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**QUESTIONS AND ANSWERS**  
**Request for Proposals for Local Loan Administrator Services**  
**for the New York State Farmworker**  
**Housing Loan Program**

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Issued on November 13, 2020

1. On page two of RFP Form D (Vendor Information Form), where the form asks if the business is a New York State (NYS) Business Enterprise and if NYS Businesses will be used in the performance of this contract award, I would note that while our firm is based in Connecticut with 12 offices in NYS, administrative work will be completed by staff in our Potsdam and Greenwich offices. So while we will not be using any subcontractors, can we answer yes to the question “Will New York State Businesses be used in the performance of this contract award”?

**In accordance with the defined term, a New York State business enterprise provides services substantially performed within the New York State. If the services performed by your entity will be substantially performed within the State of Connecticut, then the business would not be considered a New York State business enterprise.**

**“New York State Business Enterprise”** is any business enterprise, including a sole proprietorship, partnership or corporation, which offers for sale, lease or other form of exchange, goods sought by any Agency and substantially manufactured, produced or assembled in New York State, or services, other than construction services, which are sought by any Agency and **which are substantially performed within New York State**. For purposes of construction services, a New York state business enterprise shall mean a business enterprise, including a sole proprietorship, partnership, or corporation, which has its principal place of business in New York State.

2. The RFP does not indicate that Form F (Contractor Certification to Covered Agency – ST-220-A) needs to be submitted, even though the form is included in the RFP package. Does this form need to be submitted?

**Pursuant to Sections 11 and 16 of the RFP, the selected Proposer (Contractor) will be required to file the completed and notarized Form ST-220-CA upon notification of award.**

3. With respect to Forms K and L, as our firm is not a M/WBE business, and is not subcontracting any of its work on this contract, I assume that for the M/WBE Utilization Plan (Form K), we should indicate such and then include Form L requesting a waiver for same?

**The RFP includes M/WBE and SDVOB participation goals. If your firm has determined that there are no subcontracting opportunities for these services, then yes, your firm should indicate such and include Form L requesting a waiver, documenting your firm's good faith efforts.**

4. Similarly, for RFP Form M, for the certification for MWBE and EEO, the requirement to certify to the MWBE portion of the certification is not applicable since we are not using contractors or subcontractors. Should we edit the form to include the certifications we are able to make?

**Proposers can submit an EEO statement in place of RFP Form M.**

5. RFP Form Q – no form, will including a copy of our annual report will suffice?

**No. Pursuant to Section 7.4.3(i) of the RFP, each Proposer must submit its most recent two years of audited financial statements or federal tax returns. These financial documents must be labeled as RFP Form Q within each Proposer's Proposal Submission.**