



**Empire State
Development**

ADDENDUM I – DESIGNATED INBOX

**REQUEST FOR PROPOSALS
NEW YORK STATE MWBE BUSINESS GROWTH
ACCELERATOR (BGA)
PROGRAM DESIGN, IMPLEMENTATION, OPERATION
and REPORTING**

Issued: June 23, 2022

IMPORTANT NOTICE: A restricted period under the Procurement Lobbying Law is currently in effect for this Procurement and it will remain in effect until approval of the Contract. Bidders are prohibited from contact related to this procurement with any New York State employee other than the designated contacts listed below.

Designated Contacts for this Procurement:

Primary Contact: Ralph Volcy
Secondary Contact: John F. Discolo

All contacts/inquiries shall be made by email to the following address:

BGA2022RFP@esd.ny.gov

This RFP is posted on the Empire State Development website:
<https://esd.ny.gov/doing-business-ny/requests-proposals>

Submission Deadline: July 29, 2022, by 8:00 PM EST

I. Submission of a Complete Two-Part Proposal

Firms submitting a proposal are indicating their acceptance of the conditions in this RFP. Documents requiring a signature must be properly signed. Submission of proposals in a manner other than as described in these instructions (e.g., facsimile, hardcopies) will not be accepted. When submitting each proposal, Incubators must comply with the following:

1. The Technical Proposal and all related appendices must be submitted electronically before the submission deadline via the designated email BGA2022RFP@esd.ny.gov.
2. The Administrative Proposal and all related forms must be submitted electronically before the submission deadline via the designated email BGA2022RFP@esd.ny.gov.

Late proposals will not be considered.

II. QUESTIONS

Questions or requests for clarification regarding the RFP should be submitted via email, citing the RFP page and section in accordance with the schedule Section IV (Schedule of Dates) to BGA2022RFP@esd.ny.gov. Questions will not be accepted orally and any question received after the deadline may not be answered. The comprehensive list of questions/requests for clarifications and the official responses will be posted with this RFP.