



**New York State’s Request for Proposals for Audit Consulting Services for Entrepreneurship Assistance Centers and Regional Revolving Loan Trust Fund Program**  
**Addendum # 1 - Questions & Answers**

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**Release Date: May 24, 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 # 1 - Responses to Questions**

No.	Question	Answer
1	Are various lenders affiliated with each center, or is the RRLTF the sole lending entity?	RRLTF lenders are separate not for profit lenders located throughout New York State and are not the same organizations as the Entrepreneurship Assistance Centers.
2	The third bullet on page 4 of the RFP states: “Has staff with sufficient expertise to analyze applications for financial assistance, to regularly monitor financial assistance to clients, and can provide management or technical assistance to clients.” Will proposers be provided with resumes and job descriptions for these staff members in order to determine expertise? How many staff members overall will be evaluated in this effort?	RRLTF lenders will provide a list of staff responsible for issuing RRLTF loans and can provide resumes and job descriptions if necessary.

3	How many loan committees are there in each of the centers, how many people per committee, and will the selected consultant also be asked to determine the qualifications of the loan officers and committee members?	Each of the ten RRLTF lenders has 1 loan committee, which consists of five or more persons whose qualification will not need to be reviewed.
4	Do loan amount, interest rate and equity calculations need to be performed by the consultant, or are they already calculated?	RRLTF loan calculations have already been completed by the lenders.
5	What is the total number of loans to be reviewed?	A sampling of loans will need to be reviewed from a portfolio of approximately forty loans.

6	Is the audit based on the ESD's fiscal year, a calendar year, or some other 12-month period?	The audit will encompass the past two fiscal years, including 2019 – 2020 and 2020 – 2021.
7	How many loan offices are located within each center and what is the total across all centers?	RRLTF lenders are separate not for profit lenders located throughout New York State and are not the same organizations as the Entrepreneurship Assistance Centers.