

BIDDING REQUIREMENTS for PURCHASING

NOTICE AND INFORMATION FOR BIDDERS

**Attachment A: Bid Breakdown & Schedule**

Bidder:

DASNY Contact:

Theresa Graffeo [tgraffeo@dasny.org](mailto:tgraffeo@dasny.org)

Requests for Information (RFI's):

RFI's due by September 14, 2023. Submit in writing via email to [tgraffeo@dasny.org](mailto:tgraffeo@dasny.org). Responses will be posted to DASNY's website via Addenda no later than September 18, 2023. It is the responsibility of the Bidder to obtain Addenda.

Services Required By:

Two (2) year term with two (2) six (6) month renewals.

Description:

Goal Setting Software Application

Bid Open Location:

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

Bid Open Date and Time:

September 26, 2023 at 2:30 PM

Item No.	Services/Deliverables	UOM	Cost
1	Goal Setting Software Application Y1	LS	\$
2	Goal Setting Software Application Y2	LS	\$

**OPTIONAL**

Item No.	Services/Deliverables	UOM	Cost
1a.	Optional Goal Setting Software Application Y3 two (2) six (6) month renewals*	LS	\$

\*Optional pricing is not included in Total Bid

**TOTAL BID (Item 1 + Item 2) \_\_\_\_\_**

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*(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: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_  
BIDDER (FIRM NAME)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME (TYPE/PRINTED)

\_\_\_\_\_  
TITLE

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### Attachment B: Scope of Services

#### 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”).

The Dormitory Authority of the State of New York (DASNY) is seeking quotations from experienced firms to procure licensing for an enterprise wide software automation application that can support the work of DASNY in establishing strategies for setting participation goals for Minority and Women-Owned Business Enterprises (MWBES) and Service Disabled Veteran- Owned Business (SDVOB) in the procurement of materials, supplies, equipment, construction- related services and non-construction-related services.

The qualified low bidder shall perform the following functions using a web-based, software-as- service delivery model, which must at a minimum:

1. Seamlessly integrating the following data bases, including daily refreshes where available:
  - a. North American Industry Classification System (NAICS);
  - b. The Institute for Public Procurement (NIGP);
  - c. United States Census Data;
  - d. New York State Empire State Development (NYSED) directory of certified MWBEs and CSI Codes; and
  - e. New York State Office of General Services (NYS OGS) directory of certified SDVOBs.
2. Perform searches for NYS-certified MWBEs and SDVOBs along three axes:
  - a. Industry codes selected from the following services: NAICS, CSI & NIGP;
  - b. Geographic areas selected from one of the following methods: statewide region(s), radial from project site, or adjacent county(ies) and;
  - c. Average annual business size based on U.S. census and other publicly-available data.
3. Perform project-specific analyzes to establish the potential for participation of NYS-certified MWBE and SDVOB firms to assist DASNY in goal setting using the algorithm found in Federal Regulations 49 CFR Part 26.
4. Produce reports formatted to comply with DASNY’s procurement policies and procedures regarding the utilization of NYS-certified MWBEs and SDVOBs.

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5. Send batch emails to lists of potential NYS-certified MWBEs and SDVOBs, accumulated via searches.
6. Provide a Document Management Platform.
7. Perform outreach services to NYS-certified MWBEs and SDVOBs regarding upcoming procurement opportunities and provide ad hoc reporting data associated with outreach services.

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### **Attachment C: Qualification Requirements**

1. Provide a description of your firm's organization, team makeup and the resumes of partners, principals, associates, and other key staff proposed to provide services to DASNY.
2. Provide a detailed description of your firm's approach (technically and administratively) to performing the required scope of work.
3. Provide a description of your firm's experience providing similar services including a list of successful software automation application projects your firm has completed within the last five (5) years.
4. Provide three (3) recent references with contact information and phone numbers from three (3) separate projects.
5. Provide a statement indicating there are no conflicts of interest between your firm or individuals in your firm and DASNY.
6. Provide a price breakdown based on the annual LS bid. Price breakdown should include your firm's hourly fee broken down by staff title.
7. This opportunity is a Discretionary Purchase and is solely intended for NYS-certified MWBE's and small businesses. MWBE's shall be certified pursuant to Article 15-A of the New York State Executive Law and small businesses shall mean a business that is resident in New York State, independently owned and operated, not dominant in its field, and employs not more than one hundred people.

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