



SDVOB: Term Architectural, Engineering, and Surveying Services

Request for Proposal RFP #7613

Date: January 8, 2026

<u>Section Number</u>	<u>Page No.</u>
Section 1 - General Information:	4
Section 2 – Engagement Requirements:	6
Section 3 - Content of Technical Proposal:	8
Section 4 – Content of Cost Proposal:	12
Section 5 – Content of Administrative Proposal:.....	13
Section 6 – Evaluation of Proposals:	14
Section 7 – Submission of Proposals:.....	15
Section 8 – Important Information Affecting Proposers:.....	17
Section 9 – Notification:	19
Section 10 – Negotiation:	19
Section 11 – Insurance:.....	19
Section 12 – Vendor Integrity:.....	19
Section 13 – Freedom of Information Law and Public Disclosure.....	20
Section 14 - New York State Department of Labor (NYSDOL) Contractor Registry	20

Attachments:

- a. Sample Contract Chapter 1
- b. Sample Contract Chapter 2
- c. Sample Contract Chapter 3
- d. Sample Work Authorization
- e. Omnibus Certification
- f. W-9 Form

- g. Classification and Rate Form
- h. DASNY Multiplier Form
- i. Sample Insurance Certificate & Requirements
- j. MWBE and SDVOB Utilization Plan
- k. Diversity Questionnaire
- l. DASNY Regional Map

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.

1.2 DASNY Policy on Sustainability

New York State has set ambitious goals to address climate change by neutralizing its volume of Anthropogenic Emissions. As a result, New York State’s climate targets are among the most rigorous of any economy in the world. High-quality, efficient, and resilient spaces in which DASNY customer-agencies’ end users live, work, and play is fundamental, and represents the future state of the built environment in New York State.

DASNY recognizes the impacts of climate change on New York State’s air and water quality, forests, wildlife, people, communities, and economy. As one of the most prominent public builders in the nation, DASNY is uniquely positioned to act as a statewide leader in facilitating the promotion and advancement of the laws and executive actions that govern sustainability and Climate Change Mitigation throughout New York State. Therefore, DASNY requires that all planning, design, construction, renovation, retrofit, or system/component replacement projects for which DASNY customer-agencies have directed the incorporation of sustainable design elements and climate change mitigation strategies, advance Sustainable Design, climate change adaptation, resilience, and GHG reduction, through the identification, assessment, and implementation of sound Sustainable Design principles, climate change risks, and necessary to mitigate such risks.

The Proposer may be expected to:

1. Promote and advance Sustainable Design, climate change adaptation, resilience, and GHG reduction, through the identification, assessment, and implementation of sound Sustainable Design principles, climate change risks, and the strategies and measures necessary to mitigate such risks in all Qualifying Design and Construction Projects.
2. Inform, define, confirm, delineate, and detail all applicable project goals and requirements related to Sustainable Design and Climate Change Mitigation in project programming and/or design meeting discussions, including:
 - a. Applicable regulatory and legal requirements
 - b. Relevant codes and standards
 - c. GHG emissions reductions
 - d. Energy efficiency
 - e. Water conservation
 - f. Indoor environmental quality

- g. Waste management
- h. Transportation
- i. Sustainable operations
- j. Renewable energy
- k. Climate Resilience
- l. Third-Party certification

3. Develop project specific goals and requirements related to Sustainable Design and Climate Change Mitigation in concert with, and in consideration of, the goals and requirements of the customer-agency and those of New York State and/or the local municipality as expressed in applicable laws and executive actions.
4. Define and document established project goals and requirements associated with Sustainable Design and Climate Change Mitigation in the project's OPR document for ongoing inclusion in project discussions, including those discussions determining budget and scheduling.
5. Document all concepts, calculations, decisions, and product selections used to meet established Sustainable Design and Climate Change Mitigation goals and requirements as outlined in the project specific OPR, in the project's BOD document.
6. Document the projected annual electric savings (kWh), fossil fuel savings (MMBtu), GHG emissions reduction (MTeCO2), and annual cost avoidance result from project implementation in PMWeb to measure progress and inform future policy revisions.

