



Small Business Capacity Building Services

Request for Proposal RFP #7628

Date: 1/8/26

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Attachments:

- a. Sample Contract
- b. DASNY Omnibus Certification
- c. NYS Vendor Responsibility Questionnaire
- d. W-9 Form
- e. Sample Insurance Certificate & Requirements
- f. DASNY Classification and Rate Form
- g. DASNY Multiplier Form
- h. MWBE + SDVOB Utilization Plan

i. Diversity Questionnaire

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 Purpose and Objective

DASNY seeks proposals from firms with experience in designing and delivering comprehensive contractor development programs. Programs should target small, emerging, and established minority and women-owned, service disabled and veteran-owned businesses seeking to participate in public sector procurement. The objective is to introduce and deliver technical assistance and support services to eligible firms, equipping them with best practices necessary to operate as a prime contractor or at higher-tier subcontractor level. This initiative aims to support firms for New York State Public Works government contracting opportunities. In addition, the Small Business Capacity Building Services program seeks to address the unique challenges faced by emerging contractors by defining long-term, sustainable solutions that enable successful delivery of DASNY construction projects.

1.3 Key Events and Dates

Provided below is a schedule of milestones for this RFP. DASNY reserves the right to change any or all of these dates it deems necessary or convenient in its sole discretion. In the event of a change, such modifications will be posted on DASNY’s website at www.dasny.org. Firms shall be solely responsible for periodically checking the website throughout the RFP process for such changes or updates, and no individualized notices shall be provided.

<u>Event</u>	<u>Date</u>
Issuance of RFP	1/8/2026
Pre-Proposal Meeting	TBD (TBD)
Deadline for RFP Questions	1/20/2026 (3:00 PM)
Post Responses to RFP Questions	1/27/2026
Proposal Due Date	2/2/2026 (3:00 PM)
Interviews/Presentations (not earlier than)	3/3/2026
Notice of Award (not earlier than)	3/17/2026

A Pre-Proposal Meeting will be held on TBD.

The purpose of this meeting is to describe the engagement, goals, and to answer any questions presented by the proposers. Representatives of DASNY will be available to answer questions regarding this RFP.

1.4 Inquiries

All inquiries concerning this RFP or any other aspects of this procurement must be emailed to: DownstateRFPcoordinator@dasny.org during the Q&A period identified. Verbal and telephonic inquiries are prohibited. In order to provide DASNY with sufficient time to reply, questions must be received no later than 3:00 pm on the deadline for RFP Questions. A final record of the questions and associated responses will be posted to DASNY's website, www.dasny.org on the Post Responses to RFP Questions date.

Section 2 - Engagement Information:

2.1 Engagement Overview

DASNY intends, but is not bound, to identify one firm capable of providing all services described in this RFP. It is DASNY's intent to enter into contracts with one firm to provide services for various projects throughout New York State. Services will be requested and contracted on an as needed basis and the type and value of each assignment will vary. Selection as a consultant does not guarantee work or that future assignments will be awarded.

Anticipated Milestone Schedule:

- Notice of Award – February 2026
- Development – March 2026
- Implementation – April 2026
- Program Kickoff – May 2026

2.2 Scope of Services

The scope of services to be provided for this engagement is included within the Sample Contract Attached to this RFP. The successful firm is anticipated to be engaged to provide the following:

A. Program Design and Methodology

- Design and administer a comprehensive capacity-building framework. The framework should focus on a business model strategically designed to provide curriculum that scales contractor growth and readiness. The proposed methodology equips certified firms to manage increasingly complex public works projects while sustaining a long-term business structure.
- Provide capacity-building framework, including methodology, learning architecture, and instructional design principles.
- Develop strategies, models, and curriculum to be implemented in support of emerging contractors.
- Provide a curriculum that evolves with contractor growth and readiness to handle larger and more complex public works overtime.

- Provide a curriculum model that avoids static, short-term interventions and creates durable, long-term change.
- Design and administer a comprehensive capacity-building framework. The framework should focus on a business model strategically designed to provide curriculum that scales contractor growth and readiness. The proposed methodology equips certified firms to manage increasingly complex public works projects while sustaining a long-term business structure.

