

## **Frequently Asked Questions – Corporate Partnering**

### **What is the purpose of Corporate Partnering?**

*The purpose of the Corporate Partnering Program, which was authorized by NYS Finance Law, Article XI §162.7, is to develop business opportunities between Preferred Source agencies and private vendors to provide economic incentives for creating work opportunities for New Yorkers with disabilities.*

### **What are the advantages of Corporate Partnering?**

*The advantages of Corporate Partnering include increased integrated employment opportunities for New Yorkers with disabilities, as well as reduced capital investment by NYSID Members and employment opportunities in markets that may not otherwise be available.*

### **In practical terms, how is a Corporate Partnership defined?**

*A Corporate Partnership is a one-to-one relationship between a not-for-profit Community Rehabilitation Agency that has become an approved NYSID Member Agency and a private vendor for the purpose of providing Preferred Source services or commodities on a specific Preferred Source contract.*

### **What are the specific requirements for establishing a Corporate Partnership?**

- 1. The private vendor must complete, execute and submit a NYSID [Associate Member Questionnaire](#).*
- 2. The private vendor must identify a NYSID Member Agency and contract opportunity with whom and for which they are seeking a partnership.*
- 3. Disabled individuals working on NYSID Preferred Source partnership contracts must perform the majority of the contract work (more than 50%).*
- 4. The partnership must provide bona fide long term employment opportunities for individuals with disabilities.*
- 5. The partnership must offer services or commodities at a price less than the price that otherwise would be charged by the NYSID Member Agency alone.*

### **How is a Corporate Partner selected?**

*In order to have a successful Corporate Partnership, it is important that both NYSID and the NYSID Member Agency with whom the private vendor will partner perform the necessary due diligence in the selection process. Considerations in selecting a Corporate Partner include:*

- Ability to perform the terms of the contract*
- Reputation in the business community*
- Mission*

- *Financial viability*
- *Tax payment status with Federal and State Governments*
- *Years in business*
- *Other community involvement*
- *General customer/employee satisfaction*
- *Demonstrated commitment to hiring individuals with disabilities*

### **Is a written partnership agreement required?**

*NYS Finance Law, Article XI §162.7 requires that the NYSID Member Agency and the Corporate Partner enter into a written partnership agreement that identifies the responsibilities of each party and delivers a beneficial outcome for both parties, as well as for the customer and the Preferred Source Program.*

### **What elements should be identified in a partnership agreement?**

*A written partnership agreement should clearly identify the following elements:*

- *Which entity is the employer of the individuals working on the contract – both disabled and non-disabled;*
- *Which entity is responsible for billing NYSID for the services or commodities provided*
- *Quarterly employment data reporting responsibilities;*
- *Which entity will maintain disability documentation;*
- *All fee and/or reimbursement arrangements between the Member Agency and Corporate Partner; and*
- *A method for dispute resolution*

### **Who holds the Preferred Source contract in a Corporate Partnership?**

*NYSID is the contractor of record for all Preferred Source contracts including Corporate Partnerships. The NYSID Member Agency and Associate Member Agency (private vendor) are considered subcontractors of NYSID. As a result, NYSID Associate Members are bound by the same guidelines and responsibilities as NYSID Member Agencies. This includes completing a Vendor Responsibility Questionnaire with the Office of the State Comptroller.*

### **If I am interested in becoming a Corporate Partner, what are the next steps?**

*All private vendors interested in pursuing a Corporate Partnership with a NYSID Member Agency must first complete NYSID's [Associate Member Questionnaire](#). NYSID will provide, upon request, a list of NYSID Member Agencies in a private vendor's geographic area. Alternatively, a private vendor can visit the Member map on the NYSID website, <http://www.nysid.org/map.cfm> to identify potential members with whom to partner.*

*After NYSID's identification of a private vendor as a Corporate Partner, having evaluated the considerations above, a partnership application is submitted by NYSID on behalf of the NYSID*

*Member Agency and the private vendor for a specific contracting opportunity to the New York State Education Department, Adult Career and Continuing Educational Services (“ACCES-VR”), NYSID’s oversight agency, for approval as a Preferred Source partnership.*

*Once approved by ACCES-VR, the private vendor, upon execution of an [Associate Member Agreement](#), becomes an Associate (non-voting) Member of NYSID for the specified contracting opportunity. Upon completion of the contract, the Associate Membership terminates. Each new partnership opportunity requires a separate partnership application and ACCES-VR approval.*