

## **RFP#17-017: Intensive Teacher Institute in Bilingual Special Education (ITI-BSE)**

### **Questions and Answers**

#### **Program Questions:**

**1. When is the deadline for submitting bids?**

Answer: Proposals must be received at NYSED no later than April 21, 2017 by 3:00 PM.

**2. Is there a limitation to the number of pages, font type/size, and margins for the narratives?**

Answer: There is no limitation to the number of pages, font type/size, and margins for the narratives.

**3. Are letters of support allowed to be included in the Technical Proposal?**

Answer: Bidders may include letters of support in the Technical Proposal, but no points will be awarded for including them.

#### **Minority and Women-Owned Business Enterprises (M/WBE) Questions:**

**4. Given the requirement for the 5% M/WBE participation goal of RFP #17-017, it will be difficult to fulfill the entire amount. Only one minor sub-contractor is needed for this project, and that person is M/WBE approved. There are several M/WBE certified business entities/firms that have been contacted and two have agreed to provide miscellaneous services, but even with their involvement over the life of the contract it will not be possible to reach the 5% goal. Will submitting a request for a partial waiver be sufficient and acceptable??**

Answer: M/WBE utilization can be achieved by working with NYS certified M/WBE firms for purchases of supplies and materials and/or through contracted services. Compliance can be achieved three ways: full participation, partial waiver approval, or full waiver approval. If requesting a waiver, the bidder must thoroughly document the Good Faith Efforts taken to meet the M/WBE goal in the RFP and explain why they were unable to meet the goal. The M/WBE coordinator is available to assist throughout this process by emailing [mwbe@nysed.gov](mailto:mwbe@nysed.gov).