



**Request for Proposal (RFP)**  
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**Section 1 - General Information:****1.1 Introduction to DASNY**

The Dormitory Authority State of New York (DASNY) is a public benefit corporation of the State of New York empowered by Titles 4 and 4-B of the Public Authorities Law (the “Act”), to provide design and project management services to, and to issue its bonds, notes and other obligations, for a wide variety of public purposes. Under the Act, DASNY provides a multitude of services in various forms in connection with the design, construction and financing of capital facilities for 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 a wide variety of other not-for-profit organizations specifically described in the Act.

In addition, DASNY administers approximately 20 grant programs. Most of the grant programs are non-competitive, and the grant projects and recipients are determined by the State Legislature and/or Executive. For grants awarded under these programs, DASNY undertakes a number of reviews, which are tracked and reported on. DASNY administers several other grant programs on a competitive basis, and, in addition to the responsibilities undertaken for the Legislative and Executive grants, participates in drafting the solicitation documents, evaluating proposals, and notifying successful entities of award. Currently there are approximately 10,000 active applications and this number is expected to increase. There are about 50-70 internal users that administer and manage the programs.

**1.2 Purpose**

DASNY seeks proposals from firms who can provide technology consulting services to implement a packaged solution for the administration and management of the grant programs. The selected firm shall provide all necessary professional personnel, product and supervision required to furnish, deliver and completely implement a packaged solution for grants administration.

**1.3 Key Events and Dates**

Provided below is the schedule for milestones in this RFP process, listed in order of occurrence. DASNY reserves the right to change any of these dates as it deems necessary or convenient in its discretion. In the event of such a date change firms will be notified:

<u>Event</u>	<u>Date</u>
Issuance of RFP	06/08/17
Information Session (optional)	06/14/17
Deadline for RFP Questions	06/19/17 (5:00 PM)
Post Responses to RFP Questions	06/21/17
Proposal Due Date	07/07/17 (5:00 PM)

Demonstration, if necessary (not earlier than)	07/14/17
Notice of Award (not earlier than)	07/21/17

If you are interested in attending the Grants Administration Application RFP Information Session, please select the link provided. You will need to register for the webcast, and will receive login information upon completing the registration. This webcast will be recorded. To attend the session, you will need Internet and phone access to see and listen to the presentation.

To register:

<https://dasny.webex.com/dasny/onstage/g.php?MTID=e35fe0a46be1c8300d79ee2f6c9802643>

## **Section 2 - Engagement Requirements:**

### **2.1 Scope of Services**

Ideally, the product shall include the following:

- 1) An **external portal** for grantees, applicants, and others to login to provide and/or receive information to/from DASNY. The external web portal should:
  - Allow self-registration (for account creation) and self-service for password reset.
  - Support unlimited external users.
  - Flexible for configuring the different application, data, and business rules requirements of different grant programs.
  - Ability to include several forms and attachments for successful submission (of Grants Applications) under certain conditions. Forms would include mandatory and non-mandatory fields.
  - Provide an interface for applicants to complete Grant Applications/Forms with necessary information.
  - Allow users to track progress/status of the application and provide any additional information required during different phases of the approval process.
  - Mobile app interface for external (grants) stakeholders is desirable.
- 2) An **internal portal** for grant administrators to manage the review/approval workflow and any correspondence with internal and external stakeholders. The internal web portal should:
  - Be configurable. Review/approval workflow of grant applications would be configured based on different criteria (business rules) defined by Grants Administration team. Certain data elements and/or attachments may be required based on other information provided in the application. The decision trees for review and approval need to be configurable based on input received in the application forms.
  - Support admin portal for setting up (internal) user access and privileges (role based security and user groups). Internal users are expected to have different access requirements.

