

**RFP #16-004**

**Title: New York State Technical and Education Assistance Center for Homeless Students  
Questions and Answers**

**Program Questions**

1. On pages 20-21 of the RFP it lists criteria for evaluating bids. Will SED make a more detailed scoring rubric available?

**No. Each ELIGIBLE proposal received by the deadline will be reviewed and rated on the quality and extent to which the applicant met the criteria stated on pages 20 & 21 of this RFP.**

2. On page 17 of the RFP, it says that SED requires: "Microsoft Word (CD format)- One(1) electronic version with both the technical and cost, and M/WBE proposals." Can we submit the files in pdf format rather than Microsoft Word?

**Yes – it is OK to submit documents in pdf format, although Word Documents are preferred.**

3. Form C-105.2 Certificate of Workers' Compensation Insurance and Form DB-120.1 Certification of Disability Benefits Insurance both require that the "Name and Address of the Entity Requesting Proof of Coverage" be listed on the forms. Should the New York State Education Department, 89 Washington Avenue, Albany, NY 12234 be listed as the Entity Requesting Proof of Coverage?

**Yes- list as the Entity Requesting Proof of Coverage as:  
New York State Education Department  
89 Washington Avenue  
Albany, NY 12234**

**Fiscal Question**

1. In the RFP file under "Cost Proposal" on page 19 it lists the following documents:
  1. Technical Assistance Center (TAC) First Year Detailed Budget
  2. TAC Five Year Summary
  3. Subcontracting Form
  4. MWBE Subcontracting/Supplier Form

But in the Submission Documents file on page 3 it lists a 5<sup>th</sup> document, "Brief Narrative." Is a Brief Narrative required?

**Yes, please include in the cost proposal package, a brief budget narrative that describes and justifies all costs for the year one budget.**

**M/WBE Question**

1. On the MWBE Utilization Plan form 100, it includes two boxes for each MWBE: "For Profit" and "Not-for-profit," seeming to indicate that a "not-for-profit" could be considered an MWBE. Could a not-for-profit ever be considered an MWBE?

**Not-for-profit firms cannot be certified by Empire State Development.**