

BIDDING REQUIREMENTS for PURCHASING

NOTICE AND INFORMATION FOR BIDDERS

Attachment A: Bid Breakdown & Schedule

Bidder:

DASNY Contact:

Kristen Costello, Manager, Purchasing
kcostell@dasny.org

Requests for Information (RFI's):

RFI's due by March 29, 2022. Submit in writing via email to kcostell@dasny.org. Responses will be posted to DASNY's website via Addenda no later than April 1, 2022. It is the responsibility of the Bidder to obtain Addenda.

Services Required By:

Proposed Term is one year.

Description:

Design and implement a multi-phase Diversity, Equity and Inclusion (DEI) program for DASNY

Bid Open Location:

DASNY, Corporate Headquarters, 515 Broadway,
Albany, NY 12207

Bid Open Date and Time:

April 13, 2022 at 2 PM

Item No.	Services/Deliverables	UOM	Cost
1	Consulting Services*	LS	\$
2	Reimbursables	LS	\$

*Provide a cost breakdown for deliverables with the Scope of Services (i.e. anticipated number of hours, hourly rates, staff assigned)

TOTAL BID _____

BIDDING REQUIREMENTS for PURCHASING

NOTICE AND INFORMATION FOR BIDDERS

(The below questions 1) and 2) need only be answered if the above total bid is for one million dollars or more)

1. Does your firm anticipate the use of subcontractors and outside suppliers specific to this procurement
Yes No
2. Does your firm anticipate the creation of employment opportunities arising from this procurement?
Yes No

(The below information must be completed for all bids.)

Identify all subcontractors, if any: _____

STATE, PROVINCE FOR FOREIGN COUNTRY
THAT YOUR FIRM'S PRINCIPAL PLACE OF
BUSINESS IS LOCATED:

BIDDER (FIRM NAME)

SIGNATURE

NAME (TYPE/PRINTED)

TITLE

NOTICE AND INFORMATION FOR BIDDERS

Attachment B: Scope of Work

Overview of DASNY

The Dormitory Authority of the State of New York (“DASNY”) is a public benefit corporation authorized to finance, design, construct and rehabilitate facilities for use by various public and private not-for-profit entities. DASNY’s two primary lines of business are debt issuance and construction services. DASNY also devotes significant staff resources to corporate governance and operations and to the administration of grants authorized by the State of New York (the “State”).

DASNY is fully committed to exemplifying its core values internally and externally by strategically advancing diversity, equity and inclusion (DEI) amongst staff, partners, and other key stakeholders. DASNY recognizes DEI as essential components of its workplace. DASNY promotes DEI as integral to accomplishing its mission including the commitment to ensure a diverse representation within leadership and staff in order to foster a more equitable workplace.

To ensure that DASNY fulfills its commitment, DASNY seeks to engage a DEI consulting firm (the “Consultant”) to assist it in its efforts. The Consultant will be expected to design and implement a multi-phase DEI program incorporating a comprehensive workplan designed to improve employee engagement, cultural awareness, and include metrics to monitor progression.

Scope of Services

The Consultant is expected to conduct a thorough analysis on ways in which policies, procedures, culture, and practices act as conduits or barriers to diversity, equity, and inclusion at DASNY. The Consultant is also expected to make recommendations to help all levels of DASNY build a more diverse and inclusive community that reflects our values and aspirations. In order to meet those needs, DASNY is seeking a consultant to provide the following deliverables/services including, but not limited to:

1. Identify organizational strengths and gaps with clear recommendations on how best to build upon strengths that will encourage DEI throughout the organization.
2. Recommend solutions based on such assessments and assist in implementing DEI initiatives based on such recommendations.
3. Propose a road map and metrics for the organization to implement and evaluate improvements identified through the DEI assessment.
4. Develop and execute a set of organization-wide, continuous in-person and online training learning that reflects a broad range of self-awareness ranging from introductory level to advanced DEI training and train-the-trainer models that builds leadership at all levels; and
5. Support the implementation of the training strategies developed and create methodologies to sustain those training resources and incorporate tools for enhancement and adaptability for a continually evolving workforce.

