



**Empire State  
Development**

**ADDENDUM II**

**Regional Economic Development Council  
Workforce Development Strategy  
Planning  
REQUEST FOR PROPOSALS**

**Issued: April 14, 2022**

**IMPORTANT NOTICE:** A restricted period under the Procurement Lobbying Law is currently in effect for this Procurement and it will remain in effect until approval of the Contract. Respondents are prohibited from contact related to this procurement with any New York State employee other than the designated contacts listed below (refer to: Section X – # 2).

Designated Contacts for this Procurement:

Primary Contact:                      Ralph Volcy  
Secondary Contact:                      John Discolo

All contacts/inquiries shall be made by email to the following address:

[REDCConsultingServices@esd.ny.gov](mailto:REDCConsultingServices@esd.ny.gov)

This RFP is posted on the Empire State Development website:

<https://esd.ny.gov/doing-business-ny/requests-proposals>

**Submission Deadline: May 16, 2022 by 8:00 PM EST**

A list of anticipated reimbursable expenses and the rate charged for each without markup. Please indicate under reimbursables, a detailed list of working models, presentation models, renderings, or

## Submission of a Complete Two-Part Proposal

Firms submitting a proposal are indicating their acceptance of the conditions in this RFP. All Proposals must be received by 8:00 PM EST ~~on Friday, May 6, 2022~~ **on Monday, May 16, 2022**. Submission of proposals in a manner other than as described in these instructions (e.g., facsimile, hard copies) will not be accepted. When submitting each proposal, Respondents must comply with the following:

1. The Technical Proposal and all related appendices must be submitted electronically before the submission deadline via the designated email [REDCConsultingServices@esd.ny.gov](mailto:REDCConsultingServices@esd.ny.gov).
2. The Administrative Proposal and all related forms must be submitted electronically before the submission deadline via the designated email [REDCConsultingServices@esd.ny.gov](mailto:REDCConsultingServices@esd.ny.gov). It is essential that the instructions in Appendix B - Administrative Proposal Check List are followed when submitting the different forms.

**Late proposals will not be considered for award.**

### I. SELECTION PROCESS

Respondent proposals will be evaluated on a “best value” basis using the following weighted Selection Criteria:

- **Experience** (20 points): Proposals will be evaluated based on the expertise of team members and demonstrated successful experience in complex community planning activities having objectives and operating conditions like those described in this RFP.
- **Capacity** (20 points): Proposals will be evaluated on the degree to which it is documented that there is qualified staff in sufficient numbers that can be assigned and deployed immediately to the tasks described herein and to bring the project to a timely conclusion.
- **Technical Approach** (30 points): Proposals will be evaluated on the quality and completeness of the proposed approach to accomplishing the tasks and deliverables as described in the Scope of Services in this RFP.
- **Cost Proposal** (20 points): Scored to the degree that the cost structure of the services to be provided by the Respondent are deemed relevant and inclusive of the activities outlined in