



New York State MWBE Business Growth Accelerator (BGA) Program Design, Implementation, Operation & Reporting Request for Proposals

Release Date: July 18, 2022

The following is a list of responses to questions submitted by prospective respondents New York State MWBE Business Growth Accelerator (BGA) program Design, Implementation, Operation & Reporting, RFP. A copy of the RFP is available at:

<https://esd.ny.gov/new-york-state-mwbe-business-growth-accelerator-bga-program-design-implementation-operation-and>

BGA 2.0 - Responses to Questions

No.	Question	Answer
1	Is the focus on construction businesses? (section III, page 5)	The Business Growth Accelerator program target participants are construction service and consultancy firms.
2	Will the program assign certified MWBE firms to the regional incubators for training? (section III, page 12)	The DMWBD will not assign applicants to regional incubators. MWBEs must apply directly to the Incubator for consideration. The Incubator will evaluate and select qualifying firms for their two (2) regions, with final approval from DMWBD within 60 days of executing the grant contract between DMWBD and the Incubator.
3	Will the educational curriculum and related materials be considered intellectual property under subparagraph G. Other intellectual property rights?	All educational curriculum and related materials produced as a result of, or in the course of the implementation of the Business Growth Accelerator program shall be provided to and become the exclusive property of ESD. Please refer to Section IX (Page 24 – 35) for further information and exceptions.



No.	Question	Answer
4	Are two Entrepreneurial Centers allowed to partner to deliver the BGA program?	There is no restriction on organizations partnering to respond to the BGA program RFP and execute on the scope of services (if selected).
5	What constitutes “maintaining an office” in each region? What are the requirements for space, personnel, hours of operation?	<p>Incubators must have a physical presence in at least one of the regions they intend to cover.</p> <p>Incubators must demonstrate they have a functional training space to host in-person training and meeting sessions and that they operate the facility during regular business hours.</p> <p>Incubators must also demonstrate that they have or will add sufficient staff to run and deliver the program.</p>
6	Are there office locations requirements (i.e. near public transportation)? If yes, what are the requirements?	Office location(s) must be reasonably accessible by private or public transportation. Incubators should provide reasonable accommodations to MWBE attendees if required.
7	For the Administrative Packet, would you prefer to receive an email with individual attachments or a zipped file”?	Incubators must submit their BGA RFP proposal to BGA2022@esd.ny.gov by July 29, 2022 8:00 PM EST. Individual attachments and zip files are accepted.
8	Please define “corporate barometer”. (RFP p6, Relationship Maintenance & Partnership Development)	“Corporate barometer” refers to business, intelligence tools or solutions, or a set of key performance indicators that can help MWBEs track their progress in maintaining and deepening existing relationships and developing new relationships and partnerships.



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9	What is meant by “Prime Contractor”? (RFP p15, 4th line from the bottom)	A Prime contractor is a principal firm the government awards a contract and works directly with the government, state agency, or authority. The prime contractor manages any subcontractors and is responsible for ensuring that the work is completed as defined in the contract.
10	In reviewing the RFP for the NYS MWBE Business Growth Accelerator (BGA) the biggest concern is the ability to serve 2 regions effectively. Are we to choose the regions to serve, or are they groups together based on their proximity to each other?	Incubators must identify the two regions they believe they can cover based on their previous work experience, network, and capabilities. Ideally, the two regions should be adjacent or in proximity to facilitate face-to-face program delivery.
11	What type of contract will this Grant award result in – FFP, Cost Reimbursement or T&M?	This is a cost-reimbursement contract. The DMWBD will reimburse up to \$350,000 of the eligible expenses incurred by the Incubator related to the program's implementation.
12	The Program Budget form footnote C defines Program Income as Enrolment Fees. Page 14 of the RFP states Enrollment Fees shall not be collected and may not be considered Program Income. Please clarify in what scenario(s) Enrollment Fee’s may be collected, and what is Program Income.	No enrolment fee shall be collected from participating MWBEs by Incubators. Program Income is gross revenue generated from activities associated with or generated as a result of the BGA program award. However, the DMWBD does not expect Incubators to have participating MWBEs incur additional costs or fees due to their participation in the BGA program.
13	Budget form does not include travel expenses – where can we add that expense?	Incubators are responsible for defining and/or allocating their travel expenses for reimbursement purposes.



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14	Page 3 of the RFP states contract term as 12 months. Appendix A (Sample Program Schedule) shows 18 months of training and one-on-one with a session for “Refresher: Year 1 Topics”. Please clarify anticipated period of performance.	The BGA program duration is 12 months. The Sample Program Schedule provided in Appendix A is for reference only and does not indicate the actual BGA program timeline.
15	Page 12 of the RFP lists aggressive metrics the achievement of which are out of the control of the incubator. Does ESD expect the minimum metrics must be met? What, if any, are the consequences if these minimum metrics are not met despite best efforts?	<p>All participating incubators shall meet the minimum program key performance indicators on Page 12 to comply with the BGA program requirements.</p> <p>Should any incubator not be able to meet these minimum program metrics, they should promptly inform the DMWBD and demonstrate their efforts in meeting the program requirements.</p>
16	Do we specify the NYS region in our proposal or will the region be assigned by ESD?	Incubators shall indicate the New York State regions they intend to serve in their proposals and include a rationale for choosing those regions.
17	What is the percentage requirement of in-person and online training for conducting training sessions?	All in-person training sessions should be accessible virtually for remote participants. Incubators are responsible for determining how they plan to use a combination of their delivery methods to better respond to and serve the needs of participating MWBEs.
18	In a JV, do both parties submit the administrative forms?	Participating incubators in a joint venture should submit only one administrative form.



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19	Was there a similar program (BGA 1.0) before? Who are the incumbents?	<p>The BGA 1.0 was launched in 2019 and implemented by the three (3) incubators below:</p> <p>Business Outreach Center Network (BOC)</p> <p>Women’s Enterprise Development Center (WEDC), and</p> <p>Syracuse University/South Side Innovation Center (SSIC).</p>