

REQUEST FOR PROPOSAL (RFP)

RFP #57

NEW YORK STATE EDUCATION DEPARTMENT

Title: Documentary Heritage and Preservation Services for New York (DHPSNY)

The New York State Education Department (NYSED), Office of Cultural Education is seeking proposals for the Documentary Heritage and Preservation Services for New York (DHPSNY). DHPSNY provides a set of supports and educational services for eligible archives, libraries, historical societies, museums, and other institutions that hold historical records and/or library research materials and operate programs to preserve them and make them accessible. Supports and services will be available to over 5,000 eligible New York organizations and tailored to those organizations.

The principal activities through which these supports and services are to be provided include communications and outreach; planning and assessment services; and educational services.

Program activities focus on achieving the following outcomes:

- New York collecting institution staff increase their knowledge of preservation and accessibility, as well as their confidence in applying this knowledge.
- New York collecting institutions improve their adherence to standards and best practices for preservation and accessibility.
- New York collecting institutions enhance the accessibility of New York's historical records and library research materials.

The eligible bidder is a public or nonprofit professional agency or organization with the capacity to provide specified services to eligible archives, libraries, historical societies, museums, and other institutions that hold historical records and/or library research materials and operate programs to preserve them and make them accessible.

Subcontracting will be limited to thirty percent (30%) of the total contract budget. Subcontracting is defined as non-employee direct personal services and related incidental expenses, including travel.

NYSED will award 1 contract pursuant to this RFP. The contract resulting from this RFP will be for a term anticipated to begin November 1, 2025 and to end October 31, 2030.

Bidders are required to comply with NYSED's Minority and Women-Owned Business Enterprises (M/WBE) participation goals for this RFP through one of three methods. Compliance methods are discussed in detail in the Minority/Women-Owned Business Enterprise (M/WBE) Participation Goals section below.

Service Area: Statewide

Components contained in RFP #57 are as follows:

- 1.) Description of Services to Be Performed
- 2.) Submission
- 3.) Evaluation Criteria and Method of Award

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- 4.) Assurances
- 5.) Submission Documents (separate document)

Questions regarding the request must be submitted via [online form](#) no later than the close of business 6/30/2025. A Questions and Answers Summary will be posted to [NYSED's Procurement website](#) no later than 7/14/2025. The following are the designated contacts for this procurement:

Program Matters: Holly Peacock, Barbara Lilley
Fiscal Matters: Lucas Rodriguez
MWBE Matters: Tara Wildove

Bidders are requested to submit their bids electronically. The following documents, as detailed in the Submission section of this RFP, must be received via [online form](#) no later than **8/4/2025 by 3:00 PM Eastern Time**:

1. Submission Documents labeled **<name of bidder> Submission Documents RFP #57**
2. Technical Proposal labeled **<name of bidder> Technical Proposal RFP #57**
3. Cost Proposal labeled **<name of bidder> Cost Proposal RFP #57**
4. M/WBE Documents labeled **<name of bidder> M/WBE Documents RFP #57**

Instructions for Submitting an Electronic Bid:

1. The technical and cost proposal documents should be submitted in Microsoft Office. PDF files that are editable and Optical Character Recognition (OCR) searchable are acceptable. Please do not submit the technical or cost proposal as a scanned PDF.
2. Submission documents requiring a signature must be signed using one of the methods listed below and may be submitted as a Microsoft Office, PDF, or JPG document. A scanned PDF is acceptable for these documents.
3. The following forms of e-signatures are acceptable:
 - a. handwritten signatures on faxed or scanned documents
 - b. e-signatures that have been authenticated by a third-party digital software, such as DocuSign and Adobe Sign
 - c. stored copies of the images of signatures that are placed on a document by copying and pasting or otherwise inserting them into the documents
4. Unacceptable forms of e-signatures include:
 - a. a typed name, including a signature created by selecting a script or calligraphy font for the typed name of the person "signing"
5. To identify the signer and indicate that the signer understood and intended to agree to the terms of the signed document, the signer will sign beside or provide by email the following attestation: "I agree, and it is my intent, to sign this document by <describe the signature solution used> and by electronically submitting this document to <name of recipient individual or entity>. I understand that my signing and submitting this document is the legal equivalent of having placed my handwritten signature on the submitted document and this attestation. I understand and agree that by electronically signing and submitting this document I am affirming to the truth of the information contained therein."
6. To ensure receipt of your bid, please ensure that the RFP number and title listed on page 1 are accurately entered into the fields "Procurement No" and "Procurement Title/Name" on the [online form](#). Failure to include this information may result in the bid not being received by the deadline or considered for award.
7. **Bids must be Received by 3:00pm Eastern Time on due date**

