



**Empire State
Development**

Discretionary Procurement for Administrative Law Judges who are Certified as Either a New York State Minority or Women Owned Business or Service Disabled Veteran Owned Business

Issued: January 30, 2023

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. Potential and actual 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 – ii).

Designated Contacts for this RFQ:

Primary Contact: Ralph Volcy
Secondary Contact: John Discolo

All contacts/inquiries shall be made by email to the following address:
ALJRFQ@esd.ny.gov

This RFP is posted on the Empire State Development website:
<https://esd.ny.gov/doing-business-ny/requests-proposals>

MWBE & SDVOB Subcontractor Interest

New York State certified Minority- and Women-Owned Businesses (MWBEs) and Service Disabled Veteran Owned Businesses (SDVOBs) may request that their firm's contact information be included on a list of MWBE and SDVOB firms interested in serving as a subcontractor for this procurement. The listing will be publicly posted on ESD's website for reference by the bidding community. A firm requesting inclusion on this list should send contact information and a copy of its NYS MWBE or SDVOB certification to ALJRFQ@esd.ny.gov. Nothing prohibits an M/WBE Vendor from proposing as a prime contractor.

Applications must be sent to the designated Dropbox:
<https://www.dropbox.com/request/914EkDZDZTno6skmj2d>

Submission Deadline: Friday, February 3, 2023 by 5:00 PM EST

Contents

I.	INTRODUCTION	2
II.	OVERVIEW	2
III.	SCOPE OF WORK.....	2
IV.	COMPENSATION	4
V.	SCHEDULE OF DATES.....	4
VI.	SELECTION CRITERIA	5
VII.	SUBMISSION OF QUALIFICATIONS.....	5
	i. Technical Submission	5
	ii. Administrative Submission.....	6
VIII.	QUESTIONS.....	7
IX.	GENERAL PROVISIONS	7
X.	CONTRACTUAL REQUIREMENTS.....	10
	i. Conflicts of Interest.....	10
	ii. State Finance Law Sections 139-j and 139-k forms	11
	iii. Vendor Responsibility Questionnaire	11
	iv. Iran Divestment Act	12
	v. Executive Order 16	13
	vi. Executive Order 177.....	13
	vii. Non-Discrimination and Contractor & Supplier Diversity Requirements	13
	viii. Encouraging the Use of NYS Businesses in Contract Performance Form	15
	ix. Certification under State Tax Law Section 5-a	15
	x. Schedule A.....	16
	xi. Project Sunlight.....	16
	xii. Insurance Requirements	16
	xiii. W-9 Form	16

I. INTRODUCTION

The mission of Empire State Development (“ESD”) is to promote a vigorous and growing state economy, encourage business investment and job creation, and support diverse, prosperous local economies across New York State through the efficient use of loans, grants, tax credits, real estate development, marketing and other forms of assistance.

II. OVERVIEW

The purpose of this Request for Qualifications (“RFQ”) is to contract with qualified attorneys to serve as Administrative Law Judges (“ALJs”) on an as-needed basis. Selected candidates will provide recommended orders in connection with administrative appeals related to the denial of certification or recertification as a woman-owned or minority-owned business (“MWBE”) pursuant to Article 15-a of the New York State Executive Law.

ESD is pleased to invite New York State certified MBEs, WBEs and SDVOBs to submit a bid to this Discretionary Procurement. This procurement opportunity is limited to businesses certified pursuant to Articles 15-A and 17-B of the New York State Executive Law.

Appeals may be conducted either via written submission or via an administrative hearing to be held through the use of video conferencing and/or potentially in person hearings. ESD expects to make one or more awards based on this solicitation, and that contracts will commence upon execution and be in effect for up to two (2) years, with the possibility of two (2), one (1) year extensions of the same.

III. SCOPE OF WORK

MINIMUM QUALIFICATIONS

To be considered for an award pursuant to this RFQ, an individual must meet the minimum qualifications listed below:

- A) A current member in good standing with the New York State Bar with a minimum of five (5) years of post-admission legal experience;
- B) Excellent writing, research and communication skills;
- C) A minimum of two (2) years of experience as a judicial/hearing officer (JHO), and/or administrative law judge in New York State;
- D) Familiarity with the New York State Administrative Procedures Act; and
- E) Be certified pursuant to Article 15-A and/or Article 17-B of the New York State Executive Law.
- F) ALJ must be available to work in person as needed in either ESD’s NYC or Albany office.

