



# **DASNY'S MENTOR PROTÉGÉ PROGRAM**

## **REQUEST FOR INFORMATION (RFI)**

**April 1, 2025**

## 1. Introduction

The Dormitory Authority of the State of New York (“DASNY”) is a public benefit corporation of the State of New York empowered by Article 8, Titles 4 and 4-B of the Public Authorities Law (the “Act”), to provide design and project management services and to issue bonds, notes and other obligations for a variety of public purposes. Under the Act, DASNY provides various services in connection with the design, construction and financing of capital facilities for the State University of New York, including dormitories and educational facilities; City University of New York Senior Colleges; Community Colleges; Boards of Cooperative Educational Services; cities and counties with respect to court facilities and combined occupancy structures, as defined by law; the Department of Education of the State of New York with respect to certain facilities under its jurisdiction; other State and local governmental entities; independent colleges and universities; facilities for the aged; certain not-for-profit hospitals and nursing homes, as well as various not-for-profit organizations specifically described in the Act. DASNY also administers grant programs in cooperation with the State of New York.

To learn more about DASNY, please visit our website at [www.dasny.org](http://www.dasny.org).

## 2. Background

DASNY is committed to maximizing meaningful opportunities for Minority and Women owned Business Enterprises (MWBES) and Small Businesses.

Per NYS Finance Law Article 9 Contracts 147 Agencies, Departments, and Authorities that awarded more than \$10 million in service and construction contracts in the previous fiscal year must establish a mentor-protégé program to support small businesses and MWBEs.

Both mentor firms and protégé firms participate in the program voluntarily, fostering long-term business relationships to enhance the capabilities of small and MWBE firms.

## 3. Purpose and Objective

DASNY is releasing this Request for Information (“RFI”) to determine interest and solicit information from firms interested in developing and participating in a Mentor Protégé Program as a Mentor. The program will develop and enable small business and Minority Women-Owned Business Enterprises, including Contractors, Consultants and Vendors, to respond to Procurements and perform on progressively more complex government contracts and projects, with a preference to focus on DASNY projects at the completion of the program.

By participating in the program, Mentors will gain a stronger network of subcontractors while protégé participants will benefit from gaining knowledge and understanding of DASNY projects and be able to successfully bid and work on DASNY projects as Prime Contractors, Consultants and/or Vendors. Mentors must be able to provide support and resources to eligible firms to (1) develop, (2) grow and (3) establish business relationships in the areas of Construction, Professional Services and/or Commodities. Mentors will also provide guidance and development with regard to performance within the government contracting space. Bi-weekly reports including overall program deliverables/statistics will be provided to DASNY by the Mentor.

Protégé firms must be small businesses or MWBEs, may have only one mentor at a time, and can participate in the program for a maximum of five years.

It is anticipated that DASNY will engage one Mentor for a cohort of Proteges. DASNY may engage one mentor for Construction, Professional Services and/or Commodities engagements, and identify the appropriate cohorts of proteges to partner with each mentor. Additional program details will be further defined as part of a future Request for Proposal (RFP).

## 4. Response Items

DASNY invites Respondents to provide information on their experience with, and approach to, a Mentor Protégé Program in one or more of the following three (3) areas: Construction, Professional Services and/or Commodities by answering the questions listed below referencing the same numbering system as used in this section. The information provided should address the specific response item and be informative and concise.

1. Are you interested in participating in a Mentor Protégé program, either as a Mentor or a Protégé?
  - a. Please identify whether you are interested in participating as a mentor or a protégé.
2. In the past ten (10) years, has your firm ever participated in a Mentor Protégé program in one of the three (3) areas: Construction, Professional Services and/or Commodities?
  - a. If yes, provide details, including:
    - i. Name of the NYS Agency/Authority that oversaw the program that you participate in;
    - ii. Name of Mentor/Protégé;
    - iii. Brief description of the overall program;
    - iv. The RFP(s) # you and your protégé responded to from said Agency/Authority;
      1. Was your Protégé a successful bidder?
    - v. Overall value of Contract for Mentor and or Protégé services;
      1. How were the services reimbursed? Negotiated (Lump Sum) or Cost-plus (Actual Expense)?
      2. What was the agreed upon payment structure, including invoicing frequency?
    - vi. Overall outcome of the program;
      1. What were the benchmarks for performance and or evaluation?
    - vii. Lessons learned;
    - viii. Any incentives offered by the Owner of the contract to participate in the program;
    - ix. An Example of the Bi-Weekly report sent to the overseeing agency;
    - x. Any additional reporting requirements of the overseeing Agency;
    - xi. Provide project examples including the following information:
      1. Official project name and address;

