



**Empire State
Development**

MWBE Certification Process Management and Improvement Project

Issued: May 5, 2022

Submission Deadline: May 27, 2022 by 5:00 PM ET

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. Bidders are prohibited from contact related to this procurement with any New York State employee other than the designated contacts listed below (refer to: Section IX – Letter i).

Designated Contacts for this Procurement:

Primary Contact: John F. Discolo
Secondary Contact: Ralph Volcy

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

MWBEProcessManagementRFP2022@esd.ny.gov

This RFP is posted on the Empire State Development website:

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

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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.

It is the mission of the Division of Minority and Women’s Business Development (the “Division”), a division of ESD, to promote equality of economic opportunities for minority and women-owned businesses and eliminate barriers to their participation in state contracts. The Division supplements ESD’s leadership with information and resources that increase access to information and opportunities for minority and women-owned businesses throughout the state.

II. OVERVIEW

Background

The Division is charged, among other things, with certifying New York State businesses as minority or women-owned business enterprises (“Certification”). Certification as a minority or women-owned business enterprise (“MWBE”) increases opportunities for these businesses to participate on New York State funded contracts and is an important way that New York State is working to promote and support MWBEs.

In the 2022 State of the State address, Governor Hochul singled out the MWBE program, due to both its historic success and challenges, as a key part of her plan to advance New York’s place as a national equity model. Her commitment to ‘building on New York’s nation-leading support for minority- and women-owned businesses’ includes a significant re-investment in the MWBE program, as well as a multi-pronged strategy, that targets unacceptably long wait times for businesses seeking certification and limited access to business development opportunities. The first prong of that strategy is an investment in faster MWBE Certifications, reduce future applicant wait times, and address the backlog in pending Certification applications. The Division will use the deliverables from this RFP to access and optimize the MWBE Certification review process.

Purpose

The Certification process is a labor and time intensive process that includes a detailed review of a business’ certification application, consistent with Article 15-A of the New York State Executive Law. The Division is currently seeking proposals from qualified respondents to this RFP (“Bidders”) to provide Strategy and Implementation Advisory Services (“Services”) in connection with the Certification process. A Bidder who is selected through this RFP process and who enters into a contract with ESD is referred herein as the “Selected Respondent.” Services to be provided by the Selected Respondent will be by request, and are anticipated to include: (1) documenting and mapping of the current process; (2) reviewing and prioritizing performance metrics; (3) providing executable guidance with respect to process optimization; (4) other consulting services related to the Certification process as requested by ESD.

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 MWBEProcessManagementRFP2022@esd.ny.gov. Nothing prohibits an M/WBE or SDVOB Vendor from proposing as a prime contractor.

III. SCOPE OF WORK

Upon request, the Selected Respondent shall provide some or all of the following services, in addition to general consulting services as needed:

Phase I

Mapping the current MWBE certification process to gain an understanding of potential efficiencies and changes to benefit processes and outcomes by:

- a. Mapping Certification processes, which covers application intake, document review, compliance review, decision review and appeal; and
- b. Undertaking thorough review of current best practices handbook and training tools practices in order to create a workflow management process.

Phase II

Providing expertise and executable guidance with respect to process optimization and re-engineering that are necessary to achieve desired outcomes. Such expertise and guidance could include:

- a. Reviewing and making recommendations on internal and/or external policies, as well as current certification strategies and processes to further streamline the certification process;
- b. Designing and creating Certification step-by-step guides;
- c. Providing detailed analytics and/or data on best practices/trends to support possible course of action and make informed decisions;
- d. Evaluating the information requirements and Certification support necessary in connection with the management of appeals of certification decisions.

IV. DELIVERABLES

1. General Deliverables Requirements

All deliverables shall be subject to the following requirements:

- a. The Selected Respondent will be required to prepare and submit the documents,

identified below, to the Division both in physical copy and an encrypted electronic format compatible with Microsoft software with complete tabular findings. The Division shall have access upon request to all data, information, and analyses generated during the Work. The Selected Respondent shall make such requested data, information and analyses available to the Division promptly and in the requested format, following a request by ESD.

- b. All reports shall be: (a) written in clear and concise language using consistent terms; (b) organized in a logical manner; (c) fully illustrated with relevant examples; and (d) consistent with widely accepted and analytically sound methodology and reasoning. The Selected Respondent shall provide the Division all notes, work papers, records and documentation that identify, describe, detail, chronicle, and support its methods, analyses and conclusions for each of the elements in the work product. The final version of any report or portion of the report must address any deficiencies or concerns raised by the Division in any previous drafts. At the end of the engagement, a complete copy of all the data, information and records that are relied upon or used by the Selected Respondent for its study methodology, analysis, and conclusions, must be provided to the Division at no cost.
- c. The Selected Respondent agrees to maintain, for a six-year period following the conclusion of the engagement, all data, information and records used, acquired or generated during the engagement using sound and legally defensible document and information retention policies. The Selected Respondent further agrees that during the six-year period following the conclusion of this engagement, it will provide any documents, information, records, or Data to the Division upon their request and within 5 (five) business days of the Selected Respondent receiving such a request.