Respondents should submit the following materials:

- A) A current resume;
- B) A relevant writing sample in connection with their experience as a hearing officer or administrative law judge;
- C) Three references;
- D) Proof of relevant Article 15-A or Article 17-B certification;
- E) A cover letter explaining why the respondent is qualified for this position and what the respondent's expected approximate availability for the work described in this RFQ; and
- F) An affirmative statement that the respondent agrees be bound by the scope of work, Schedule A terms, and compensation provisions herein.

Candidates may also be interviewed as part of selection process.

SCOPE OF WORK UPON CONTRACT AWARD

Upon Contract award the selected candidates may be required to:

- A) Review written appeal submissions and provide Recommended Orders within the statutory timeframe.
- B) Preside at Pre-Hearing Conference calendar call days for appeals.
- C) Preside over hearings (virtual and/or live) as assigned by ESD and perform other services incidental to such assignments.
- D) Perform administrative tasks, including but not limited to: managing software for virtual hearings for all necessary parties; providing any internet addresses ("links") for hearings; ensuring any virtual or live hearings are properly recorded and maintained, and arranging the placement of the parties so as to optimize the hearing process.
- E) Abide by the Model Code of Judicial Conduct for State Administrative Law Judges adopted by the New York State Bar Association House of Delegates on April 4, 2009, and by any subsequent superseding Code adopted by the same.
- F) Perform the duties of an Administrative Law Judge on behalf of ESD in administrative adjudications, including, without limitation, case management and scheduling, hearing and ruling on pre-hearing motions, conducting evidentiary hearings, marshalling of the hearing record, and preparation of a decision and recommendations.
- G) Ensure that the record in any matter shall be complete when the hearing concludes, the court reporter/stenographer submits a complete transcript of the hearing to ESD, and that the ALJ receives any requested or permitted post-hearing submissions.
- H) Produce and deliver to ESD: (i) a Recommended Order in regard to the matter, which shall include findings of fact and conclusions of law explicitly labeled as such and a determination as to the outcome of the appeal, and (ii) the complete record in the matter, including a record of all testimony given; any exhibits received into evidence (labeled and organized as such); exhibits not received into evidence (labeled and organized as such); and all materials, papers, briefs, correspondence, arguments or other submissions submitted by the parties in the matter, including and post-hearing submissions (labeled and organized appropriately. Such Recommended Order and

the complete record shall be submitted to ESD not later than sixty (60) days after the final hearing record has been received by the ALJ.

- I) Perform, at all times, faithfully, impartially, industriously and to the best of the ALJ's ability, experience and talent, all responsibilities and other duties that may be required of an ALJ in the ALJ's capacity as an administrative hearing officer.
- J) Cooperate fully and in a professional and impartial matter with ESD and the parties to any matter before the ALJ.
- K) Perform and complete any and all duties or obligations required of an ALJ by law, rule or regulation.
- L) Be capable of using, sending and receiving correspondence, notices, decisions, reports and other documents in a secure and confidential electronic format acceptable to ESD, including thumb/zip/USB drives and electronic mail.
- M) Complete and submit any forms or reports required by ESD relating to performance of duties under the Contract.

IV. COMPENSATION

Compensation shall be payable for services rendered by the ALJ at the rate(s) specified below. No minimum amount is guaranteed to any ALJ and no ALJ shall have any right to make a claim therefor.

The ALJ shall be paid the sum of seventy five dollars (\$75) per hour for time reasonably spent performing the duties of an ALJ as set forth in the scope of work above, as may be assigned by ESD from time to time. ALJs may work on more than one appeal per day, but no ALJ may work more than eight hours per day without written approval from their ESD supervisor.

Subject to the rules, regulations and policies of ESD, the ALJ shall be reimbursed for actual and necessary expenses incurred by the ALJ while presiding at scheduled hearings and/or conducting other duties as set forth in the scope of work above. Time and effort spent by the ALJ's support staff, or for traditional and expected expenses incurred for telephone and internet connectivity, legal research and copying costs are considered overhead expenses that are not compensable. Selected candidates will provide their own IT equipment and internet connection for virtual hearings. ESD will not be responsible for any costs associated with virtual hearings.

