



REQUEST FOR Qualifications (RFQ)
Request for Qualifications for Pre-Qualified List of Certified CPA as Third-Party Reviewer for Economic & Tax Credits Incentives

Release Date: September 27, 2021

Request for Qualifications for Pre-Qualified List of Certified CPA as Third-Party Reviewer for Economic & Tax Credits Incentives

Q&A

Table with 3 columns: No., Question, Answer. Contains 3 rows of Q&A entries regarding RFQ requirements and submission dates.



No.	Question	Answer
4	<p>RFQ Page 5 Section VI (i) – First paragraph states that Technical Proposals need to be bound and organized with dividers, however, RQF Page 7 Section VI – Submission of a Complete Two-Part Proposal states that “Submission of proposals in a manner other than as described in these instructions (e.g. facsimile, hardcopies) will not be accepted”. Step 1 under this paragraph states “The Technical Proposal and the Administrative Proposal must be submitted as separate attachments to the same email preferably”. Can you please confirm the Technical Proposal should NOT be bound, but rather in a PDF that has bookmarks for dividers?</p>	<p>Proposals should be submitted via email to CertifiedPARFQ@esd.ny.gov.</p> <p>The Technical Proposal should not be bound and sent as a hard copy but should be organized with dividers or bookmarks to clearly match each section of the Technical Proposal:</p> <ul style="list-style-type: none"> A. Table of Contents B. Firm Experience and Qualifications C. Staff Experience and Qualifications, and D. Quantitative Factors <p>Please note that section E. in the RFQ should be indicated as Section D.</p>
5	<p>When exactly is the submission deadline?</p>	<p>All proposals are due on or before 2:00 PM on Thursday, November 18th, 2021</p>
6	<p>We noticed that on page 5 of the RFP, it is mentioned that the technical proposal being bond and organized. Does that mean that hard copies could be submitted?</p>	<p>All proposals must be submitted electronically. Hard copies will not be accepted.</p>
7	<p>OCSD-1 - MWBE and SDVOB Participation / EEO Policy Statement - Clarification and Applicability. Could you clarify if this document is applicable in all respects to all firms responding to this RFQ, and regardless of the nature of the services the CPA firm provides and the size of the firm? Can any of the fields on this OSCD-1 be filled in as Not Applicable or left blank?</p>	<p>OCSD-1 is applicable to all respondents, regardless of MWBE/SDVOB goals. Any non-applicable fields may be marked as “N/A”</p>



No.	Question	Answer
8	<p>E.g., The OCSD-1 begins on page one by requiring "the Contractor or Grant Representative, the Grantee/Company Name" is asked to state that it agrees "to adopt the following policies with respect to the project being developed or services rendered at -----" Is the firm responding to this RFP the Contractor or Grant Representative? Who is the Grantee/Company Name? How does one answer to "the project being developed or services rendered at" in the case of this RFQ? Services are typically rendered by the CPA firm at their office, or possibly to some extent at a client's location. But, there is no single project or single location, as the CPA firm may provide services to multiple clients regarding the agreed upon procedures services performed in connection with this RFQ.</p>	<p>The responding firm would complete OCSD-1 as the contractor and may include their office as the location where services are being rendered.</p>
9	<p>On page one of the section of OCSD-1 titled MWBE Participation, the first term states that the organization will "Actively and affirmatively solicit bids for contracts and subcontracts from qualified State certified MBEs or WBEs, including solicitations to M/WBE contractor associations." Is this term applicable to a small CPA firm that provides attestation, accounting, and tax services; generally does most, if not all, of its work "in-house;" and doesn't solicit bids for contracts and subcontracts?</p>	<p>This section would only be applicable if ESD directly engages the services of firms on the pre-qualification list.</p>



No.	Question	Answer
10	<p>Similarly, on page 3 of OCSD-1, are the areas requesting percentages for M/WBE Contract Goals and SDVOB Contract Goals applicable? Is such a small CPA firm required to have a formal plan (and, if yes, in writing?) regarding the solicitation of bids for contracts and subcontracts, even if that activity is not a part of the firm's business? Is such a small CPA firm required to show percentage amounts for M/WBE and SDVOB Contract Goals?</p>	<p>Please see answer to No. 9.</p>
11	<p>OCSD-4 - Office of Supplier Diversity, MWBE and SDVOB Utilization Plan. Similarly to the questions in item A above, could you clarify if this OCSD-4 is applicable in all respects to all firms responding to this RFQ? The instructions on page 1 of the OCSD-4 specifies that "This form must be submitted with any bid, proposal, or proposed negotiated contract or within a reasonable time thereafter, but prior to contract award. This MWBE and SDVOB Utilization Plan must contain a detailed description of the supplies and/or services to be provided by each certified Minority and Women-owned Business Enterprise (M/WBE) and/or Service Disabled Veteran Owned Business (SDVOB) under the contract." And question 6 on the OCSD-4 refers to "M/WBE or SDVOB goals set forth in the contract ... "</p>	<p>This form would only be applicable if ESD directly engages the services of firms on the pre-qualification list. Respondents to this RFQ may submit it with "TBD" language.</p>



No.	Question	Answer
12	Although the instructions for OCSD-4 specify that it may be submitted within a reasonable time after a Proposal is submitted, this RFQ says that it must be submitted with the Proposal.	Please see answer to No. 11.
13	Is the purpose of the OCSD-4 to require the CPA firm responding to this RFQ to specify what goods and/or services the CPA firm will purchase from each certified M/WEB or SDVOB, in connection with the CPA firm's performance of agreed upon procedures services in connection with this RFQ? Is this item applicable to the small CPA firm described above, performing attestation services, or are any items Not Applicable?	Please see answer to No. 11.
14	Will there be a contract between ESD and the CPA firm that sets forth ESD goals regarding M/WBE and SDVOB? If the CPA firm responding to this RFQ is required to complete OCSD-4 and submit it with the firm's Proposal, how can it properly do so, if it doesn't yet know ESD's goals that will be set forth in a contract, if any?	At this time, it is not anticipated that ESD would directly contract with selected vendors from this RFQ. The MWBE and SDVOB requirements would be applicable should a direct contract with ESD be needed. For purposes of responding to this RFQ, respondents may submit OCSD-4 with "TBD" language.
15	How can a CPA firm complete OCSD-4 and fill in all the fields requesting information about contractors, if the CPA firm hasn't yet been approved by ESD and if the CPA firm has not yet received a contract, if any? Or are portions of the OCSD-4 not applicable at the time the Proposal is submitted by the CPA firm to ESD?	Please see answer to No. 11



No.	Question	Answer
16	The RFQ specifies that "NYS Urban Development Corporation d/b/a Empire State Development (ESD) must be named as additional insured on a primary and non-contributory basis" on certain insurance policies, and "All policies should include a waiver of subrogation in favor of ESD." When must these items be in place, e.g., as of when must ESD be named as additional insured, etc., on or before time the Proposal is due/submitted or only after ESD accepts a Proposal/CPA firm?	Would only be applicable only after ESD directly engages the services of firms on the pre-qualification list.