



New York State’s Request for Proposals for Audit Consulting Services for Entrepreneurship Assistance Centers and Regional Revolving Loan Trust Fund Program
Addendum # 2 - Questions & Answers

Release Date: May 27, 2021

The following is a list of responses to questions submitted by prospective respondents (“Respondents”) to the New York State’s Request for Proposals for Audit Consulting Services for Entrepreneurship Assistance Centers and Regional Revolving Loan Trust Fund Program

Addendum # 2 - Responses to Questions

No.	Question	Answer
1	RE: EAC Is the data from all 21 centers contained in one central database, or is each center responsible for their own data collection, which would necessitate contacting all 21 centers?	The EAC program has one database where all demographics and impact data are collected.
2	RE: EAC Does “veterans assisted” specifically mean Service-Disabled Veteran Owned Business (SDVOB)?	Yes, the EACs have specific goals to reach each year in its outreach to specific groups of people.

3	<p>Re EAC:</p> <p>What is the method previously used to survey clients?</p>	<p>The EACs use Survey Monkey.</p>
4	<p>RE: EAC</p> <p>The anticipated start date of the contract is July 12, 2021. Is there an anticipated timeframe in which the audits need to be completed?</p>	<p>New mandates issued by the NYS legislature requires the EAC program to be audited every other year beginning 2021 and thus are looking for your estimate for its earliest completion.</p>
6	<p>Re: EAC</p> <p>Which firm(s) completed the previous audits for the ESD</p>	<p>The last EAC budget was conducted by Urbanomics Corporation in 2017 when independent audits were required every four years.</p>

7	<p>RE: EAC</p> <p>Is there a policy and procedures manual that will be provided for the selected firm to audit against?</p>	<p>The EAC program has a guidebook for the individual centers to follow.</p>
8	<p>Re: EAC Survey</p> <ol style="list-style-type: none"> 1. Can the ESD provide access to prior survey data? 2. How many clients/customers are served across the 21 centers? 3. Can proposers be provided access to the previously conducted audits? 	<p>The “EAP Independent Audit Report” is available for public viewing. To attain a copy of this report, please request a copy in a separate email to SBevaluationRFP@esd.ny.gov</p> <p>For EAC client profiles and demographics and economic impact numbers; All EAC Annual reports are published to the ESD website. https://search.its.ny.gov/search/search.html?q=EAC+annual+reports&site=default_collection</p>
9	<p>EAC Survey, Continued:</p> <ol style="list-style-type: none"> 4. How many firms will be selected to perform the audits? 5. Can a complete list of materials to be audited be provided? 6. Can a breakdown of MWBE customers by center be provided? 7. Is survey data exportable in electronic form? 	<p>The auditor will suggest sampling methodology.</p> <p>The materials are listed in the guidebook for reporting.</p> <p>Statistical data for MWBEs are captured on our EAC database – see a portion of the statistical data from the EAC Annual Report.</p> <p>The survey results are captured in the above mentioned Evaluation Study</p>

10	<p><u>Section VI Submission of Proposals</u></p> <p>Page 8, #5 states “Overall organization, completeness, and quality of proposal, including cohesiveness, conciseness, clarity of response and demonstrated understanding of specific ESD Programs - Fieldwork planned, internal oversight, interviewing, testing, and analysis of results of controls planned in the audit.” Please clarify how this is to be included in a proposal</p>	<p>Proposals submitted should include a description of the methodology that will be used for the fieldwork planned, internal oversight, interviewing, testing, and analysis of results of controls planned in the audit.</p>
----	--	--