B. Curriculum Structure and Impact

- Provide a curriculum structure that enables contractor development across the following dimensions:
 - Technical competence
 - Administrative readiness
 - Financial management
 - Strategic growth
- Provide a model that adapts to increasing project scale and complexity in public sector contracting.
- Utilize performance metrics to show measurable outcomes, such as progression from subcontractor to Prime contractor status.
- Provide a comprehensive Master Curriculum Plan that delivers technical assistance and integrates Subject Matter Experts (SMEs) in key areas, including scheduling, bidding, and estimating, change order processes, proposal submission, risk management, cash flow analysis, marketing, outreach, access to capital, and small business back-office operations that will increase their capabilities. The plan must include success indicators, methods for identifying areas of development, and strategies for tracking performance progress over time.

C. Licensing, Bonding, and Operational Readiness

- Develop a program that help contractors:
 - Secure or expand bonding capacity, including underwriting
 - Meet licensing and certification requirements
 - Institutionalize back-office systems that meet the operational demands of agencies like DASNY

D. Capital Access and Financial Empowerment

- Provide a curriculum that provides contractors with an integrated strategy for obtaining capital access, including:
 - Financial literacy and diagnostics
 - Capital readiness assessments
 - Connections to financial institutions or intermediaries
- Provide a curriculum that includes risk mitigation, compliance training, and infrastructure development in a replicable and scalable model.

E. Integrated Development Strategy

- Provide a curriculum that integrates bonding, operational excellence, and strategic planning to produce scalable success for contractors.

F. Program Reporting and Assessment

- Provide a report on a regular basis to demonstrate program progress and measurable outcomes.
- Meet with DASNY to assess and discuss program success and measurable outcomes.
- Provide (monthly or bi-monthly) progress reports detailing outreach activities, tasks completed, technical assistance provided, and engagement efforts. Reports should include measurable outcomes and highlight progress toward program objectives.
- Meet with DASNY on a quarterly basis.
- Provide a quarterly engagement calendar including workshops, webinars, and in-person sessions, to ensure stakeholders have clear visibility into upcoming engagement opportunities.

2.3 Term of Engagement

The term of the contract shall be two (2) years with an automatic two (2) year extension provided neither party gives written notice of non-renewal.

2.4 Qualifications

Proposers responding to this RFP must meet the following requirements:

- a. Proposers must have experience contracting with New York State and be in a favorable financial position.
- b. Proposers must have general industry experience and the ability to provide training to firms in the areas of business management training, financial support, bonding assistance, subcontracting.

Section 3 - Content of Technical Proposal:

3.1 Information to be Provided by Proposers

The following is a list of information required to be provided by the proposer. All RFP responses must be provided in the same order in which requested with cover pages that correspond with each of the numbered tabs below. The 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 organization who will serve as DASNY's primary contact concerning this RFP.
- b. The name, title, telephone number, and email address of the individual within your organization who will be DASNY's primary contact throughout the life of the engagement, should your organization be selected.
- c. The name, title, telephone number, and email address of the individual within your organization who is authorized to bind your organization contractually (if different from the individual identified in response to bullet b), should your organization be selected.
- d. The primary contact's name, title, telephone number, and email address for each partner outside of your organization (if applicable) who will perform work under this engagement.
- e. A statement to the effect that your organization is willing to perform all services identified in Section 2.1 above and will abide by the terms of the RFP, including all attachments.
- f. A statement that your organization understands selection does not guarantee that any services will be requested from your organization.
- g. The cover letter must be signed by the individual(s) authorized to bind your organization 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. Organization and Key Personnel

Provide the following information related to your organization and any partnering arrangements, if applicable, along with associated key personnel proposed for this engagement:

- a. A description of your organization and the role of each team member. Include a detailed description of any partnering arrangements with other organizations, if applicable, including the nature of the partnering arrangement, the division of work between the organizations and key personnel, and how the key personnel of each organization will interact.
- b. Resumes of all key personnel assigned to provide services for this engagement demonstrating each person's credentials, experience, and ability to provide services to DASNY.

- c. An organizational chart illustrating the organizational structure of the proposed team and their intended roles and responsibilities.

Tab 3. Engagement Experience

Provide a narrative demonstrating your organization's past engagement experience by providing the following:

- a. A description of your organization's capability and expertise with working with small businesses and understanding of barriers within the market.
- b. A description of successful engagements, illustrating your organization's experience providing the required services including to both the public and private sector.

