

Request for Applications - Entrepreneurship Assistance Centers Training RFP

Addendum # 1 - Questions & Answers

Release Date: May 17, 2021

The following is a list of responses to questions submitted by prospective respondents (“Respondents”) to the Request for Proposal – EAC Training Consultant

Addendum # 1 - Responses General Questions

No.	Question	Answer
1	What is the maximum budget for this proposal?	<p>The applicant is to propose a budget that will fulfill the objectives of this RFP. It is assumed that the applicant will be as cost equitable to both parties.</p>
2	<p>Per page 19 of the RFP in section D: “Waiver requests should be sent to OCSD.” What is the possibility of a waiver for the MWBE / SVODB utilization rate and can we request this at time of application? Is this weighed in the scoring of the proposal? Here are some additional questions regarding this utilization requirement:</p> <p>a. If a consultant is pending NYS MWBE certification would that be considered meeting the utilization goal?</p>	<p>a. The Contractor must document “good faith efforts,” pursuant to 5 NYCRR § 142.8 and 9 NYCRR § 252.2(m), to provide meaningful participation by MWBEs and SDVOBs as subcontractors and suppliers in the performance of the Contract. Waiver requests will be reviewed and analyzed based on this standard. Respondents have the ability to submit waiver requests and should provide a narrative explaining the request and the good faith efforts made to achieve the goal.</p> <p>The selected vendor will be the vendor with the highest score based on the RFP’s scoring criteria.</p>

	<p>b. If we demonstrate a consultant has specialized expertise developing the curriculum and working with our EAC, can we include that information in our waiver request if the consultant is not MWBE certified?</p>	<p>The applicant needs to demonstrate best efforts at procuring a qualified M/WBE or SDVOB; ESD expects that every effort at outreach will be made to search for candidates that fit the M/WBE or SDVOB qualifications. Proof of effort must be shown in the where and where and how your outreach was conducted and in the interview notes. In a situation where expertise is equivalent, preference would be given to the person with minority status.</p>
3	<p>If there is no possibility of a waiver, what are the required utilization rates for M/WBE and SDVOSB for this project? We would like clarification as there are 3 different utilization rates noted in the RFP:</p> <ul style="list-style-type: none"> a. Page 5: ESD will award up to 10 percent to respondents that are NYS certified MWBE's. b. Page 14 in section vi: ESD hereby establishes an overall goal of 30 percent for MWBE participation. c. Page 17 in section A: ESD hereby establishes an overall goal of 6% SDVOB participation. 	<p>Per the scoring criteria, 10% will be awarded to respondents that are NYS-certified MWBEs or SDVOBs. Separately, the respondents must discuss their plans to utilize MWBEs and SDVOBs and meet a 30% MWBE goal and 6% SDVOB goal.</p>
4	<p>If the contract start date is 7/1, what is the preferred timeline for the completion of delivery of instruction to the EACs?</p>	<p>The EAC fiscal year begins 7/1. The applicant should present a realistic and reasonable timeline that assures the EAC can execute on the new curriculum. ESD would desire to have this training completed in time for the fall (September 2021) classes.</p>

5	<p>There may be some “startup costs” required for EACs to implement a new curriculum (supplies, textbooks, recommended enhancements to programs, technology). Should we include that in this budget, or should EACs be responsible for those costs?</p>	<p>It is expected that the individual EACs will bear the cost of materials for training. Please include the list and estimated costs of training materials and technological infrastructure that will be required to successfully deliver this curriculum.</p>
6	<p>Who owns the curriculum once it is delivered to the EAC? Will the selected partner maintain the intellectual property of curriculum for potential future uses outside of EAC?</p>	<p>As to the intellectual property, we would own all the curriculum, but not necessarily the means and methods of obtaining that data if its proprietary. If it’s simply a process, ESD should be allowed to replicate it as it sees fit.</p>
7	<p>Please confirm there is no match requirement.</p>	<p>There are no match funds required for this procurement contract.</p>

<p>8.</p>	<p>Page 3, II. OVERVIEW and OBJECTIVE section</p> <ul style="list-style-type: none"> • We understand that the goal is to adapt and integrate the principles of Business Model Canvas and Lean LaunchPad into the components of EAC’s entrepreneurial curriculum. Does this mean a curriculum already exists? How are “components” defined? If a curriculum already exists, what is the length of the current curriculum (meaning how long does it take trainees to complete)? What format is the current curriculum in? Do you have a sense of how much time will be added by incorporating the principles of Business Model Canvas and Lean LaunchPad? • Will you supply subject matter experts in Business Model Canvas and Lean LaunchPad or are you expecting the contractor to provide that expertise? • When you refer to delivering the training in a virtual setting, does this mean online, led by an instructor (as opposed to self-paced, asynchronous online learning)? 	<p>Yes, the EACs are required to have a 60 hour training course. Each of the EACs may focus training on certain industries or business types (i.e., day care providers, general construction contracting, small manufacturing, consulting or food related businesses) while others service a panoply of retail businesses as the 11 EACs located in upstate NY must do since they do not have concentrated pockets of industry types as the downstate (mostly NYC) EACs do. They may use a Basic Four training module or follow the NXLevel entrepreneurial training courses for micro-businesses or have added certain materials from the NXLevel that complete the component pieces required in a business course.</p> <p>The contractor will be supplying the SME for the BMC and LLP training, At the end of the training the EAC will know the skills they must have to either conduct the trainings in-house and/or to contract with individuals to assist with the delivery of the training.</p> <p>Online, led by an instructor.</p>
<p>9.</p>	<p>Page 4, III. SCOPE OF WORK section</p> <ul style="list-style-type: none"> • You mention the instruction and training must be ready for the FY 2021-2022 training sessions for start-ups and established entrepreneurs. When do the FY 2021-2022 training sessions start? 	<p>Training cohorts are generally delivered in September for the fall session and again in January/February for the spring session.</p>