NYSDOT Website Announcement
Commercial Vehicle Electronic Screening Maintenance Services for NYSDOT
Contract #C037714

The New York State Department of Transportation (NYSDOT) anticipates the release of a Non-Engineering Request for Proposals (RFP) seeking the services of a responsive and responsible consultant to support, maintain and repair, as needed, five (5) existing commercial vehicle electronic screening (E-Screening) sites located in New York, Orange, Rensselaer and Saratoga Counties.

For these sites, the Consultant shall provide end-to-end support and maintenance for all existing equipment including annual inspection and preventative maintenance; re-configuration and testing of any repaired equipment; and, network connectivity from the E-Screening site to the NYS-NXY network and NYS Primary Data Center. This involves acquiring all necessary highway work permits and sourcing/supplying all provisions necessary for maintenance and calibrations, repair, and work zone safety/traffic lane closures, including all vehicles needed to perform said work as outlined in the RFP. The winning Proposer must be prepared to maintain and repair the E-Screening sites, within thirty (30) days from the date of contract award.

It is anticipated that the RFP will be released within forty-five (45) days from the date of this announcement.

Letters of Interest: Responsive and responsible consultants interested in receiving the RFP should submit a brief, one-page Letter of Interest (LOI) to Micheleen.Gregware@dot.ny.gov. The LOI should include, at a minimum, the firm name, address, e-mail address, and phone number of a contact person at your firm. An email announcing the release of the RFP will be mailed to all parties submitting a LOI. When ready, the RFP will be posted to the NYSDOT website and will contain all the information necessary for firms to submit a complete proposal.

Contract Term: The base term or duration of this Contract will be for three (3) years commencing from the Contract start date. The contract may be extended for up to two (2) additional one (1) year periods upon written agreement of both parties and approval by the NYS Office of the State Comptroller and FHWA, if applicable.

Single Contract Award: The objective is to retain one responsive, responsible, experienced and knowledgeable prime consultant (or a team of Consultants) under Contract #C037714.

Disadvantaged Business Enterprise Participation (DBE): The DBE subconsultant participation contract goal for this solicitation is 2 percent of total contract value over the base term of the contract and any modifications to extend the contract term.

Once the RFP gets released and for a full description of the project and requirements, please visit the NYSDOT website at: https://www.dot.ny.gov/business or https://www.dot.ny.gov/doing-business/opportunities/consult-ads. An e-mail shall be sent to all parties who register in advance that the RFP has been posted to NYSDOT’s website and is now ready for downloading.

Designated Contact Person: Micheleen Gregware, NYSDOT Contract Management, e-mail: Micheleen.Gregware@dot.ny.gov. Under the requirements of the State Procurement Act, all communications regarding advertised projects are to be channeled through NYSDOT Contract Management’s Designated Contact. 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”.


**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 offerors
- 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 offeror cannot be awarded the contract. A second violation would lead to a four-year bar on the award of public contracts to the offeror.

**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 Offerors 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 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 offeror. 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.ny.gov/aboutOgs/regulations/defaultAdvisoryCouncil.html (Advisory Council FAQs)
http://www.jcope.ny.gov/
http://www.jcope.ny.gov/law/lob/guidelines.html (New York State Lobbying Act)

or contact the designated NYSDOT Contact Person:
Micheleen Gregware, C037714
NYSDOT Contract Management
50 Wolf Road, 6th Floor
Albany, New York 12232-0203
E-mail: Micheleen.Gregware@dot.ny.gov