The ALJ shall maintain adequate records to substantiate all claims for payment, and at ESD's request, shall make such records available to ESD.

V. SCHEDULE OF DATES

It is anticipated that a contract will be awarded in response to this RFQ based on the following schedule:

Release of RFQ	January 30, 2023
Deadline for Submission of Questions	February 2, 2023 by 5:00 PM EST

Deadline for ESD to Respond to Questions	February 2, 2023
Deadline for Submission	February 3, 2023 by 5:00 PM EST
Interview If necessary	TBD
Announcement of Successful Bidders	TBD

Please note, the Corporation reserves the right to change any of the dates stated in this RFP.

VI. SELECTION CRITERIA

Experience of the Candidate as a JHO or ALJ, including a review of amount of relevant experience, quality of writing sample, reference checks, interview, and any other information provided in response to this RFQ. (60 Points)

Capacity and capability of the Candidate to devote time to determinations and hearings. (30 Points)

Overall organization, completeness and quality of the response and the Candidate's demonstration of a clear understanding of the needs of this project. (10 Points)

VII. SUBMISSION OF QUALIFICATIONS

Every respondent to this RFP ("Bidder")'s submission should clearly and concisely provide all of the information requested. Emphasis should be concentrated on conformance to the RFQ instructions and requirements, as well as completeness and clarity in its response. The Respondent is advised to thoroughly read and follow all instructions contained in this RFQ. Submissions that do not comply with these instructions or do not meet the full intent of all the requirements of this RFQ may be subject to scoring reductions during the evaluation process or may be deemed non-responsive.

i. Technical Submission

Respondents should include all relevant documents and information set forth in Section III (Minimum Qualifications) in the technical submission.

Below is a listing of the technical information to be provided by the Bidder. No information is required beyond what is specifically requested. The Corporation requests that all Technical Documents be bound and organized with dividers identified to match the specific information requested below:

- A. Table of Contents
- B. A current resume;
- C. A relevant writing sample in connection with their experience as a hearing officer or administrative law judge;
- D. Three professional references;
- E. Proof of relevant Article 15-A or Article 17-B certification;

- F. A cover letter explaining why the respondent is qualified for this position and what the respondent's expected approximate availability for the work described in this RFQ; and
- G. An affirmative statement that the respondent agrees be bound by the scope of work, Schedule A terms, and compensation provisions herein.

The purpose of the technical submission is to provide Respondents with an opportunity to demonstrate their qualifications, competence, and capacity to undertake the engagement described herein, in a manner which complies with applicable laws and regulations, and the requirements of the RFQ.

Information provided by references may be used by the Corporation for bid evaluation purposes. The Corporation may seek additional information from references regarding subjects that include, but are not limited to, the quality of services provided, anticipated ability to perform the services required in this RFP, and the responsiveness of the Bidder to the client during the engagement. The Corporation reserves the right to deploy, at its sole discretion, a variety of methods and communication approaches to contact references, depending on what the Corporation deems to be the most effective and efficient manner.

ii. Administrative Submission

Schedule A of this RFQ states standard requirements that must be included in every contract entered into with the Corporation. The successful Respondent(s) must agree to abide by these requirements and provide any information requested by the Corporation in connection with these requirements. Accordingly, Respondents should complete and submit the items listed below, in the order in which they are listed. Failure to submit any of the requirements below may result in the rejection of a submission.

- i. <https://esd.ny.gov/sites/default/files/Conflict-of-Interest-Attestation-June-2019.pdf>, submit with proposal
- ii. [State Finance Law §§139-j and 139-k forms](#), submit with proposal
- iii. [Vendor Responsibility Questionnaire](#), submit with proposal or submit online (and include copy of submitted form with proposal)
- iv. <https://esd.ny.gov/sites/default/files/IranDivestmentActLanguage-corp-info.pdf>, submit with proposal
- v. <https://esd.ny.gov/sites/default/files/EO16-certification.pdf>
- vi. <https://esd.ny.gov/sites/default/files/EO-177-Certification.pdf>
- vii. Non-Discrimination and Contractor & Supplier Diversity Requirements, submit with proposal:
 - Form OCSD-1: <https://esd.ny.gov/sites/default/files/OCSD-1-Policy-Statement.pdf>
- viii. [Encouraging the Use of NYS Businesses in Contract Performance Form](#), submit with proposal
- ix. Certification under State Tax Law Section 5-a [220-CA](#) or [Affidavit](#), submit with proposal
- x. [W-9 Form](#), submit with qualifications

Additional information about these items, and ESD's procurement requirements, can be found in Section X of this RFP ("Contractual Requirements").