NOTICE AND INFORMATION FOR BIDDERS

Contract Management Requirements:

1. **Coordination:** The Consultant must coordinate with DASNY's Director of Diversity and Inclusion and DASNY staff to obtain, review, and coordinate all needs.
2. **Data Destruction:** The Consultant must provide written confirmation that all DASNY data has been returned or destroyed at the conclusion of the contract period of performance.
3. **Communication:** The Consultant will be required to communicate progress and findings to the Director, Diversity and Inclusion and to deliver executive briefings on report findings, including plan for draft and final presentations.
4. The Consultant shall provide all labor, materials, and supervision to design and implement a multi-phase DEI program incorporating a comprehensive workplan designed to improve employee engagement, cultural awareness, and include metrics to monitor progression.
5. Award of a contract is subject to contract negotiation and approval of such contract by the appropriate DASNY authorities.

NOTICE AND INFORMATION FOR BIDDERS

Attachment C: Qualification Requirements

The Bidder must:

1. Have demonstrated at least five (5) years' experience consulting governmental entities and/or private entities on various topics related to DEI, including but not limited:
 - DEI and Justice (Distributive, Procedural, Interactional).
 - Culture Transformation.
 - Employee Engagement.
 - Racial Equity.
 - Identifying and Combatting Bias and Unconscious Bias; and
 - Creation of Inclusive Leaders.
2. Have at least one office in the State of New York; and
3. Be a NYS certified Minority or Women-Owned Business Enterprise Consultant certified with the Empire State Development Corporation's MWBE program and a Small Business as defined in Article 15-A of the New York State Executive Law.

Bidder shall provide detailed information in connection with (i) expertise in the identified areas and expected DEI services referenced in the Scope of Services (Attachment B); (ii) reflect compliance with the Mandatory Requirements identified in section III; (iii) include a description of past experiences; (iv) identify prior client(s) where similar services have been provided; (v) include a description of training programs, including any additional DEI services or tools that are not listed herein offered by the proposer; (vi) include the resumes/CVs of the proposer and any staff member who is expected to be a part of the team (vii) identify three (3) references of past clients.

Bidder must provide a cost breakdown identifying the costs for services identified in Attachment B and as listed in the Bid Breakdown and Schedule. The cost breakdown should identify proposed rates/costs for the proposed consulting services.

1. The proposal should identify the billing rates for the consultant and any additional staff proposed to be assigned to work on this matter.
2. The discounted rates to be charged to DASNY.
3. The disbursements or other services for which the Consultant would expect reimbursement.
4. The Consultant's policy regarding charges for travel; provided, however, that no costs will be reimbursed by DASNY for: (a) overnight accommodations or travel to cities where the Consultant has an office, and/or (b) required appearance(s) by the Consultant before the DASNY Board at any regularly scheduled meeting.
5. Any alternative fee arrangement (e.g., flat fees, blended rate, or other fee proposals other than the traditional hourly rate structure) you believe would be beneficial to DASNY and the agencies, institutions, public authorities and other third parties for which you provide services.

NOTICE AND INFORMATION FOR BIDDERS

Regardless of the method of compensation, the Consultant shall be required to provide DASNY with a written statement showing the name of each individual who worked on the matter, the title of such individual, the date and hours devoted by such individual to the project, together with a brief description of the services provided by the individual on such date.

By submitting a response to this solicitation, the successful Bidder agrees to submit invoices in the form and content required by DASNY, at no additional charge, including without limitation electronic submission in accordance with any new software and/or electronic invoice submission process or platform now or hereafter implemented by DASNY. All invoices (electronic or otherwise) must be submitted within 30 days of the end of the applicable billing cycle, which shall be monthly (unless otherwise agreed to in writing).