NEW YORK STATE
DEPARTMENT OF AGRICULTURE AND MARKETS

REQUEST FOR PROPOSALS

for

Program Administrator

for the

Beginning Farmers Competitive Grant Program
Round 2

RFP0321

Addendum 1
(Issued November 8, 2024)

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	Wednesday, October 16, 2024
Deadline to Register for Informational Webinar 1	Wednesday, October 30, 2024
Informational Webinar 1(attendance optional)	Thursday, October 31, 2024, 12:00 p.m.
Deadline to Register for Informational Webinar 2	Wednesday, December 4, 2024
Informational Webinar 2 (attendance optional)	Thursday, December 5, 2024, 12:00 p.m.
Deadline for Submission of Questions	Friday, December 13, 2024
Final Questions and Answers Posted	Friday, December 20, 2024
Deadline for Proposals	**Friday, January 24, 2025, 3:00 p.m. (local time)**

Section 1.5, Questions 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 December 13, 2024. Questions must be submitted in writing via email to John Ross or Kate Tozzi at procurement.info@agriculture.ny.gov. Please list "RFP0321 – PROGRAM ADMINISTRATOR FOR THE BEGINNING 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

(www.nyscr.ny.gov) on or before December 20, 2024. 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 John Ross or Kate Tozzi at procurement.info@agriculture.ny.gov.

Section 1.6, Proposal Submission Requirements, is revised to read 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 **January 24, 2025**.

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

NYS Department of Agriculture and Markets
Division of Fiscal Management
10B Airline Drive
Albany, NY 12235
ATTN: John Ross or Kate Tozzi (RFP0321)

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, Optional Informational Webinar, is revised to read as follows:

1.7 Optional Informational Webinar

The Department will hold two optional informational webinars via WebEx Webinar. The purpose of these Webinars 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 Webinars will be posted on the Department's website by December 20, 2024.

Interested parties must notify the Department of their intent to participate in the conference by email to John Ross or Kate Tozzi at procurement.info@agriculture.ny.gov. The deadlines to register for each of the Webinars are listed in Section 1.4 of this RFP. Please list "Bidders Conference RFP0321 – PROGRAM ADMINISTRATOR FOR THE BEGINNING 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.