2. Deliverables

Phase I – Current MWBE Certification Process

Detailed Mapping of the current Certification Lifecycle, including but not limited to critical path analysis and flowcharts.

Phase II – Future MWBE Certification Process

- a. Detailed documentation of tasks to be performed at each phase of the Division’s Decentralized Application Review Process, including Step-by-Step Certification Process Guides to comply with Article 15-A;
- b. A report identifying delays and bottlenecks with concrete recommendations for future state to optimize the intake and review process;
- c. Develop Frequently Asked Questions to be launched on the Division’s website.

3. Weekly Progress Meetings

The Division requires bi-weekly progress meetings to provide information and identify any issues encountered that might impact the work schedule or the completion of tasks, and the steps taken by the Selected Respondent to resolve those issues. Any revisions to the work plan

must be included in these meetings.

4. Strategy and Process Findings

All findings and recommendations, as described in Section 3 (Scope of Services), shall be provided in clear and concise language to the Division by the dates delineated in Section 4. D (schedule of deliverables). This shall include all necessary reasoning, analyses and data to support the methodologies and recommendations.

5. Schedule of Deliverables (not including bi-monthly reporting)

Phase	Deliverable	Format	Due Date
Phase I	Mapping of the Certification Lifecycle	Draft	July 7, 2022
		Final	July 22, 2022
Phase II	Certification Step-by-Step Guide to comply with Article 15-A and Regulations	Draft	July 19, 2022
		Final	August 19, 2022
	Report of Delays/Bottlenecks and Optimization	Draft	August 19, 2022
		Final	September 26, 2022
	Frequently Asked Questions (FAQs)	Draft	September 2, 2022
		Final	September 23, 2022

V. SCHEDULE OF DATES

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

Release of RFP	May 5, 2022
Deadline for Submission of Questions	May 12, 2022 by 5:00 PM EST
Deadline for ESD to Respond to Questions	May 17, 2022 by 5:00 PM EST
Submission of Proposals (date and time)	May 27, 2022 by 5:00 PM EST
Interviews (if necessary)	May 31, - June 2, 2022
Announcement of Successful Bidder	June 6, 2022
Anticipated Contract Start Date	June 21, 2022

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

VI. SELECTION CRITERIA

Minimum Qualification Requirements:

Responses to this RFP must include information about Bidder's current capabilities, past experiences working with other states and large municipalities and how those experiences may inform or impact work with New York State as it relates to operating models, leading practices, and policy improvements.

- a) Prior to the proposal due date for this RFP, the Respondent must have been in business for a minimum of three (3) years, performing relevant Strategy and Implementation Advisory Services, such as those described in Scope of Work of this RFP.
- b) Each Bidder must provide the names and addresses of at least three (3) business references.
- c) Prospective Bidders must possess adequate financial resources and organizational capacity to perform the services described in this RFP in an efficient and effective manner, with financial resources to pay expenses in advance of receipt of payment from ESD. ESD prefers a letter from a Certified Public Accountant (CPA) indicating that the Bidder has sufficient working capital, positive net worth, and has or can obtain a line of credit. ESD will also accept a letter from a party other than a CPA (such as an attorney, bank officer, corporate attorney, parent holding company) familiar with and attesting to the financial condition of the Bidder.
- d) The successful Bidder must employ strict privacy and confidentiality protections to adequately protect the confidentiality of all data. All data transmissions must be encrypted. Throughout the course of this project, the successful Bidder may have access to confidential company information. The successful Bidder for this project must agree to protect confidential information and to sign non-disclosure agreements prepared by ESD. All information provided to, collected or otherwise obtained by the successful Bidder, the successful Bidder's staff and all subcontractors is proprietary and may not be disclosed in perpetuity, to any party other than ESD itself without ESD's express written approval.
- e) This section of the RFP is not intended to itemize all requirements for award of this project. See Section 7 of this RFP for additional information on proposal format and contents.

The proposals will be scored in the following manner:

Firm Experience and Qualifications	25 Percent (25%)
Staff Experience and Qualifications	20 Percent (20%)
Project Plan and Approach/ Methodology	30 Percent (30%)
Cost Proposal and Budget/ Use of Funds	15 Percent (15%)
Quantitative Factor	10 Percent (10%)

Quantitative Factor (10 pts)

ESD will award 10 points to respondents that are certified Minority or Women-owned Business Enterprises (MWBEs) as defined in section three hundred ten of the New York State Executive Law or Service-Disabled Veteran-owned Business Enterprises (“SDVOBs”) as defined in section three hundred sixty-nine of the New York State Executive Law.

