

Dormitory Authority of New York State			
Small Business Development Consulting Services			
RFP # 7628			
Questions and Answers to be posted			
Question #	Corresponding RFP Section	Question	Answer
1	N/A	Is there any additional information regarding budgeting or max allowable funding over the length of the contract?	No.
2	N/A	Could you please confirm whether DASNY intends to hold a pre proposal meeting, and whether an extension of the proposal due date would be considered?	No.
3		How many firms does DASNY anticipate serving annually and over the full contract term, and does DASNY envision fixed-term cohorts, rolling admissions, or a hybrid model?	DASNY anticipates selection 1 firm to perform these services over the life of the contract.
4		For each firm, what is the expected duration of participation, anticipated instructional and technical assistance contact hours, and preferred engagement model (e.g., continuous vs. milestone-based), including any minimum participation or attendance expectations?	DASNY is requesting that the firm submits their proposed hours required for the requested scope of services. Final determination will be at DASNY's discretion and will be addressed during the negotiation of the contract. The expected duration of the contract is stated within the RFP, section 2.3.
5		Does DASNY anticipate firms participating in a single phase or advancing through multiple levels over time?	DASNY anticipates selection 1 firm to perform these services over the life of the contract. Anticipated services will be delivered in accordance with the scope of services within the RFP. The program will be structured in a single phase.
6		What is the expected duration of participation for each firm (e.g., approximate months in the program)?	The expected duration of the contract is stated within the RFP, section 2.3.
7		How many total instructional/technical assistance contact hours per firm does DASNY anticipate or consider appropriate?	DASNY is requesting that the firm submits their proposed hours required for the requested scope of services. Final determination will be at DASNY's discretion and will be addressed during the negotiation of the contract. The expected duration of the contract is stated within the RFP, section 2.3.
8		For each participating firm, what is DASNY's preferred model for engagement (approximate duration of participation, whether participation is continuous vs. milestone-based, and any minimum participation or attendance expectations)?	DASNY anticipates selection 1 firm to perform these services over the life of the contract. Anticipated services will be delivered in accordance with the scope of services within the RFP. The program will be structured in a single phase. The expected duration of the contract is stated within the RFP, section 2.3.
9		What balance does DASNY prefer among in-person, virtual, and hybrid delivery models, and are in-person sessions expected to be centralized, regional, or statewide?	In person is ideal with a virtual option
10		Are there preferred session formats (e.g., workshops, clinics, simulations, peer exchanges, one-to-many vs. one-on-one);	The firm will assist DASNY in selecting a model that the firm feels would make the program most successful
11		Should curriculum content be standardized across firms or tailored by readiness level, trade, or firm profile?	Curriculum should include flexibility various capacity levels of participants
12		To what extent should the curriculum emphasize advanced topics in complex public works delivery versus foundational topics, and should it be trade specific, project type specific, or broadly applicable?	Responses should be broadly applicable.
13		What role should individualized technical assistance play relative to group training (e.g., approximate balance of effort);	70% group training / 30% individualized TA, cohort-focused program with standard curriculum, plus light coaching.
14		Does DASNY prefer a primarily reactive (on-demand) or proactively assigned model based on diagnostics and performance?	DASNY prefers a proactively assigned model based on diagnostics and performance
15		Does DASNY expect firms to bring live projects, bids, or contracts into the program for applied technical assistance?	Just like with any of our projects, firms will be made aware of upcoming opportunities once they are available.
16		How does DASNY envision firm progression through the program (e.g., milestones, readiness levels, or graduation points), and should progression be time-based, competency-based, performance-based, or a combination?	Milestone tracking and points towards graduation should be considered. Performance and competency based progression to capture different learning abilities
17		Should firms be formally assessed at intake, midpoint, and completion, and does DASNY have preferred assessment tools or methods?	Yes, DASNY has a Protege entry survey to asses at the beginning.
