

ADDENDUM No. 04

Date: 01/18/2023

**DORMITORY AUTHORITY - STATE OF NEW YORK
Asbestos and Environmental Term Consulting
Services
Solicitation 7587**

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. 04**. The purpose of Addendum No. 2 is to revise:

- Section 1 – General Information, 1.3 Key Events and Dates
- Section 7 – Submission of Proposals, 7.1 Submission of Technical, Cost, and Administrative Proposal

Section 1 - General Information:

1.3 Key Events and Dates

<u>Event</u>	<u>Date</u>
Issuance of RFP	12/20/22
Deadline for RFP Questions*	01/19/23 01/24/23(3:00 PM)
Post Responses to RFP Questions*	01/26/23 01/30/23
Proposal Due Date	02/08/23 02/13/23 (3:00 PM)
Notice of Award (not earlier than)	04/03/23 04/06/23

*All inquiries concerning this RFP or any other aspects of this procurement must be submitted through the following website <https://forms.office.com/r/qPekYhi7gF> during the Q&A period identified. Verbal and telephonic inquiries are prohibited. In order to provide DASNY sufficient time to reply, questions must be received no later than 3:00 pm on ~~January 19, 2023~~ **January 24, 2023**. Responses to questions will be periodically posted to DASNY’s website during the Q&A period. A final record of the questions and associated responses will be posted to DASNY’s website, www.dasny.org on ~~January 26, 2023~~ **January 30, 2023**. Proposers responding to this RFP shall be solely responsible for checking the website throughout the RFP process for responses to questions, and no individualized notices shall be provided.

Section 7 - Submission of Proposals:

7.1 Submission of Technical, Cost, and Administrative Proposal

DASNY will be accepting electronic proposals only. Proposals will be accepted electronically on or before 3:00 pm on ~~February 8, 2023~~ **February 13, 2023**. Follow the directions below to upload your proposal electronically. Any **technical** issues should be directed to the Designated Representative for the procurement via email (Allison Puzier, DownstateRFPcoordinator@dasny.org) prior to the due date of the RFP. **It is strongly encouraged to request access to the site a minimum of 48 hours 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. Please navigate to the following link to request access to RFP 7587 – Asbestos and Environmental Term Consulting Services SharePoint Site: <https://forms.office.com/r/6rCZtSuXma>

- a. Provide the requested information through the form including firm name, contact name, contact email, and additional contacts (if any) from your firm that may require access to submit the RFP responses through the SharePoint site.
 - b. Please request access at a minimum of 48 hours in advance and ensure access to the site works correctly.
 - c. Please note that an expression of interest does not qualify as a request for access. Please ensure that your firm explicitly requests access using the described procedure.
2. You will receive an email from SharePoint with a link to the Microsoft SharePoint Site: “RFP 7587–Asbestos and Environmental Term Consulting Services”. You will also receive an email from DownstateRFPcoordinator@dasny.org requesting receipt confirmation of Microsoft SharePoint’s email.
 - a. Please confirm receipt of this email and ability to access the SharePoint site.
3. Click on the link.
 - a. If you have an existing Microsoft account, you will be asked to login and then you will be routed directly to the Asbestos and Environmental Term Consulting Services RFP 7587 “Documents” page.
 - b. If you do not have a Microsoft account, you will need to register for a Microsoft account before you can access the link.
4. Upload the following documents to the folder titled “Proposal Submissions”:
 - a. Technical Proposal
 - b. Cost Proposal
 - c. Administrative Proposal (provided as five (5) separate files)
 - i. Vendor Responsibility Certification
 - ii. Omnibus Certification
 - iii. W-9
 - iv. Firm Profile
 - v. Contract Objections

All documents must be saved in PDF format and labeled as directed below:

- a. Technical Proposal:
 - i. Save file as: Technical Proposal-firm name
 - ii. Click “Upload” or drag and drop
- b. Cost Proposal:
 - i. Save file as: Cost Proposal-firm name
 - ii. Click “Upload” or drag and drop
- c. Administrative Proposal (provided as five (5) separate files):
 - i. Save first file as: VRQ-firm name
 - ii. Click “Upload” or drag and drop
 - iii. Save second file as: Omnibus-firm name
 - iv. Click “Upload” or drag and drop
 - v. Save third file as W-9-firm name
 - vi. Click “Upload” or drag and drop
 - vii. Save fourth file as Firm Profile
 - viii. Click “Upload” or drag and drop
 - ix. Save Fifth file as Contract Objections
 - x. 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 the file as “modified”.
 - b. The submitted document will remain private and will not be visible to the other proposers throughout the procurement process.
6. The Asbestos and Environmental Term Consulting Services RFP 7587 SharePoint site will close at 3:01 PM on ~~February 8, 2023~~ **February 13, 2023**. Any technical issues on submitting must be addressed to the Designated Representative for the project before that time using the email address in Bullet 2. Please provide enough time to upload all required files.

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