In order to be awarded points pursuant to the Quantitative Factor, the respondent must (1) identify itself as an MWBE or SDVOB in Attachment A and (2) be registered with the NYS Department of State as an entity authorized to conduct business in New York State. Respondents identifying themselves as MWBEs must be listed in the directory of New York State-certified MWBEs (“MWBE Directory”) as of the closing of the period for responses to this RFP. The MWBE Directory is available at: <https://ny.newnycontracts.com/>. Respondents identifying themselves as SDVOBs must be listed in the directory of New York State-certified SDVOBs (“SDVOB Directory”) as of the closing of the period for responses to this RFP. The SDVOB Directory is available <http://www.ogs.ny.gov/Core/SDVOBA.asp>.

VII. SUBMISSION OF PROPOSALS

Every Bidder should submit a proposal which clearly and concisely provides all the information requested. Bidders should ensure that responses conform to the RFP instructions and requirements and are complete and clear in meeting the technical requirements. Bidders are advised to thoroughly read and follow all instructions contained in this RFP. Proposals that do not comply with these instructions or do not meet the full intent of all the requirements of this RFP may be subject to scoring reductions during the evaluation process or may be deemed non-responsive.

1. Technical Proposal

Below is a listing of the technical information to be provided by the Bidder. No information is required beyond what is specifically requested. ESD requests that all Technical Proposals be identified to match the specific information requested below:

- A.** Title Page
- B.** Table of Contents
- C.** Firm Experience and Qualifications
- D.** Staff Experience and Qualifications
- E.** Project Plan and Approach
- F.** Estimated Cost
- G.** Quantitative Factors

The purpose of the Technical Proposal is to provide Bidders 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 RFP.

A. Title Page

Indicate name, address, phone and email address, contact person, and federal tax ID number (if applicable). A statement that the offer shall be firm and not revocable for a period of 90 days must also be included.

B. Table of Contents

The Table of Contents should clearly identify the location of all material within the proposal by section and page number.

C. Firm Experience and Qualification

In this section of the Technical Proposal, Bidders should demonstrate relevant experience by providing the following:

1. A summary of the Bidder's technical expertise that describes the unique capabilities of the Bidder. This narrative should highlight the Bidder's ability to provide successful prior experience conducting similar analyses or analogous studies and include a description of the direct prior experience of the Bidder with New York State and/or other comparable governmental entities relating to disparity and policy analyses.
2. Successful Bidders should detail at least one similar engagement comparable to those services detailed in Section 4, but no more than three. Please indicate, for each engagement completed:
 - a. Name of client organization
 - b. Type of client (e.g. government entity (local, state, federal), private company etc.)
 - c. Project description and services provided
 - d. Project duration including start/end dates
 - e. Number of Bidder staff (FTEs) involved in the engagement
3. Any other information regarding the project that would assist ESD in determining the success experienced by the client, which may include previous similar studies. If Respondent wishes to include previous studies as examples of prior experience, please include a link to the study and not a hard copy in the proposal.
4. Firm References - The Bidder is asked to supply ESD with the names and contact information for two individuals (one primary and one alternate contact person) whom ESD may contact as a reference for each engagement described above.

Information provided by references may be used by ESD for proposal evaluation purposes. ESD 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. ESD reserves

the right to deploy, at its sole discretion, a variety of methods and communication approaches to contact references, depending on what ESD deems to be the most effective and efficient manner.

D. Staff Experience and Qualifications

In this section of the Technical Proposal, Bidders should demonstrate that the staff proposed have the knowledge and ability to perform the services described in this RFP and provide the following:

1. A project management and staffing plan that describes the unique capabilities of the individuals assigned. Include a narrative description of the specific function/role that each staff member would perform and their specific qualifications for their proposed role in this engagement. Lead staff should be identified. Respondents should submit resumes for all members of the proposed team, including any subcontract personnel who may work on the engagement.
2. State all relevant information regarding the number, qualifications and experience of the staff to be specifically assigned to this engagement. Indicate how the staff competency level over the term of the contract will be assured.
3. Respondents should submit the contact information for at least three (3) references from recent engagements, preferably with governmental entities, who can comment on the experience of the lead staff proposed for this engagement. Names, titles, addresses, email addresses and telephone numbers of organizations and individuals who may be contacted for reference must be included.

Information provided by references may be used for proposal evaluation purposes. ESD 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.

E. Project Plan / Approach

In this section of the Technical Proposal, Bidders should demonstrate their competence and capacity to undertake the services described in this RFP by providing the following:

Proposals must include a workplan detailing the proposed strategies, indicating the techniques and methodologies planned to meet the objectives of the RFP's scope of services, as well as tasks, activities, data and information-gathering, analyses, milestones, and other information describing how the Bidder will complete and meet the goals of the project. A successful Bidder shall meet the prescribed deliverables in accordance with the workplan included in its proposal.

Responsive proposals should discuss the Bidder's proposed methodology for gathering the required information and how it would ensure a complete analysis for the purposes described in Section 3. The Bidder must research best practices and set forth the methods it would use to incorporate its findings. The workplan should also discuss any significant hurdles or challenges that the Bidder anticipates will impede the success of the project, including any gaps in the data

and/or process that the Bidder anticipates. For each challenge identified, a Bidder should discuss how they would mitigate those risks.

