The New York State Department of Transportation (NYSDOT) anticipates the release of a Request for Proposals (RFP) seeking the services of a Service Provider under a single contract to operate, host, and maintain the New York State 511 Travel Information System. NYSDOT’s 511 program is a multi-platform service, distributing travel information by telephone and other electronic means, including hand-held/mobile devices, Internet web pages, and e-mail. The current 511NY web site can be accessed at [http://www.511ny.org/](http://www.511ny.org/).

Qualified 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 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 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 will be released on or after December 3, 2012.** If the release of the RFP is delayed for any reason, the due date for proposals will be extended appropriately. To download the Request for Proposals (RFP), please visit the NYSDOT website at [https://www.dot.ny.gov/business](https://www.dot.ny.gov/business)

There is an 11% DBE goal for this project.

Responses are encouraged from minority, women and disadvantaged business enterprises and other firms that have not previously performed work for NYSDOT. Subconsulting and teaming arrangements are acceptable. Joint ventures are not acceptable.

*Prospective offerors are cautioned that all contacts with NYSDOT regarding this solicitation may only be made with the NYSDOT Official identified below.* Failure to adhere to this requirement may result in an offeror’s disqualification from participating in this acquisition.

**Designated Contact Person:**

- Name: Peter Russell
- E-mail: [Peter.Russell@dot.ny.gov](mailto:Peter.Russell@dot.ny.gov)
- Voice: (518) 457-2600
- Fax: (518) 457-8475
- Mail: NYSDOT Office of Contract Management
  50 Wolf Rd., 6th Floor, Albany, NY 12232

**NYS Procurement Lobbying Law Compliance**

1. **Required Forms:** The consultant shall sign and e-mail/fax the following forms. These forms are part of and due with the consultant’s proposal.
2. NYSDOT Guidelines and Procedures

Under the requirements of the State Procurement Act all communications regarding advertised projects are to be channeled through the Office of 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.

3. Summary of the policy and prohibitions regarding permissible contacts

a) Contacts prior to designation:

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

- The Office of Contract Management Designation Contract Analyst
- The Office of Contract Management Designation Analyst Supervisor
- The Contract Management Civil Rights Unit Supervisor
- The Office of Contract Management Assistant Directors
- The Office of Contract Management Director

These are some communications exempted from this restriction: Participation in a pre-proposal conference; and 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.

b) Contacts after designation

NYSDOT identifies its primary negotiation contacts. The designated contacts include:

- The Office of Contract Management Designation Contract Analyst
- The Office of Contract Management Designation Analyst Supervisor
- The Contract Management Civil Rights Unit Supervisor
- The Office of Contract Management Assistant Directors
- The Office of Contract Management Director
- The Consultant Management Bureau consultant job manager
- The Consultant Management Bureau consultant job manager’s immediate supervisor
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.

c) 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.

d) 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.

For more information, go to NYSDOT’s Web Site at http://www.dot.ny.gov or contact:

Peter Russell  
NYSDOT Office of Contract Management  
50 Wolf Road, 6th Floor  
Albany, New York 12232  
E-mail: Peter.Russell@dot.ny.gov  
Tele: (518) 457-2600