1.) **Description of Services to be Performed**

Work Statement and Specifications

This section of the bid package details the services and products to be acquired. Please note that the contract process also includes general New York State administrative terms and conditions, as well as terms and conditions required by New York State law. These terms and conditions address issues related to both the submission of bids and any subsequent contract; they are included separately in this bid package for your information. Please review all terms and conditions.

Minority and Women-Owned Business Enterprise (M/WBE) Participation Goals Pursuant to Article 15-A of the New York State Executive Law

For purposes of this procurement, NYS Education Department hereby establishes an overall goal of 30% of the total discretionary non-personal service budget for M/WBE participation, 17% for Minority-Owned Business Enterprises (“MBE”) participation and 13% for Women-Owned Business Enterprises (“WBE”) participation based on the current availability of qualified MBEs and WBEs. All bidders must document good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of this Contract. Minority and Women-Owned Business Enterprise (M/WBE) participation includes any and all services, materials or supplies purchased from New York State certified minority and women-owned firms. Utilization of certified Minority and Women-Owned firms will be applied toward the goals. Bidders can achieve compliance with NYSED’s Minority and Women-Owned Business Enterprise goals as described below.

ACHIEVE FULL COMPLIANCE WITH PARTICIPATION GOALS (PREFERRED)

Bidders should submit subcontracting/supplier forms that meet or exceed NYSED’s participation goals for this procurement. All subcontracting/supplier forms must be submitted with the bid proposal. In addition, bidders must complete and submit M/WBE 100: Utilization Plan, M/WBE 102: Notice of Intent to Participate and EEO 100: Staffing Plan. Instructions and copies of these forms are located in the Submission Documents. All firms utilized must be certified with the NYS Division of Minority and Women Business Development before beginning any work on this contract. For additional information and a listing of currently certified M/WBEs, see the [NYS Directory of Certified Minority and Women-Owned Business Enterprises](#).

The contact person on M/WBE matters is available throughout the application and procurement process to assist bidders in meeting the M/WBE goals. NYSED reserves the right to approve the addition or deletion of subcontractors or suppliers to enable bidders to comply with the M/WBE goals, provided such addition or deletion does not impact the technical proposal and/or increase the total cost of the bid proposal.

DOCUMENTATION OF GOOD FAITH EFFORTS

Bidders must undertake a good faith effort to solicit NYS Certified M/WBE firms as subcontractors and/or suppliers in fulfillment of this procurement. Means of solicitation may include but are not limited to: advertisements in minority centered publications; solicitation of vendors found in the [NYS Directory of Certified Minority and Women-Owned Business Enterprises](#); and the solicitation of minority and women-oriented trade and labor organizations. Bidders will be required to certify and attest to their good faith efforts by completing NYSED’s Certification of Good Faith Efforts (Form

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M/WBE 105). See the M/WBE Submission Documents for detailed examples of and required forms to document good faith efforts.

NYSED reserves the right to reject any bid for failure to document “good faith efforts” to comply with the stated M/WBE goals.

IN THE EVENT BIDDERS CANNOT COMPLY WITH NYSED DESIGNATED PARTICIPATION GOALS, SAID BIDDERS MUST DOCUMENT THEIR “GOOD FAITH EFFORTS” TO COMPLY AND SUBMIT ONE OF THE FOLLOWING REQUESTS:

REQUEST A PARTIAL WAIVER OF PARTICIPATION GOALS

In order to request a partial waiver of the participation goals for this procurement, Bidders must provide documentation of their good faith efforts to obtain the use of certified M/WBE enterprises along with their bid proposal forms. The subcontracting forms must include the participation percentage(s) for which they seek approval. Bidders will be required to certify and attest to their good faith efforts. Bidders should submit a request for a partial waiver (Form M/WBE 101) and document their Good Faith Efforts (Form M/WBE 105) at the same time as the bid is submitted. Bidders must also complete and submit M/WBE 100: Utilization Plan, M/WBE 102: Notice of Intent to Participate and EEO 100: Staffing Plan. The M/WBE Coordinator is available throughout the procurement process to assist in all areas of M/WBE compliance.