Examples of successful engagements must include the following information:

- i. Identification of client/engagement.
- ii. Explanation of how the services provided assisted the client in meeting organizational objectives.
- iii. Explanation of challenging, complex, or unique aspects of providing said services for the particular engagement.
- iv. Identification of key personnel involved and their role in providing services for the engagement.
- v. The timeframe in which your organization's work was performed.
- c. A minimum of three (3) references excluding DASNY employees, including their name, title, and phone number.

Tab 4. Engagement Approach

Describe your approach to providing the required services by providing the following:

- a. A detailed description of your organization's technical and administrative approach to providing the requested scope of services.
- b. A description of your understanding of DASNY, its operations, and how your organization's approach to providing services to DASNY will be tailored based on this understanding.
- c. A description of how your organization will monitor the allotment and performance of work to achieve an efficient administration of the project.
- d. Details on training, milestones and metrics used to measure program success.
- e. A detailed work plan with a 30-60-90-day schedule to outline priorities.

- f. A timeline and schedule for completion of all aspects of the engagement, including a preliminary project schedule.

Tab 5. Reserved

Tab 6. M/WBE and SDVOB History, Approach, and Utilization

This procurement is conducted in accordance with Article 15-A of the Executive Laws and Article 3 of the 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 \(ny.gov\)](https://www.officeofgeneral-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 7. Diversity, Inclusion, and Equal Opportunity

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 your organization's commitment to diversity, inclusion, and equal opportunity as well as the diversity of your organization by providing the following:

- a. A narrative explaining the Proposer's approach and commitment to diversity within the work environment.

- b. An overview of the Proposer's current programs in diversity, inclusion, and equal opportunity.
- c. A completed Diversity Questionnaire included in this RFP as an attachment, which elicits information about the Proposer's total work force, broken down by specific ethnic background and gender, and a staffing plan of the anticipated work force to be utilized on this engagement with DASNY. As indicated on the Diversity Questionnaire, the Proposer must also include information on its current programs in diversity/inclusion. This questionnaire elicits information about each responding Proposer to verify that its work environment and team makeup specific to this opportunity demonstrates a strong commitment to diversity.
- d. By responding to this RFP, each Proposer acknowledges that:
 - i. The Proposer will not discriminate against any employee or applicant for employment because of race, creed, color, gender, religion, national origin, military status, 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.
 - ii. The Proposer 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, gender, religion, national origin, military status, 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 cover pages that correspond with each of the numbered tabs below. The 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 organization who will be DASNY's primary contact concerning this RFP.
- b. The name, title, telephone number, and email address of the individual within your organization who will be DASNY's primary contact throughout the life of the Contract, should your organization be selected.
- c. A statement to the effect that the price submitted is an irrevocable offer good for 120 days.
- d. The cover letter must be signed by the individual(s) authorized to bind your organization contractually. Indicate the title or position that the signer holds within your organization. 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 subconsultants (if any) by using one of the following methods:

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

Tab 3. Classifications & Rates

Complete the attached Classification & Rate Form to support the unloaded salaries and rates of your employees and subconsultants under this contract.

Tab 4. Alternate Classifications & Rates Structure

Provide your Firm's and Subconsultants Hourly Billing Rate, if proposing an alternate rate structure, indicating:

- a. The regular billing rates for those individuals proposed to be assigned to this engagement.
- b. The discounted rates (if any) to be charged to DASNY for any positions proposed for this engagement.
- c. Any reimbursable expenses for which the firm would seek reimbursement. Note that reimbursable expenses are subject to DASNY prior approval.
- d. The firm'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 a Firm has an office, and/or (b) required appearance(s) by the Firm before the DASNY Board at any regularly scheduled meeting.
- e. Whether the firm will agree to a maximum cap on hourly rates or on the total fees charged for this engagement.
- f. Whether the rates proposed exceed the rates currently being charged by the firm to other public entities in New York or elsewhere in the United States.
- g. A statement to the effect that the rates quoted by you are an irrevocable offer good for 120 days.

Tab 5. Proposed Fees

Provide a total fee based on the titles and rates listed above and the projected hours anticipated to complete the required scope of services. Note any milestone payments the firm may require during this engagement.

