

**ADDENDUM No. 01**

Date: 10/14/2020

**DORMITORY AUTHORITY - STATE OF NEW YORK**  
**Alternative Delivery Empanelment**  
**Solicitation 6564**

This **ADDENDUM** is hereby included in and made part of the Contract whether or not attached thereto. All requirements of the original Request for Proposal shall remain in force except as noted by this **ADDENDUM No. 01**.

The purpose of Addendum No.1 is to revise Section 1.3, Key Events & Dates, Section 4.1, Information to be Provided by Proposers, and Section 7.1, Submission of Technical Proposal. This Addendum No. 1 will also add Section 12, Freedom of Information Law & Public Disclosure.

**1.3 Key Events and Dates:**

Event	Date
Issuance of RFP	09/30/2020
Deadline for RFP Questions	<del>10/09/2020</del> 10/20/2020 (5:00PM)
Post Responses to RFP Questions	<del>10/16/2020</del> 10/26/2020 (5:00PM)
RFP Due Date	<del>10/26/2020</del> 11/02/2020 (5:00PM)
Interviews if required (not earlier than)	<del>11/02/2020</del> 11/16/2020
Notice of Empanelment	<del>11/04/2020</del> 11/23/2020

**4.1 Information to be Provided By Proposers**

The following is a list of required information that must be provided by the proposer. Provide your response in the same order in which it is requested using numbered side tabs that correspond with each of the numbered tabs below. Your technical proposal must contain sufficient information to assure DASNY of its accuracy.

Tab 1. Include a cover letter with the following items:

- a. The name, title, telephone number, and email address of the individual within your firm who will be DASNY's primary contact concerning this RFP.
- b. The primary contacts name, title, telephone number, and email address for each sub-consultant who will perform work under this contract.
- c. The identities of the primary staff proposed to provide services relating to this RFP.
- d. **A statement describing which service(s) identified in Section ~~2.1~~ 1.2, above, your firm is ~~willing to provide.~~ submitting a proposal for. If proposing for more than one service, please indicate, in order of preference, the service or services on which the firm chooses to serve.**
- e. A statement that your firm understands empanelment as a consultant does not guarantee that any services will be requested from your firm.
- f. The cover letter must be signed by the individual(s) authorized to bind your firm contractually. Indicate the title or position that the signer holds within your firm. DASNY reserves the right to reject a technical proposal that contains an unsigned cover letter. If the proposer is a joint venture, the proposal shall be signed by the

joint venture. Anyone signing the proposal as an agent shall file with it, legal evidence of his or her authorized to execute such proposal.

## **7.1 Submission Of Technical Proposal**

Firms must submit the technical proposal electronically, following the directions below, on or before 5:00PM on (~~October 26, 2020~~ November 2, 2020). Proposals received after the due date will be rejected and returned.

Submission of Proposal:

Follow the directions below to upload your proposal electronically. Any technical issues or questions should be directed to the Designed Representative for the Project via email prior to the due date of the RFP. It is strongly encouraged to request access to the site before the due date. DASNY may not be able to assist proposers with troubleshooting errors if submissions are not made in a timely manner.

1. Email [DownstateRFPCoordinator@dasny.org](mailto:DownstateRFPCoordinator@dasny.org) with the subject line “Alternative Delivery Empanelment RFP (RFP6564)-Request-Access-Firm Name
  - a. An expression of interest does not qualify as a request for access. Please ensure that your firm explicitly requests access using the described procedure.
  - b. Please request access at a minimum of 24 hours in advance and ensure access to the site works correctly.
2. You will receive an email from the [DownstateRFPCoordinator@dasny.org](mailto:DownstateRFPCoordinator@dasny.org) with a link to a Microsoft SharePoint site: “Alternative Delivery Empanelment RFP”
3. Click on the link. If you have an existing Microsoft account, you will be asked to login and then you will be routed directly to the Alternative Delivery Empanelment-RFP “Documents” page.
  - a. If you do not have a Microsoft account, you will need to register for a Microsoft account before you can access the link.
4. You will be required to upload the Technical Proposal:
  - a. Please save this document in PDF format and labeled as “Alternative Delivery Empanelment-RFP (RFP6565)-Tech-firm name.
  - b. Click “Upload” or drag and drop.
5. Once your documents are uploaded, DO NOT OPEN. The document submitted must be your final submission and cannot be modified.
  - a. If you open your documents after they are submitted, the system will show it as “modified”.
  - b. The submitted document will remain private and will not be visible to the other proposers throughout the procurement process.
6. The Alternative Delivery Empanelment-RFP site will close at 5:01PM on ~~October 26, 2020~~ November 2, 2020. Any questions or issues on submitting must be addressed to the Designed

Representative for the Project before that time using the email provided in Bullet 1. Please ensure that you give yourself enough time for uploading all files.

**Section 12 - Freedom of Information Law and Public Disclosure:**

This RFP and all information submitted in response to this RFP constitute “records” subject to disclosure pursuant to the New York State's Freedom of Information Law (Public Officers Law, Article 6, § 84-90, the “FOIL Law” or “FOIL”). FOIL reaffirms the public’s right to know how government operates and requires that DASNY make its records available for public inspection or copying, except to the extent that records or portions thereof fall within one or more grounds for denial set forth in the §87(2) of the FOIL Law.

Should you feel your firm’s proposal contains any such trade secrets, other confidential or proprietary information or is otherwise exempt from disclosure pursuant to FOIL, you must submit a request to exclude such information from disclosure. Such request must be in writing, must detail the information that should be exempt from disclosure, and must state the reasons why such information should be excepted from disclosure. DASNY will not honor any attempt, by a firm, to omit its entire proposal from disclosure.

**End of Document**