REQUEST A COMPLETE WAIVER OF PARTICIPATION GOALS

In order to request a complete waiver of the participation goals for this procurement, Bidders must provide documentation of their Good Faith Efforts to obtain the use of certified M/WBE enterprises along with their bid proposal forms. Bidders will be required to certify and attest to their good faith efforts. Bidders should submit a request for a complete waiver on Form M/WBE 101 and document their Good Faith Efforts (Form M/WBE 105) at the same time as they submit their bid. The M/WBE Coordinator is available throughout the procurement process to assist in all areas of M/WBE compliance.

All payments to Minority and Women-Owned Business Enterprise subcontractor(s) must be reported to NYSED M/WBE Program Unit using M/WBE 103 Quarterly M/WBE Compliance Report. This report must be submitted on a quarterly basis and can be found at NYSED’s [M/WBE Forms and Compliance Forms webpage](#).

Service-Disabled Veteran-Owned Business (SDVOB) Participation Goals Pursuant to Article 3 of the Veterans’ Services Law

[Article 3 of the Veterans’ Services Law](#) allows eligible Veteran business owners to get certified as a New York State Service-Disabled Veteran-Owned Business (SDVOB). The goal of Article 3 is to encourage and support eligible SDVOBs to play a greater role in the state's economy by increasing their participation in New York State's contracting opportunities. To this end, NYSED strongly encourages bidders to make maximum possible use of SDVOBs as subcontractors and/or suppliers under this contract, consistent with the requirements of State Finance Law and State procurement guidelines, as well as NYSED policies and procedures. Bidders should consider fulfilling the requirements of this contract through the participation of SDVOBs at a rate of 6%. For additional information about this program, including a list of SDVOBs, please visit the [Office of General Services, Division of Service-Disabled Veterans’ Business Development website](#).

Background

The New York State Education Department (NYSED) Office of Cultural Education (OCE) seeks a provider for a set of supports and educational services to be made available to eligible archives, libraries, historical societies, museums, and other institutions in New York State that hold historical records and/or library research materials and operate programs to preserve them and make them accessible. Supports and services will be tailored to New York organizations.

Historical records and library research materials contain significant information that is of enduring research value and are therefore worthy of long-term retention and systematic management. They include but are not limited to the following types: diaries, journals, ledgers, minutes, reports, photographs, maps, architectural drawings, deeds, case files, rare books, and may take the following forms: paper, parchment, bound, photographic, microfilm, audiotape, digital audio and video, film, videotape, and born-digital, among other forms.

Program Outcomes and Evaluation

As established by program guidelines, services are to be focused on achieving the following outcomes:

- New York collecting institution staff increase their knowledge of preservation and accessibility, as well as their confidence in applying this knowledge.
- New York collecting institutions improve their adherence to standards and best practices for preservation and accessibility.
- New York collecting institutions enhance the accessibility of New York's historical records and library research materials.

Program outcomes form the basis of an independent Services Evaluation supported and maintained by OCE. The contractor will work within this evaluation process, led by an independent evaluator who will be contracted separately by OCE, to deploy evaluation tools for all products including those for communications and outreach, planning and assessment, and educational services. Program effectiveness will be evaluated on an annual basis by the independent evaluator, in consultation with the contractor and OCE, and will result in a written report. The report will be used to improve services and products. All data collected through the evaluation tools and the subsequent analysis will be shared statewide through print and web-based vehicles.

History of Documentary Heritage and Preservation Services for New York (DHPSNY)

These supports and educational services have been provided for the past ten years through Documentary Heritage and Preservation Services for New York (DHPSNY), a program of statewide scope with services delivered by a contractor working in close consultation with and under the oversight of OCE. The current five-year contract is scheduled to end October 31, 2025. OCE seeks to launch a new five-year contract with a service provider in order to continue the delivery of services to eligible institutions immediately after the close of the current contract, with no interruption in service.

