The New York State Department of Transportation (NYSDOT) is seeking the services of a responsive, responsible and qualified consultant to provide a Job Order Contracting (JOC) system, as well as a web-based management and information program. The selected consultant shall provide support, training and expertise for such a system as well as the development of a Unit Price Book (UPB) of items associated with contracting for maintenance and repair of highway systems for individual contracts let by NYSDOT. The JOC system will be used to enhance NYSDOT’s efforts in maintaining the State’s transportation infrastructure system. The main objective of the JOC system will be to enable NYSDOT to augment maintenance and repair related activities done by State forces, through the use of contracted services, by providing a flexible, indefinite quantity contract suitable for a wide variety of activities.

Responsive and responsible consultants interested must submit the RFP Response Form along with the two (2) required Procurement Lobbying Law Forms [See Section 5.2.2(e)] before questions or other communications with the Department regarding this solicitation can be initiated.

M/WBE Goal – 24%, SDVOB Goal – 6%

Base Contract Term is three (3) years beginning on November 1, 2017 and ending on October 31, 2020. The contract may be extended for up to two (2) additional one-year periods.

For a full description of the project and requirements, please visit the NYSDOT website at: https://www.dot.ny.gov/doing-business/opportunities/consult-ads.

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.

**Procurement Lobbying Law Compliance**

**Required Forms:** The consultant shall sign and e-mail/fax 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)”
b) “Offerer Disclosure of Prior Non-Responsibility Determinations”.

**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 Bureau Designation Contract Management Specialist
- The Contract Management Bureau Designation Analyst Supervisor
- The Contract Management Bureau Civil Rights Unit Supervisor
- The Contract Management Bureau Assistant Directors
- The Contract Management Bureau 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 Bureau Negotiation Contract Management Specialist
- The Contract Management Bureau Negotiation Analyst Supervisor
- The Contract Management Bureau Civil Rights Unit Supervisor
- The Contract Management Bureau Assistant Directors
- The Contract Management Bureau 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:
The 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://ogs.ny.gov/ACPL](http://ogs.ny.gov/ACPL)
[http://www.ogs.ny.gov/aboutogs/regulations/advisoryCouncil/MtgReportTable.htm](http://www.ogs.ny.gov/aboutogs/regulations/advisoryCouncil/MtgReportTable.htm)

or contact the designated NYSDOT Contact Person:

**Primary Contact:**
Micheleen Gregware, Contract Management Specialist II
NYSDOT Contract Management Bureau
50 Wolf Road, 6th floor
Albany, New York 12232
E-mail: Micheleen.Gregware@dot.ny.gov
Phone: (518) 485-8620

**Secondary Contact:**
MaryAnne Mariotti, Assistant Director
NYSDOT Contract Management Bureau
50 Wolf Road, 6th Floor
Albany, NY 12232
E-mail: MaryAnne.Mariotti@dot.ny.gov
Phone: (518) 485-1536