- Provide mail merge capability.
  - Provide Active Directory integration for single-sign-on.
  - Manage correspondence with stakeholders.
- 3) **Dashboard/reporting** capabilities in the application to monitor status and highlight application with issues and reports needs to be configurable.
- 4) An **alert system** to automatically send emails to internal and external stakeholders. The software solution would be configured to send emails to follow up on pending tasks.
- 5) **Customer friendly**, intuitive internal and external web portals.
- 6) **Technology requirements:**
- Provide robust, high-availability hosted system.
  - Disaster Recovery (DR) capability: Infrastructure and backup routine (on replication) to support DR.
  - Assign Data Ownership: DASNY would own all grants data saved in the application.
  - Secure data storage and access.
  - Provide application data hosted in data centers in the US (and not outside the country).
  - Provide system logs to track application access history.
  - Secure web interface.
  - Provide customer support availability.
  - Allow API interface to integrate with other systems.
  - Ability to directly access to database (desirable).
  - Provide Browser support: Chrome and Internet Explorer.
- 7) **Training requirements:**
- Provide training materials.
  - Provide web based training (in person training is also acceptable) for a maximum of 15 DASNY staff in two separate training sessions.
  - Provide a recording of the training session to DASNY.

## **2.2 Qualifications and Requirements**

- Completed at least three (3) projects of similar size, scope and complexity.
- Completed at least one (1) of the projects cited above for a public-sector customer.
- Authorized to resell, implement and support all technology provided.
- Provide a Project Manager who will be the primary point of contact for the duration of the engagement.

**Section 3 - Content of Technical Proposal:****3.1 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, fax 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, fax 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 to the effect that your firm is willing to perform all services identified in Section 2.1 above and will abide by the terms of the RFP, including all attachments.
  - e. A statement that your firm understands selection 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 authority to execute such proposal.
- Tab 2. Provide a description of your firm's organization, team makeup including subconsultants and the resumes of partners, principals, associates and other key staff proposed to provide services to DASNY, with emphasis on furnishing and implementing grant management systems.
- Tab 3. Provide a description of your firm's experience providing similar services including recent relevant project experience to the public and private sector. Include the names, titles and phone numbers of at least three (3) references excluding DASNY employees and a summary of the services provided.
- Tab 4. Provide a detailed description of your firm's approach to providing the requested scope of services. Indicate any services your firm is unable to provide from the Scope of Services listed above in Section 2.1, and describe any alternative service that may be available.

- Tab 5. Provide a description of how your firm will monitor the allotment and performance of work to achieve an efficient administration of the project.
- Tab 6. Provide a description of the product (business capabilities, usability, hosting/data security), suggested project plan and implementation approach. Provide screenshots of the application that show internal and external portals to cover the requirements under Section 2.1, items 1 – 7. Please include details about the application hosting environment, data security controls, disaster recovery capability, and customer services to be provided.
- Tab 7. Provide a completed Utilization Plan, included in this RFP as an attachment, listing all proposed sub-consultants including ESD Certified M/WBE firms your firm will utilize if selected for this contract. **No dollar amounts should be entered at this time.** The goals for this contract are a combined 30% M/WBE participation. The goals refer to the percentage of utilization of your M/WBE sub-consultants. If the selected firm is unable to meet the goals as identified in the RFP, then the firm should provide to DASNY a request for waiver in writing and include justification. The waiver will be subject to DASNY's review and approval.
- Tab 8. Provide a complete Diversity Questionnaire, included in this RFP as an attachment. It is the goal of DASNY to utilize qualified firms that have a demonstrated history of hiring, training, developing, promoting and retaining minority and women staff and to encourage participation by certified MWBE firms. This questionnaire elicits information about each responding firm to verify that its work environment demonstrates a strong commitment to diversity.
- Tab 9. Additional Information - The proposer must also provide statements regarding the following:
- The proposer must agree to provide DASNY with pre- and post-audit access to documents, personnel and other information necessary to conduct audits on request during the term of the Contract and for six years thereafter.
  - The proposal submitted must contain a representation that the proposer is willing and ready to provide any services requested or required in a timely manner.
  - The proposer must disclose any potential conflicts of interest.