The workplan should also include a timeline for the tasks to be completed in order to ensure the Schedule of Deliverables is met.

A successful Bidder will identify the resources it plans to utilize to complete the work, including subcontractors if any, external data, software packages, and other anticipated resources.

F. Estimated Cost

All Bidders must complete and submit with their proposal a budget, which shall include the cost of performing the tasks outlined herein. The budget shall be separate from the technical proposal. The proposal must include a description of each of the following:

1. Staff Fees including the title of each individual assigned to the project;
2. hourly rate per individual assigned to the project; and
3. estimated number of hours for each individual assigned to the project.
4. Expenses
 - (a) administrative expenses including costs related to such items as photocopying, telecommunications, travel, data analysis, data storage, interviewing, etc. Note: travel expenses will be reimbursed at the current rates for New York State employees;
 - (b) any other expenses (*e.g.* subcontracted services) identified by type and dollar amount. Note: Subcontracted services must be itemized by subcontract name, job title, hours, hourly rate and total.

G. Quantitative Factor (10 pts)

ESD will award 10 points to respondents that are certified Minority or Women-owned Business Enterprises (MWBEs) as defined in section three hundred ten of the New York State Executive Law or Service-Disabled Veteran-owned Business Enterprises (“SDVOBs”) as defined in section three hundred sixty-nine of the New York State Executive Law.

In order to be awarded points pursuant to the Quantitative Factor, the respondent must (1) identify itself as an MWBE or SDVOB in [ATTACHMENT A] and (2) be registered with the NYS Department of State as an entity authorized to conduct business in New York State. Respondents identifying themselves as MWBEs must be listed in the directory of New York State-certified MWBEs (“MWBE Directory”) as of the closing of the period for responses to this RFP. The MWBE Directory is available at: <https://ny.newnycontracts.com/>. Respondents identifying themselves as SDVOBs must be listed in the directory of New York State-certified SDVOBs (“SDVOB Directory”) as of the closing of the period for responses to this RFP. The SDVOB Directory is available <http://www.ogs.ny.gov/Core/SDVOBA.asp>.

ii. Administrative Proposal

Schedule A, https://esd.ny.gov/sites/default/files/ScheduleA-Services_Materials-3818.pdf, are required terms must be included in every contract executed with ESD pursuant to this RFP. The Selected Respondent must agree to abide by these requirements and provide any information requested by ESD in connection with these requirements. Accordingly, Bidders should complete

and submit the items listed below, in the order in which they are listed. Failure to submit any of the requirements below with the proposal may result in the rejection of a Bidder's proposal.

- i. [State Finance Law §§139-j and 139-k forms http://intranet.empire.internal/Finance/SF_Law139_JK.pdf](http://intranet.empire.internal/Finance/SF_Law139_JK.pdf)
- ii. [Vendor Responsibility Questionnaire](#), (may also be submitted online with a copy of submitted form with proposal)
- iii. Iran Divestment Act Statement
- iv. Non-Discrimination and Contractor & Supplier Diversity Requirements
 - o [OCSD-1 - MWBE and SDVOB Participation / EEO Policy Statement](#)
 - o [OCSD-2 - Staffing Plan](#)
 - o [OCSD-4 - MWBE and SDVOB Utilization Plan](#)
- v. [Encouraging the Use of NYS Businesses in Contract Performance Form](#),
- vi. Certification under State Tax Law Section 5-a [220-CA](#) or [Affidavit](#), submit with proposal
- vii. [W-9 Form](#), submit with proposal

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

Submission of a Complete Two-Part Proposal

By submitting a proposal, Respondents are indicating their acceptance of the conditions in this RFP. Submission of proposals in a manner other than as described in these instructions (*e.g.*, facsimile, physical mail) will not be accepted. When submitting each proposal, Bidders must comply with the following:

1. The Technical Proposal and the Administrative Proposal must be submitted in one email as separate files;
2. Clearly mark the files for each proposal (Technical and Administrative);
3. Clearly mark the email as "**RFP – MWBE Process Management Proposal 2022 submitted by [Bidder's name]**"

Digital files must be received prior to 5:00 p.m. local time on May 27, 2022 at the following electronic mail (email) address: MWBEProcessManagementRFP2022@esd.ny.gov. Proposals should not be sent to any physical address:

Late proposals will not be considered absent extraordinary circumstances where good cause is shown.

VIII. QUESTIONS

Questions or requests for clarification regarding the RFP should be submitted via email, citing the RFP page and section in accordance with the schedule in Section IV (Schedule of Dates) to MWBEProcessManagementRFP2022@esd.ny.gov. Only written questions will be accepted 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 as an addendum to this RFP.

IX. GENERAL PROVISIONS

The issuance of this RFP and the submission of a response by a Bidder 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 RFP;
- ii. Revise any requirement of this RFP;
- 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 RFP, 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 RFP.

