

# DDC's Mentoring Program

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# About DDC's Mentoring Program

## **1. Which division at DDC manages the Mentoring Program?**

DDC's Mentoring Program is managed by the Office of Diversity and Industry Relations (ODIR). ODIR develops, implements, and monitors policies and procedures to promote compliance with City and State law and facilitate economic development. ODIR aims to create an equitable and competitive business environment while ensuring the agency's procurement reflects the diversity of New York City. ODIR's programs and initiatives include M/WBE pre-qualified lists (PQLs), M/WBE Non-Competitive Small Purchase contracts, workforce development, industry networking events, mentoring programs, and compliance monitoring.

The Business Development Unit (BDU) is a unit within the ODIR division. Its primary function is to create capacity building opportunities for M/WBEs and small businesses through outreach, advocacy, technical assistance, and business growth, while executing various initiatives, including the DDC Mentoring Program.

## **2. What are the benefits of participating in DDC's Mentoring Program?**

DDC's Mentoring Program prepares qualified M/WBEs and small businesses to work with our agency. Participating businesses are mentored by experienced construction management firms and bid on contracts specially designated for M/WBEs and small businesses. Program participants receive customized business assessments, business growth planning, industry training and experience, and opportunities to work as prime contractors on specially designated construction projects. Participants in the Mentoring Program receive business support and technical assistance to increase financial capacity and have the opportunity to bid on construction contracts up to \$1.5 million. To learn more about the Mentoring Program, please review the program brochure [here](#).

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## Program Eligibility

### **1. What are the eligibility requirements for the Mentoring Program?**

To be eligible for the Mentoring Program, a business must:

- Be a Construction Firm
- Be an M/WBE certified by NYC Department of Small Business Services (SBS) or a qualified small business\*
- Have average annual gross revenues between \$150,000 and \$2.5 million during the last three (3) calendar years
- Have at least two (2) references valued at \$25,000 individually for each trade of its prequalification request(s); and
- Be in business for one (1) year or more.

### **2. What is a “qualified” small business?**

A qualified small business is a non-SBS certified M/WBE with average annual gross revenues up to \$500,000 over the last three (3) calendar years.

### **3. If an applicant firm’s annual gross revenues fall below or exceed the financial threshold indicated in the eligibility requirements, are they disqualified from the program?**

To qualify for participation in DDC’s Mentoring Program, an applicant firm must have average annual gross revenues between \$150,000 and \$2.5 million during the last three (3) calendar years. DDC will update interested companies if the eligibility requirements change.

### **4. Are union contractors eligible to participate in the Mentoring Program?**

Yes. Union contractors are eligible to participate in the Mentoring Program.

### **5. Will applicant firms be required to have insurance?**

Yes. Applicant firms awarded a contract are required to show proof of insurance upon award.

### **6. Are an applicant firm’s reference letters required to be formal?**

Formal references are required. Please note that applicant firms must provide two (2) references. Each reference should be valued at \$25,000 individually for each trade of its prequalification request(s).

### **7. Can applicant firms provide signed contracts as references?**

Applicant firms may provide executed contracts as proof of a reference.

### **8. Can an applicant firm apply for prequalification in multiple trades?**

Yes. An applicant firm may apply for prequalification in multiple trades.

### **9. Is the Mentoring Program only for M/WBEs and small businesses with previous or current DDC work experience?**

No. All SBS-certified M/WBEs or qualified small businesses are eligible for participation.

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# How to Apply

## 1. How can an applicant firm enroll in the Mentoring Program?

Interested firms can apply to the Mentoring Program by taking the following steps:

1. Register for DDC Anywhere as a Bidder/ Proposer/Mentor.
  - You will receive an email to complete your registration.
  - Once you complete your registration, you may access DDC Anywhere applications.
2. Click on the Mentoring Access Portal (MAP).
3. Complete the Eligibility Screening Questionnaire.
  - Qualified businesses will receive access to the Mentoring Program application.
4. Download, complete, and upload the application forms.
5. Upload your supporting documentation and hit submit.
6. Monitor your email for the next steps.

In addition, sign up for PASSPort to file disclosures. Please note that DDC cannot complete the application review until a vendor has completed PASSPort enrollment. For assistance with PASSPort enrollment, please complete the **MOCS Inquiry Submission Form** located on their website at [nyc.gov/mocs](https://nyc.gov/mocs).

## 2. When does open enrollment for DDC's Mentoring Program begin and end?

DDC began accepting applications for the Mentoring Program November 2021. The registration process will remain open until DDC reaches its target enrollment goal. Although there is no specific deadline, we anticipate the service offering (e.g., training, tailored business assessments, bidding opportunities, etc) for the first Mentoring Program cohort will begin in calendar year 2022.

DDC intends to open enrollment for the program at least once yearly. If your firm is not accepted or misses the application window, you may apply in the future.

## 3. How long is the application review process?

The application review process varies. It depends on the volume of applications submitted and if there is a resubmission required.

## 4. Is there assistance available for applicants that need help with filling out the application?

Yes. Please review our How to Register manual, a step-by-step guide on how to submit an application for enrollment, available on our website here. For further assistance, applicants may email the Business Development Unit at [businessdevelopment@ddc.nyc.gov](mailto:businessdevelopment@ddc.nyc.gov).

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## Program Design

### **1. Who is training the participants in the Mentoring Program?**

Participants will be mentored by a Construction Management (CM) Mentor and a Technical Assistant (TA) Consultant. The CM Mentor will provide field support and the TA Consultant will provide technical assistance/training.