2. Identification of whether your firm served as the Mentor or Protege on the project;
  3. Summary of the services provided;
  4. The timeframe in which your firm's work was performed;
  5. Approximate overall project monetary value;
  6. Approximate overall value of services provided by the protégé firm. If responding as Mentor, provide the approximate monetary value of services the protégé firm received; and
  7. Explanation of challenging, complex, or unique aspects of the projects in relation to the services provided.
3. Describe Firm's approach in developing the ability of the program's participants in one or more of the three areas: Construction projects, Professional Services and Commodities.
  4. If your firm previously participated in a Mentor Protégé program, how did your firm select a protégé/participant firm. If your firm has not previously participated in such program, how would your firm select a protégé/participant firm.
  5. What milestones did your firm use in the mentor/protégé program? If your firm has yet to participate in a mentor protégé program, what milestones would your firm use to demonstrate participant progress.
    - a. Describe any metrics that your firm used or would use to measure success
  6. How did your firm or would your firm focus on participants technical capabilities while conforming to DASNY's policies and procedures.
  7. Describe firm's staffing plan for the program, including how the protégé's services did include or would include meaningful roles and responsibilities.
  8. Mentors and protégés must formalize their relationship through an approved agreement detailing the type of assistance provided, which may include business management training, financial support, bonding assistance, subcontracting, and joint ventures. Describe how your firm provided assistance or would provide assistance in these areas and suggest any additional areas that could be included in an approved agreement.
  9. Describe how your firm mentors proteges or would mentor proteges in the following specific areas as applicable:
    - a. Estimating;
    - b. Bidding;
    - c. Project Scheduling;
    - d. Safety and planning; and
    - e. DASNY Contracts.

10. Describe any additional subcontractor/subconsultant development program, or any other efforts your firm uses to develop, train, and/or grow MWBE's and Small Businesses.
11. Incentives for the program may include additional MWBE credit given based on costs incurred by a mentor in aiding Proteges. Would this increase the likelihood that your firm would participate in another MPP agreement?
12. What additional costs were incurred by your firm to participate as a Mentor?

## 5. Key Events/Dates

Provided below is a schedule of milestones for this RFI process, listed in order of occurrence. Please follow the instructions included in Section 6. Inquiries/Questions & Answers for further guidance on how to utilize the DASNY Portal to submit inquiries and questions. Please follow the instructions included in Section 7. Submission of Information for further guidance on how to utilize the DASNY Portal to submit the requested information.

Event	Date
Issuance of RFI	4/1/2025
Deadline for RFI Questions	4/10/2025
Post Responses to RFI Questions	4/17/2025
Submission of Information Due Date	4/24/2025

## 6. Inquiries/Questions & Answers

### A. Inquiries

All inquiries concerning this RFI or any other aspect of this RFI must be emailed to the Designated Representative for this RFI:

Chris Currey  
Email: [pscontracts@dasny.org](mailto:pscontracts@dasny.org)

### B. Questions & Answers

No significant interpretation or clarification of the meaning of any part of this RFI will be made orally to any Respondent. Respondents must request such interpretations or clarifications in writing from DASNY. Questions should reference the RFI page and topic number. Questions must be received no later than 3:00 PM EST time on April 10, 2025. Questions must be submitted through the Portal through the following link:

[DASNY's RFI Portal](#)

## 7. Submission of Information

Submission of Information shall be completed through DASNY's RFI Portal (link found below) before 3:00 PM EST on April 24, 2025. Please create an account at least 48 hours in advance to ensure the site is working correctly. It is strongly encouraged to submit information in advance of the submission

date and allow time in the event you require technical assistance from DASNY. DASNY may not be able to assist submitters with troubleshooting errors if submissions are not made in a timely manner.

### [DASNY's RFI Portal](#)

After clicking on the link above, please either create a DASNY Portal Account or sign-in to the account you previously created. DASNY requires Multifactor Authentication (MFA) to meet our security needs and keep your account safe. Upon initial account creation, you will be prompted to enter a phone number. Be sure to enter a number you will have access to when signing into your account at all times as DASNY will require MFA each time you log in to the Portal.

DASNY allows submitters to submit a response and continue to make edits (if necessary) until the RFI deadline. Once you start a response, be sure to EDIT that response and not begin a new one. DASNY will only review a single response. If your response is in draft mode, you will be able to see it in the list when you select to edit an existing response on the Portal. Your response is not complete and DASNY does not have access to view your responses until you submit a final package prior to the deadline.

If there are any issues associated with the link above or if you have technical issues with DASNY's RFI Portal, please contact the email below:

Email: [pscontracts@dasny.org](mailto:pscontracts@dasny.org)

## **8. General Provisions**

The issuance of this RFI and the submission of a Response by any Respondent or the acceptance of such Response by DASNY does not obligate DASNY in any manner. By submitting a Response, you agree to the terms of this RFI. DASNY reserves the right to:

- Amend, modify, or withdraw this RFI;
- Revise any requirement of this RFI;
- Require supplemental statements or information from any Respondent;
- Extend the deadline for submission or Responses;
- Hold discussions with any Respondent;
- Communicate with any Respondent to correct and/or clarify Responses which do not conform to the instructions contained herein; and
- Cancel or reissue in whole or in part this RFI.

This RFI shall not be construed in any manner to implement any of the actions contemplated herein, nor to serve as the basis for any claim whatsoever for reimbursement of costs for efforts expended in preparing a Response or otherwise. DASNY shall not be responsible for any costs incurred by any Respondent related to preparing and submitting a Response, attending oral presentations, or for any other associated costs. All costs associated with responding to this RFI will be at the sole cost and expense of the Respondent.

This RFI is a formal, non-competitive informational inquiry that is being released to obtain market information, desire, and input on services provided in connection with the program. Submittal of an RFI is not a condition for future consideration as a potential provider of the services contemplated

herein. Consequently, it is understood and agreed that no obligation or commitment is made by DASNY to any Respondent submitting a Response to this RFI. The information collected through this RFI will inform subsequent procurements to advance the program(s).

Responses and any other materials submitted in connection with this RFI are subject to disclosure under the New York State Freedom of Information Law, Article 6 of the Public Officers Law. The submission of a Response is not required to participate in any potential future Request for Proposals.