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

All information submitted in response to this RFP is subject to the Freedom of Information Law ("FOIL") (N.Y. Public Officers Law, Article 6), 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, Proposals may be discussed at meetings of the ESD Directors, which meetings are subject to the Open Meetings Law (N.Y. Public Officers Law, Article 7).

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 submitting a Proposal, 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 Division have any liability of any kind arising from or in connection with the contract, unless and until OSC approval has been received.

Performance

The performance of a contractor ("Contractor") on any contract resulting from this procurement will be assessed by the Division according to the achievement of the Contractor's contractual obligations in a timely and professional manner, as set forth in the resulting Contract. ESD 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 ESD, 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

ESD 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 RFP (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 Division, 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 Division. 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 Division of any proposed changes in staff immediately. The Division has the absolute right and discretion to approve or disapprove any proposed changes in staff. The Division, 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 its proposal, 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.

Intellectual Property/Personal Property Rights in Data, Computer Software & Other Intellectual Property

A. Rights in Data:

All studies, reports, findings, sources, bibliographies, subscriber lists, mailing lists, working papers, files, input materials and output materials, the media upon which the same are located (including, without limitation, cards, tapes, discs, and other storage facilities), together with any drafts of same or other intermediate components thereof which may or may not be either confidential or proprietary, and all other materials, prepared for or delivered to ESD in the course of performance of any contract resulting from this RFP ("Agreement"), (hereinafter referred to as "Data"), shall be deemed to be "work made for hire" (as defined in Section 101 of Title 17 of the United States Code), and shall be provided to and become the exclusive property of ESD. If it is determined that any Data encompassed above does not fall within the definition of "work made for hire" (as defined in Section 101 of Title 17 of the U.S.C.), the Bidder hereby covenants and agrees to transfer all right, title and interest in any such Data to ESD, and cooperate with ESD, as is necessary, in the processing and execution of any and all documents needed to cause said transfer of all right, title and interest.

B. Maintaining Data:

The Bidder agrees to maintain all Data and any other documents, information and records relating to the studies that are the subject of this RFP for a period of six years after the conclusion of this engagement, at the Bidder's sole cost and expense and pursuant to reasonable and legally defensible document and information retention policies. The Bidder further agrees that during the six-year period following the conclusion of this engagement, it will provide any documents, information, records, or Data to ESD upon their request and within 5 (five) business days of the Bidder receiving such a request. For any requests for additional documentation, beyond those records that are required to be provided at the end of the engagement (see Section III), ESD agrees to pay the reasonable costs incurred by the Bidder for the copying and transmission of documents, information, records or data, as long as the Bidder provides notice of such costs to ESD prior to incurring them.

C. Rights in COTS Computer Software:

Any commercial off-the-shelf ("COTS") computer software and its related documentation and licenses which were purchased by the Bidder to perform data collection, data dissemination and marketing in satisfaction of an Agreement shall be transferred to ESD to the extent

permissible by the original license. The transfer of such COTS software shall be accomplished at no additional cost to ESD.

D. Rights to Bidder-Owned Pre-Existing Computer Software/Documentation:

All computer software and related documentation, together with any versions of same or other intermediate components thereof, which may be either confidential or proprietary, which was owned by the Bidder and existing at the time of the effective date of an Agreement and which, during the term of such Agreement is used by the Bidder in the conduct of the performance of the Agreement in such a fashion as to render such preexisting software as being an integral and necessary operating component of the Bidder-Developed Computer Software developed under the Agreement (hereinafter referred to as "Bidder-Owned Pre-Existing Computer Software/Documentation"), shall be deemed to remain the property of the Bidder and all right, title and interest therein to the same shall continue to vest in the Bidder, with the express understanding that the Bidder hereby licenses ESD to use such Bidder-Owned Pre-Existing Computer Software/Documentation as provided for in subparagraph X.F. herein below.

E. Rights to Contractor-Developed Computer Software and Software Documentation:

The Bidder will design, develop and install computer software, programming or code (referred to as "software" in this section) as may be required for ESD. ESD will have exclusive ownership of the software including all documentation, source and executable code. All computer software and related documentation, together with any versions of same or other intermediate components thereof which may be either confidential or proprietary, developed by the Bidder in the direct course of performance of an Agreement (hereinafter "Bidder-Developed Computer Software and Software Documentation"), shall be deemed to be the property of ESD and all right, title and interest therein to the same shall vest in ESD.

F. For Software License Agreements

For software license agreements regarding any and all pre-existing computer Software and Documentation including Software/Documentation developed by the Bidder or purchased from outside sources in the course of performance on an Agreement, the Bidder hereby grants to ESD a nonexclusive, royalty-free, irrevocable, license to ESD, for:

- a. All Software and Software Documentation (as herein above defined) developed or purchased during the performance of an Agreement; and
- b. Only that Contractor-Owned Pre-Existing Computer Software/Documentation (as herein above defined) which forms an integral and necessary operating component of the Bidder-Developed Computer Software created under an Agreement;
- c. This license shall include the right to reproduce for archival purposes only, and to use and make and permit others to use and make any modifications necessary to the Bidder-Developed Computer Software and Software Documentation, and the Bidder-Owned Pre-Existing Software/Documentation;
- d. The rights granted by this license do not include any rights to derivative works, modifications, revisions, and upgrades to the Bidder-Developed Computer Software and Software Documentation which are developed by the Bidder after the term of an Agreement, or any extensions thereto, expires or is terminated.

