Announcement of Anticipated Release of a RFP for
OPERATION OF THE CAPITAL REGION TRANSPORTATION MANAGEMENT CENTER
(CRTMC) AND THE STATEWIDE TRANSPORTATION INFORMATION AND
COORDINATION CENTER (STICC) SERVICES FOR NYSDOT
Contract #C030960

The New York State Department of Transportation (NYSDOT) announces the anticipated release of a best-value Request for Proposals (RFP) seeking the services of a responsive and responsible consultant to continue to provide Operation of the Capital Region Transportation Management Center (CRTMC) and the Statewide Transportation Information And Coordination Center (STICC) Services For NYSDOT for a 36 month time period (estimated timeframe of 5/1/2012 through 4/30/15), with two optional 12-month extensions, under new Contract #C030960. A source list of potentially interested firms has been prepared and will be available for downloading from NYSDOT’s website in the near future. NYSDOT anticipates release of the CRTMC and STICC RFP in November 2011.

The purpose of this Non-Engineering Best Value solicitation is to retain a firm to provide personnel, in conjunction with existing Department staff, to operate the electronic traffic information and management systems at the Capital Region Transportation Management Center (CRTMC) and at the Statewide Transportation Information and Coordination Center (STICC). The CRTMC is located on the State Campus in Albany, New York, and the STICC is located at the NYSDOT Main Office in Albany (Colonie), New York. The purpose is to maintain the existing 24/7/365 operations of the CRTMC and the STICC.

Responsive and responsible consultants interested in receiving the RFP for Contract #C030960 should submit a brief, one-page Letter of Interest (LOI) to the e-mail address of the Contact Person 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. **If you have previously notified NYSDOT of your interest it is not necessary to contact us again, we have your information.** A letter announcing the release of the RFP will be e-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. **It is expected that the RFP for Contract #C030960 will be released around November 9, 2011.** If the release of the RFP is delayed for any reason, the due date for proposals may be extended appropriately.

A full description of this project and requirements, will be provided in the RFP when it is published at the NYSDOT website at: [https://www.dot.ny.gov/business](https://www.dot.ny.gov/business).

While not indicative of a proposer’s individual merit (technical excellence, proposer’s ability, experience, etc.), **NYSDOT encourages the participation of certified Disadvantaged Business Enterprise, Minority Business Enterprises and Women-Owned Business Enterprises in this solicitation.** The level of Disadvantaged Business Enterprise (DBE), Minority Business Enterprises (MBE) and Women-Owned Business Enterprises (WBE)
participation will be relevant to the process of selecting proposals which will best achieve the overall goals of the Department.

**NYSDOT has established a preliminary DBE subconsultant participation contract goal of three (3) percent.** This goal relates to the total project budget. Meaningful participation by a certified DBE subconsultant will count toward the contract goal for this solicitation. Please refer to the RFP for specific information regarding the DBE subconsultant participation contract goal.

**PROCUREMENT LOBBYING LAW COMPLIANCE FOR CONTRACT #C030960**

**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. Refer to “NYSDOT PROCUREMENT LOBBYING LAW GUIDELINES AND PROCEDURES” – see the Consultant’s page at NYSDOT’s “Doing Business With DOT” web site: [https://www.dot.ny.gov/portal/page/portal/main/business-center/consultants/non-architectural-engineering?nd=nysdot](https://www.dot.ny.gov/portal/page/portal/main/business-center/consultants/non-architectural-engineering?nd=nysdot).

**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
- 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:
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:
https://www3.ogs.state.ny.us/legal/lobbyinglawfaq/default.asp  (Advisory Council FAQs)
http://www.nyintegrity.org
http://www.nyintegrity.org/law/lob/guidelines.html  (New York State Lobbying Act)
http://www.ogs.state.ny.us/aboutOgs/regulations/defaultAdvisoryCouncil.html

or contact the designated NYSDOT Contact Person:
  Mr. Kathy Fitzpatrick
  NYSDOT Contract Management
  50 Wolf Road, Suite 1CM
  Albany, New York 12232-0203
  E-mail:  kfitzpatrick@dot.state.ny.us
  Voice:  (518) 457-2600
  Fax:  (518) 457-2875