



**REQUEST FOR PROPOSALS (RFP)
NYS MWBE Certification Assistance Program**

Release Date: November 29, 2018

The following is a list of responses to questions submitted by prospective respondents to the ESD Request for Proposals for NYS MWBE Certification Assistance Program. A copy of the RFP is available at:

<https://esd.ny.gov/doing-business-ny/requests-proposals/nys-mwbe-certification-assistance-program>

NYS MWBE Certification Assistance Program RFP - Responses to Questions

No.	Question	Answer
1	Regarding the NYS MWBE Certification Assistance Program RFP, I'm looking at the Budget Form (Appendix A) and I don't see a section for travel cost. I'm assuming travel is required anywhere in NY State. If you could please let me know when you have a minute.	Travel costs can be listed under EXPENDITURES OTHER: Travel Costs.
2	Do you expect us to download and print the 15+ pages of the Vendor Responsibility information in the NYS Office of General Services system or just the Acknowledgment Page showing that we are certified as registered?	We would prefer you email the 15+ pages.
3	<u>Section V - Scope of Work</u> Page 4: Point #2: Regarding the one-on-one technical assistance to be provided to applicants: is this on an "as needed" basis or is there a minimum time requirement?	One-on-one technical assistance is to be provided on an as needed basis, depending on the needs of the vendor to complete a thorough review of the application submitted by the M/WBE firm.



No.	Question	Answer
4	<p><u>Section V - Scope of Work</u> Page 4:</p> <p>Point #4: Is the critical analysis required purely verifying whether or not the candidate meets the requirements set forth in Article 15-A of the Executive Law?</p>	<p>Yes, the critical analysis refers to assessing whether or not an applicant meets the requirements as set forth in Article 15-A of the Executive Law.</p>
5	<p><u>Section V - Scope of Work</u> Page 4:</p> <p>Point #6: What happens to the application if candidate fails to submit follow-up documents requested?</p>	<p>When a NYS MWBE certification applicant fails to submit follow-up documents requested in twenty (20) business days after the request is made, the application should be rejected.</p>
6	<p><u>Section V - Scope of Work</u> Page 5:</p> <p>How will the applications be forwarded to the vendor?</p>	<p>The vendor will be assigned a list of M/WBE applicants to contact and offer certification application assistance.</p>
7	<p><u>Section V - Scope of Work</u> Page 5:</p> <p>Will DMWBD guarantee to send vendor at least 75 applications to review during a six-month period?</p>	<p>Yes, the DMWBD will send the vendor at least 75 applications to review during a six-month period.</p>

No.	Question	Answer
8	<p><u>Section V - Scope of Work</u></p> <p>Page 5:</p> <p>Within a six-month period, if an application is commenced but:</p> <ul style="list-style-type: none"> ○ (a) Applicant either fails to provide necessary requested materials/documentation, or; ○ (b) Applicant fails to respond altogether to any communication (i.e., no longer interested in MWBE certification). <p>In either case, would the applicant file be considered “completed” and count towards the required 75 applications within 6 months.</p>	<p>(a) When an applicant for MWBE certification fails to submit follow-up documents requested by the vendor to be submitted in twenty (20) business days, the application should be rejected. This application will <i>be considered ‘completed’</i>.</p> <p>(b) When an applicant fails to respond altogether to any communication (i.e., no longer interested in MWBE certification), the vendor should notify the DMWBD and the DMWBD will send the vendor an additional list of applications to review during a six-month period. This application will <i>not be considered ‘completed’</i>.</p>
9	<p><u>Section V - Scope of Work</u></p> <p>Page 5:</p> <p>What if there aren’t 75 applications submitted to DMWBD within a 6-month period?</p>	<p>The goal for applications processed would be adjusted accordingly to the applications available for review.</p>
10	<p><u>Section V - Scope of Work</u></p> <p>Page 5:</p> <p>What if it takes longer than 6 months to submit 75 applications due to applicants delays for whatever reason?</p>	<p>The vendor should schedule the work activities to minimize the delays by applicants not responding at the end of the six (6) month period. If the vendor is able to show that the number of applications submitted was the result of a delay by the applicant, the six (6) month period can be extended an additional twenty (20) business days.</p>

No.	Question	Answer
11	<p><u>Section VII – Information for RFP Respondents</u></p> <p>Page 9:</p> <p>Point 1: What if the vendor has successfully gone through the MWBE certification process, has been operating as a MWBE firm, and has other relevant experience teaching MWBE firms but has not implemented a technical assistance program as outlined in the RFP, does the vendor still qualify for consideration?</p>	<p>The vendor must have previous experience in operating and implementing technical assistance programs for small businesses and/or MWBEs. Vendors who do not have the experience outlined above, but have successfully gone through the MWBE certification process, have been operating as a MWBE firm, as well as has other relevant experience teaching MWBE firms will not meet this requirement.</p>
12	<p><u>Section VII – Information for RFP Respondents</u></p> <p>Page 9:</p> <p>Point 3: Would the vendor still qualify to bid on this RFP if the vendor does not have experience completing NYS MWBE applications with third party firms but has other relevant experience teaching WMBE firms?</p>	<p>The vendor must have previous experience in completing NYS MWBE applications for third party firms. Other experience relevant to teaching MWBE firms will not count toward this requirement.</p>

No.	Question	Answer
13	<p>With respect to the designation of firms to be provided technical assistance by the awardee, please confirm or clarify the following:</p> <p>DMWBD will be responsible for providing all names of prospective MWBE certification candidates. Thus:</p> <ul style="list-style-type: none"> a. the awardee is not responsible for the development of that list or for reaching out to additional certification candidates. b. If the awardee receives a certification technical assistance request from a firm outside of the DMWBD list, is the awardee permitted to provide technical assistance and have that candidate count towards the target goal? 	<ul style="list-style-type: none"> a. Yes, the DMWBD will send the awardee at least 75 applications to review during a six-month period, and the awardee is not responsible for reaching out to additional candidates. b. If the awardee receives a certification technical assistance request from a firm outside of the DMWBD list, the awardee will be permitted to provide technical assistance, however, that candidate will not count towards the target goal.
14	<p>If, after the awardee completes an analysis of the prospective MWBE's documentation and the awardee determines that the MWBE certification candidate is not eligible for certification, does that analysis/determination count toward the required 75/150 required certification applications that are to be submitted?</p>	<p>If the awardee completes an analysis of the prospective MWBE's documentation and the awardee determines that the MWBE certification candidate is not eligible for certification, that analysis/determination will count toward the required certification applications that are to be submitted.</p>