G. Other Intellectual Property Rights:

Except for those intellectual property rights otherwise addressed in sections X.A. through X.F. above, the Bidder agrees that all other patentable or copyrightable ideas, writings, drawings, inventions, designs, parts, machines or processes, together with any drafts of same or other intermediate components thereof which may be either confidential or proprietary, developed as a result of, or in the course of, an Agreement rendered to ESD by the Bidder or any of its employees or subcontractors during the term of an Agreement (hereinafter "Items") shall be deemed to be a "work made for hire"(as herein above defined), and shall be provided to and become the exclusive property of ESD. If it is determined that any Items encompassed above do not fall within the definition of "work made for hire" (as defined in Section 101 of Title 17 of the U.S.C.), the Bidder hereby covenants and agrees to transfer all right, title and interest in any such Items to ESD, and will cooperate with ESD, as is necessary, in the processing and execution of any and all documents needed to cause said transfer of all right, title and interest. Bidder hereby assigns all rights in such intellectual property to ESD, and will ensure that its employees and subcontractors shall, supply all assistance reasonably requested in securing for ESD's benefit any patent, copyright, trademark, service mark, license, right or other evidence of ownership of any such intellectual property, and will provide full information in regards to any such Item and execute all appropriate documentation prepared by ESD in applying or otherwise registering, in ESD's name, all rights to any such Items. ESD has the right to grant licenses to make, use, buy or sell any Items derived from the services performed under an Agreement. Provided however, upon mutual agreement of the Bidder and ESD, ESD may waive its property rights, in writing, to any and all patentable or copyrightable ideas, writings, drawings, inventions, designs, parts, machines or processes, together with any drafts of same or other intermediate components thereof which may be either confidential or proprietary, developed as a result of, or in the course of, an Agreement.

H. Additional rights

ESD reserves the right to include additional or revised intellectual/personal property provisions in an Agreement in addition to or in place of those described herein, with regard to the ownership (exclusive and/or nonexclusive) of any property or work product created or purchased as a result of any Agreement resulting from this RFP. The presumption is that, unless otherwise stated and agreed to in writing, all intellectual property is owned by ESD, including reports, surveys and all other works made or performed for hire. Specifically exempt from the provisions of this paragraph are property, plant and equipment provided by the Bidder to ESD, for the purpose of carrying out the provisions of this RFP. Property, plant and equipment may be subject to intellectual/personal property regulation when agreed to in writing by the parties

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 VII of this RFP, 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 RFP 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 RFP. 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 RFP. These Procurement Requirements: (1) govern permissible communications between potential Bidders and ESD or other involved governmental entities with respect to this RFP; (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 RFP. Compliance with the Procurement Requirements requires that all communications regarding this RFP, 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 Offerer Disclosure of Prior Non-Responsibility Determinations, and the Offerer'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 website under "RFPs/RFOs"); and periodic updating of such forms during the term of any contract resulting from this RFP.

Bidders must submit the Offerer Disclosure of Prior Non-Responsibility Determinations, and the Offerer'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 determinations 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 RFP.

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 Bidders to this RFP 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 proposal.

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)."

iv. Iran Divestment Act

Every Proposal 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. No Response that fails to certify compliance with this requirement may be accepted as responsive. 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 177

In accordance with New York State Executive Order 177, all bidders 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 Proposals.

vi. 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

NEW YORK STATE LAW

Pursuant to New York State Executive Law Article 15-A and Parts 140-147 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 30 percent for MWBE participation. A contractor (“Contractor”) on any contract resulting from this procurement (“Contract”) must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors and suppliers in the performance of the Contract. To that end, by submitting a response to this RFP, the respondent agrees that ESD may withhold payment pursuant to any Contract awarded as a result of this RFP pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. For guidance on how ESD will evaluate a Contractor’s “good faith efforts,” refer to 5 NYCRR § 142.8.

The respondent understands that only sums paid to MWBEs for the performance of a commercially useful function, as that term is defined in 5 NYCRR § 140.1, may be applied towards the achievement of the applicable MWBE participation goal. The portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be 25 percent of the total value of the contract.

In accordance with 5 NYCRR § 142.13, the respondent further acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in a Contract resulting from this RFP, such finding constitutes a breach of contract and ESD may withhold payment as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBEs for work performed or materials supplied under the Contract.

By submitting a bid or proposal, a respondent agrees to demonstrate its good faith efforts to achieve the applicable MWBE participation goals by submitting evidence thereof through the New York State Contract System (“NYSCS”), which can be viewed at <https://ny.newnycontracts.com>, provided, however, that a respondent may arrange to provide such evidence via a non-electronic method by contacting the Office of Contractor and Supplier Diversity (“OCSD”) at OCSD@esd.ny.gov.

