

Minority Business Assistance Center

Request for Proposals Questions and Answers March 31, 2017



Minority Business
Assistance Centers



Development
Services Agency

John R. Kasich, Governor

David Goodman, Director

Questions and Answers from Pre-Bid Conference

- 1. Public Records Request for Youngstown MBAC Application for FY 2016 – 2017 Grant**
 - A. Copy of the grant application provided and available for request.

- 2. Will the cash match that is required need to be paid or become due: annually, bi-annually, or per RFP at a one-time occurrence?**
 - A. The amount listed in the RFP is the minimum amount required based on the allocated amount for each of the service regions. The remittance of the cash match will be in an amount equal to one-eighth of the total quarterly advance.

- 3. We are looking for a template that we can use to identify our Cash Match dollars partner; is there such a template available?**
 - A. Yes, there is a template available. It will be added to the links under the MBAC RFP

Questions and Answers from Pre-Bid Conference – Continued

4. Does the host entity have the ability to offer some or all services through a third party service provider? (5.1)

- A. Yes, provided the third party service provider is located within the geographic region and meets the qualifications required of the Host Organization. The individual and/or entity must have a demonstrated history of providing the services, equal to the requirements for the Host Organization. This individual and/or entity is required to be under contract and have the details of the contract be included with the submission due April 21, 2017.

5. What is the required staffing model for a satellite location? (5.2)

- A. Satellite locations, depending on service area/location may be staffed with a part-time person or staffed by having space in a county with a population of minority, socially and economically disadvantage businesses. The individual and/or entity providing services within a Satellite location are still required to meet the minimum qualifications for a Business Counselor, either full-time or part-time. The MBAC Director and/or full-time Business Counselor located within the primary may also serve and the individual servicing the Satellite location.

Questions and Answers from Pre-Bid Conference – continued

6. Does each location require a Plan Room? (4.1.2)

- A. No, a Plan Room is not required for each location. As detailed in the RFP, if a plan room is not available or deemed necessary, the applicant must detail why within their proposal application.

7. Is the MBAC required to utilize the services within the region? (5.3.2)

- A. Yes, the MBAC is required to utilize the services as appropriate for the socioeconomic makeup of the individual region. It is understood that each region is different. The expectation is that the services as appropriate are offered and with each submission, the detail related to the services rendered are documented and supported by the economic indicators as appropriate.

8. Does each of the MBACs require Articles of Incorporation? (3.2.2 Section 4, item 2)

- A. No, this is only required in the event the MBAC program is supported by an entity separate from the host.

Questions and Answers Received during the Q&A Period

- 9. Can any in kind donations be used towards cash match?**
- A. Contributions from local business partners and/or organizations donating financial support is allowable for Cash Match.
- 10. The entity rents available space to small business entrepreneurs or other community businesses/organizations. Can the cost associated with the space dedicated to the MBAC program be used as Cash Match?**
- A. Yes, rent and other operational costs associated with operating the MBAC are allowable expenses to be allocated as Award and/or Cash Match to the grant. Please note, the maximum amount allowable under Other is \$10,000 total.
- 11. Are Indirect costs allowed? If so, at what percentage?**
- A. No, Indirect Costs are not allowed.

Questions and Answers Received during the Q&A Period - Continued

- 12. Can under recovery of indirect costs be used as cash match?**
- A. As Indirect Costs are not allowed, the recovery of indirect costs cannot be used to offset Cash Match.
- 13. Can the CBA Certification be charged to the grant under Professional Development? (Section 5.3.3)**
- A. Yes. Please see Attachment #2 (Budget) item H.
- 14. Can you define client recruited? (Section 7.1)**
- A. Clients who are new to the MBAC program receiving their initial counseling session as documented in the customer relationship management system.
- 15. When does the cash match have to be achieved? (Section 7.2.2)**
- A. See the answer to Question #2

Questions and Answers Received during the Q&A Period - continued

16. What is the difference between contractual and consultant costs? (Section 7.2.3)

A. Contractual - Standard contractual arrangements consist of services such as computing, accounting, audit, professional cleaning, etc. Detailed descriptions are required when budgeting for these contractual services include the following:

- Organization Name;
- Number of hours of service; and
- Hourly rate.

Consultants - Consultants are individuals hired on an hourly or project basis to perform specific tasks and do not receive fringe benefits. Include name and type of work to be performed. If consultant's services are to be donated, an estimate for those services must accompany the proposal.

The maximum assistance provided for consultant services, which are not normal services associated with the center (i.e. estimator costs, interpreter costs, etc.) which may be reimbursable, is \$10,000.00. A written request and approval by the MBDD Chief is required if the amount of assistance to any client exceeds Five Thousand Dollars (\$5,000.00).