Submission Rules

Respondents submitting documents are indicating their acceptance of the conditions in this RFQ. Submission of qualification documents in a manner other than as described in the below instructions (e.g., facsimile, hardcopies, emails) will not be accepted. When providing submissions, Respondents must comply with the following: Upload the main folder to the specific Dropbox: <https://www.dropbox.com/request/914EkDZDZTno6skmj2d>

Proper format: Please create a folder with company name – RFQ title – date of Submission.

example: ESD – Administrative Law Judges – 02.03.23

Included in that main folder should be two sub-folders, one for the Administrative Documents and one for the Technical Documents. The main folder should be uploaded to the Dropbox by choosing the following option: “Add Files → folders from computer”. All documents in the two sub-folders should be properly labeled.

VIII. QUESTIONS

Questions or requests for clarification regarding the RFQ should be submitted via email, citing the RFQ page and section in accordance with the schedule in Section IV (Schedule of Dates) to ALJRFQ@esd.ny.gov. Questions will not be accepted orally and any question received after the deadline may not be answered. The comprehensive list of questions/requests for clarifications and the official responses will be posted with this RFQ on both the ESD Website and NYS Contract Reporter.

IX. GENERAL PROVISIONS

The issuance of this RFQ and the submission of a response by a Respondent or the acceptance of such a response by ESD does not obligate ESD in any manner. ESD reserves the right to:

- i. amend, modify or withdraw this RFQ;
- ii. revise any requirement of this RFQ;
- iii. require supplemental statements or information from any responsible party;
- iv. accept or reject any or all responses hereto;
- v. extend the deadline for submission of responses hereto;
- vi. negotiate potential contract terms with any Bidder;
- vii. communicate with any Bidder to correct and/or clarify responses which do not conform to the instructions contained herein;
- viii. cancel, or reissue in whole or in part, this RFQ, if ESD determines in its sole discretion that it is its best interest to do so; and
- ix. extend the term of any agreement on terms consistent with this RFQ.

ESD may exercise the foregoing rights at any time without notice and without liability to any responding firm or any other party for its expenses incurred in preparation of responses hereto or otherwise. All costs associated with responding to this RFQ will be at the sole cost and expense of the Bidder.

All information submitted in response to this RFQ is subject to the Freedom of Information Law ("FOIL"), which generally mandates the disclosure of documents in the possession of ESD upon the request of any person unless the content of the document falls under a specific exemption to disclosure. In addition, Qualifications may be discussed at meetings of the ESD Directors, which meetings are subject to the Open Meetings Law.

ESD reserves the right, in its sole discretion, to retain and use all the materials and information, and the ideas and suggestions therein, submitted in response to this solicitation (collectively, the "Response Information") for any purpose. By offering a submission, each Respondent waives any and all claims against ESD relating to ESD's retention or use of the Response Information.

Required Approvals

The awarded contract, if any, may be subject to review and approval by the Office of the State Comptroller ("OSC") pursuant to Public Authorities Law §2879-a and the regulations issued thereunder. Such OSC review and approval may be required of contracts with a value in excess of one million dollars, or modifications to contracts that result in an aggregate value in excess of one million dollars, where such contracts are paid in whole or in part with monies appropriated by the State, or were awarded on a basis other than a competitive procurement (as that term is defined in the law and regulations). If the awarded contract is subject to OSC review and approval, the contract shall not be valid and enforceable, nor shall the Corporation have any liability of any kind arising from or in connection with the contract, unless and until OSC approval has been received.

Performance

The Contractor's performance will be assessed by the Corporation according to the achievement of The Contractor's contractual obligations in a timely and professional manner, as set forth in the resulting Contract. The Corporation will utilize progress reports and periodic meetings to ensure that the project is carried out on a timely basis and results in effective recommendations and work products.