1.3 Purpose

DASNY seeks proposals from Qualified Service-Disabled Veteran-Owned Business (SDVOB) consultants for architectural, engineering, and surveying services. The objective of this procurement is to establish contracts with consultants to provide required services for multiple assignments, with a wide range of clients and facilities, for projects that vary in size, scope, and complexity.

At this phase of the selection process, firms are requested to provide a concise response to the RFP indicating relevant experience specific to buildings and facilities throughout New York State.

1.4 Key Events and Dates

<u>Event</u>	<u>Date</u>
Issuance of RFP	01/08/2026
*Deadline for RFP Questions	01/15/2026 (3:00 PM)
Post Responses to RFP Questions	01/22/2026
Proposal Due Date	02/09/2026 (3:00 PM)
Notice of Award (not earlier than)	03/24/2026

*All inquiries concerning this RFP or any other aspects of this procurement must be submitted through email to UpstateRFPCoordinator@dasny.org during the Q&A period identified. Verbal and telephone inquiries are prohibited. In order to provide DASNY sufficient time to reply, questions must be received no later than 3:00pm on the Deadline for RFP Questions date as indicated above. A final record of the questions and associated responses will be posted to DASNY's website, www.dasny.org on the deadline

date for Responses to RFP Questions as indicated above. Consultants 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 2 - Engagement Requirements:

2.1 Contract Overview

Services to be performed under this Contract include but are not limited to the provision of professional design and construction phase services related to architecture, engineering, and surveying. Specific services that may be authorized by Work Authorizations under this Contract may include but are not limited to:

- Architecture
- Engineering
- Geotechnical Engineering
- Land Surveying Services

2.2 Scope of Services

The scope of services to be provided for the contract is included within the attached Sample Contract. DASNY will provide a specific scope of services for each project assignment issued under this contract and, depending on the nature of the assignment, some portions of the Professional's Required Services may be modified to reflect the level of service more accurately required.

The selected consultants will be authorized to proceed with each assignment as issued under a specific Work Authorization. The type and complexity of projects authorized under each Work Authorization will vary.

2.3 Project Engagements

Contracted firms may be engaged on projects based on their area of expertise, project location, and firm's past performance, among other things. The type of services may vary for each work assignment. Typically, DASNY's clients will identify a project and DASNY and the client will work together to select a consultant from the available listing of consultants.

As included in the Sample Contract, clients may include, but are not limited to:

- State University of New York (SUNY)
- City University of New York (CUNY)
- NYC Health and Hospital Corporation (HHC)
- NYC Housing Authority (NYCHA)
- NYS Department of Health (DOH)
- NYS Office of Addiction Services and Supports (OASAS)
- NYS Office of Court Administration (OCA)
- NYS Office of Mental Health (OMH)
- Office for People with Developmental Disabilities (OPWDD)
- New York State Unified Court System (UCS)

The current construction value of each assigned project shall not exceed \$25 million or where no construction value has been identified, the fee shall not exceed \$1 million for a study. DASNY reserves the right to modify these thresholds.

Upon reviewing the list of available firms, DASNY may solicit project specific proposals. After DASNY, the client, and the selected firm concur on the scope, schedule, and fee of the services to be provided, a project specific Work Authorization will be issued to the firm to provide the services as agreed upon. A Sample Work Authorization is attached to this RFP for reference.

In general, work authorizations will be issued to consultants for architectural, engineering and surveying services associated with projects with a construction value of \$15 million or less and DASNY's Fee Schedule shall be the primary method of determining the firm's fee. A negotiated fee may be used for projects with a construction value greater than \$15 million. For projects with anticipated construction values exceeding \$15 million but less than \$25 million minimum of three (3) term contract holders will be invited to respond to a project specific RFP and participate in a qualifications-based selection process.

It is DASNY's intent to select and contract with multiple firms Statewide from this solicitation. Services will be requested and contracted on an as needed basis and the type and value of each assignment will vary. Selection does not guarantee work or that future assignments will be awarded. DASNY reserves the right to terminate the empaneled list early.

