The New York State Department of Transportation (NYSDOT) anticipates the release of a Request for Proposals (RFP) seeking the services of a consultant to perform systems operations and management tasks for the Transportation Management Centers (TMCs) located in Long Island City (Queens County of New York City), known as the Joint Transportation Management Center (JTMC) and the Upstate Transportation Management Center which is managed from the Rochester (Region 4) Regional Traffic Operations Center (RTOC) and is comprised of three separate Traffic Operations Centers each located within their respective regions.

The JTMC is responsible for transportation operations and management of the five boroughs of New York City. The Upstate TMC is responsible for staffing for transportation operations and management of the Rochester (Region 4), Syracuse (Region 3) and Hornell (Region 6) regions.

For a map showing the various NYSDOT Regions, please refer to the map at [https://www.dot.ny.gov/regional-offices](https://www.dot.ny.gov/regional-offices)

**Multiple Contract Award**
This procurement will result in the award of two contracts to a single designated consultant.

**Contract and Term**
This project will be referred to as Contract Nos. C031190 - TRANSPORTATION MANAGEMENT CENTER OPERATION SERVICES FOR NYSDOT - JTMC Operations in New York City and C031191 - TRANSPORTATION MANAGEMENT CENTER OPERATION SERVICES FOR NYSDOT - RTOC Operations in Central New York. It is anticipated that the contracts awarded as a result of this RFP will have base terms of three years with up to two one-year optional extensions.

**Letters of Interest**
Responsive and responsible consultants interested in receiving the RFP should submit a brief, one-page Letter of Interest (LOI) to the e-mail address of the Contact Person(s) listed below. The LOI should include, at a minimum, the firm name, address, e-mail address, and phone number of a contact person at your firm. A letter announcing the release of the RFP will be sent to all parties submitting an LOI.

**DBE Goal**
A DBE goal will be defined within the RFP.

A full description of the project and requirements will be provided in the RFP. Upon release the RFP will be available on the NYSDOT website Business Center at [https://www.dot.ny.gov/business](https://www.dot.ny.gov/business) under the category “Consulting Services” - “Opportunities”.

**It is expected that the RFP will be released on or after February 17, 2014.** The RFP will be electronically sent (via email) to all parties on the NYSDOT source list. All parties submitting a
Letter of Interest or the RFP Response Form included in the RFP will be added to the source list and will be sent electronic notices/modifications to this RFP as well as future RFPs related to the same services.

Under the requirements of the State Procurement Act, all communications regarding advertised projects are to be channeled through the NYSDOT Contract Management Bureau Designated Contact Person. Until a contract is approved by the State Comptroller, contact with any other NYSDOT employee concerning this project should not be made unless otherwise directed by NYSDOT Contract Management. Communications made contrary to this policy and deemed an attempt to influence the outcome, may result in disqualification.

**Designated Contact(s)**
Potential responders are advised that under New York State Finance Law Section 139-j, communication on procurements can be made only to designated contact persons. The Department’s Designated Contacts for this procurement are:

Primary Contact:
Peter Russell  
New York State Department of Transportation  
Contract Management Bureau  
50 Wolf Road, 6th Floor  
Albany, NY 12232, USA  
E-mail: Peter.Russell@dot.ny.gov  
518-457-2600

Secondary Contact:
Debra Ernye  
New York State Department of Transportation  
Contract Management Bureau  
50 Wolf Road, 6th Floor  
Albany, NY 12232, USA  
E-mail: Debra.Ernye@dot.ny.gov  
518-457-2600

The above named persons, as the Department’s Designated Contacts for this procurement, shall be the Department’s only points of contact and sources of information for this procurement.

**NYS Procurement Lobbying Law Information**  
**Required Forms:** The consultant shall sign and provide as instructed in the RFP the following forms. These forms are part of and due with the consultants’ proposals.

a) “Offerer’s Affirmation of Understanding of and Agreement pursuant to State Finance Law §139-j (3) and §139-j (6) (b)” - https://www.dot.ny.gov/main/business-center/consultants/consultants-repository/offers_affirmation_and_agreement_form.pdf

NYSDOT Guidelines and Procedures
Under the requirements of the State Procurement Act all communications regarding advertised projects are to be channeled through NYSDOT Contract Management (*Designated Contacts). Until a designation is made, communication with any other NYSDOT employee concerning this project that is determined to be an attempt to influence the procurement may result in disqualification.


Contacts Prior to Designation
Any communications involving an attempt to influence the procurement are only permitted with the following Designated Contact Persons:

- The Contract Management Designation Contract Analyst(s)
- The Contract Management Designation Analyst Supervisor
- The Contract Management Civil Rights Unit Supervisor
- The Contract Management Assistant Directors
- The Contract Management Director

These are some communications exempted from this restriction:
- Participation in a pre-proposal conference
- Submittal of written questions when written responses will be provided to all offerers
- Protests, complaints of improper conduct or misrepresentation

If any other NYSDOT employee is contacted and they believe a reasonable person would infer that the communication was intended to influence the procurement, the contact must be reported by the NYSDOT employee. If the Department determines an impermissible contact was made, that offerer cannot be awarded the contract. A second violation would lead to a four-year bar on the award of public contracts to the offerer.

Contacts After Designation
NYSDOT identifies its primary negotiation contacts. The Designated Contacts include:

- The Contract Management Negotiation Contract Analyst
- The Contract Management Negotiation Analyst Supervisor
- The Contract Management Civil Rights Unit Supervisor
- The Contract Management Assistant Directors
- The Contract Management Director
- The Consultant Management Bureau consultant job manager
- The Consultant Management Bureau consultant job manager’s immediate supervisor
- Individual(s) that the Department may identify at or after designation

The law does not limit who may be contacted during the negotiation process. However, if any NYSDOT employee is contacted and they believe a reasonable person would infer that the communication was intended to influence the procurement, the contact must be reported by the
NYSDOT employee.

**Information Required from Offerers that contact NYSDOT staff prior to contract approval by the Office of the State Comptroller:**
Individuals contacting NYSDOT should refer and shall be prepared to provide the following information, either by e-mail or fax as directed by NYSDOT. Person’s name, firm person works for, address of employer, telephone number, occupation, firm they are representing, and whether owner, employee, retained by or designated by the firm to appear before or contact the NYSDOT.

**Applicability to an Executed Contract**
Restrictions similar to those described above apply to approval or denial of an assignment, amendment (other than amendments that are authorized and payable under the terms of the procurement contract as it was finally awarded or approved by the comptroller, as applicable), renewal or extension of a procurement contract, or any other material change in the procurement contract resulting in a financial benefit to the offerer. The staff noted above as well as the project manager and consultant manager are considered designated contact persons. The Department may identify other contact persons for each of these processes.

**Rules and Regulations and More Information on this Law, Please Visit**
[http://www.ogs.state.ny.us/aboutOgs/regulations/defaultAdvisoryCouncil.html](http://www.ogs.state.ny.us/aboutOgs/regulations/defaultAdvisoryCouncil.html) (Advisory Council FAQs)
[http://www.jcope.ny.gov](http://www.jcope.ny.gov) (NYS Joint Commission on Public Ethics)