**REQUEST FOR Expressions of Interest (RFEI)**
**Temporary NYS Certification Processing Center**

Release Date: April 5, 2022

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**Temporary NYS Certification Processing Center**

**Q&A**

| No. | Question | Answer |
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| 1 | Can two separate entities, a not-for-profit and a for-profit, apply co-collaboratively, being equally responsible for their respective part of the project? | The DMWBD has not set a limitation on the organizational structure for the Center. We are interested in hearing all ideas. |
| 2 | What is the anticipated scope of the Center's work in terms of the number of applications the Center will be expected to review during the project term, and what percentage is this of the total number of applications being submitted to the DMWBE annually (on average)? | The scope of the Temporary Center's work will span the entire application review process. Proposals should cover a range of scenarios, including a fixed budget amount necessary for the minimum processing capacity to the maximum processing capacity. Models should be scalable and efficient. |
| 3 | How many Centers will this project fund and what is the anticipated level of funding for each Center? | A physical location is preferred.<br><br>There is no limit on the number of physical locations, but the added costs of maintaining multiple centers must be considered. |
| 4 | Is ESD going to continue using B2G for receiving applications? If so, will access to B2G or any other platform be provided to the selected project team? | The NYS Contract System is currently being used. The Temporary Center employees will have the minimum necessary access to the NYS Contract System to carry out their tasks and duties. They will also have access to other systems as necessary. |

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| 5 | Is assigning codes to MWBE applicants' part of the scope?  If so, can you disclose what technology is currently used to assign and map commodity codes to businesses? | In the current MWBE certification process, the applicant firm can select one or more commodity code(s) best reflecting their previously demonstrated expertise and capabilities.<br><br>The current technology used to assign commodity codes is the NYS Contract System. |
| 6 | What is the anticipated percentage of in-person delivery of services? | In-person is preferred.<br><br>Services outlined in RFEI would require in-person administration. |
| 7 | Are physical site-visits part of the scope? | Site visits may be conducted virtually, although physical visits may be required. |
| 8 | What do you perceive as a "processing center"?  Are you looking for respondents to set up a physical center? Do you have any location preference? | Work outlined in RFEI should take place in a secure physical center. However, proposals will not be limited to just one physical location. |
| 9 | Can you provide more description of what you consider included within the scope of establishing & staffing a "temporary processing center"? | Refer to the RFEI. |
| 10 | What percentage of the processing center would be operating virtually as opposed to a physical location? | In-person at a physical location preferred.<br><br>Work outlined in RFEI will take place in a secure physical center. |
| 11 | Can you indicate the level of anticipated DMWBD staff involvement in the optimized new process? | The DMWBD will maintain oversight control. The Temporary Center should operate with minimal day-to-day involvement from the DMWBD and should provide its own robust internal controls. |

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| 12 | What are the IT System Requirements? | Proposals should include access to a secure computer to access the New York State systems. |
| 13 | What is the estimated funding amount for this project?<br><br>   a.  Will funding be available to cover the cost of a full 8-hour shift from Monday through Friday to work on this project. | Budget will be based on project plan, approach and methodology. |
| 14 | What is the anticipated procurement timeline for this temporary center? | Up to 24 months. |
| 15 | Do you anticipate it will be utilizing the current application/certification process or are you looking to redesign? | The Temporary Center will follow the DMWBD application and certification review process. |
| 16 | Currently we use MWBEs for subcontracting work, would there be a conflict of interest in us responding to a future RFP? | There is insufficient information for the DMWBD to respond. |
| 17 | What software/system is ESD presently using to intake and process MWBE certification applications? | See the Answer to Question 4 |
| 18 | Understanding where industry is moving, what are the thoughts towards moving to the cloud and a more intuitive intake and processing software as a service for MWBE certification applications? | The current system is cloud-based. |
| 19 | What is the current application backlog? | Demand for the program remains high. Volume varies over time. Certification outcomes vary based on application type, etc. |

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| 20 | What is the current application turnaround time from the time of submission to approval? | Application review time varies depending on the complexity and the completeness of an application. |
| 21 | Given the time sensitive manner of this subject, what is the estimated timeframe for a solicitation release? | The DMWBD will determine if there is sufficient and reasonable interest to release an RFP. |
| 22 | What is the current volume of applications that ESD processes per year?<br><br>a. What percentage of those are certified? | Demand for the program remains high. Volume varies over time. Certification outcomes vary based on application type, etc. |
| 23 | What is the anticipated volume of applications for Year 1 of the Temporary NYS Certification Processing Center? | The amount of applications reviewed will depend on several factors including but not limited to the number of people reviewing the applications and the complexity of the applications. |
| 24 | Please provide an overview of the current phased approach for certification.<br>a. If possible, please include the time it takes for each phase.<br>b. How long does it typically take from an application being filed to it being ready for an approval determination? | Refer to the DMWBD's animation video on our website, click here. The time it takes for each phase will vary depending on the type of application, complexity, responsiveness of applicants and the completeness of an application. |
| 25 | Is a physical location or locations required for applicants to come in-person? Or can the Center be virtual?<br>a. If physical locations are required, how many locations are needed throughout the state? And can NYS offices be used? | A physical location is preferred.<br><br>Services outlined in RFEI would require in-person administration. |
| 26 | What is the current estimated cost to ESD per application? | The DMWBD does not calculate the cost per application. |

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| **27** | a. Can you explain the financing component referenced in the RFEI?<br>b. Is it anticipated that the cost of operating the Center will be funded by a grant? | The overall cost of the project will be funded by ESD. The respondent should describe the general approach, such as modeling a cash flow projection. |