Firms can propose services based on the following regions: Downstate, Upstate, Western, and/or Statewide. Consultants will be selected to ensure that DASNY can provide adequate coverage of services and disciplines and that the diverse needs of our clients are met. However, the final number of firms selected will be at DASNY's sole discretion based on the review of the proposals received.

2.4 Term of Engagement

The term of the contract shall be four (4) years with an automatic two (2) year extension provided neither party gives written notice of non-renewal. Services extending beyond the contract expiration date are expected to continue to move forward until completion as long as services were authorized under an original work authorization prior to contract expiration.

2.5 Qualifications

Proposers must possess the qualifications stated below to be considered for this procurement:

- Be registered to do business in New York State;
- Be certified by the Office of General Services as an SDVOB;
- Be able to demonstrate relevant experience providing similar services;
- Employ experienced staff with thorough knowledge of their area(s) of expertise;
- Ability to subcontract services, if required, for any particular engagement;
- Have at least one New York State licensed architect, engineer or land surveyor if providing design services; and

2.6 Project Management Software

Primavera P6™ (current version), or other similar software approved by DASNY, may be utilized as the scheduling tool and PMWeb Inc. will be utilized as the management tools to plan, track, and record all project-

related schedules, correspondence, submittals, transmittals, meeting minutes, requests for information, daily logs, project costs, change management, and reporting. In addition, DASNY at their option will deploy these systems from available web-based and/or Application Service Provider (ASP) system(s). Firms responding to this RFP shall engage these systems for all project deliverables. Should any of the above-mentioned software systems be replaced during the term of this engagement, the Firm shall utilize the replacement Project Management Software system for all project deliverables at no additional cost to the Owner.

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. Cover Letter

Include a **cover letter** with the following items:

- a. The name, title, telephone number, and email address of the individual within your firm who will be DASNY's primary contact concerning this RFP.
- b. The name, title, telephone number, and email address of the individual within your firm who will be DASNY's primary contact throughout the life of the contract, should your firm be selected.
- c. The name, title, telephone number, and email address of the individual within your firm who is authorized to bind your firm contractually (if different from the individual identified in response to bullet b.), should your firm be selected.
- d. The primary contact's name, title, telephone number, and email address for each subconsultant or subcontractor (if applicable) who will perform work under this contract.
- e. The identities of the primary staff proposed to provide services relating to this RFP.
- f. A statement to the effect that your firm is willing to perform Architectural/Engineering, Geotechnical, and/or Land Surveying services and will abide by the terms of the RFP, including all attachments.
- g. A statement that the Proposer understands selection does not guarantee that any services will be requested from your firm.
- h. Using the DASNY Regional Map (attachment), indicate the region(s) your firm is proposing services within, including office locations. Firms are not required to provide services statewide to be selected:
 - a. Downstate – Regions 1-3,
 - b. Upstate – Regions 4-8,
 - c. Western – Regions 9-10, and/or
 - d. Statewide – Regions 1-10.

- i. The cover letter must be signed by the individual(s) authorized to bind your firm contractually. 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. Firm and Proposed Team

Provide the following information related to your firm and proposed team:

- a. An overview of your firm's organization and team makeup including key sub-consultants and subcontractors (if applicable) and the resumes of partners, principals, associates, and other key staff proposed to provide services to DASNY.
- b. An organizational chart describing the organizational structure of the proposed team and their intended roles and responsibilities.
- c. Identification of past working experience of team, including sub-consultants and sub-contractors (if applicable).
- d. Resumes of Proposers', subconsultants', and subcontractors' (if applicable) key personnel assigned to this engagement demonstrating each person's experience and ability to provide services to DASNY.
- e. Provide license numbers or copies of registration certificates, as appropriate. Business entities proposing to provide Professional Architectural, Engineering and Surveying Services must possess a Certificate of Authorization to provide these Services in New York State from the State Education Department. Include a copy of this certificate if proposing to provide engineering services.

Tab 3. Project Experience

Demonstrate your firm and proposed team's project experience by providing the following:

- a. Provide a description of your firm's experience providing architectural, engineering, geotechnical, and/or surveying services including recent relevant project experience, to the public and private sector.
- b. Five (5) project examples, from within the past 7 years, illustrating the team's experience providing services for a wide variety of project types and for a variety of project phases.

