

# 2018 REQUEST FOR PROPOSALS CENTERS FOR ADVANCED TECHNOLOGY (CAT) PROGRAM

RFP Number: 18-6122

## Frequently Asked Questions ((Received through 1/5/18) Amended 3/16/18)

- *I notice that the proposal directions do not include an appendix for letters of support. Should we just refer to any collaborations or other support in the text?*
  - Pursuant with RFP Number 18-6122; Section III; "...All visual materials (such as charts, graphs, maps, photographs, and other pictorial presentations), footnotes, endnotes and citations must be included within the 15-page proposal narrative...."
- *For the 10 projects to be included should we focus on NY before non-NY companies?*
  - Yes - Pursuant with RFP Number 18-6122; Section I.A; "The CAT program is designed to spur technology-based applied research and economic growth in New York; encourage applied research collaboration and innovation with industry; promote workforce development; better leverage State funds with investments from the federal government, industry, foundations and not-for-profit economic development organizations; and increase the competitiveness of New York State companies over the Center's ten-year designation period."
- *Do the 10 projects have to be new projects coinciding with the release of the RFP or can we use significant on-going projects within the calendar year preceding the RFP?*
  - Pursuant with RFP Number 18-6122; Section III.E.2.d; "Provide a project summary template (refer to Appendix B to the RFP) for **up to ten** of the **most recent committed projects**<sup>3</sup> the CAT will conduct with industry during its first year of operations. If the proposal is for a new CAT, provide

*project summary templates for five potential projects where the company partner has agreed to consider the project and up to five committed projects; or any combination thereof that amounts to ten. Provide a separate template for each project and limit each to two pages. Include the project summary templates as Appendix 3 to the proposal. (NOTE: A committed project is one that has been agreed to by the company with the dollar amount of support and CAT deliverables identified.)”*

- *Is there a limit to the number of faculty that can support the proposal ie be included in the biographical sketch area?*
  - *No – Pursuant with RFP Number 18-6122; Section III.E.1.a; “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 research faculty member** who will participate in the CAT’s activities.”*
- *In Section III Proposal Components Subsection D Executive Summary, it says the summary is to be written in the "third person". Could you please clarify the "third person" and provide an example statement written in the "third person".*
  - *Writing in third person is writing from the third person point of view and uses pronouns like he, she, it, or they. It differs from the first person, which uses pronouns such as I and me, and from the second person, which uses pronouns such as you and yours. No example of statement written in the “third person” is warranted.*
- *What is the acceptable font and point size for the proposal narrative?*
  - *Applicant institutions are to ensure proposals have been thoroughly reviewed for clarity and professional presentation, refer to font and point size settings within the forms/templates cited as Appendices to RFP Number 18-6122; which is Arial 12 pt.*
- *Section I.B.1. (page 4) states “In the event a new Center is selected in this designation process, ESD shall provide up to \$500,000 in funding for reimbursable expenses... during the first contract year.” Section III.F. (page 17) states “Budget Form Two – Projected Five-Year Budget for ESD Funds (for the purposes of this RFP, use a total five-year budget of \$4,606,000).” Appendix B, Proposal Checklist (page 26), the 3rd checkbox states “Up to \$921,200 of ESD funds have been requested for year one. These various sections seem to contradict each other... therefore, can you please clarify the amount that should be shown on Budget Form 1 for a new CAT proposal? From the sounds of items 1 and 3 above, it should be \$500,000 maximum. But, by the sounds of item 2 above, it should be \$921,200. Which is the correct assumption?*
  - *Pursuant with Section I.B.1; “ESD shall provide up to \$500,000 in funding for reimbursable expenses...during the first contract year.” The Appendix B, Proposal Checklist (page 26), third checkbox states “Up to \$921,200 of ESD funds have been requested for year one...” The \$500,000 funding limit during the first contract year for a newly designated Center falls into*

the range cited in the checklist; specifically, 'Up to \$921,200' therefore no conflict exists.

- As-to Section III.F. (p.17) which states “Budget Form Two – Projected Five-Year Budget for ESD Funds (for the purposes of this RFP, use a total five-year budget of \$4,606,000.”; the phrase ‘up-to’ is inadvertently omitted to address the original condition cited in Section I.B.1 of the Request for Proposals; therefore, it should read “Budget Form Two – Projected Five-Year Budget for ESD Funds (for the purposes of this RFP, use a total five-year budget of up-to \$4,606,000.”
- For information – the Attachment A-1: Program Specific Terms and Conditions file contained in the Contract Documents and Properties module of Grants Gateway solicitation DED01-186122-2018 is for information only; actual terms and conditions of an executed contract may vary.