NEW YORK STATE HOUSING FINANCE AGENCY

Supplier Diversity, Compliance, and Portfolio Management Solution issued 10/22/2025

Pre-Bid Conference - Questions and Answers - updated as of 11/14/25

Number	Questions	Answers
1	Will you share the slides from today with participants?	Yes. The slides will be posted to the HCR Procurement Opportunities website.
2	Is there an estimated budget or not to exceed amount?	Estimated budget or not-to-exceed amounts will not be shared; however, we will be evaluating systems that align with the agency's needs as specified in the scope of services.
3	Is the software component cost also included in the pricing for this proposal? I know that you'll want like a tool or like a software for it, but then there Is the implementation piece of it as well, and the year over year cost for SaaS software, is that going to be included in the pricing proposal for this? I am not sure I saw a place for it or is that something that is under a different budget maybe?	On the budget, there is a line item where you do list that cost, for the platform. So that's included in the cost proposal.
4	Will the attendee list for the pre-bid conference be shared?	The attendee list will not be shared. However, information for attendees who wish to be listed as an MWBE or SDVOB subcontractor will be made public and posted to the HCR Procurement Opportunities website.
5	If we are an MWBE and want to partner with a prime can we share our contact information or will you share all attendees.	All interested firms looking to partner with a prime, should send their contact information and a copy of their MWBE certification and/or SDVOB certification to ContractUnitInfo@hcr.ny.gov . We will post your information to the HCR Procurement Opportunities website under Interested MWBE and SDVOB Subcontractors.
6	There's a lot of information requested in the Tab 2 Technical Proposal - can we add an addendum with screenshots to provide more specifics?	We would like screenshots, so if you have examples of the work that you're going to provide, please include that. We really want to see what you are proposing. Screenshots help us tell the story and help us understand what you are pitching.
6a.	Do they need to be included in the 10 pages?	No. Just make sure they are listed as an attachment.

7	Can you please clarify whether the required SaaS portal is expected to have vendors submit an application, obtain certification, and then be assigned to a contract as a subcontractor? We understand this process needs to be tracked for Goal compliance. The question is, you are expecting a SaaS portal, right? Cloud based SaaS portal, right? And MWB certified has to be in the contract and the core complaints will be calculated based on that, right? Is there a way that I was asking there should be a separate, there is a separate workflow you're expecting that the MWB certification should be processed in the portal? Yes.	Yes. All MWBE certifications are maintained through Empire State Development (ESD). The Supplier Diversity, Compliance, and Portfolio Management Solution must have the capability to integrate with and access ESD's MWBE certification data on a regular basis—ideally through daily synchronization or API connection—to ensure accuracy and real-time validation. The platform should not replicate the certification process itself, but rather pull and display up-to-date certification status for each vendor. This functionality will enable DECO and HCR to confirm vendor eligibility and certification status as utilization forms, tally sheets, and other compliance documentation are submitted. This integration is critical to ensuring accurate MWBE goal tracking and compliance reporting across all contracts managed within the system.
7a	Does that mean we have to do our integration with another system to pull those certification data and then the contract has to be processed from the new portal, right?	Correct. The solution must be able to integrate with external systems to capture certification data directly from Empire State Development (ESD) for MWBE certifications and from the Office of General Services (OGS) for SDVOB verifications. These integrations will enable the system to automatically retrieve and update certification data, ensuring that only verified firms are accurately reflected as certified within the platform. In addition to ESD and OGS data, the solution should also have the capacity to integrate with other HCR or state systems, as needed, to support contract management, utilization tracking, and compliance reporting. Specifically for certification data, the authoritative sources will be ESD and OGS, and the solution must be able to capture and pull that information directly from those systems.
8	The MWBE Goals are 15% Minority, 15% WBE and 6% SDVOB are you expecting to meet each one of those goals in one proposal?	Those are the standard goals that are attached to any contracts over a certain size. To put it succinctly, those are the standard goals, that's what our expectations are, and you would have to demonstrate that in your proposal.
8a	If there wasn't a woman minority veteran disabled veteran, submitting the proposal, you'd need the different groups getting together to hit those goals.	Yeah or via subcontracting as well and we can provide assistance with you finding potential MWBE and SDVOB partners based on the scope of the contract if necessary.