Project examples must include the following information:

- Official project name and address;
- Summary of the scope of services provided;
- Identification of whether your firm served as the prime or sub on the project;

- Identification of team members involved and their role on the project;
- Description of the relationship with the project team;
- The timeframe in which your firm's work was performed;
- Overall project monetary value;
- Value of services provided by your firm, sub-consultant(s), and sub-contractor(s);
- Name and contract information of owner; and
- Identification of a project contact with knowledge of the services provided by your firm (if different than owner) excluding DASNY employees with their name, title, and phone number.

c. A narrative of challenging or complex aspects, including but not limited to space constraints, infrastructure, regulatory compliance, and security, of one of the project examples in relation to the services your firm and/or team provided and how your firm and/or team addressed the challenge/complexity.

Tab 4. Firm/Team Approach

Describe your firm and team's approach to providing the required services by providing the following:

- a. A detailed description of your firm's approach to providing the requested scope of services.
- b. A description of how the firm's overall approach maximizes the team's value and performance by appropriately allocating work and fostering a highly collaborative and effective project team to achieve efficient administration of the project.
- c. A detailed statement as to how your firm would provide a cost-effective plan to our clients based on the requested services.
- d. A description of the firm's process for coordinating team including sub-consultants and sub-contractors (if applicable) and engaging with the client to facilitate an integrated design process and meet program expectations throughout the life of the project.
- e. If interested, a detailed statement as to how your firm would efficiently provide services for a project located outside of your region and/or outside of where your firm's office(s) are located.

Tab 5. M/WBE and SDVOB Utilization

This procurement is conducted in accordance with New York State Executive Law Article 15A and Article 3 of the New York State Veteran Services Law. It is the policy of DASNY to maximize opportunities for the participation of MWBE/SDVOBs as bidders, subcontractors, subconsultants, and suppliers on projects.

DASNY is committed to diversity and equal employment opportunities among its contractors, consultants, and vendors. It is the policy of DASNY to maximize opportunities for the participation of Minority-Owned, Women-Owned (M/WBE), and Service-Disabled Veteran-Owned Businesses (SDVOB) firms as bidders, subcontractors,

and suppliers on projects. The selected Respondent shall use good faith effort to provide for meaningful participation by M/WBE and SDVOB firms in the work where feasible. Illustrate your firm's commitment to utilizing M/WBE and SDVOB's by providing the following:

- a. A description of how your firm approaches M/WBE and SDVOB utilization by providing a detailed narrative on how your firm utilizes M/WBE and SDVOB firms and any programs your firm has implemented to promote the use of M/WBE and SDVOB firms.
- b. A completed Utilization Plan, included in this RFP as an attachment, listing all proposed ESD Certified M/WBE sub-consultants, sub-contractors, and suppliers and Non-M/WBE sub-consultants, sub-contractors, and suppliers you "may" use if selected for this contract. No dollar amounts should be entered at this time. With each project assignment, a new plan with dollar amounts will be required. The goals for this contract are 18% MBE and 12% WBE. The goals refer to the percentage of utilization of your M/WBE sub-consultants, sub-contractors, and suppliers.
- c. A completed Use of Service-Disabled Veteran-Owned Businesses Plan, included in this RFP as an attachment listing all proposed sub-consultants, sub-contractors, and suppliers including OGS Certified Service-Disabled Veteran-Owned Businesses (SDVOB) that are of equal quality to those that may be obtained from non-SDVOBs if selected for this contract. Certified SDVOBs can be identified at Office of General Services (ny.gov). No dollar amounts should be entered at this time. With each project assignment, a new plan with dollar amounts will be required. The SDVOB goal for this contract is 6%. The goal refers to the percentage of utilization of your SDVOB sub-consultants, sub-contractors, and suppliers.

Tab 6. Firm Diversity

It is the goal of DASNY to utilize qualified vendors that have a demonstrated history of hiring, training, developing, promoting, and retaining minority and women staff.

