

**NEW YORK STATE  
DEPARTMENT OF AGRICULTURE AND MARKETS**

**REQUEST FOR PROPOSALS**

**for**

**Program Administrator**

**for the**

**Socially and Economically Disadvantaged Farmers Competitive Grant Program**

**RFP0288**

***Addendum 2***

***(Issued February 27, 2023)***

*Section 1.3, TERM, is revised to read as follows:*

The contract resulting from this RFP will tentatively begin on June 1, 2023 and end on March 31, 2027.

*Section 1.4, RFP Timeline, is revised to read as follows:*

**1.4 RFP TIMELINE**

The following timetable is established for this RFP and is subject to change. The Department may extend the due date for proposals by issuance of addenda to this RFP. Prior to submitting a proposal, respondents should check the NY State Contract Reporter website (<https://www.nyscr.ny.gov>) to confirm the issuance of addenda relating to the RFP schedule. Respondents are responsible for keeping informed of any changes in the schedule.

RFP Publication in the Contract Reporter	January 26, 2023
Deadline to Register for Pre-Proposal Conference	February 9, 2023, 3:00 p.m.
Pre-Proposal Conference (attendance optional)	February 10, 2023, 10:00 a.m. – 11:00 a.m.
Pre-Proposal Conference (attendance optional)	March 14, 2023, 1:00 p.m. – 2:00 p.m.
Deadline for Submission of Questions	March 28, 2023
Final Questions and Answers Posted	April 4, 2023
<b>Deadline for Proposals</b>	<b>Tuesday, April 18, 2023, by 3:00 p.m. (local time)</b>

NOTE: THE DEADLINE FOR PROPOSALS HAS BEEN EXTENDED. RESPONDENTS THAT HAVE ALREADY SUBMITTED PROPOSALS MAY REVISE AND RESUBMIT THEIR PROPOSALS BY THE DEADLINE STATED ABOVE. IF A RESPONDENT SUBMITS A REVISED PROPOSAL, THE DEPARTMENT WILL DISREGARD ANY PREVIOUSLY SUBMITTED PROPOSALS.

*Section 1.5, Question and Answers, is revised to read as follows:*

## **1.5 Questions and Answers**

Any questions concerning this RFP must be received by 3:00 p.m. (local time) on March 28, 2023. Questions must be submitted in writing via email to Amanda Shults or Ryan von Linden at [procurement.info@agriculture.ny.gov](mailto:procurement.info@agriculture.ny.gov). Please list “RFP0288 – PROGRAM ADMINISTRATOR FOR THE SOCIALLY AND ECONOMICALLY DISADVANTAGED FARMERS COMPETITIVE GRANT PROGRAM” in the subject line. Individual responses will not be provided. The Department will provide written responses to questions in the form of one or more addenda to the RFP which will be published on the NY State Contract Reporter website (<https://www.nyscr.ny.gov>) on or before April 4, 2023. Such official addenda are the only authorized method used to communicate substantive information, including the clarification or modification of the timeline, terms, or other requirements of this RFP.

All respondents are responsible for keeping informed of any revisions to this RFP. All addenda shall be incorporated into the RFP which will be part of the awarded contract. If you are unable to access the NY State Contract Reporter website, please contact Amanda Shults or Ryan von Linden at [procurement.info@agriculture.ny.gov](mailto:procurement.info@agriculture.ny.gov).

*Section 1.6, Proposal Submission Requirements, is revised as follows:*

## **1.6 Proposal Submission Requirements**

*Note: See Section 5 for proposal content requirements.*

Proposals must be received by the Department’s Division of Fiscal Management by **3:00 p.m.** local time on **April 18, 2023**.

Mail or hand-deliver your proposal, in one sealed envelope or package addressed to:

NYS Department of Agriculture and Markets  
10B Airline Drive  
Albany, NY 12235  
ATTN: Amanda Shults or Ryan von Linden (RFP0288)

Proposers are solely responsible for insuring the timely delivery of their proposal. Proposals may not be submitted electronically or by fax. Materials received after the deadline will be returned unopened to the sender.

*Section 1.7 is revised to add the following paragraphs:*

## **1.7 OPTIONAL PRE-PROPOSAL CONFERENCE**

The Department will hold a second optional pre-proposal conferences via WebEx Webinar on March 14, 2023 at 1:00 p.m. The purpose of this conference is to brief potential respondents on the purpose of the RFP and answer questions that interested parties may have regarding the RFP.

Questions and answers from the conference will be posted on the Department’s website no later than April 4, 2023.

**Interested parties shall notify the Department by 3:00 p.m., local time, on March 13, 2023, of their intent to participate in the conference. by email to Amanda Shultz or Ryan von Linden at [procurement.info@agriculture.ny.gov](mailto:procurement.info@agriculture.ny.gov). Please list “Bidders Conference RFP0288 – PROGRAM**

RFP0288

Program Administrator for Socially & Economically Disadvantaged Farmers Competitive Grant Program

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ADMINISTRATOR FOR THE SOCIALLY AND ECONOMICALLY DISADVANTAGED FARMERS COMPETITIVE GRANT PROGRAM” in the subject line. Interested parties will receive a link to the Webinar upon the Department’s receipt of a notice of intent to participate.