Additionally, a respondent will be required to submit the following documents and information as evidence of compliance with the foregoing:

- A. An MWBE Utilization Plan with their bid or proposal. Any modifications or changes to an accepted MWBE Utilization Plan after the Contract award and during the term of the Contract must be reported on a revised MWBE Utilization Plan and submitted to ESD for review and approval.

ESD will review the submitted MWBE Utilization Plan and advise the respondent of ESD acceptance or issue a notice of deficiency within 30 days of receipt.

- B. If a notice of deficiency is issued, the respondent will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to OCSD at OCSD@esd.ny.gov, a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by ESD to be inadequate, ESD shall notify the respondent and direct the respondent to submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

ESD may disqualify a respondent as being non-responsive under the following circumstances:

- a) If a respondent fails to submit an MWBE Utilization Plan;
- b) If a respondent fails to submit a written remedy to a notice of deficiency;
- c) If a respondent fails to submit a request for waiver; or
- d) If ESD determines that the respondent has failed to document good faith efforts.

The successful respondent will be required to attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the Contract. Requests for a partial or total waiver of established goal requirements made subsequent to Contract Award may be made at any time during the term of the Contract to ESD, but must be made no later than prior to the submission of a request for final payment on the Contract.

The successful respondent will be required to submit a quarterly MWBE Contractor Compliance & Payment Report to ESD, by the 10th day following each end of quarter over the term of the Contract documenting the progress made toward achievement of the MWBE goals of the Contract.

Equal Employment Opportunity Requirements

By submission of a bid or proposal in response to this solicitation, the Respondent agrees with all of the terms and conditions [SCHEDULE B - PARTICIPATION BY MINORITY GROUP MEMBERS WITH RESPECT TO STATE CONTRACTS: REQUIREMENTS AND PROCEDURES](#). The Respondent is required to ensure that it and any subcontractors awarded a subcontract for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the Respondent, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

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 bid or proposal.

If awarded a Contract, respondent shall submit a Workforce Utilization Report and shall require each of its Subcontractors to submit Workforce Utilization Reports, 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 subcontractors 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-2: <https://esd.ny.gov/sites/default/files/OCSD-2-Staffing-Plan.pdf>

Form OCSD-3:

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

Form OCSD-4: <https://esd.ny.gov/sites/default/files/OCSD-4-Utilization-Plan.pdf>

Form OCSD-5: <https://esd.ny.gov/sites/default/files/OCSD-5-Waiver-Request-Form.pdf>

Form OCSD-6: <https://esd.ny.gov/sites/default/files/OCSD-6-Compliance-Report.pdf>

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

Diversity Practices

ESD has determined, pursuant to New York State Executive Law Article 15-A, that the assessment of the diversity practices of Bidders is practical, feasible, and appropriate. Accordingly, Bidders shall be required to include as part of their response to this procurement the Diversity Practices Questionnaire (DPQ). (See Appendix A)

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 (“SDVOB”), 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 are 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.

Contract Goals

- A. ESD hereby establishes an overall goal of 6% for SDVOB participation, based on the current availability of qualified SDVOBs. For purposes of providing meaningful participation by SDVOBs, the Bidder/Contractor should reference the directory of New York State Certified SDVOBs found at: <https://online.ogs.ny.gov/SDVOB/search>. Questions regarding compliance with SDVOB participation goals should be directed to the Designated Contacts. Additionally, following Contract execution, Contractor is encouraged to contact the Office of General Services’ Division of Service-Disabled Veterans’ Business Development at 518-474-2015 or VeteransDevelopment@ogs.ny.gov to discuss additional methods of maximizing participation by SDVOBs on the Contract.
- B. Contractor must document “good faith efforts” to provide meaningful participation by SDVOBs as subcontractors or suppliers in the performance of the Contract.

SDVOB Utilization Plan

- A. In accordance with 9 NYCRR § 252.2(i), Bidders are required to submit a completed SDVOB Utilization Plan on Form OCSD-4.
- B. The Utilization Plan shall list the SDVOBs that the Bidder intends to use to perform the Contract, a description of the work that the Bidder intends the SDVOB to perform to meet the goals on the Contract, the estimated dollar amounts to be paid to an SDVOB, or, if not known, an estimate of the percentage of Contract work the SDVOB will perform. By signing the Utilization Plan, the Bidder acknowledges that making false representations or providing information that shows a lack of good faith as part of, or in conjunction with, the submission of a Utilization Plan is prohibited by law and may result in penalties including, but not limited to, termination of a contract for cause, loss of eligibility to submit future bids, and/or withholding of payments. Any modifications or changes to the agreed participation by

SDVOBs after the Contract award and during the term of the Contract must be reported on a revised SDVOB Utilization Plan and submitted to ESD.

