

2016 Technical Assistance RFQ Q&A

Question 1:

Do I need to submit MWBE forms in my application? If so, which ones should I submit?

Answer:

Applicants must complete and submit the following MWBE forms:

- M/WBE-EEO Policy Statement (OTDA-4970)
- Equal Employment Opportunity Staffing Plan (OTDA-4934.1)
- M/WBE Subcontractor Utilization Plan (OTDA 4937)
- M/WBE Subcontractors and/or Suppliers Letter of Intent to Participate (OTDA-4938)
- M/WBE Certification Of Good Faith Effort (OTDA 4976)

Be sure all forms are complete and signed by an authorized representative of your organization. The forms can be downloaded from OTDA's website at: <http://otda.ny.gov/contracts/mwbe/forms.asp>

Question 2:

[Page 5 of the RFQ] indicates that no more than 6 single spaced pages shall be used to describe qualifications that illustrate experience working with nonprofits. Is the 6 page limit for each TA area or for all areas to which we are applying?

Answer:

The 6 page limit is based on each TA area in which the applicant is applying.

Question 3:

It is my understanding that we have several years left on our contract. Is that not the case? Is there something I need to be doing?

Answer:

All current contracts for TA Providers, regardless of when they began, will terminate on June 30, 2016. (see Clause 3 "Time for Performance" in your contract) Therefore, in order to continue to provide Technical Assistance to HHAC after June 30, 2016, current

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TA providers must submit a new application for review and approval by HHAC. Please refer to the RFQ on the HHAC website for more specific information on how to apply. <http://otda.ny.gov/contracts/procurement-bid.asp>