Please disclose information regarding the diversity within your firm by providing the following

- a. A narrative explaining the Proposer's approach and commitment to diversity within the work environment and an overview of the Proposer's current programs in diversity/inclusion.
- b. A completed Diversity Questionnaire included in this RFP as an attachment. This questionnaire elicits information about each responding firm to verify that its work environment demonstrates a strong commitment to diversity.
- c. By responding to this RFP, each firm acknowledges that:
 - The Firm will submit their equal employment opportunity policy statement to DASNY.
 - The Firm will not discriminate against any employee or applicant for employment because of race, creed, color, sex, religion, national origin, military status, sexual orientation, gender identity, gender expression, pregnancy, pregnancy outcomes, reproductive healthcare, reproductive autonomy, age, disability, genetic disposition or carrier status, domestic violence victim status, or marital status, will undertake or continue existing programs of affirmative action to ensure that minority group members

and women are afforded equal employment opportunities without discrimination, and will make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on contracts with DASNY.

- The Firm will state in all solicitations or advertisements for employees that, in the performance of this Contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, sex, religion, national origin, military status, sexual orientation, gender identity, gender expression, pregnancy, pregnancy outcomes, reproductive healthcare, reproductive autonomy, age, disability, genetic disposition or carrier status, domestic violence victim status, or marital status.

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. Cover Letter

Include a cover letter with the following items:

- a. The name, title, telephone number, and email address of the individual within your firm who will be DASNY's primary contact concerning this RFP.
- b. A statement to the effect that the price quoted is an irrevocable offer good for 120 days.
- c. 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. Overhead and Profit Multiplier

Provide documentation indicating your firm's Overhead and Profit Multiplier and that of your sub-consultants (if any) by using one of the following methods:

- a. Submit an approved Standard Cost Proposal Form or a previously approved multiplier from another State Agency.
- b. Submit a request for a multiplier 2.5 or less on your firm's letterhead.
- c. Submit the attached DASNY Multiplier Form with a current financial statement for a multiplier greater than 2.5.
- d. Submit an approved FARs audited financial statement from your firm's most recent year-end.

Tab 3. Classifications and Rates

Complete the attached Classification & Rate Form to support the unloaded salaries and rates of your employees under this contract. If submitting an approved Standard Cost Proposal Form a Classification & Rate Form is not required.

Section 5 – Content of Administrative Proposal:

The following is a list of required information that must be provided by the proposer **as separate, individual electronic files**. The forms must contain sufficient information to assure DASNY of its accuracy.

- a. Proposers shall submit a Vendor Responsibility Questionnaire (“VRQ”) in accordance with Section 9 of this RFP. DASNY requires vendors to file the VRQ online via the New York State VendRep System (the “System”). Proposers must provide a copy of the certification page to DASNY. To enroll in and use the System, see the System Instructions at http://www.osc.state.ny.us/vendrep/vendor_index.htm or go directly to the VendRep System online at <https://portal.osc.state.ny.us>.
- b. A completed Omnibus Certification form included in this RFP as an attachment.
- c. Provide a completed W-9 Form, included in this RFP as an attachment. If the proposer is a joint venture, provide a W-9 in the name of the joint venture and provide a copy of the executed joint venture agreement.
- d. Proof of registration to do business in New York State with New York State Department of State (DOS) or a copy of the application filing and Accounts Payable voucher confirming your firm’s registration with DOS is in progress.
- e. Identify, in writing and with as much detail and specificity as possible, all questions, exceptions or objections, if any, that the Proposer may have to the Contract for DASNY’s review and consideration. Not all contract provisions are negotiable. Failure to submit such questions, exceptions, or objections prior to award of the Selected Proposer will constitute a waiver of those issues by the Proposer.
- f. Provide a one-page profile of your firm. The firm profile should summarize the following: core competencies, number of employees, firm’s office locations, and staff by office and discipline. The purpose of this vendor profile is to provide DASNY staff a clear and concise document to review the background of the firm.
- g. Provide a statement indicating your firm is able to obtain the required insurances as listed in the attached Sample Insurance Certificate & Requirements.
- h. The proposer must also provide written statement regarding the following:
 - i. 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.
 - ii. 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.

- iii. Disclose any potential conflicts of interest (refer to the “Code of Business Ethics - Certification” attached).

Section 6 - 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.