18		Is DASNY interested in a formal capstone, readiness certification, or other graduation benchmark?	Yes
19		Beyond the examples provided in the RFP, which metrics are most important to DASNY for evaluating program success (e.g., contract activity, bonding capacity, financial controls, staffing readiness)?	Participation, Bonding Growth, Project size growth, dollar value of contracts, bid conversion rate, revenue growth, graduation

20		Should formal contract tracking be incorporated for participating firms, and if so, should tracking cover DASNY contracts only or broader NYS/public sector work?	Yes, DASNY Contracts only.
21		Does DASNY expect outcomes and metrics to be tracked after program completion, and for what duration?	No
22		Who is expected to have primary responsibility for recruiting firms (DASNY, the contractor, or a shared model;	DASNY - OPG
23		Does DASNY maintain an existing pipeline or list of candidate firms for initial cohorts?	Yes, DASNY maintains pipeline tracking, and its Contractor Connect tool.
24		Are there specific trades, disciplines, regions, or firm profiles (for example, diversity or revenue thresholds) that should be prioritized?	No.
25		Will DASNY require a formal application, nomination, or referral process, and who will review and approve firm participation?	No, firm is selected through DASNY bidding process on designated projects. The lowest identified responsible bidder becomes a Protege
26		Are diagnostic assessments expected prior to final acceptance into each cohort, and does DASNY have any preferences regarding those tools?	Firms will fill out Protege survey while completing the bid. If selected, that information will be used to assist with matchmaking
27		Approximately how many small business firms does DASNY anticipate serving annually under this program?	DASNY anticipates serving between 10 to 20 firms annually under this program.
28		Are there specific target industries or trades within public works DASNY intends to prioritize, or should proposers assume a multi-industry cohort model?	No.
29		Will DASNY provide access to any historical data or lessons learned from prior contractor development initiatives?	DASNY will not provide historical data or lessons learned at this time.
30		Are there any compliance or regulatory constraints proposers should be aware of when facilitating capital access connections?	DASNY does not provide direct access to capital or insurance. The program is meant to establish the readiness of the contractors to be eligible for project related capital, bonding, and insurance
31		In Tab 2 of the Section 4 – Content of Cost Proposal, requirement c. asks respondents to “Submit an approved FARs audited financial statement”. We are not aware of any FAR audit for financial statements. Is the requirement referring to DCAA audited financial statements, or simply FAR compliant ones?	A FAR audit is typically performed by a Certified Public Accountant and supported by a corresponding attestation letter, this is typically to ensure that the compliance with FAR regulations for government contracting. A FAR audit compliant financial statement is one of the three (3) acceptable methods of submitting your firms overhead multiplier.
32		Does DASNY anticipate a budget range, not-to-exceed amount, or annual funding allocation for this engagement? If so, can DASNY provide this information?	Not-to-exceed amount/annual funding allocation
33		Is there an incumbent contractor currently providing Small Business Capacity Building Services for DASNY? If so, will DASNY identify the incumbent?	No.
34		Is there any additional information regarding budgeting or max allowable funding over the length of the contract?	No
35		For clarity, when DASNY refers to “assignments” under this contract, does DASNY intend these to represent activations or phases of a single, continuous capacity-building program using a common framework and core curriculum, or independent scopes of work that may be programmatically distinct?	One continuous capacity-building program, delivered over time, using a common framework, consistent methodology, and core curriculum. Each “assignment” is a new module or phase of that same overarching program.
36		For each assignment, will DASNY issue a defined scope of work and deliverables, or will the selected firm be expected to propose assignment-specific scopes and tailored approaches in response to DASNY-identified needs?	Selected firm is expected to propose assignment-specific scopes and tailored approaches in response to DASNY-identified needs
37		Can DASNY confirm that actual fees, including any not-to-exceed amounts, will be established and authorized at the individual assignment level based on DASNY-approved scopes of work, hours, and the proposed rate schedule?	DASNY would like the firm to propose fees based on their overall understanding of the scope of services of the contract. Additionally, services can be approved on an assignment basis.
