2020**

The following is a list of responses to questions submitted by prospective respondents (“Respondents”) to the **2020 MWBE Personal Net Worth Study and Workforce Diversity Methodology Request for Proposals**.

**Request for Proposals - 2020 MWBE Personal Net Worth Study and Workforce Diversity Methodology - Responses to Questions**

No.	Question	Answer
1	What is the reason NYS feels the \$15m cap might need to be increased?	The study will determine on an industry-by-industry basis whether and at what levels the PNW cap should be increased above \$15 million threshold.
2	Will ESD provide the publicly available and reliable data related to workforce participation on NYS Contracts from the Federal government or NYS Agencies, mentioned on RFP page 4?	The expectation is that, aside from the information ESD will provide (Page 4, Data Sources and Expectations, items a – h) the winning bidder will be responsible for using their expertise to obtain relevant and reliable publicly available data from governmental sources in the completion of their study, to the extent needed. Any surveys or third-party outreach to New York State Agencies and Authorities or to any third-parties shall only be conducted after written approval is obtained from the Division.
3	What format can ESD provide data sources A-H listed on RFP page 4?	ESD may provide data in any of the following formats, however this list may not include all available formats: .docx, .xlsx, .csv, .pdf, .txt files.

No.	Question	Answer
4	<p>The RFP page 5, item e) states, “For any deliverable provided for these projects, the successful Bidder shall provide any information, data or documents establishing its legal defensibility if requested by ESD or DMWBD; and the successful Bidder shall agree to be available to provide information, assistance or consultation if the study is challenged in a legal proceeding in any court.”</p> <p>a) Does ESD recommend proposers include an attorney to meet this deliverable?</p> <p>b) Should the cost for assistance or consultation if the study is challenged in a legal proceeding in any court be included in the proposed budget for the study?</p>	<p>ESD will not provide legal advice nor representation for the deliverable. All costs associated with possible future necessity for such legal advice or court action should be indicated in the budget section with an hourly rate for the winning bidder’s appropriate staff and legal counsel.</p>
5	<p>The RFP page 6, item c) states, “Prospective Bidders must possess adequate financial resources and organizational capacity to perform the services described in this RFP in an efficient and effective manner, with financial resources to pay expenses in advance of receipt of payment from ESD. ESD prefers a letter from a Certified Public Accountant (CPA) indicating that the Bidder has sufficient working capital, positive net worth, and has or can obtain a line of credit. ESD will also accept a letter from a party other than a CPA (such as an attorney, bank officer, corporate attorney, parent holding company) familiar with and attesting to the financial condition of the Bidder.”</p> <p>What is the reason for this language and does this mean NYS will have payment delays?</p>	<p>ESD expects bidders to provide adequate proof that they are able to handle the contract costs as they are laid out in their budgets.</p>

No.	Question	Answer
6	What is the proposed budget for the study?	The proposal and methodology as presented by the bidder will determine how the project is evaluated in relation to the budget.
7	With section IV. Schedule of Dates states Anticipates Contract Start Date is August 10, 2020. Schedule of Deliverables indicates the PNW Data Analysis and Report is due no later than August 10, 2020. Please clarify dates.	It is anticipated the Personal Net Worth study will take eight months from the notice to proceed to deliverables, and the Work Force Diversity study will take nine months from the notice to proceed to deliverables.
8	Within the RFP Section V(c) (page 6) states, "ESD prefers a letter from a Certified Public Accountant (CPA) indicating that the Bidder has sufficient working capital, positive net worth, and has or can obtain a line of credit. ESD will also accept a letter from a party other than a CPA (such as an attorney, bank officer, corporate attorney, parent holding company) familiar with and attesting to the financial condition of the Bidder." Please confirm where this letter should be attached in the proposal.	The documentation should be included within your Administrative Proposal submittal

No.	Question	Answer
9	<p>The forms described under Section IX(ii): State Finance Law Sections 139-j and 139-k (pages 16-17), are inaccessible via the links in the RFP. Would ESD provide copies of these forms?</p>	<p>The subject forms can be found at:  <a href="http://intranet.empire.internal/Finance/SF_Law139_JK.pdf">http://intranet.empire.internal/Finance/SF_Law139_JK.pdf</a></p> <p>All of the required forms can also be found on the ESD website.</p>
10	<p>In Section IX(v): Executive Order 177 (page 18), states the required certification must be included in all proposals. Please confirm where this letter should be attached in the proposal (e.g., attached after the W-9 form in the Administrative Proposal).</p>	<p>The documentation should be included within your Administrative Proposal submittal</p>

