

Questions and Answers *Final Version

IFB0169 – Printing Checks for the Farmers’ Market Nutrition Programs

1. I have a question on the MWBE Requirements. We would be producing this whole project in house (Also the contract states no subcontractors). We also would not require any vendors for this other than the mill we buy paper from. I’m assuming we need to fill out a waiver but the 2 outlined do not seem to apply to our situation.

The MWBE EEO1 MWBE AND EEO Policy Statement is required for all procurements containing MWBE goals regardless of whether the vendor will achieve the goal stated in the Invitation for Bids (IFB). By signing the MWBE EEO1 MWBE AND EEO Policy Statement the Prime Contractor acknowledges and accepts the NYS MWBE and Equal Employment Opportunity policies required as part of their bid. The MWBE Goal Statement portion of the form must be completed using the goal percentages found in section 5.3 of the IFB. All contractors must confirm their acceptance of these policies and goals by signing in both sections to be considered for this procurement.

If the proposer is unable to meet the goal set in the IFB they should submit the MWBE EEO5-1 Request for a Waiver form and the MWBE EEO5-3 MWBE Contractor Good Faith Efforts Certification with their proposal. As part of their Good Faith Efforts Certification the prime contractor must clearly illustrate their attempts made to identify certified MWBE vendors for use. This would include correspondence (emails, bid requests, etc.), MWBE database search results or a synopsis of efforts taken. This should be completed for all Requests for Waiver even if the reasoning is that there is no MWBE opportunity available. The department’s MWBE Liaison will follow up with the Proposer to discuss the Request for Waiver if their bid is selected. Exemptions and exclusions from MWBE must be approved by the State, prior to the contractor beginning work on the portion they are requesting be waived of goals.

2. Is the Modulus 9 DSR a 1 - 9 or 0 - 8?

The Modulus 9 DSR is a 1 – 9.

3. Is there the option of gluing this as a 6 part form with the stub instead of staple? This would include the 5 checks and the 100 #tag on the back.

The stub must be stapled.