

NYS MWBE Certification Assistance Program
Questions and Answers

Q1: We are an EAP center and would like to apply for this grant, is it possible to do it?

A: For- and not-for-profit organizations are eligible to apply to participate in the Certification Assistance Program. Previous and current ESD grantees are also eligible to apply.

Q2: Will the list of businesses with incomplete applications sent to awardees be listed by zip code?

A: The list to be provided by the Division of Minority and Women's Business Development (DMWBD) to the selected grant recipients (grantees) will be listed and organized by NYS Economic Development Region (Region).

Q3: Approximately how many businesses will be sent to awardees?

A: The number of firms in the list to be provided by DMWBD to the selected grantees will vary by Region.

Q4: What information is included on the list of businesses?

A: Information included in the lists to be provided by DMWBD to the selected grantees will include the business name and contact information of MWBE applicant firms identified by DMWBD.

Q5: Will the start date of the incomplete application be included on the list?

A: The start date will not be included in the list provided by DMWBD.

Q6: Will lists be sent via email or mailed and what will the format of the list be – Excel, Access, Word, PDF, other?

A: Lists will be sent to the selected grantee via email, in a table format. Specific file type will be determined at a later date.

Q7: Will awardees receive updated lists and if so, how often?

A: The distribution of updated lists by DMWBD will be determined on a case-by-case basis, dependent on the number of businesses that agreed to update an MWBE application and the need to contact additional businesses to meet the minimum benchmarks identified in the RFP.

Q8: Will an ESD analyst be available if difficult and new questions occur?

A: ESD expects the grantees to possess sufficient expertise in certification and require limited assistance. In the event that questions arise, grantees may contact the ESD Program Manager assigned to this program.

Q9: The XXXX EAP Center participated in a mandated outreach by ESD in 2014 to businesses with incomplete applications in Nassau County. We received a list of approximately 50

businesses, we submitted 3 complete applications. With this award, will we receive payment for technical assistance hours provided to clients if their application is not submitted?

A: Reimbursement will be determined by the content of the budget proposals.

Q10: Will submitted applications receive expedited processing at the DMWBE?

A: Yes.

Q11: Are letters of support accepted?

A: As part of a proposal, RFP respondents may submit support letters demonstrating that they have previously completed similar work.

Q12: Are there page limitations or spacing and printing (double sided) requirements for the technical proposal?

A: No, there are no limitations or specific requirements regarding the spacing or sizing for the technical proposal.

Q13: What % of MWBE goal can be self-fulfilled?

A: In the RFP proposal, interested participants must indicate what, if any, subcontracting opportunities are available in implementing this program. Grantees can either fulfill the entire MBE or WBE goal through self-performance, but may not count themselves towards the fulfillment of both goals.

Q14: Are MWBE applicants limited to NY-based companies or does NYS ESD extend this assistance to out-of-state vendors seeking reciprocal certification?

A: MWBE applicants are limited to NYS companies, or any business identified in the lists to be provided by DMWBD.

Q15: Other than the annual MWBE event in Albany, will we be engaged in outreach activities? May we assist in providing outreach programming?

A: For the most part, selected grantees will not be engaged in outreach outside of the 2017 NYS MWBE Forum in Albany, NY. Selected grantees must work with the vendors identified on the list provided by DMWBD. NYS expects to be able to complete all outreach and provide list of MWBE applicants to the selected grantees. If additional outreach is needed after all businesses identified by NYS have been contacted, selected grantees may be looked at to support outreach efforts.

Q16: How will NYS ESD ensure our ability to use a specific email address in the B2G system, which currently does not appear to permit multiple applications to be associated with a single email address?

A: The selected grantees are expected to include their email as the primary contact in the vendor's New York State Contract System (NYSCS) application, since the selected grantees will be the primary points of contact with DMWBD. After a final resolution/determination has been made by DMWBD, the selected grantees will then change the primary contact email on the NYSCS to the vendor's email.

Q17: For Page 6 – “Only receive credit for assisting applicants that submit complete applications without missing mandatory or required documents? Could you please expand ... because later in the RFP NYS ESD references eligibility requirements and these are applicants who may never be entered into the system, but will be reported upon.”

A: Only fully completed applications that have all of the documents identified in the NYS MWBE application for the business type will count towards the minimum required threshold of fifty (50) applications submitted in six (6) months and one-hundred (100) applications submitted in twelve (12) months.

Q18: If we determine that an applicant does not meet NYS ESD eligibility requirements: a) How much are we permitted to disclose about which requirements are not met? b) What are we permitted to disclose about why the applicant does not meet such requirements?

A: Selected awardees should be as clear as possible to help MWBE applicant firms to correct any deficiencies in their application, or understand why they do not meet NYS MWBE eligibility requirements.

Q19: Eligibility - We are a Public Benefit Corporation that has several LLC (For Profit Entities) that operate under our umbrella. Will we be eligible to apply for this program under the For-Profit arm of our corporation?

A: Yes.

Q20: If we partner with a For-Profit entity that has specific experience in meeting some of the outlined minimum qualifications (that is also an MWBE firm we would use to meet the requirement) would that be viewed as a Joint Venture?

A: No, Joint Ventures are independently established legal entities.

Q21: A total of 5 awards will be made - Have you determined if there will be a specific number for Upstate and Downstate?

A: No, awards will be made based on the quality of the responses.

Q22: a) How will you identify the firms who are in need of assistance? b) Where will they come from? c) Will you give us a complete list of the anticipated 50?

A: The list of MWBE business applicants will be provided by NYS.

Q23: Will other firms who are eligible to submit an application count towards our goal number if they complete an application?

A: Only if the selected grantee has contacted and connected with all of the firms identified by DMWBD and additional applications are required to meet the RFP requirements, then applications for other firms who are eligible for MWBE Certification may be considered. This will be on a case-by-case basis.

Q24: Do the services outlined in the RFP have to be delivered in person or can they be delivered virtually?

A: While the expectation is for all services to be delivered in person, services can be delivered virtually if necessary. However, RFP respondents must identify in their proposal why they are unable to provide in-person services, and clearly articulate how they intend to provide the services necessary to MWBE applicants. Proposals must discuss how they expect to address deficiencies, and clearly state the steps that will be taken to ensure confidentiality of all documents and information.

Q25: Is the area of coverage determined by the respondent or will ESD assign a region in the state in which the selected anchor is expected to deliver services?

A: The area of coverage will be the Region the selected grantee is located in. See [ESD Regions](#) for additional information on the geographical division of NYS. The list to be provided by DMWBD will be divided up by Region.

Q26: Can the selected respondents deliver services to eligible M/WBEs that are not contacted by DMWBD (as indicated on page 5 in the technical assistance section of the RFP).

A: See answer to Question 23.