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9	Can you share the current number of anticipated supplier to be loaded into the solution?	Part of our work is multifaceted. To give you an example, we have over 300 active projects happening right now, so we would expect those 300 active projects to be loaded within the solution. In addition to that, we have other types of projects that would be included. We are talking about hundreds, of hundreds of active projects that would be tracked by this, but when you are talking about supplier, if you're talking about supplier diversity and MWBE, it's just pulling the information for ESD and having full access.
9a	What is the anticipated volume of all the suppliers (people that you are working with, all of the different entities that you are working with, including employees, the total number of the employees for the workforce aspect of this) that we would be bringing into your solution.	The users were anticipating at minimum a hundred users for the tool, so we are asking everybody when you're budgeting, budget for that number in mind.
10	Is there a list of all 3rd party/external systems that this platform will need to integrate with?	The priority would really be being able to access the various MWBE and SDVOB directories in addition to ESD and OGS' directory, there are like Port authorities directories available in New York City directory but I do not believe that we included a full list. Those are the key ones, particularly the SDVOB and MWBE directories would need to be included, but you would need to be able to integrate other data that comes up and that would be part of the requirement. But those two are the baseline.
11	7.2.1 talks about Reporting - Workforce and Impact. Can you share some examples of what you're looking for in those reports?	We do have a workforce utilization report that captures the workforce on site for each of our active construction sites and then working on the direct contracts that we have. In that, there is a template of what we're using at the moment, but we need to be able to have job classifications in there and salaries as well, but we can provide a an example of what that report will look like.
12	For the MWBE directories is it only state level or looking for private or regional certifications as well?	We're looking for firms that are certified by ESD, so just on the, on the state level, and they'll, and the firms would only count towards the goals if they're actually certified either by ESD for the MWBE or as SDVOBs in the state directory.

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13	In the RFP, Section "12.4.2 Financial Capacity" states that "The Proposer must provide the last two years of their firm's most recent audited financial statements. Each financial statement must include a balance sheet." May I ask for additional details on this please? Our CPAs asked if this would include (1) independently prepared and filed Federal tax returns with balance sheet, (2) compiled financial statements, or (3) reviewed financial statements?	The Proposer must provide the last two years of their firm's most recent: a. audited financial statements, including a balance sheet for each statement; OR b. independently prepared and filed Federal tax return, including a balance sheet for each return; OR c. compiled financial statement or reviewed financial statement, including a balance sheet for each statement.
14	Other than API integration with EST system, do we expect any file based integrations as well	There or that might be possible. There maybe other outside of the ESD integration. So yes.
15	Does the financial statements requirement apply only the prime, or to their subcontractors on this bid?	Only to the Prime.
16	What is your expected timeline from contract award to system go-live?	As noted in the RFP, our priority is to implement a comprehensive, fully functional solution that meets HCR's operational and programmatic needs. The tentative contract award is targeted for February, with implementation activities expected to begin in March. We anticipate a go-live timeframe of approximately 60 to 90 days following the start of implementation, depending on the selected vendor's project plan and the complexity of system configuration, data migration, and testing. More important than speed, however, is ensuring that the solution we launch is robust, reliable, and aligned with our long-term objectives. We value collaboration and expect to work closely with our vendor partner to establish a realistic and mutually agreed-upon implementation schedule that ensures quality and sustainability.
17	How often will the list of "Interested MWBE and SDVOB Subcontractors" be updated please prior to November 24th?	We will update the information as it becomes available. Please check HCR's Procurement Opportunities website frequently for additions.
18	How is the new system supposed to integrate with the New York State Contract system?	We're only looking to, hold the directory information from there to verify certification, and then yeah, that's, that's it.

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19	So I understand the point of integration with regard to the MWBE directory. I was referring to stuff like utilization reporting or goal planning or any of those other activities that have to take place in the New York State contract system. Do you anticipate this new system interacting with the New York City contract system with regard to, yeah, any of those activities?	No, this would just be internal to HCR.