OCE will convey to the successful contractor several assets that will aid in continuity and infrastructure. Re-use of these assets will be assessed in consultation with OCE and subject to their approval. They include the following:

1. Website content
2. Website platform
3. Directory

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4. Brochure content
5. Workshop materials and recorded webinars
6. Mailing list
7. Branding design
8. Survey instruments
9. Archived newsletters
10. Social media accounts
11. Planning & Assessment reports
12. Annual Reports
13. Application and review content portal

Deliverables and/or Project Description

The contractor will provide a set of supports and educational services at no charge to institutions eligible for those services. The specific content, schedule, and delivery method for these supports and educational services will be described in a five-year Service Plan, with annual updates to be approved by OCE as needed. They include:

- Communications & Outreach
- Planning & Assessment
- Educational Services

In addition, the contractor will provide OCE an Annual Report, beginning in December 2026, on activities. The Annual Report will include:

- Data on program participation
- Identification of issues and challenges
- Identification of successes and effective services

For more information on reporting requirements, see pages 16-18. NYSED shall own all materials, processes, user accounts, and products (software, code, documentation, and other written materials) developed under this contract.

Communications & Outreach

The contractor will establish and maintain a multipronged communication and outreach program to ensure that constituents are aware of DHPSNY services, to encourage collaboration and networking among institutions and to ensure that assistance is accessible, available, and promptly provided. The contractor will deliver the following component services:

Website

The contractor will manage and provide a host for the existing DHPSNY.org website, or a version thereof as approved by OCE. The prospective provider may propose modifications to the website. However, the users of the website are accustomed to and comfortable with the domain name, content, components, navigation, and style. The website will be fully responsive and will continue to provide the following:

- Online registration module to facilitate sign-up process for Educational Services and other DHPSNY-sponsored activities
- Online application module for Planning & Assessment services
- Communication module to facilitate information exchange, advice, assistance, and idea sharing

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- Links to relevant listservs, message boards, discussion forums, and other web-based resources
- Events calendar including DHPSNY services and other activities of interest to the DHPSNY audience
- Contact Us function
- Web-based resources including recorded webinars to support learning and program growth

Current website technical specifications are as follows:

Website (DHPSNY.org)

- Host: Pantheon
- Web content management system: Drupal
- Approximately: 5200 content items (pages, blog posts, pdfs, etc)
- Average monthly traffic approximately 1350 users
- Website and databases use approximately 1.3 GB

Website Integrations, Links, and Buttons

- Follow us on Social Media: Facebook, Instagram, LinkedIn, and YouTube buttons on homepage
- E-news Signup: Constant Contact (button on homepage)
- Events Calendar on Resources Page: linked to Google Calendar
- Workshops: linked to Constant Contact Registration
- Planning & Assessment Applications: Submittable
- Webinar recordings: linked to DHPSNY YouTube channel

Print Promotional Materials

The contractor will produce and distribute print materials including but not limited to:

- Annual workshop brochure
- Promotional postcards as needed to support statewide outreach
- Other brochures as appropriate

All print material will be developed in consultation with OCE and subject to OCE approval. Selected print materials will be available in both Spanish and English when requested by OCE.

Newsletter

The contractor will produce a bi-monthly e-newsletter featuring services, programs, and events of interest to New York's cultural education community and distribute it to the existing mailing list, which will be maintained and expanded as part of this contract.

Directory

The contractor will maintain a link on the DHPSNY website to findnyculture.org-an existing statewide directory of institutions to facilitate communications, outreach, and accessibility.

Statewide Collections Survey

The contractor will work with OCE to conduct a comprehensive online survey examining constituents' collections, circumstances, and needs. The contractor will conduct this survey in Year 4. Comparable

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to the Heritage Health Index, this landscape survey is designed to obtain longitudinal data on the state of New York's collections, collecting institutions, and their needs.

Customer Needs Survey

In consultation with OCE the contractor will also develop and distribute a brief, informal annual survey to elicit constituents' service needs and feedback. This survey will focus on DHPSNY's three service areas: Communications & Outreach; Planning & Assessment; and Educational Services.

In consultation with OCE, the contractor will develop the annual update to the five-year Service Plan to respond to constituents' needs as expressed through the various surveys as well as program evaluations. All annual updates to the Service Plan will be subject to OCE approval and may be adjusted to reflect OCE priorities.

Branding

The contractor will have access to the existing DHPSNY logo and design style. The contractor may modify the logo and design style in web-based and print communications. However, any changes will be undertaken in consultation with OCE and subject to OCE approval.

Attribution

Contractor will make reference to DHPSNY services being "supported with New York State funds" or similar language as approved by OCE. This includes but is not limited to:

- planning & assessment reports
- headers on DHPSNY website
- publicity & communication materials
- social media

Services Promotion

The contractor will promote services and disseminate information via the following distribution formats, including but not limited to:

- E-newsletter relying on the existing DHPSNY branding, format and mailing list.
- DHPSNY website
- Social media outlets using the existing DHPSNY accounts where applicable and establishing new accounts if needed.