Contractor warrants that its services shall be performed in accordance with applicable professional standards and that the Contractor shall correct, at no charge to the Corporation, services which fail to meet applicable professional standards and which result in obvious or patent errors in the progression of its work.

Additional Services Requested

The Corporation may, at any time, by written notice, make changes or additions to work or services within the general scope of the contract resulting from this RFQ (not to include professional services requiring licenses or specialized expertise such as engineering, architectural, and environmental consulting, abatement, treatment, and testing work) for unanticipated needs. If any such change or addition causes an increase or decrease in the cost of, or in the time required for, performance of the contract, an equitable adjustment may be made in the price using the billing rates set forth in the contract, and the Contractor shall be notified in writing accordingly. Any claim by the Contractor for adjustment under this clause must be asserted within 30 days from the date of receipt by the Contractor of the notification of change; provided however, that the Corporation, if it decides that the facts justify such action, may receive and act upon such claim as asserted at any time. Nothing in this clause shall excuse the Contractor from proceeding with this contract as modified.

Contractor Staff

Contractor staff assigned to work on this project shall be subject to approval by the Corporation. It is highly desirable that staff assigned to work on this project continue to work on this project until completion. The Contractor should notify the Corporation of any proposed changes in staff immediately. The Corporation has an absolute right and discretion to approve or disapprove any proposed changes in staff. The Corporation, in each instance, will be provided with a summary of experience of the proposed substitute and an opportunity to interview that person, prior to giving its approval or disapproval; approval shall not be unreasonably withheld.

The Contractor specifically represents and agrees that its members, officers, employees, agents, servants, consultants, shareholders, and subcontractors have and shall possess the experience, knowledge, and character necessary to qualify them individually for the particular duties performed hereunder.

The Agreement resulting from this RFP is intended to secure the professional services of the Contractor because of its ability and shall not be assigned, conveyed, transferred, or disposed of by the Contractor.

The Contractor agrees not to subcontract any of its services, unless as indicated in the document submitted, without the prior written approval of the State Project Manager. Approval shall not be unreasonably withheld upon receipt of written request to subcontract. All employees of the Contractor, or of its Subcontractors, who shall perform Services under this contract, shall possess the necessary qualifications, training, licenses, and permits as may be required within the jurisdiction where the Services specified are to be provided or performed, and shall be legally entitled to work in such jurisdiction. All persons, corporations, or other legal entities that perform Services on behalf of Contractor under the Agreement resulting from this RFP shall, in performing such Services, comply with all applicable Federal and State laws concerning employment in the United States.

X. CONTRACTUAL REQUIREMENTS

This section contains additional information about the forms that are required to be included in each Bidder's submission pursuant to Section VI of this RFQ, as well as information about ESD's procurement requirements.

i. Conflicts of Interest

Respondent must attest it has read, understood and will comply with the following provisions <https://esd.ny.gov/sites/default/files/Conflict-of-Interest-Attestation-June-2019.pdf>. ESD shall have the right to disqualify any respondent to this RFP or terminate any contract entered into as a result of this RFQ should ESD determine that the Respondent has violated any of these requirements.

- A. Gifts and Offers of Employment:** Respondent has not and shall not during this procurement and during the negotiation of any contract resulting from this procurement, offer to any employee, member or director of ESD, any gift, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could reasonably be inferred that the offer was intended to influence said employee, member or director, or could reasonably be expected to influence said employee, member or director, in the performance of the official duty of said employee, member or director or was intended as a reward for any official action on the part of said employee, member or director. Respondent may not make any offers of employment or discuss the possibility of such offers with any employee, member or director of ESD who is involved in this procurement and/or resulting contract negotiation within at least 30 days from the time that the employee's involvement in this matter closed.
- B. Disclosure of Potential Conflicts:** Respondent shall disclose any existing or contemplated relationship with any other person or entity, including relationships with any member, shareholders of 5% or more, parent, subsidiary, or affiliated firm, which would constitute an actual or potential conflict of interest or appearance of impropriety, relating to other clients/customers/employers of the Respondent or former officers and employees of ESD, in connection with your rendering services enumerated in this RFQ. If a conflict does or might exist, Respondent must describe how it would eliminate or prevent it.
- C. Disclosure of Ethics Investigations:** Respondent must disclose whether it, or any of its members, shareholders of 5% or more, parents, affiliates, or subsidiaries, have been the subject of any ongoing investigation or disciplinary action by the New York State Commission on Public Integrity or its predecessor State entities (collectively, "Commission"), and if so, a description must be included indicating how any matter before the Commission was resolved or whether it remains unresolved.

