NEW YORK STATE DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSALS
Project Management Database and Reporting Support
Contract #C031370

March 31, 2015 (Modification #3 Announcement Date)

(Initial RFP Cover Letter Date: February 23, 2015)

To All Concerned:

Attached is a copy of the Non-Engineering Request for Proposals (RFP) referenced above. The New York State Department of Transportation is using the Non-Engineering/Best Value Process for this solicitation. All information necessary for the submission of your proposal is contained in this solicitation.

The Department of Transportation (NYSDOT) anticipates that work for the successful proposing firm/firm team will commence in June 2015 and continue for a period of three to five years (depending upon need, available funding and the selected firm’s/team’s performance).

Please note the following dates and deadlines:

- **April 10, 2015**: Deadline for the submission of proposals is noon (Eastern Time) on April 10, 2015 (this deadline is the result of the initial deadline being extended)
- **March 5, 2015**: was the extended Deadline for the submission of questions regarding the RFP. Questions were due by noon (Eastern Time) on March 5, 2015 (as included in Modification #1)

It is NYSDOT’s policy to maximize opportunities for the participation of New York State business enterprises, including Minority (MBE), Women-owned (WBE) and Disadvantaged (DBE) business enterprises. Although NYSDOT has not established an M/W/DBE goal in this procurement, the Department strongly encourages participation of such entities. Please include, in your proposal, details of any opportunities you have identified for M/W/DBE participation. A directory of certified MBEs and certified WBEs is available from the following searchable database website: [http://www.esd.ny.gov/MWBE.html](http://www.esd.ny.gov/MWBE.html) Please reference the New York State Unified Certification Program (NYSUCP) DBE directory for certified Disadvantaged Business Enterprises via: [http://biznet.nysucp.net/](http://biznet.nysucp.net/)

Information on the availability of New York State subcontractors and suppliers is available from Empire State Development, Division for Small Business (518) 292-5224 or 1-800-STATE NY (1-800-782-8369). The applicable website is: [http://www.nylovesmallbiz.com/home.asp](http://www.nylovesmallbiz.com/home.asp).
As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), §165-a, effective April 12, 2012. This act may be viewed in its entirety at http://www.ogs.ny.gov/about/regs/docs/ida2012.pdf. Pursuant to SFL §165-a(3)(b), the Commissioner of the Office of General Services (OGS) has developed and maintains a list (prohibited entities list) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). The list may be found on the OGS website at: http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Consultant/Contractor (or any assignee) certifies that, it will not utilize, on such Contract, any subcontractor that is identified on the prohibited entities list.

Additionally, any Bidder/Consultant/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation, must certify at the time the Contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should the New York State Department of Transportation (NYSDOT) receive information that a Bidder/Consultant/Contractor (or any assignee) is in violation of the above-referenced certification, NYSDOT will offer the Bidder/Consultant/Contractor (or any assignee) an opportunity to respond. If the Bidder/Consultant/Contractor (or any assignee) fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then NYSDOT shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Bidder/Consultant/Contractor in default.

NYSDOT reserves the right to reject any bid or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

A “Checklist for Proposal Submission” is included for reference purposes when submitting your proposal in response to this RFP. It also contains instructions for complying with the Procurement Lobbying Law (PLL) so that your proposal may be considered for contract award. NOTE: Failure to submit the required PLL forms with your proposal will result in elimination from consideration for contract award.

If you are interested in developing a proposal in response to this solicitation, please complete the attached RFP Response Form.

Any questions regarding this Request for Proposals should be directed via email to Patricia.Rowe@DOT.NY.GOV Ms. Rowe of NYSDOT Contract Management is the designated contact for this solicitation.

Please see the RFP for more information. NYSDOT looks forward to the receipt of your proposal.

Sincerely,

WILLIAM A. HOWE
Director, Contract Management

Attachment