

- 1. I would like to be able to reach out to prime contractors for REQUEST FOR PROPOSAL (RFP) RFP #20-009. How would you suggest I proceed to align myself with any interested bidders for this contract?**

If you are interested in connecting with potential bidders of the RFP, you can e-mail [MWBE@nysed.gov](mailto:MWBE@nysed.gov)

- 2. I am wondering if this center could be in Kingston or if it has to be somewhere between Kingston and Syracuse?**

The location may be in Kingston, NY.

- 3. Is there a way I can connect with other bidders on this?**

If you are interested in connecting with potential bidders of the RFP, you can e-mail [MWBE@nysed.gov](mailto:MWBE@nysed.gov)

- 4. RFP, Page 8. Training Material Requirements. Item 5b related to the “one tabbed binder/manual of color printed training materials to each participant. NYSED will provide the file for print annually by June 7.” Is there an estimate on the number of pages to be printed? Single color or multi-color? As well as the appropriate size of the binder – 1”, 2”, etc.? Number of tabs required?**

The binders will be 3” binders with approximately 7 tabs each. The manuals are approximately 400 pages each. The manuals will be multi-color.

- 5. RFP, Page 8. Training Material Requirements. Item 5g related to the slideshow. Are there any requirements associated with this deliverable?**

The vendor will take 35-50 photographs of participants and instructors weekly for each program (Professional Cooking and Managing Your Child Nutrition Program) and create a 10-15 minute slideshow to play in the background during graduation. The slide show will be sent via email to NYSED at the conclusion of the program each week with the evaluations.

- 6. RFP, Page 9. Other Supply Requirements. 7d. Certificates are to be provided to Managing Your Child Nutrition Program participants but there is no mention of certificates for Professional Cooking participants. Are certificates requested?**

Certificates also need to be provided for the Professional Cooking participants.

- 7. RFP, Page 10. Application and Registration Requirements. Will you please clarify the application and registration requirements? Specifically,**

- a. Is the vendor expected to develop a website specific to Professional Cooking? Or rather include links/resources on an existing website?**

The vendor will post the application on a website developed by the vendor. It could be an existing website that the vendor updates to include links to the application.

**b. Is the application going to be an online submission or a print application?**

The vendor will post the application on a website developed by the vendor. It can be an online application system, or the vendor can have a paper application that can be printed and submitted to the vendor for processing.

**c. If print, will the applications be submitted to the vendor for review and selection?**

Yes, if the application is a paper process, the vendor is responsible for reviewing and processing. The list is sent to NYSED for final approval.

**d. If online and a link is posted to the vendor website, how will this be marketed by NYSED?**

NYSED will provide a link to the vendor's website where the registration is posted. NYSED will also share this information at training sessions and by handing out brochures.

**8. RFP, Page 47, Attachment A Professional Cooking Workshop Schedule. On the final day, Thursday, there is a 30 minute break between the team reflections/program evaluation and the Closing Presentation. Is there a purpose for this and is it required?**

Topics and duration times are approximate. SED will provide an updated agenda by May 15th of program year. The schedule included allows for the graduation ceremonies for the two groups to be staggered. If the vendor has the space or another plan for accommodating both groups, both graduation ceremonies could be at 11:30am on Thursday.