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. 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. 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. Provide a statement indicating your firm is able to obtain the required insurances as listed in the attached Sample Insurance Certificate & Requirements.
- e. 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 an Accounts Payable voucher confirming your organization’s registration with DOS is in progress.
- f. A one-page profile of your organization. The profile should summarize the following: core competencies, number of employees, organization’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 organization.
- g. Identification of any questions, comments, and objections to the language within Attachment 1 of this RFP for DASNY’s review and consideration.
- h. Provide a 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 Exhibit A, “Code of Business Ethics - Certification” included in the attached DASNY Omnibus Certification).
 - iv. Indicating your organization is able to obtain the required insurances as listed in Attachment 1 and included in the attached Sample Insurance Certificate & Requirements.

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 Proposers 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 and 4. 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. Proposers will be selected to meet the anticipated business needs of DASNY.

6.3 Criteria for Selection

The criteria for selection shall be the qualifications required by Section 2 and Section 3.

DASNY shall consider the following evaluation criteria in accordance with their assigned scoring weight:

Criteria for Selection	Maximum Points
The proposed description of the organization, the role of each team member and any partnering arrangements with other organizations, including the nature of the partnering arrangement, clearly defines the division of work between the organizations and key personnel, and how the key personnel of each organization will interact.	10
Proposed team members and partnering organization's team members' credentials, experience and resumes, demonstrate ability to provide services to DASNY.	10
Firm's past engagement experience demonstrates capability and expertise with Small Business Capacity Building to both the public and private sector.	10
Firm provides examples of successful engagements that identify the client and key personnel involved and their role in providing services, explain how the services provided assisted the client in meeting organizational objectives, explain the challenging or complex aspects of providing services for the particular engagement, and the timeframe that the work was performed.	10
Firm provides a detailed description of technical and administrative approach to providing the requested scope of services.	10
Firm's approach to providing services is tailored to DASNY to demonstrate their understanding of DASNY and its operations.	10

Firm's approach clearly defines how the organization will monitor the allotment and performance of work to achieve an efficient administration of the project.	10
Firm's approach clearly demonstrates how the firm will measure program success, outline priorities, and develop a schedule to complete all aspects of the project.	10
Firm's approach, including any programs implemented at the firm, to MWBE and SDVOB utilization demonstrates their commitment to meeting the MBE, WBE and SDVOB goals assigned to this procurement.	5
Firm's completed Utilization Plan and completed Use of Service-Disabled Veteran-Owned Businesses Plan demonstrates their commitment to meeting the M/WBE and SDVOB goals assigned to this procurement.	5
Firm's submission of their equal opportunity policy and current programs in diversity and inclusion demonstrates hiring, training, developing, promoting and retaining minority and women staff, illustrating a strong commitment to diversity.	5
Firm's Diversity Questionnaire and current programs in diversity and inclusion demonstrates hiring, training, developing, promoting and retaining minority and women staff, illustrating a strong commitment to diversity.	5

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, as well all other key personnel proposed to provide the services must be present and participate in the interview. The interview will be evaluated on the basis of 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, inclusive of 6.1, 6.2, 6.3 and 6.4, the highest scoring firm(s) will be selected by the Committee.

6.6 Recommendation and Approval

The Committee will make a recommendation for tentative Contract Award. Upon approval by DASNY, a formal notification of tentative Contract Award will be issued.

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 the Proposal Due Date identified in Section 1 of this RFP. 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 before the due date.** DASNY may not be able to assist proposers with troubleshooting errors if submissions are not made in a timely manner.