17. Attachment 1 – How were minimum goals set? Is there a definition sheet of each item?

A. Minimum goals are based, in part, on the current programs targets achieved and Division expectations for achieving the fifteen percent set aside goal. An additional definitions sheet will be included under MBAC RFP titled MBAC RFP - ATTACHMENT #6 (KPM Definitions)

Questions and Answers Received during the Q&A Period - continued

- 18. What is the difference between Proposed Model and Proposed Strategic Plan? (Page 11 and Section 3.2.2)**
- A. Proposed Model** – visual representation of the programs and services being offered by the host organization.
- Strategic Plan** – The actionable steps and methods to meet the KPMs and economic impacts for the proposed region.
- 19. Will each MBAC region be moving away from identifying the regions by region numbers (i.e. Region 1, Region 2, etc.)? Or will we be called by the Host city (i.e. MBAC-Akron, MBAC-Cleveland, etc.)**
- A.** Yes, the program has moved away from the numbered regional approach. Each center, including satellite locations will be identified as the MBAC of the respective city (MBAC-Akron, MBAC-Canton, etc.).

Questions and Answers Received during the Q&A Period - continued

- 20. The RFP requests a copy of the MBAC's articles of incorporation and its 501(c)(3) certificate. Are MBACs required to be incorporated separately from their hosts? (Section 3.2.2 Sections – Section 4)**
- A. See the answer to Question #8
- 21. Several entities in the construction industry no longer use plan rooms. May an applicant offer a laptop as an alternative or an FTP (File Transfer Protocol) site? (Section 4.1.2 Host Organization Eligibility)**
- A. See the answer to Question #6
- 22. Is there a scoring matrix under which some parts of the application are weighted more heavily than others? (Section 8.2 Proposal Scoring)**
- A. Yes. Program delivery and Outreach and Budgeting are more critically reviewed, thus weighted more heavily.

Questions and Answers Received during the Q&A Period - continued

- 23. May the “full-time” (i.e., 40 hours) Business Counselor in Section 6.1 be staffed with two part-time (i.e., 20 hours/each) Business Counselors? (Section 6.1 Staff Experience)**
- A. The expectation is each center have a full-time Business Counselor on staff. Programs submitting staffing models with two part-time Business Counselors in lieu of one full-time counselor will be evaluated on a case by case basis to ensure there is not a lack in coverage and quality of service delivery.
- 24. May an MBAC utilize a part-time (i.e., 20/hours per week) Business Counselor in a satellite office?**
- A. See the answer to Question #5
- 25. May a host seek grants from third-parties in order to provide more than the 25% cash match? (Section 7.2.2 Cash Match Requirement)**
- A. Yes, this is encouraged to ensure the programs and services within the respective region are achieved.

Questions and Answers Received during the Q&A Period - continued

26. Section 5.1 Deliverables

1. Number of high quality client interactions. How is “high quality” being defined?
 - a) High quality client interactions are counseling sessions that result in a client/counselor partnership and/or lead to a quality referral to another DSA program or economic resource. This will be tracked through the customer relations management system and reported through the individual programs KPMs
2. Amount of capital and bonding awarded to center clients. Is the amount of the increase based on an individual center basis? Is it based on past performance?
 - a) The amount of the increase is based on each center. Past performance is taken into consideration as part of the evaluation process.
3. Number of contracts awarded to businesses. Is this number of contracts awarded based on an individual center basis? Is it based on past performance?
 - a) The amount of the increase is based on each center. Past performance and the increased outreach expectation is driving the values represented in the KPMs.
4. Number of Ohio jobs created. Is the number of jobs created based on a individual center basis? Is it based on past performance?
 - a) The values for jobs created or retained are based on each center. Past performance and the increased outreach expectation is driving the values represented in the KPMs.

Questions and Answers Received during the Q&A Period - continued

- 27. Is there a way to keep the options open based upon the amenities and opportunities that are offered at a satellite site? Do we have the ability to choose the site location that will best meet the needs of our clients' and provide them with established networks with strategic partners? (Section 5.2 Proposed Service Regions)**
- A. Yes, within the application submission, the prospective Host Organization is expected to provide within the proposed model and strategic plans evidence supporting all of the programs, services and service delivery locations available to the clients served.
- 28. We are looking for a template that we can use to identify our Cash Match dollars partner; is there such a template available or should I create a letter of my own from our agency?**
- A. Yes, there is a template. An additional document will be included under MBAC RFP titled MBAC RFP - ATTACHMENT #7 (Letter of Commitment)

RFP Next Steps

- Responses Due – April 21, 2017 (5:00 p.m.)
- Award Notifications – May 15, 2017
- Program Year Begins – July 1, 2017
- Project Completion – June 30, 2019