ii. State Finance Law Sections 139-j and 139-k forms

State Finance Law Sections 139-j and 139-k (collectively, the “Procurement Requirements”) apply to this RFQ. These Procurement Requirements: (1) govern permissible communications between potential Bidders and ESD or other involved governmental entities with respect to this RFQ; (2) provide for increased disclosure in the public procurement process through identification of persons or organizations whose function is to influence procurement contracts, public works agreements and real property transactions; and (3) establish sanctions for knowing and willful violations of the provisions of the Procurement Requirements, including disqualification from eligibility for an award of any contract pursuant to this RFQ. Compliance with the Procurement Requirements requires that all communications regarding this RFQ, from the time of its issuance through final award and execution of any resulting contract (the “Restricted Period”), be conducted only with the designated contact persons listed above; the completion by Bidders of the Offeror Disclosure of Prior Non-Responsibility Determinations, and the Offeror’s Affirmation of Understanding and Agreement pursuant to State Finance Law (each form is accessible at the Required Forms for Vendors link at the ESDC web site under “RFPs/RFQs”); and periodic updating of such forms during the term of any contract resulting from this RFP.

Bidders must submit the Offeror Disclosure of Prior Non-Responsibility Determinations, and the Offeror’s Affirmation of Understanding and Agreement pursuant to State Finance Law as part of their submittal. Copies of these forms are available at:

https://esd.ny.gov/CorporateInformation/Data/RFPs/RequiredForms/SF_Law139_JK.pdf.

The Procurement Requirements also require ESD staff to obtain and report certain information when contacted by Bidders during the Restricted Period, make a determination of the responsibility of Bidders and make all such information publicly available in accordance with applicable law. If a Bidder is found to have knowingly and willfully violated the State Finance Law provisions, that Bidder and its subsidiaries, related or successor entities will be determined to be a non-responsible Bidder and will not be awarded any contract issued pursuant to this solicitation. In addition, two such findings of non-responsibility within a four-year period can result in debarment from obtaining any New York State governmental procurement contract. The designated contact account for this solicitation is referenced on the cover of this RFQ.

This is not a complete presentation of the provisions of the Procurement Requirements. A copy of State Finance Law Sections 139-j and 139-k can be found at:

http://esd.ny.gov/CorporateInformation/Data/RFPs/RequiredForms/PermissibleContactsPolicy_Jan2007.pdf. All potential Bidders are solely responsible for full compliance with the Procurement Requirements. Both the prime consultant and any sub-consultants complete the forms required above.

iii. Vendor Responsibility Questionnaire

All Respondents to this RFQ must be “responsible,” which in this context means that they must have the requisite financial ability, organizational capacity and legal authority to carry out its obligations under this RFP, and in addition must demonstrate that both the Respondent and its principals have and will maintain the level of integrity needed to contract with New York State entities such as ESD. Further, the Respondent must show satisfactory performance of all prior government contracts. Accordingly, the contract to be entered into between ESD and the

Respondent, if any, shall include clauses providing that the Respondent remain “responsible” throughout the term of the contract, that ESD may suspend the contract if information is discovered that calls into question the responsibility of the contracting party, and that ESD may terminate the contract based on a determination that the contracting party is non-responsible. On request, model language to this effect will be provided to any Respondent to this RFP.

To assist in the determination of responsibility, ESD requires that all Bidders register in the State's Vendor Responsibility System (“Vend-Rep System”). The Vend-Rep System allows business entities to enter and maintain their Vendor Responsibility Questionnaire information in a secure, centralized database. New York State Procurement Law requires that state agencies award contracts only to responsible vendors. Bidders are to file the required Vendor Responsibility Questionnaire online via the Vend-Rep System or may choose to complete and submit a paper questionnaire. Please include a copy of your Vend-Rep submission receipt or paper questionnaire with your submission.