- C. ESD will review the submitted SDVOB Utilization Plan and advise the Bidder/Contractor of ESD acceptance or issue a notice of deficiency within 20 days of receipt.
- D. If a notice of deficiency is issued, Bidder/Contractor agrees that it shall respond to the notice of deficiency, within seven business days of receipt, by submitting to ESD a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by ESD to be inadequate, ESD shall notify the Bidder/Contractor and direct the Bidder/Contractor to submit, within five business days of notification by ESD, a request for a partial or total waiver of SDVOB participation goals on OCSD-5. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.
- E. ESD may disqualify a Bidder's bid or proposal as being non-responsive under the following circumstances:
 - (a) If a Bidder fails to submit an SDVOB Utilization Plan;
 - (b) If a Bidder fails to submit a written remedy to a notice of deficiency;
 - (c) If a Bidder fails to submit a request for waiver; or
 - (d) If ESD determines that the Bidder has failed to document good faith efforts.
- F. If awarded a Contract, Contractor certifies that it will follow the submitted SDVOB Utilization Plan for the performance of SDVOBs on the Contract pursuant to the prescribed SDVOB contract goals set forth above.
- G. Contractor further agrees that a failure to use SDVOBs as agreed in the Utilization Plan shall constitute a material breach of the terms of the Contract. Upon the occurrence of such a material breach, ESD shall be entitled to any remedy provided herein, including but not limited to, a finding of Contractor non-responsibility.

Request for Waiver

- A. Prior to submission of a request for a partial or total waiver, Bidder/Contractor shall speak to the Designated Contacts at ESD for guidance.
- B. In accordance with 9 NYCRR § 252.2(m), a Bidder/Contractor that is able to document good faith efforts to meet the goal requirements, as set forth in clause IV below, may submit a request for a partial or total waiver on Form OCSD-5, accompanied by supporting documentation. A Bidder may submit the request for waiver at the same time it submits its SDVOB Utilization Plan. If a request for waiver is submitted with the SDVOB Utilization Plan and is not accepted by ESD at that time, the provisions of clauses II (C), (D) & (E) will apply. If the documentation included with the Bidder's/Contractor's waiver request is complete, ESD shall evaluate the request and issue a written notice of acceptance or denial within 20 days of receipt.

C. Contractor shall attempt to utilize, in good faith, the SDVOBs identified within its SDVOB Utilization Plan, during the performance of the Contract. Requests for a partial or total waiver of established goal requirements made subsequent to Contract award may be made at any time during the term of the Contract to ESD, but must be made no later than prior to the submission of a request for final payment on the Contract.

D. If ESD, upon review of the SDVOB Utilization Plan and Monthly SDVOB Compliance Report (OCSD-6) determines that Contractor is failing or refusing to comply with the contract goals and no waiver has been issued in regards to such non-compliance, ESD may issue a notice of deficiency to the Contractor. The Contractor must respond to the notice of deficiency within seven business days of receipt. Such response may include a request for partial or total waiver of SDVOB contract goals.

Waiver requests should be sent to OCSD.

Required Good Faith Efforts

In accordance with 9 NYCRR § 252.2(n), Contractors must document their good faith efforts toward utilizing SDVOBs on the Contract. Evidence of required good faith efforts shall include, but not be limited to, the following:

- (1) Copies of solicitations to SDVOBs and any responses thereto.
- (2) Explanation of the specific reasons each SDVOB that responded to Bidders/Contractors' solicitation was not selected.
- (3) Dates of any pre-bid, pre-award or other meetings attended by Contractor, if any, scheduled by ESD with certified SDVOBs whom ESD determined were capable of fulfilling the SDVOB goals set in the Contract.
- (4) Information describing the specific steps undertaken to reasonably structure the Contract scope of work for the purpose of subcontracting with, or obtaining supplies from, certified SDVOBs.
- (5) Other information deemed relevant to the waiver request.

Monthly SDVOB Contractor Compliance Report

In accordance with 9 NYCRR § 252.2(q), Contractor is required to report Monthly SDVOB Contractor Compliance to ESD during the term of the Contract for the preceding month's activity, documenting progress made towards achieving the Contract SDVOB goals. This information must be submitted using form OCSD-6 available on the ESD website and should be completed by the Contractor and submitted to ESD, by the 10th day of each month during the term of the Contract, for the preceding month's activity to: OCSD@esd.ny.gov.

Breach of Contract and Damages

In accordance with 9 NYCRR § 252.2(s), any Contractor found to have willfully and intentionally failed to comply with the SDVOB participation goals set forth in the Contract, shall be found to have breached the contract and Contractor shall pay damages as set forth therein.

vii. 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 Proposal, 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/ENCOURAGINGUSEOFNEWYORKSTATEBUSINESSESINCONTRACTPERFORMANCE.pdf>.

viii. 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 Proposals 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 nonresponsive 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.

ix. 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 of their Proposal. However, Bidders should still review these terms, which are standard in all ESD contracts, and raise any concerns present prior to submission of their Proposal, as successful Bidders will need to accept these terms prior to contract execution.

x. 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.

xi. 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 Respondent is 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.

xii. W-9 Form

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

XI. Attachment A