

2018 REQUEST FOR PROPOSALS

SBIR Assistance (SBIR) PROGRAM

RFP Number: 18-6134

Frequently Asked Questions (Received through 9/5/18)

- *RFP Section III. E. states that the Proposal Narrative is limited to 12 pages and provides a page limit for each section of the outline of the narrative. The number of pages specified in Section III. E. 1-4 totals 11 pages. Section III.E. 5 (Use of Funds does not list a page limit. Is Use of Funds the twelfth page?*
 - Yes
- *RFP Section I.G. states that impacts must be "substantiated by documentation (e.g., a signed letter from an executive officer of the company)." Would an email from an executive officer of the company be acceptable?*
 - No – standard practice for documenting impacts employ using signed Letters of Attestation when reporting.
- *RFP Section I.F. 1. specifies as a permissible activity "workshops designed to work directly with applicants to improve and/or finalize SBIR/STTR applications." Does this imply a preference that a Center leverage its resources by primarily providing group assistance to a larger number of applicants rather than more intensive one-on-one assistance to a potentially smaller number of applicants?*
 - No - Applicants should provide a response that is most appropriate for their territory and skill set.
- *Will submissions proposing an integrated program— which covers all 3 regions and leverages resources from each region for use statewide— be accepted? (Section 1B)*
 - No – Pursuant with Section I.B, three distinct territories are created to facilitate a statewide program with each territory functioning interdependently; and, each having local experience with specific economic development regional needs contained therein.

- *May the funding source from an existing SBIR assistance program be used as all or part of the required match? (Section IE)*
 - Yes – Pursuant with Section I.E, funding from an existing SBIR assistance program may be used as all or part of the required match; provided expenditure of said funding occurs within the ESD program contract period and complies with Section I.E; including limitations and exceptions.
- *Can fees charged to companies for their participation in the Center's programmatic events and activities be considered New York State Company Cash? (Section 1E1)*
 - Yes – pursuant with Section I.E, fee's charged to companies for their participation in the Center's programmatic events and activities may be considered New York State Company Cash; provided they occur within the ESD program contract period and comply with Section I.E; including limitations and exceptions.
- *Must all of the eligible matching funds be pre-committed? (Section IE)*
 - No – Pursuant with Section I.E, matching funds do not need to be pre-committed.
- *Will ESD funding be distributed on a milestone basis or will a percentage of the funds be provided upfront? (Section 1B)*
 - No - Pursuant with Attachment A-1 (Program Specific Terms and Conditions); which is included on the Grants Gateway as part of the overall Request for Proposals funding opportunity, payments will be on a cost-reimbursement basis. No milestone payment; nor advance payment will be involved.
- *It appears that "train-the-trainer" type training and events specifically for SBIR are acceptable. Please confirm whether or not this is correct. (Section 1F1)*
 - Yes - Applicants should provide a response that is most appropriate for their territory and skill set.
- *How much emphasis/weight is placed on programming that specifically targets MWBE companies? (Section 1A)*
 - While this particular RFP does not award points for programming that specifically targets MWBE companies, ESD supports the utilization of MWBE companies in the context of the SBIR program and other ESD programs.
- *Are letters of support from collaborating organizations and potential subcontractors allowed? (Section IIE)*
 - Yes – Pursuant with Section III.E.1; “2 (Two) references – submit a single-sided 1 (one) page letter of support per reference.”

- *Are CVs/resumes allowed for proposed Center team members who are subcontractors? (Section IIE2)*
 - Yes – Pursuant with Section III.E.2; “Include Resumes or Bios of staff - knowledge, experience and skills of the staff proposed to perform the scope of services. Include in Appendix 1 to the proposal a brief biographical sketch (using the “Biographical Sketch Form” provided in Appendix B to this RFP) for each staff member who will participate in the Center’s activities.”
 - Likewise, pursuant with Section III.E.3; “Identify planned services/activities and use of third-party subcontractors (if applicable).”
- *The copy of this RFP that I downloaded is apparently corrupted: it does not include the actual required forms listed in Appendix B, p. 21. How could I obtain them?*
 - All required forms/templates cited in the Request for Proposals are staged in the “Upload Properties” module of the Grants Gateway; specifically, ‘Pre-Submission Uploads’. Files can be accessed under the appropriate section by clicking “view file”