To enroll in and use the Vend-Rep System, see the System Instructions available at www.osc.state.ny.us/vendrep or go directly to the Vend-Rep system online at <https://portal.osc.state.ny.us>. For direct Vend-Rep System user assistance, the Office of the State Comptroller’s Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at helpdesk@osc.state.ny.us.

Bidders opting to file a paper questionnaire can obtain the appropriate questionnaire from the Vend-Rep website (http://www.osc.state.ny.us/vendrep/forms_vendor.htm) and execute accordingly pertaining to the company’s trade industry. Per the website, Bidders are to “Select the questionnaire which best matches the business type (either For-Profit or Not-For-Profit) and business activity (Construction or Other).”

In addition, please see link to EO-192: <https://www.governor.ny.gov/news/no-192-executive-order-imposing-continuing-vendor-integrity-requirements-state-contracts>

iv. Iran Divestment Act

Submissions made to ESD pursuant to a competitive solicitation must contain the following statement, signed by the Respondent on company letterhead and affirmed as true under penalty of perjury:

"By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the State Finance Law."

The list in question is maintained by the Office of General Services. For further information and to view this list please go to: <https://ogs.ny.gov/system/files/documents/2019/03/listofentities.pdf>

v. Executive Order 16

In accordance with New York State Executive Order 16 (“EO-16), all bidders must certify that they are in compliance with EO-16 prohibiting State Agencies and Authorities from Contracting with Businesses in Russia. EO-16 will remain in effect while sanctions imposed by the federal government are in effect.

"By submission of a bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is in compliance with EO-16."

The required certification can be found at:

<https://esd.ny.gov/sites/default/files/EO16-certification.pdf> and must be signed and included in all Submissions for Qualifications.

vi. Executive Order 177

In accordance with New York State Executive Order 177, all respondents must certify that they are in compliance with the New York State Human Rights Law which prohibits discrimination and harassment based on a protected class, and which requires reasonable accommodation for persons with disability or pregnancy related conditions.

The required certification for can be found at:

<https://esd.ny.gov/sites/default/files/EO-177-Certification.pdf> and must be signed and included in all Submissions.

**vii. Non-Discrimination and Contractor & Supplier Diversity Requirements
CONTRACTOR REQUIREMENTS AND PROCEDURES FOR PARTICIPATION BY NEW YORK STATE-
CERTIFIED MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES AND EQUAL EMPLOYMENT
OPPORTUNITIES FOR MINORITY GROUP MEMBERS AND WOMEN**

Pursuant to New York State Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules and Regulations ESD is required to promote opportunities for the maximum feasible participation of New York State-certified Minority and Women-owned Business Enterprises (“MWBEs”) and the employment of minority group members and women in the performance of ESD contracts.

Business Participation Opportunities for MWBEs

For purposes of this solicitation, ESD hereby establishes an overall goal of 0 percent for MWBE participation.

Equal Employment Opportunity Requirements

By submission of a response to this solicitation, the respondent will be required to submit a Minority and Women-owned Business Enterprise and Equal Employment Opportunity Policy Statement, OCSD-1, to ESD with its submission.

If awarded a Contract, respondent shall submit a Workforce Utilization Report and shall require each of its Subcontractors to submit a Workforce Utilization Report, in such format as shall be required by ESD on a QUARTERLY basis during the term of the Contract.

Pursuant to Executive Order #162, contractors and subcontractors will also be required to report the gross wages paid to each of their employees for the work performed by such employees on the contract utilizing the Workforce Utilization Report on a quarterly basis.

Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

The required forms can be found at the following web addresses:

Form OCSD-1: <https://esd.ny.gov/sites/default/files/OCSD-1-Policy-Statement.pdf>

Form OCSD-3:

<https://esd.ny.gov/sites/default/files/OCSD-3-Workforce-Utilization-Report.xlsx>

In the event that the above links are unavailable or inactive, the forms may also be requested from OCSD at OCSD@esd.ny.gov.

PARTICIPATION OPPORTUNITIES FOR NEW YORK STATE CERTIFIED SERVICE-DISABLED VETERAN OWNED BUSINESSES

Article 17-B of the New York State Executive Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Businesses ("SDVOBs"), thereby further integrating such businesses into New York State's economy. ESD recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of ESD contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, Bidders/Contractors are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the Contract. Such participation may be as subcontractors or suppliers, as protégés, or in other partnering or supporting roles.