- a. Email DownstateRFPCoordinator@dasny.org with the subject line: “RFP Small Business Capacity Building Services/RFP#7628-Request Access- [Insert Organization Name]”.
 - i. Provide the name and email address of any additional contacts (if any) from your organization that may require access to submit the RFP responses through the SharePoint site.
 - ii. Please request access at a minimum of 24 hours in advance and ensure access to the site works correctly.
 - iii. Please note that an expression of interest does not qualify as a request for access. Please ensure that your organization explicitly requests access using the described procedure.
- b. You will receive an email from DownstateRFPCoordinator@dasny.org with a link to a Microsoft SharePoint site: “RFP Small Business Capacity Building Services-RFP#7628”.
 - i. Please confirm receipt of this email and ability to access the SharePoint site.
- c. Click on the link within the SharePoint email.
 - i. If you have an existing Microsoft account, you will be asked to login and then you will be routed directly to the RFP Small Business Capacity Building Services-RFP#7628 “Documents” page.
 - ii. If you do not have a Microsoft account, you will need to register for a Microsoft account before you can access the link.
- d. Upload all required documents in PDF format.
- e. Please save each proposal as follows:
 - i. Technical Proposal:
 - Save file as: Technical Proposal-Organization Name
 - Click “Upload” or drag and drop
 - ii. Cost Proposal:
 - Save file as: Cost Proposal-Organization Name
 - Click “Upload” or drag and drop

- iii. Administrative Proposal (provided as separate files):
 - Save first file as: VRQ-Organization Name
 - Click “Upload” or drag and drop
 - Save second file as: Omnibus-Organization Name
 - Click “Upload” or drag and drop
 - Save third file as W-9-Organization Name
 - Click “Upload” or drag and drop
 - Save third file as DOS-Organization Name
 - Click “Upload” or drag and drop
 - Save third file as Profile-Organization Name
 - Click “Upload” or drag and drop
 - Save third file as Objections-Organization Name
 - Click “Upload” or drag and drop
 - Save third file as Statement-Organization Name
 - Click “Upload” or drag and drop
- f. Once your documents are uploaded, DO NOT OPEN. The document submitted must be your final submission and cannot be modified.
 - i. If you open your documents after they are submitted, the system will show the file as “modified”.
 - ii. The submitted document will remain private and will not be visible to the other proposers throughout the procurement process.
- g. The RFP Small Business Capacity Building Services-RFP#7628 SharePoint site will close at 3:01 PM on the Proposal Due Date identified in Section 1 of this RFP. 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 a. Please provide sufficient time to upload all required files.

Section 8 - Important Information Affecting Proposers:

8.1 Proposal Requirements

- a. All inquiries regarding this RFP should be addressed to the following Designated Representative:

Madeline Miller, Assistant Procurement Administrator

Email: DownstateRFPcoordinator@dasny.org

- b. Proposers should note that all clarifications are to be resolved prior to the submission of a proposal. A list of all inquiries 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.
- c. A proposer may withdraw a proposal any time 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.a 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.
- d. 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.a 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.
- e. 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 proposer shall not be entitled to additional compensation or time by reason of the error or its late correction.
- f. A proposer indicates its acceptance of the provisions and conditions enumerated in this RFP by submitting a proposal.

8.2 DASNY Requirements

- a. 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.
- b. 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.
- c. 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:

- a. To accept or reject any or all proposals and amend, modify or withdraw this RFP.

- b. To correct any arithmetic errors in the proposals.
- c. To change the final due date and time for proposals.
- d. To accept or reject any of the proposer's employees or proposed sub-consultants assigned to provide services on a project assignment 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.
- e. 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.
- f. To consider modifications to proposals at any time before the award is made, if such action is in the best interest of DASNY.
- g. To request a revised cost proposal from proposers selected as finalists.
- h. To accept a proposal for the engagement containing other than the lowest cost proposal.
- i. To interview proposers prior to selection.
- j. 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.
- k. 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.
- l. To contract with more than one proposer.

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 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

- a. 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

- a. 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 – Notification:

Upon completion of the selection process, DASNY will notify all proposers of its decision. Notification will be sent to the primary contact only. Shortly after notification the selected proposer(s) will be posted on DASNY's website.

Section 10 – Negotiation:

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

Section 11 – Insurance:

The successful proposer will be required to comply with the Insurance requirements located in Article X of the attached contract.

Section 12 – Vendor Integrity and Executive Order 16

Vendor Responsibility:

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.

Executive Order 16:

On March 17, 2022, Governor Kathy Hochul issued Executive Order No. 16 (EO 16), which states: “All Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia.” Pursuant to EO 16, the Proposer is required to certify that the Proposer is not an ‘entity conducting business operations in Russia.’ Please confirm by completing and signing the Omnibus Certification included in this RFP as an Attachment.

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 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 proposer, to omit its entire proposal from disclosure.