

**Request for Proposals - MWBE Certification Process Management and Improvement Project
Addendum # 1 - Questions & Answers**

Release Date: May 17, 2022

The following is a list of responses to questions submitted by prospective respondents (“Respondents”) to the Request for Proposals - MWBE Certification Process Management and Improvement Project

Addendum # 1 - Responses to Questions

No.	Question	Answer
1	Does the Division anticipate the required “physical copy..complete with tabular findings” to be a printed paper copy?	Yes
2	Does the Division have a preferred format for data requests it can share?	Email
3	Does the Division have a preferred format for Reports?	Reports should be submitted both as physical documents and encrypted electronic formats compatible with Windows Operation System.
4	Can the Division provide the current documentation for the processing of WMBE Certifications?	The Division will provide information required for the project to the selected respondent.
5	For the “fully illustrated” requirement, will process flow charts be acceptable for the reports?	Process flow chart and other visual aids are acceptable as a supplemental resource to required reports. Charts and other visual aids should effectively illustrate possible workflows, milestones, dependencies, timelines, for each type of M/WBE application and their associated approval, denial and/or appeal process.
6	Will the Division provide the Selected Respondent with the list of deficiencies and concerns with the current system?	Yes

7	Does the Division anticipate changes to the current decentralized application process?	As part of this engagement, the selected respondent will provide the Division with potential process improvements or enhancements that may be identified.
8	Does the Division have a team ready to work with the Selected Respondent?	Yes
9	Does the Division have a Bidders project team composition in mind for this work?	The Division will review all proposals that fulfill RFP requirements.
10	The Division is requesting "past experiences working with other states," will it count against a Bidder who has not worked in other states?	The Division will review proposals based on the strength of the proposal and the bidding team.
11	Aside from a letter from a CPA indicating adequate working capital, positive net worth or a line of credit, what other ways can a Bidder demonstrate adequate financial resources?	The Division may also review financial statements, tax returns, bank account statements, Personal New Worth statements, a commitment letter from a bank, and a commitment letter from an investor.
12	Will the Bidders project staff have to undergo fingerprinting and background checks?	Selected project team will not be fingerprinted, however consistent with New York State Executive Order 192 ESD will assess vendor responsibility by evaluating, among other factors, financial and organizational capacity, integrity, and past performance.
13	Will the Division provide the Bidders project staff with state-issued laptops?	No
14	Does the Division anticipate as part of the data gathering process surveying MWBE about their experience with the Certification process?	Respondents may include any factors to their project plan and approach that they deem required to complete the scope of work.
15	What issues or conditions would result in the Division rejecting a contractor's staff assigned to the project?	Question contains insufficient information.
16	Does the Division have a prescribed method of storage for the six-year retention requirement?	The Bidder shall maintain all data and any other documents, information and records relating to the studies that are the subject of this RFP for a period of six years after the conclusion of this engagement pursuant to reasonable and legally defensible document and information retention policies.

17	Will the Division require evidence that the information was destroyed after the six-year retention requirement is complete?	The answer will be provided in a subsequent addendum.
18	What is needed to complete the Workforce Utilization Report that is required of each Contract and subcontractors on a quarterly basis.	Refer to Form OCSD-3: https://esd.ny.gov/sites/default/files/OCSD-3-Workforce-Utilization-Report.xlsx
19	Can the Division provide an estimate of the time and effort required to complete the Workforce Utilization Report?	Estimates are dependent on the bidder's staff size and level of record keeping.
20	Does this RFP include any internal or external training?	Respondent should review current training tools.
21	Do you expect to proceed with the Temporary Certification Processing Center as well? We are interested in assisting you with the CPC. If we proposed on the Certification Process RFP, does it preclude us from proposing on the CPC?	The Division will review all and any proposals that meet the requirements of any issued RFP.
22	Do you have a budget for this RFP?	Budget will be based on project plan, approach, and methodology.
23	Approximately how many certification applications does the ESD process a year?	Demand for the program remains high. Volume varies over time.
24	What is the funding ceiling for this RFP?	See response to Question 22.
25	Does ESD foresee this contract lasting approximately from July 7, 2022 – September 23, 2022 (Section IV, Page 5)	The contract will last from the contract start date (see anticipated contract start date Section V, page 6) with an estimated end date in September 2022.
26	Have ESD or the Division of Minority and Women's Business Development done any prior process mapping?	Yes
27	Are any IT tools or systems currently being employed to support the certification management process?	Yes
28	Would this work be conducted remotely or in person, if some mix, what would be the percentage of remote vs. in person?	The work performed by the successful respondent can be done remotely.

29	As part of the Administrative Proposal, some of the documents are not hyperlinked. Can you provide hyperlinks to those documents? (Section VII, Page 11)	<ul style="list-style-type: none"> i. https://cdn.esd.ny.gov/CorporateInformation/Data/RFPs/RequiredForms/SF_Law139_JK.pdf ii. https://www.osc.state.ny.us/state-vendors/vendrep/file-your-vendor-responsibility-questionnaire?redirect=legacy iii. IranDinvestmentActLanguage-corp-info.pdf (ny.gov) iv. OCSD forms <ul style="list-style-type: none"> a. https://esd.ny.gov/sites/default/files/OCSD-1-Policy-Statement.pdf b. https://esd.ny.gov/sites/default/files/OCSD-2-Staffing-Plan.pdf c. https://esd.ny.gov/sites/default/files/OCSD-4%20Utilization%20Plan.pdf v. https://cdn.esd.ny.gov/CorporateInformation/Data/ENCOURAGINGUSEOFNEWYORKSTATEBUSINESSESINCONTRACTPERFORMANCE.pdf vi. https://esd.ny.gov/sites/default/files/ST220CA.pdf OR https://cdn.esd.ny.gov/CorporateInformation/Data/RFPs/RequiredForms/STL_5A_Affidavit.pdf vii. https://www.irs.gov/pub/irs-pdf/fw9.pdf
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