

**NYS Department of State  
Division of Community Services  
Community Services Block Grant  
Entitlement Solicitation to Serve the County of Franklin  
Request for Applications #12-CSBG-21**

**RFA Updates**

**MWBE:**

1. The following corrections apply to pages 7, 12, and 14 of the RFA for the purpose of clarifying that the MWBE forms will be a scored portion of the RFA and not a pass/fail requirement:

A. Paragraph G, page 7 of 117 of the RFA is amended to read:

*Applicants are required to submit a Plan for Certified Minority-And Women-Owned Business Enterprises and Equal Employment Opportunities for Minority Group Members and Women as part of this application. The Utilization Plan-Form A and Staffing Plan-Form B, respectively, must be completed and attached in order for points to be awarded for this portion of the RFA.*

B. Paragraph G., on page 11 of 117 of the RFA is amended to read:

*Applicants are required to submit a Plan for Certified Minority-And Women-Owned Business Enterprises and Equal Employment Opportunities for Minority Group Members and Women as part of this application. The Utilization Plan-Form A and Staffing Plan-Form B, respectively, must be completed and attached in order for points to be awarded for this portion of the RFA.*

C. Paragraph G., on page 14 of 117 of the RFA is amended to read:

*Applicants are required to submit a Plan for Certified Minority-And Women-Owned Business Enterprises and Equal Employment Opportunities for Minority Group Members and Women as part of this application. The Utilization Plan-Form A and Staffing Plan-Form B, respectively, must be completed and attached in order for points to be awarded for this portion of the RFA.*

2. Update: For purposes of this RFA, the terms “bidder” and “offeror” as used in the RFA shall be construed as being synonymous with the term “Applicant.”

3. For purposes of filling out and submitting the MWBE forms included with this RFA (Utilization Plan-Form A and Staffing Plan-Form B), the term “completed” shall mean that all of the following fields have information inserted:

For Form A: Form A shall be deemed completed when each of the following fields have information inserted. *Failure to insert information in any of the following fields will result in a reduction of 2.5 points:*

- Offeror’s Name
- Federal Identification No.
- Address
- City State Zip Code
- Telephone No.
- Region/Location of Work
- Fields 1 through 5 of Form A should be filled in. To the extent that subcontractors/suppliers are not anticipated, please mark “N/A” in the fields. **Do not leave the fields blank.**
- Prepared by (with signature included)
- Date
- Name and Title of Preparer (Print or Type)

For Form B: Form B shall be deemed completed when each of the following fields have information inserted. *Failure to insert information in any of the following fields will result in a reduction of 2.5 points:*

- Reporting Entity
- Report includes Contractor’s/Subcontractor’s: (Select one of the two boxes provided in this field)
- Offeror’s Name
- Offeror’s Address
- Check the organization the workforce staffing plan applies to (Offeror or Subcontractor)
- Enter the total number of employees for each classification in each of the EEO-Job Categories identified by filling in the table provided in Form B
- Prepared by (with signature included)
- Telephone No.
- Email Address
- Date
- Name and title of Preparer (Print or Type).

## Questions & Answers

*The responses to questions included herein are the official responses by the State to questions submitted by potential applicants and are hereby incorporated into RFA # 12-CSBG-21 issued on November 9, 2012. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.*

**Q1:** If JCEO's RFA submission for Franklin County is granted will the vehicle purchased for Franklin County with CSBG funding be available for outreach purposes?

**A1:** Should a vehicle have been purchased by the current CSBG designated entity (ComLinks) utilizing CSBG funds, such a vehicle, to the extent available, may be transferred to the successful applicant of this RFA for their outreach efforts in Franklin County. However, the Department of State cannot at this time assert or guarantee that any vehicles will be transferred to the recipient of this RFA.

**Q2:** JCEO currently operates Head Start, Weatherization and Empower, NY in Franklin County under the agency plan. If JCEO receives the RFA and receives the 2014 CSBG contract for Franklin County will there be two distinct plans by county?

**A2:** This RFA will award FFY 2013 funding through a separate and distinct contract from 2/1/13 through 9/30/14. At the termination of this contract, should the successful applicant be an existing CSBG designated entity, continued funding for Franklin County would be incorporated into a single contract encompassing services in a multi-county region (which may, pursuant to negotiation between the Department and the awarded entity, include a specific work plan and budget for each county served). Should the successful applicant be a non-profit CBO in Franklin County, and not be an existing CSBG designated entity, then continued funding will be provided to the new organization as a new CSBG designated entity having a contract with a single county focus (Franklin County).

