



Questions and Answers
**Request for Proposals (RFP) for
NYSTAR's Regional Innovation Specialist Program (RFP
NYSTAR 12-1 RISP)**

FAQ #1:

Do we include the expenses for the Leadership Position in the budget documents for the Regional Innovation Specialist?

Answer:

Yes – Per Section I.C.2 and Section IV.B.b of the RFP.

FAQ #2:

Do we include the narrative for the Leadership Position in the seven page Regional Innovation Specialist narrative?

Answer:

Yes – Per Section III.3.E.1.e of the RFP.

FAQ #3:

Can we apply for the full \$47,000 for the Leadership Position in addition to the \$75,000 for the Regional Innovation Specialist?

Answer:

Yes – Per Section I.C.2 of the RFP

FAQ #4:

Our Center has less than 10 employees. Are we required to fill out all the M/WBE and EEO forms and Certifications?

Answer:

Yes – Per Section III.G of the RFP. Contact information regarding completion of M/WBE and EEO forms and certifications is denoted on page (13) of the "**M/WBE Utilization Goal Requirements for NYSDed Contracts**" Appendix of the RFP.

FAQ #5:

The instructions note the proposal submission must be in an editable format. Quite a number of the forms in your package are in a non-fillable .pdf format. While we are



able to fill them in using Adobe typewriter, I can't guarantee that they will be editable once submitted. Are you actually looking for the entire submission to be editable, or only certain sections?

Answer:

Only certain sections. Written portions involving Sections III.B through III.E shall be in MS-Word format. Budget forms shall be in Excel format. All remaining documents/appendices shall be in whatever format is convenient to the applicant.

Last Updated: December 6, 2012