#### **Section 4 - Content of Cost Proposal:**

##### **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 cost proposal must contain sufficient information to assure DASNY of its accuracy.

- Tab 1. Include a **cover letter** with the following items:
- The name, title, telephone number, fax number and email address of the individual within your firm who will be DASNY's primary contact concerning this RFP.
  - A statement to the effect that the price quoted is an irrevocable offer good for 120 days.
  - 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 cost proposal that contains an unsigned cover letter.
- Tab 2. Provide a cost breakdown of the required services using the attached DASNY Cost Proposal form. Also, include your firm's schedule of rates for services provided (e.g. system analyst, quality assurance, programmer, designer).
- Tab 3. Provide a statement indicating your firm is able to obtain the required insurances as listed in the attached Sample Insurance Certificate & Requirements.

## **Section 5 - Evaluation of Proposals:**

The selection process will begin with the review and evaluation of each of the written proposals. The purpose of this evaluation process is twofold: (1) to examine the responses for compliance with this RFP; (2) to identify the complying firms that have the highest probability of satisfactorily performing the scope of services. The evaluation process will be conducted in a comprehensive and impartial manner. The evaluation will be conducted as set forth herein.

### **5.1 Preliminary Review**

DASNY reserves the right to reject and return to the proposer all proposals received after the RFP due date and time. All proposals will be reviewed to determine if they contain all required submittals specified in Sections 3 and 4. Incomplete proposals may be rejected.

### **5.2 Evaluation**

Proposals will undergo an evaluation process conducted by a Committee selected by DASNY. The Committee will evaluate the proposals based upon the criteria for selection set forth below.

### **5.3 Criteria for Selection**

The criteria for selection shall be the qualifications required by Section 2 and Section 3.

### **5.4 Demonstrations**

DASNY reserves the right to determine whether demonstrations will be necessary. The purpose of the demonstration is to further document the proposer's ability to provide the required services and to impart to the Committee an understanding of how specific services will be furnished. The

proposed lead principal, as well all other key personnel proposed to provide the services must be present and participate in the demonstration. The demonstration will be evaluated on the basis of whether it substantiates the characteristics and attributes claimed by the proposer in its written response to this RFP and any other information requested by the Committee prior to the demonstration.

## **Section 6 - Submission of Proposals:**

### **6.1 Submission of Technical and Cost Proposal**

Firms are encouraged to submit environmentally-friendly proposals. The following is a list of suggestions:

- use reusable binders;
- reduce the use of plastic dividers,
- reduce margins in page layouts,
- print in black and white only,
- use recycled paper; and
- use your firms own creative ideas.

Three (3) double-sided copies of your technical and cost proposals and three (3) electronic copies of the technical and cost proposal in PDF format (CD, DVD or thumb drive media only) should be submitted on or before 5:00 p.m. on July 7, 2017 to:

Nicole White  
RFP Coordinator  
DASNY  
515 Broadway  
Albany, New York 12207-2964

## **Section 7 - Important Information Affecting Proposers:**

### **7.1 Proposal Requirements**

1. All inquiries regarding this RFP should be addressed to the following individual:

Nicole White  
Email: RFPCoordinator@dasny.org

All questions must be submitted in writing to the RFP Coordinator by email, citing the particular proposal section and paragraph number. Proposers should note that all clarifications and exceptions, including those related to the terms and conditions of the contract are to be resolved prior to the submission of a proposal. A list of all substantive inquiries received with relevant responses will be posted on DASNY's website, [www.dasny.org](http://www.dasny.org).