6.1 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, 4 and 5. Incomplete proposals may be rejected.

6.2 Evaluation

Proposals will undergo an evaluation process conducted by an Evaluation Committee selected by DASNY. The Evaluation Committee will evaluate the proposals based upon the criteria for selection set forth below. Firms will be selected to meet the anticipated business needs of DASNY, to further DASNY’s mission to increase MWBE and SDVOB utilization and participation and provide opportunities to new firms that have not previously contracted with DASNY.

6.3 Criteria for Selection

The criteria for selection shall be the qualifications required by Section 3, Section 4, and Section 5. Each Proposal will be evaluated for competency, completeness and responsiveness based on the Proposer’s expertise, technical qualifications, and responsibility, and the other evaluation criteria established by this RFP, including the ability to meet or exceed the criteria set forth below. Proposals that are in the overall best interests of DASNY and their Clients and/or the public, as determined by DASNY in its sole and absolute discretion, will be selected and recommended for contract execution.

DASNY shall consider the following evaluation criteria:

- a. **Firm and Proposed Team (20%).** Organizational aspects of the firm and resumes of firm’s key personnel demonstrating their experience and the ability to provide the requested services.
- b. **Project Experience (30%).** The Proposer’s previous experience providing services of similar scope and complexity to the services required by DASNY as described in this RFP.
- c. **Firm/Team Approach (30%).** The Proposer’s approach to providing services of similar scope and complexity to the work required by DASNY as described in this RFP.

- d. **M/WBE and SDVOB Utilization (10%).** Prime firm's Utilization Plan demonstrates their commitment to meeting the MBE, WBE and SDVOB goals assigned to this procurement.
- e. **Firm Diversity (10%).** DASNY shall consider the Proposer's response to the Diversity and EEO questionnaire.

6.4 Interviews

DASNY reserves the right to determine whether interviews will be necessary. The purpose of the interview 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 as all other key personnel proposed to provide the services must be present and participate in the interview. The interview will be evaluated based on 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 interview.

6.5 Final Evaluation

Upon conclusion of the evaluation process, the highest scoring Proposers able to provide the required services and meet the business needs of DASNY will be selected by the Evaluation Committee.

6.6 Recommendation and Approval

The Evaluation Committee will make a recommendation for tentative Contract awards. Upon approval by DASNY, formal notifications of tentative Contract award will be issued.

Section 7 - Submission of Proposals:

DASNY will be accepting electronic proposals only. Proposals will be accepted electronically until 3:00 pm on the due date. Follow the directions below to upload your proposal electronically. Any technical issues or questions should be directed to the Designated Representative for the procurement via email prior to the due date of the RFP. **It is strongly encouraged to request access to the site at least 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. Email UpstateRFPcoordinator@dasny.org with the subject line: "RFP 7613 SDVOB AE Services -Request Access-Firm Name."
 - a. Provide the name and email address of any 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 24 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 UpstateRFPcoordinator@dasny.org with a link to a Microsoft SharePoint site: "RFP 7613 SDVOB AE Services"
 - 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 RFP 7613 SDVOB AE Services “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 corresponding folders:
 - a. Technical Proposal
 - b. Cost Proposal
 - c. Administrative Proposal (provided as six (6) separate files)
 - i. Vendor Responsibility Certification (VRQ)
 - ii. Omnibus Certification
 - iii. W-9 Form
 - iv. NYS DOS Registration
 - v. Written Statements and Potential Conflicts
 - vi. Firm Profile
 - vii. Insurance Statement
 - viii. Questions/Comments to the Scope of Services

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 file as: Omnibus-Firm name
 - iv. Click “Upload” or drag and drop
 - v. Save file as: W-9 Form-Firm name
 - vi. Click “Upload” or drag and drop
 - vii. Save file as: NYS DOS Registration-Firm name
 - viii. Click “Upload” or drag and drop
 - ix. Save fifth file as: Written Statements and Potential Conflicts-Firm name
 - x. Click “Upload” or drag and drop
 - xi. Save file as: Firm Profile-Firm name
 - xii. Click “Upload” or drag and drop
 - xiii. Save file as: Insurance Statement-Firm name
 - xiv. Click “Upload” or drag and drop
 - xv. Save file as: Questions/Comments to the Scope of Services
 - xvi. 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 RFP 7613 SDVOB AE Services SharePoint site will close at 3:01 PM on the proposal due date. Any questions or issues on submitting must be addressed to the Designated Representative for the project before that time using the email address in Bullet 1. Please provide enough time to upload all required files.