Promotional content will include announcements of DHPSNY services such as Educational Services and Planning & Assessment services; demonstration projects and models; statewide events such as Archives Month/History Month and Preservation Week; professional conferences such as New York Archives Conference, Museum Association of New York Annual Conference, Museums in Conversation; and roundtables/informal gatherings.

Planning & Assessment

The contractor will provide five types of services in the Planning & Assessment component of DHPSNY.

1. Foundational Planning Assistance
2. Strategic Planning
3. Archival Needs Assessment

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4. Preservation Survey
5. Item Level Condition Survey

In all cases, these services will require a visit to the institution receiving the service. Typically, that is a one-day visit; the Archival Needs Assessment, Preservation Survey, and Condition Survey are followed by a half-day follow-up visit about six months after the initial visit. Following the site visit, the contractor will prepare a report that includes observations, analysis, and recommendations for follow-up action. *These reports, as well as any content developed with contract funding, become the property of NYSED.* All reports must be submitted to OCE via the dhpsny@nysed.gov email address.

The contractor will provide follow-up assistance by email, phone, and an in-person half-day site visit about six months after the service. Follow-up is critical to a successful Planning & Assessment project in order to support and monitor implementation of recommendations. The contractor will be required to calculate travel to the survey sites and include that cost in their proposal in accordance with the approved NYS rates. New York State rates are available at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

Foundational Planning Assistance

The Foundational Planning Assistance service is designed for organization staff that feel they are not ready for DHPSNY services. Foundational Planning Assistance is an informal site visit that acquaints organizations with DHPSNY services and provides an informal conversation about site-appropriate services and their sequence. The result is a written custom plan for institutional advancement and guidance in applying for additional DHPSNY or other services. *See the Deliverables Schedule below for annual quantity expectations.*

Strategic Planning

Strategic Planning focuses on defining the mission, vision, governance, and management of a collecting institution. It includes the process of defining what future activities an organization should undertake to fulfill its mission.

Strategic planning services result in a planning document, prepared by the institution in consultation with the contractor, which identifies weaknesses and strengths; identifies resource needs and ways to address them; recommends future action; and provides milestones to gauge success. These documents will be made available to OCE by the contractor as part of their Annual Report and submitted to the dhpsny@nysed.gov email address. *See the Deliverables Schedule below for annual quantity expectations.*

Archival Needs Assessments

The contractor will conduct Archival Needs Assessments to assist institutions in evaluating and planning for archival program development. A comprehensive needs assessment will pinpoint problems, recommend solutions, set priorities, and guide the development of archival activity. The needs assessment will include a site visit, a report, and follow-up. Archival Needs Assessments will be conducted for any institution that holds historical records and manuscript collections.

The assessment will include, but not be limited to:

1. Administration
2. Collections management

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- Acquisition and appraisal practices, methods, and policies, including collection development
 - Arrangement and description practices and methods
 - Access tools and methods
 - Processing
3. Collections care and storage
 4. Building and environment
 5. Security and emergency preparedness

The assessment will be conducted by an experienced archivist/librarian with needs assessment expertise. They will interview key personnel and evaluate the existing historical records program, policies, and facility. The resulting needs assessment report will describe the current status of the organization, address its needs, and provide recommendations for short term improvement and long-range planning and vision. These reports will be made available to OCE by submission to the dhpsny@nysed.gov email address.

The contractor will provide follow-up assistance by email, phone, and an in-person half-day site visit about six months after the service. Follow-up is critical to a successful Needs Assessment project in order to support and monitor implementation of recommendations. *See the Deliverables Schedule below for annual quantity expectations.*

Preservation Surveys

Preservation Surveys will focus on the risks (both internal and external) to which collections are exposed in the context of the collecting organization and the physical environment. Surveys will identify risks to collections and actions designed to address those risks and guide short and long-term preservation efforts.