2. A proposer may withdraw a proposal anytime prior to the final due date and time by written notification, signed by an authorized agent, to the contact person identified in Section 7.1.1 above. The proposal may thereafter be resubmitted, but not after the final due date and time. Modifications offered in any other manner, oral or written, will not be considered.
3. If a proposer discovers an ambiguity, conflict, discrepancy, omission or other error in this RFP, the proposer should immediately notify the contact person identified in Section 7.1.1 above. Notice of such error or omission should be submitted prior to the final due date and time for submission of proposals. Modifications shall be made by addenda to this RFP. Such clarifications will be given by written notice to all parties who have received this RFP.
4. If a proposer fails, prior to the final due date and time for submission of proposals, to notify DASNY of a known error or an error that reasonably should have been known, the proposer shall assume the risk of proposing. If awarded the contract, the proposer shall not be entitled to additional compensation or time by reason of the error or its late correction.
5. A proposer indicates its acceptance of the provisions and conditions enumerated in this RFP by submitting a proposal.

## **7.2 DASNY Requirements**

1. By submitting a proposal, the proposer covenants that the proposer will not make any claims for or have any right to damages because of any misinterpretation or misunderstanding of the specifications or because of lack of information.
2. DASNY shall not be liable for any cost incurred by the proposer in proposal preparation or in activities related to the review of this RFP or any demonstration costs.
3. Other than the contact person identified in Section 7.1.1 above, or their designee(s), prospective proposers shall not approach DASNY employees during the period of this RFP process about any matters related to this RFP or any proposals submitted pursuant thereto.

## **7.3 DASNY Rights and Prerogatives**

DASNY reserves the right to exercise the following prerogatives:

1. To accept or reject any or all proposals and amend, modify or withdraw this RFP.
2. To correct any arithmetic errors in the proposals.
3. To change the final due date and time for proposals.
4. To accept or reject any of the firm's employees or proposed sub-consultants assigned to provide services on this project and to require their replacement at any time. The proposer shall obtain the written approval of DASNY of changes to the technical proposal after it is

submitted, including any changes with respect to sub-consultants. DASNY shall have the right to reject any proposed change to the proposer's technical proposal.

5. To waive or modify any irregularities in proposals received after prior notification to the proposer. This will in no way modify the RFP documents or excuse the proposer from full compliance with its requirements.
6. To consider modifications to proposals at any time before the award is made, if such action is in the best interest of DASNY.
7. To request a revised cost proposal from firms selected as finalists.
8. To accept a proposal for the engagement containing other than the lowest cost proposal.
9. To hold demonstrations prior to selection.
10. To reject any proposal containing false or misleading statements or that provides references that do not support an attribute or condition claimed by the proposer.
11. To begin negotiations with the next most responsive proposer to this RFP should DASNY be unsuccessful in negotiating a contract with the selected proposer within a reasonable time frame.
12. To contract with more than one firm.

#### **7.4 Contractual Requirements**

##### **1. Contract**

- a. By submitting a proposal, the successful proposer agrees to reference the RFP as part of the resulting contract.
- b. DASNY may award a contract for any or all parts of a proposal and may negotiate contract terms and conditions to meet its' program requirements consistent with the RFP.
- c. Award of a contract is subject to contract negotiation and approval of such contract by the appropriate DASNY authorities.

##### **2. Modification of Contract**

- a. Any modification to the original contract signed between the successful proposer and DASNY will require the mutual consent of the successful proposer and DASNY.
- b. Any contract or amendments thereto will be considered effective only after approval by the appropriate DASNY authorities.

3. Interpretation

The contract shall be construed and interpreted in accordance with the laws of New York State. New York State shall be the forum for disputes.

4. Public Announcements

Upon selection of the successful proposer and contract execution, public announcements or news releases pertaining to the contract shall not be made without prior written consent of DASNY.

**Section 8 - Negotiation**

After completion of the selection process, DASNY will commence finalization of the project scope and fee negotiations with the selected firm(s).

**Section 9 - Notification**

Upon completion of the selection process, DASNY will notify all firms of its decision. Notification will be sent to the primary contact only. Shortly after notification the selected firm(s) will be posted on DASNY's website.