Section 8 - Important Information Affecting Proposers:

8.1 Proposal Requirements

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

Matthew Hunt
Designated Representative
Email: UpstateRFPCoordinator@dasny.org

All questions must be submitted in writing to the Designated Representative 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 inquires received with relevant responses will be posted on DASNY’s website, www.dasny.org. 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.

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 8.1.1 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 8.1.1 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.

8.2 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 interview costs.
3. Other than the contact person identified in Section 8.1.1 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.

8.3 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 interview proposers 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.

8.4 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 client 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 9 – Negotiation:

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

Section 10 – 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.

Section 11 – Insurance

The successful proposer will be required to comply with the Insurance requirements located in Article VIII of the attached Sample Contract.

Section 12 –Vendor Integrity

As a public entity, DASNY may only contract with entities that are determined to be responsive and responsible and said entities are required to maintain responsibility throughout the term of the services being provided. Proposers shall submit a Vendor Responsibility Questionnaire ("VRQ") which is designed to provide information to assess a proposed vendor's responsibility to conduct business in New

York State. All VRQs shall be reviewed in accordance with applicable law, policy, rules, regulations, and guidelines, including without limitation Executive Order Nos. 125, 170.1 and 192.

DASNY requires vendors to file the VRQ online via the New York State VendRep System (the “System”). To enroll in and use the System, see the System Instructions at http://www.osc.state.ny.us/vendrep/vendor_index.htm or go directly to the VendRep System online at <https://portal.osc.state.ny.us>. Proposers must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for System assistance, contact the Office of the State Comptroller’s (“OSC”) Help Desk at 866-370-4672 or 518- 408-4672 or by email at ciohelpdesk@osc.state.ny.us.

Section 13 – Freedom of Information Law and Public Disclosure:

This RFP and all information submitted in response to this RFP constitute “records” subject to disclosure pursuant to the New York State’s Freedom of Information Law (Public Officers Law, Article 6, § 84-90, the “FOIL Law” or “FOIL”). FOIL reaffirms the public’s right to know how government operates and requires that DASNY make its records available for public inspection or copying, except to the extent that records or portions thereof fall within one or more grounds for denial set forth in the §87(2) of the FOIL Law.

Should you feel your firm’s proposal contains any such trade secrets, other confidential or proprietary information or is otherwise exempt from disclosure pursuant to FOIL, you must submit a request to exclude such information from disclosure. Such request must be in writing, must detail the information that should be exempt from disclosure, and must state the reasons why such information should be excepted from disclosure. DASNY will not honor any attempt, by a firm, to omit its entire proposal from disclosure.

Section 14 - New York State Department of Labor (NYSDOL) Contractor Registry

All contractors and subcontractors submitting bids or performing construction work on public work projects or private projects covered by [Article 8 of the Labor Law](#) are required to register with the New York State Department of Labor (NYSDOL) under [Labor Law Section 220-i](#). The law defines a “contractor” as any entity entering into a contract to perform construction, demolition, reconstruction, excavation, rehabilitation, repair, installation, renovation, alteration, or custom fabrication. The law defines “subcontractor” as any entity subcontracting with a contractor to perform construction, demolition, reconstruction, excavation, rehabilitation, repair, installation, renovation, alteration, or custom fabrication, which is subject to Article 8 of the Labor Law. Contractors are responsible for verifying that any subcontractors they work with are registered. Contractors need to register before submitting any new bids or commencing new work on a covered. Subcontractors need to register before commencing new work on a covered. **Any bid received that fails to provide the New York State Department of Labor (DOL) registration number on the form of bid as required shall be rejected as non-responsive. For additional information regarding the Registry or to register, please visit:**

<https://dol.ny.gov/contractor-and-subcontractor-landing>.