38		Does this program cover all NYS regions? If yes, how do you envision the CM conducting in-person trainings?	Yes, the program will cover all NYS Regions. The firm will oversee and provide in-person courses with an option for virtual attendance.
39		How should consultants fill out the staffing plan, as this contract is on an as-needed basis?	All persons who will be involved at any point whether as needed or full time should be on the staffing plan and labeled full-time vs part-time or as-needed
40		Does DASNY prefer a cohort model with a defined start and end date, or a modular rolling model where firms can enter at different points based on readiness? Does DASNY have a preferred cadence for live sessions and office hours, or should proposers recommend it?	Cohort. The proposer should recommend it.
41		How often does DASNY want in person sessions, if any, as part of the program delivery?	Each course should have in person and a virtual option
42		Is the expectation statewide delivery across downstate and upstate, or will DASNY issue assignments regionally? If regional, are in person sessions required in specific regions?	We are seeking a firm that can deliver curriculum statewide

43		If in person sessions are required, will DASNY make space available such as conference rooms or offices, or should the selected consultant secure space and manage logistics?	In person sessions are required, DASNY will work with the selected firm to ensure that logistics are addressed.
44		What is DASNY's expectation for one on one technical assistance compared to group based delivery? Are there minimum expectations for individualized support per firm?	Firms should provided group based delivery as the main option but provide one on one support similar to tutoring as needed
45		Should subject matter experts be proposed as named key personnel or partners in the technical proposal, or may SMEs be engaged on an as needed basis during delivery?	SME's and all individuals participating in any capacity should be listed as key personnel or partners along with the role they will play
46		Beyond training, does DASNY expect diagnostic assessments and hands on support? If hands on support is expected, how does DASNY define acceptable boundaries related to live bids, bonding applications, capital readiness submissions, or proposal drafting to avoid scope creep and conflicts?	Yes. DASNY will not provide any information that is not public and able to be shared widely
47		How many firms are currently participating, and how many firms does DASNY anticipate supporting over the contract term? If the program runs in cycles, what is the expected cohort size per cycle?	Not applicable as there is not currently a program.
48		The RFP references outreach activities. Is outreach intended to recruit new firms into the program, or to drive engagement and attendance among already enrolled participants?	Both, they should be to recruit new attendees and to expose and drive participation of current attendees
49	2.2	In Section 2.2, can DASNY clarify what administrative readiness includes for participating firms, including documentation standards, reporting expectations, communication practices, compliance systems, and internal business processes?	Additional information will be provided to the successful firm.
50		Does DASNY currently use a contractor readiness or capacity assessment process? If not, is DASNY open to a business competency audit or structured intake assessment at program entry to establish baselines and guide instruction?	No, DASNY does not currently use a contractor readiness or capacity assessment. Yes, DASNY is open to a business competency audit or structured intake assessment at program entry to establish baselines and guide instruction
51		Does DASNY already have baseline contractor readiness benchmarks in place today? If yes, can DASNY share what those benchmarks are so we can align our assessment and reporting?	There are no official benchmarks set by DASNY for contractor "readiness." Proposed benchmarks placed in appropriate sections of your proposal will be reviewed as part of your submission
52		Does DASNY expect the program to incorporate standardized requirements such as OSHA, safety training, HR compliance, or other mandated certifications?	Additional information will be provided to the successful firm.
53		Does DASNY have predefined success benchmarks, or should proposers define these? Will DASNY provide baseline data on participating firms to support measurement and reporting?	Proposers should define success benchmarks. This is a new program so their is no baseline data
54		Does DASNY have preferred capital access or bonding partners it expects the program to work with, or should the selected consultant leverage its own partners and relationships?	Firms are expected to leverage their own partners and relationships.
55		Does DASNY prefer licensing access to our existing platform customized for this program, or does DASNY expect a new build owned by DASNY? Who retains ownership of curriculum, frameworks, tools, and methodology used or developed under the contract	Additional information will be provided to the successful firm.