### **2. How will the Business Development Unit (BDU) determine which participants should receive a CM Mentor or TA Consultant?**

All participants awarded a designated project will receive support from the CM Mentor from award through closeout. In addition, participants will receive group trainings, one-on-ones, and other services to assist with business growth delivered by the TA Consultant.

### **3. What is the approach for financial backing for participants in the Mentoring Program?**

DDC will be collaborating with the New York City Department of Small Business Services (SBS) to assist with providing capital access to participants.

### **4. What distinguishes an applicant firm from being enrolled in Tier 1 or Tier 2?**

When an applicant firm applies to DDC's Mentoring Program, they are applying to Tier 1. Upon completion of the Mentoring Program (Tier 1), participants may be eligible to advance to the Graduate Mentoring program (Tier 2). If eligible, they may choose to apply for enrollment in Tier 2.

### **5. Are there bidding opportunities for participants enrolled in both tiers?**

Yes. As directed by Senate Bill S6418A, there will be bidding opportunities for participants enrolled in both tiers. Participants enrolled in Tier 1 will have opportunities to bid on specially designated construction projects valued at up to \$1.5 million. Participants enrolled in Tier 2 will have the opportunity to compete for contracts valued at up to \$3 million.

### **6. What is the time duration for each tier?**

Each tier of the program is four (4) years.

### **7. What is the Mentoring Access Portal (MAP)?**

MAP is a web-based application that supports all aspects of the DDC Mentoring Program, including enrollment, curricula management, and project and contract tracking.

### **8. What topics will be covered in the courses?**

DDC's Mentoring Program is structured to be a cohort-style learning program that is available to participants throughout their time in the program. Some of the topics include, but are not limited to, labor law, project management, field operations, estimating and bidding strategies, business and personal credit, insurance coverage, safety management, city contract provisions, and project scheduling.

### **9. How can the program's participants sign up for the courses?**

Applicants and participants who are accepted into the Mentoring Program can sign up for courses via the Mentoring Access Portal (MAP).

### **10. Will the courses be held in person, virtually, or in a hybrid format?**

The courses may be held in person, virtually, or in a hybrid format, depending on the needs of each cohort.

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## Contract Opportunities

### **1. Who is funding the projects designated for the Mentoring Program?**

Projects designated for the Mentoring Program are City-funded and managed by DDC and its sponsor agencies.

### **2. Will the program's participants be bidding, or will they be selected for projects designated for the Mentoring Program?**

Participants will have the opportunity to bid on designated projects. To prepare the program's participants for open market bidding, they will have to bid on the designated projects established for the Mentoring Program through a process that mirrors competitive sealed bids (CSB).

### **3. What types of projects will participants in the Mentoring Program have the opportunity to bid on?**

We anticipate that projects in the Mentoring Program will include concrete, electrical, general contracting (GC), heating, ventilation, and air conditioning (HVAC), mechanical, and plumbing.

### **4. If an applicant firm is already M/WBE certified, how soon can they begin bidding on designated projects?**

Applicant firms (M/WBEs and qualified small businesses) accepted into the program must participate in the program's orientation and sign the participant agreement to complete enrollment. Participants will first be evaluated to determine if they have the capacity to bid on specific projects before being placed on a bid list.

### **5. Are projects designated for the Mentoring Program subject to Local Law 1?**

No. Projects designated for the Mentoring Program are not subject to Local Law 1 of 2013 and will not require M/WBE utilization goals.

### **6. Will the projects in DDC's Mentoring Program have union or Project Labor Agreement (PLA) requirements?**

DDC will follow the Project Labor Agreements set forth by the New York City Mayor's Office of Contract Services (MOCS). The most recent 2020 Project Labor Agreements (PLAs) have a \$3 million threshold, therefore, projects designated for the program will not likely be subject to PLA requirements. For more information and their applicability to DDC projects, please visit Project Labor Agreements.

### **7. Will the projects in the Mentoring Program be under the Contractor Controlled Insurance Program (CCIP) or Owner Controlled Insurance Program (OCIP)?**

CCIP is an insurance program that protects the general contractor, its subcontractors, and the project owner from third party general and workers' compensation claims. CCIPs are controlled by contractors rather than project development owners. The developer or the owner is named as an additional insured and is provided protection from the policy as well.

OCIP is an insurance policy held by the project sponsor or property owner. It is a single insurance policy, which combines the coverage benefits of several key policies used for construction projects—including general liability, workers' compensation, excess/umbrella liability, builders' risk, and more.

Projects in the Mentoring Program will not be covered by a CCIP or OCIP.

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## Opportunities for Consultants

### **1. Is there a Mentoring Program for professional consulting firms?**

Currently, DDC's Mentoring Program is for qualified M/WBEs and small businesses in construction only. Consulting firms interested in working with DDC should visit our Work with DDC webpage located on our website, which will direct you to apply to open RFPs via PASSPort. Additionally, you can check out our list of External Programs and Resources here.

### **2. Are there opportunities available for M/WBE or non-M/WBE firms to become a mentor in this program?**

Firms interested in becoming a mentor in the program should check our website for open RFPs. For opportunities as a subconsultant, please review the awarded consultants list for contracts associated with the Mentoring Program via PASSPort. In addition, firms should check solicitations released by SBS, who will manage procurements for technical assistance services for DDC's Mentoring Program.

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## Contact the BDU

### **1. What if I have additional questions about the Mentoring Program?**

If you have additional questions, you may email the Business Development Unit at [businessdevelopment@ddc.nyc.gov](mailto:businessdevelopment@ddc.nyc.gov).