General Preservation Surveys

The main product of the General Preservation Survey will be a report that includes, but is not limited to, the following:

- Background of the collection, the collecting policy of the institution, the structure of the building, and the nature of the materials housed there
- Environmental concerns--temperatures, relative humidity, air quality, potential for water damage, protection from light, and protection from pests; collection management -- storage and handling, cleaning, repairs and binding, reformatting, and exhibition; security; disaster plans, and fire and water detection/suppression systems; special collections; and needs of special formats
- Each aspect of preservation and conservation should be addressed as related to the collection. In addition to describing optimum conditions, the report should discuss the problems detected, and what measures the institution should take to correct these problems.
- Specific materials in need of immediate attention should be addressed as short-term preservation goals, in addition to any other needs that are high priorities. The institution should be made aware of the importance of addressing these needs as soon as possible.
- Long-term preservation goals should be established. The institution should know that these goals should be met as soon as time and budget constraints allow. The report should also emphasize that preservation is an on-going process, with no end.

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Preservation surveys will be conducted by an experienced preservation librarian or book or paper conservator. A bibliography of relevant publications and a list of contact persons may be attached to the survey report to aid the institution in its preservation program.

Preservation Survey reports will be made available to OCE by submission to the dhpsny@nysed.gov email address. *See the Deliverables Schedule below for annual quantity expectations.*

Condition Surveys

Some collections may warrant an item-level or random sample survey. This is typically done for collections that are rare or unique and have high research value. Selection of approach will usually depend on the size of the collection and its overall condition. *See the Deliverables Schedule below for annual quantity expectations. Item level surveys will be done by a conservator experienced in the format of the collection to be surveyed i.e. paper, book or photograph conservator.*

Item-Level Condition Surveys

An item-level survey calls for every item in a collection to be examined and is typically performed on a discrete collection that is rare/unique and of great research value. A qualified conservator will conduct this type of survey.

Item-Level Survey reports will contain the following information:

- Executive summary
- Methodology used, including the survey form
- Overall description of the collection, including format(s) size, age, etc.
- Brief history of the collection, how it was obtained by the institution, and previous ownership and use
- Detailed condition report for each item and recommended treatment plan, including:
 - Both minimal and full treatment options
 - Any recommendations for rehousing
 - Aggregates for type of treatment
- Other information found in a general preservation survey, e.g., security, environmental conditions, etc.
- Results of any tests that were done on the items

Random Sample Condition Surveys

This approach is appropriate for large collections from which collection items are randomly selected for examination.

Random Sample Condition Survey reports will contain the following information:

- Executive summary
- Methodology used to generate the random sample, including the survey form and definitions of categories/condition
- Overall description of the collection, including format(s), size, age, etc.
- Brief history of the collection, how it was obtained by the institution, and previous ownership and use

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- Survey results including aggregates of types of deterioration
- Recommendations for next steps
- Other information found in a general preservation survey, e.g., security, environmental conditions, etc., as reflected by the random sample
- Results of any tests that were done on the items

Condition Survey reports will be made available to OCE by submission to the dhpsny@nysed.gov email address.

Distribution of Planning and Assessment Services

The Planning and Assessment visits will be offered to eligible New York organizations following an application and selection process posted on the DHPSNY website by the service provider.

Refinement of selection criteria, guidelines, and process will be done in consultation with OCE. All selection decisions are subject to OCE approval.

Current selection criteria are:

- Significance of the organization's holdings
- Solid existing or potential user communities
- Stable financial support
- Stable staffing
- Institutional commitment
- Demonstrated need for service
- Statewide geographic representation

Planning & Assessment Evaluation

The contractor will work with the independent evaluator on an evaluation process that enables Planning & Assessment customers to indicate whether institutional needs were met and voice suggestions for program improvement.

Educational Services

The contractor will provide Educational Services in multiple formats. Education services include but are not limited to the following: face-to-face workshops, live webinars, recorded webinars, mentorships, one-on-one technical assistance, and web-based resources.

Face-to-Face Workshops

The contractor will present face-to-face workshops throughout the state. While learners increasingly seek web-based offerings, the face-to-face workshop is still in demand and valuable because of the increased potential for networking and collaboration. The contractor will promote face-to-face workshops statewide using the [Reference and Research Library Resources System](http://www.nysl.nysed.gov/libdev/libs/lrc/index.html) regions (<http://www.nysl.nysed.gov/libdev/libs/lrc/index.html>) as the promotion and distribution framework. Services should be accessible to learners in each service region and address the needs of organizations in that region. However, the contractor is not required to meet a regional quota for face-to-face workshops.

