



**ADDENDUM NO.:** 1

**Description:** Real Property Services

**Project:** Real Property Services for DASNY

**RFP Due Date:** 5/1/2025

**Contact:** [Lphillips@dasny.org](mailto:Lphillips@dasny.org)

**Specifics of the Addendum:** The purpose of Addendum No.1 is to provide responses to all questions received during the RFI process.

**Question 1:**

We have a question about Section 3.1, Tab 17 and Attachment 6 of the RFP regarding insurance requirements and certificates: If a firm is awarded the contract, by when does the contracted firm have to obtain the required insurance? Do the required insurance conditions have to be met prior to any work assigned, or can it be obtained when actual work is assigned by DASNY?

**Answer to Question 1:**

DASNY requires insurance to be provided and approved prior to award of the contract.

**Question 2:**

Attachment 6 – Cyber Crime coverage is quoted at \$2,000,000. Would DASNY accept \$1,000,000 if all other coverages are met?

**Answer to Question 2:**

If the limit for Cyber Crime is not provided for 2 Million, then the Umbrella/Excess policy would need to include coverage the additional 1 Million.

**Question 3:**

Attachment 6 - Insurance - Our firm does not specifically name clients as additional insureds on policies; that coverage is provided by a blanket statement. Given the number of clients we have it is not feasible to name them. This is standard in the industry. Please confirm this is acceptable.

**Answer to Question 3:**

DASNY must be specifically named on all policies. DASNY will accept 'DASNY and all others as per the written contract' wording on Additional Insured Endorsements.

**Question 4:**

Attachment 6 - Insurance - Our firm can provide DASNY with 30 days' notice of policy cancellations. The insurance company will not provide that to clients directly. Please confirm this is acceptable. (Procurement)

**Answer to Question 4:**

It is acceptable to provide this notice to DASNY only.

**Question 5:**

Attachment 6 - Insurance – Our firm does not change standard policy endorsements. Please confirm this is acceptable.

**Answer to Question 5:**

DASNY must be specifically named on all policies. DASNY will accept 'DASNY and all others as per the written contract' wording on Additional Insured Endorsements.

**Question 6:**

Attachment 6 - Insurance – We do not believe there to be Cyber exposure associated with this contract and request that Cyber insurance not be required.

**Answer to Question 6:**

As per the sample certificate that was provided with the RFP, the Cyber Crime Coverage requirement is 2 Million dollars.

**Question 7:**

Section 1.3 - From the date of proposal submittal (currently May 1st, 2025) what does DASNY anticipate is the time to award of contract?

**Answer to Question 7:**

DASNY anticipates issuing a Letter of Intent followed by a Contract within four to six weeks. Please note the Contract term is included in the RFP.

**Question 8:**

Section 2.1 - Does DASNY intend to make awards on a regional/geographical basis? How does DASNY intend to limit the potential geographical overlap of multiple recipients awarded?

**Answer to Question 8:**

The method of allocation of contract awards is designed to optimize services from both regional and statewide vendors with quality experience in providing the requested range of services. It is DASNY's intent to enter into contracts with more than one firm to provide real property services for various projects throughout New York State. In regard to any geographical overlap, vendors will be selected for particular assignments in a similar comprehensive and impartial manner as those chosen as a result of this RFP, prioritizing firms that have the highest probability of satisfactorily performing the scope of services and that are willing and ready to provide the particular services requested or required in a timely manner.

**Question 9**

Section 3.1 Tab 10 – We will provide complete transparency regarding commissions for transactions to DASNY. Does DASNY recognize that commission rates vary based on the landlord, the location and the type of space being sought?

**Answer to Question 9:**

DASNY does recognize that commission rates vary based on the landlord, the location and the type of space being sought.

**Question 10:**

Attachment 2. DASNY Omnibus Procurement Certification G. Transfer of Offset Credits – How does DASNY see this applying to this RFP?

**Answer to Question 10:**

The Omnibus Procurement Certification is a standard requirement for all procurement engagements.

All other terms and conditions of the original Invitation for Bids shall remain the same.