NEW YORK COVID-19 CAPITAL COST TAX CREDIT PROGRAM
Request for Proposals

Release Date: June 6, 2022

The following is a list of responses to questions submitted by prospective respondents New York Covid-19 Capital Cost Tax Credit Program RFP. A copy of the RFP is available at:

https://esd.ny.gov/doing-business-ny/requests-proposals/new-york-covid-19-capital-cost-tax-credit-program-administrator

NEW YORK COVID-19 CAPITAL COST TAX CREDIT PROGRAM
Responses to Questions

No.	Question	Answer
1	Page 3, A. Detailed Scope of Work: Can you provide additional information about the "ESD pre-screening portal"?	ESD will collect preliminary information from the applicant to determine if they are an authorized applicant using a pre-screening portal developed and managed by ESD. The information will be held by ESD in Microsoft SharePoint. The list of authorized applicants will then be provided electronically to the respondent selected as the third-party reviewer to be uploaded to the software platform the respondent will use to manage the review of applications and supporting documentation.
2	Are there any other platforms or software that the winning Respondent is expected to use in the administration of this program?	The winning respondent will be expected to provide a software platform for intake of applications from authorized applicants, submitting supporting documentation and issuing tax credit certificates.
3	Page 3, A. Detailed Scope of Work: Can you confirm your expectations for how the tax credit certificate will be received by qualified applicants?	We anticipate the winning respondent will provide the qualified applicants the tax credit certificate.

No.	Question	Answer
4	Will ESD issue certificates to the Respondent, and the Respondent will then be responsible for releasing them to applicants?	The details of the process will be agreed upon with the selected respondent but yes, that is the general plan.
5	Per page 6: "ESD will request a preliminary application to determine a business's Program eligibility and compliance with New York State tax laws." Can ESD clarify what information will be required on this preliminary application, and how applicants are expected to submit it to either ESD or the Respondent for review?	ESD will collect preliminary information from the applicant to determine if they are an authorized applicant using a pre-screening portal developed and managed by ESD. The information will be held by ESD in Microsoft SharePoint. The list of authorized applicants will then be provided electronically to the respondent selected as the third-party reviewer to be uploaded to the software platform the respondent will use to manage the review of applications and supporting documentation.
6	The Schedule of Dates table on page 7 refers to a pre-bid meeting on June 22. Can you provide details on this?	We will not have a pre-bid meeting. It has been cancelled.
7	Per page 8, "The Corporation requests that all Technical Proposals be bound and organized with dividers…" However, page 12 indicates that proposals should be submitted via email only. Can you confirm that no hard copies are required for submission compliance?	As indicated on page 12 both the administrative and the technical proposals must be submitted electronically via the designated email. COVID19CapitalCostTaxCreditRFP@esd.ny.gov
8	Have you run similar programs for small businesses in the past? If yes, what vendor(s) have you used to administer these programs?	Please visit the ESD website for a better understanding of all the Programs available for small businesses and the type of services ESD provides directly to small businesses or has sought vendors for in the past.

No.	Question	Answer
9	Our business model includes engaging with local community organizations (CBOs, nonprofits, chambers of commerce, etc.). Are you currently working with or do you have recommendations for local organizations that are helping to support New York businesses targeted for this program?	Yes – we have a list of local organizations that we plan to engage with for this program.
10	Do you have any caps or limits on the percentage of funds that can be used for administration?	The funds available for applicants are in the form of tax credits. The $250 million in tax credits authorized for the Program are available only for applicants. ESD has other funding sources available for the administration of the program.
11	How long do you expect application intake to be open?	Applications are due by March 31, 2023.
12	The RFP states that respondents should be able to "Develop an application portal and have an application review process ready by mid-September 2022" (Section III. Scope of Work, Section B. Respondent Expectations, page 3). Given the schedule indicates the expected contact start date to be Sept 2 (Section IV. Schedule of Dates, page 7), is it accurate that ESD expects the vendor to develop an application portal and have an application review process ready two weeks later, by mid- September 2022? If not, what is the expected timeframe for delivery?	We are targeting a mid -September 2022 opening of the application portal. The application should be a very simple form for collecting basic information about the applicant and qualifying expenses. The portal must also have a simple feature for allowing applicants to upload supporting documentation. ESD will be able to provide the selected respondent details about the application requirements in early August.

No.	Question	Answer
13	As your response to Question 12 is essential to permit bidders to prepare a complete response, we would like to request an extension to the submission deadline of 2 weeks to allow all bidders to receive these responses and formulate a proposal. Please advise if this request is granted.	The due date of the proposals will remain the same.