For purposes of this procurement, ESD conducted a comprehensive search and determined that the Contract does not offer sufficient opportunities to set specific goals for participation by SDVOBs as subcontractors, service providers, and suppliers to Contractor. Nevertheless, Bidder/Contractor is encouraged to make good faith efforts to promote and assist in the participation of SDVOBs on the Contract for the provision of services and materials.

The directory of New York State Certified SDVOBs can be viewed at:
<https://online.ogs.ny.gov/SDVOB/search>.

viii. Encouraging the Use of NYS Businesses in Contract Performance Form

New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the state and the nation. In recognition of their economic activity and leadership in doing business in New York State, Bidders for this ESD contract for commodities, services or technology are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract. In order for ESD to assess the use of New York State businesses in each Bid, ESD requests that each Respondent complete the Encouraging Use of New York State Businesses in Contract Performance form, accessible here: <http://esd.ny.gov/CorporateInformation/Data/ENCOURAGINGUSEOFNEWYORKSTATEBUSINESSES/INCONTRACTPERFORMANCE.pdf>.

ix. Certification under State Tax Law Section 5-a

Any contract resulting from this solicitation is also subject to the requirements of State Tax Law Section 5-a (“STL 5-a”). STL 5-a prohibits ESD from approving any such contract with any entity if that entity or any of its affiliates, subcontractors or affiliates of any subcontractor makes sales within New York State of tangible personal property or taxable services having a value over \$300,000 and is not registered for sales and compensating use tax purposes. To comply with STL 5-a, all Bidders to this solicitation must include in their submissions a properly completed Form ST-220-CA (http://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf), or an affidavit (http://esd.ny.gov/CorporateInformation/Data/RFPs/RequiredForms/STL_5A_Affidavit.pdf) that the Respondent is not required to be registered with the State Department of Taxation and Finance. Also in accordance with the requirements of STL 5-a, any contract resulting from this solicitation will require periodic updating of the certifications contained in Form ST-220-CA. Solicitation responses that do not include a properly completed ST-220-CA will be considered incomplete and non-responsive and will not be considered for contract award. Only the prime consultant completes Form ST 220-CA, but Schedule A to Form ST 220-CA requires detailed information from the sub-consultants, such as tax ID number, etc., if applicable. Moreover, if applicable, certificates of authority must be attached by the prime consultant and all the sub-consultants.

x. Schedule A

Following final selection of a Respondent, ESD will prepare a contract defining all project terms and conditions and the Respondent’s responsibilities in conformance with Schedule A. A sample can be found at: https://esd.ny.gov/sites/default/files/ScheduleA-Services_Materials-3818.pdf

Please note Bidders do not need to complete the entire Schedule A with the submission. However, Bidders should still review these terms, which are standard in all ESD contracts, and raise any concerns present prior to submission, as successful Bidders will need to accept these terms prior to contract execution.

xi. Project Sunlight

This procurement is subject to the Public Integrity Reform Act of 2011. Under the Public Integrity Reform Act of 2011, “appearances” (broadly defined and including any substantive interaction that is meant to have an impact on the decision-making process of a state entity) before a public benefit corporation such as ESD by a person (also broadly defined) for the purposes of procuring a state contract (as contemplated in this RFP) must be reported by ESD to a database maintained by the State Office of General Services that is available to members of the public. If in doubt as to the applicability of Project Sunlight, Bidders and their advisors should consult the Laws of 2011, Ch. 399 for guidance.

xii. Insurance Requirements

The selected Bidder will be required to provide the following insurance (at a minimum and to the extent applicable):

- Commercial General Liability of \$1 million per occurrence and \$2 million in the aggregate;
- In the event that you are using a vehicle in business, Commercial Automobile insurance with a limit of not less than \$1 million;
- Must show evidence of Worker’s Compensation & Employer’s Liability insurance at State statutory limits;
- Must show evidence of Disability insurance coverage at State statutory limits;

NYS Urban Development Corporation d/b/a Empire State Development (ESD) must be named as additional insured on a primary and non-contributory basis on all of the following policies: Commercial General Liability and Auto Liability. All policies above should include a waiver of subrogation in favor of ESD.

xiii. W-9 Form

Provide a completed W-9 form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>), submit with bid.