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The contractor is responsible for finding appropriate locations for face-to-face workshops. Event locations will offer a training room that can seat at least 30 individuals and ample free parking and be ADA-compliant. All Educational Services sites will be selected in consultation with OCE and subject to OCE approval.

Workshops will be scheduled for one half to one full day. If the registration level is less than eight (8) individuals, the contractor may cancel the session. Cancellations will be made in consultation with OCE and at least 48 hours before the scheduled date.

The array of educational services topics includes but is not limited to the following:

Administration

- Mission/Vision
- Planning
- Budget/Finance
- Policies/Procedures
- Human Resources
- Records Management

Preservation

- Environmental/Building
- Collections Security
- Disaster Planning and Response
- Reformatting--Analog
- Digital Collections and Metadata Preservation
- Special Formats
- Collection Housing
- Preservation Planning
- Environmental Threats (Mold, Insects)
- Time-Based Media Preservation
- Exhibits

Acquisition

- Collecting Policy
- Appraisal
- Accessioning
- Documenting Collections
- De-Accessioning

Access/Programs

- Reference/Access
- Marketing/Outreach
- Public Programs

Processing

- Arrangement
- Description
- Born Digital Materials
- Digitization
- Photographs on Paper and Digital
- Time-Based Media

Getting Support

- Advocacy
- Fundraising

All workshop plans and schedules are subject to OCE approval. See the Deliverables Schedule for annual quantity expectations.

Past DHPSNY workshop topics have included:

- Archival Basics
- Policies & Procedures for Collecting Institutions
- Preserving Photographic Collections
- Fundraising for Preservation and Conservation
- Audiovisual Preservation
- Preservation Planning
- Mold Prevention
- Collections Processing
- Disaster Response and Recovery
- Paper Collections Care
- Salvage Techniques for Paper Collections

The contractor is expected to deliver 12 workshop presentations throughout the state per year. The contractor may deliver a workshop on a single topic multiple times. However, the contractor is expected to develop at least three distinct workshops on different topics annually, to be determined in consultation with and subject to the approval of OCE. Developing three distinct workshops and delivering each one four times is an effective and efficient model.

Webinars

The contractor will present webinars designed to teach a skill, introduce something new, or provide updates. Webinars, typically one hour in length, may also be developed and delivered in a series when content requires multiple sessions. The contractor will use a platform selected for customer accessibility and in consultation with OCE. The contractor is responsible for ensuring that webinar presenters and selected audio equipment/software will deliver an easily audible product. All webinars will be recorded and available within 30 days of delivery on the DHPSNY website. See the Deliverables Schedule for quantity expectations.

See DHPSNY's website for previous [webinars](https://dhpsny.org/webinars-online-courses) offered. (<https://dhpsny.org/webinars-online-courses>).

One-on-One Technical Assistance

The contractor will be available by appointment for one-on-one technical assistance designed to provide a wide range of advice tailored to the individual requester or institution. The contractor and requester will jointly select a communication method; possible methods include, but are not limited to social media, email, and telephone.

Web-Based Resources/Supplementary Materials

The contractor will develop educational materials and identify useful resources to supplement all Education Services. Web-based resources include but are not limited to the following:

- *Recorded webinars*
- *Workshop and webinar handouts*
- *Tutorials*
- *Links to OCE resources*
- *Policy and procedure templates*
- *E-publications and manuals*
- *Podcasts*
- *How-to videos*

The contractor will inform customers in each of the service regions of the materials via email and make them available thru the website.

Educational Services Content/Topics

All educational services will cover topics including but not limited to or fully inclusive of those on the list above: Educational Services Topics. The contractor will recommend training topics in response to customer needs expressed through the DHPSNY surveys. OCE will add topics to address perceived gaps or statewide priorities and will establish a minimum number of topics to be covered through Educational Services per year. Selection of workshop and webinar topics will be subject to OCE approval. In consultation with OCE and also subject to OCE approval, the contractor may subcontract for acquisition and/or delivery of educational content. Any content developed with contract funding becomes the property of NYSED.

Mentorship Program

The contractor will develop and manage a Mentorship Program designed to raise skills and knowledge as well as build relationships among eligible customers. The format of the program can take various forms. It can be a traditional mentor/mentee relationship, matching experienced professionals with those seeking guidance or a peer community program that can be based on type of organization, regionally based or other common factors.

In consultation with OCE, the contractor will:

- Define roles and responsibilities for mentors and mentees.
- Develop program guidelines that support successful matches.
- Develop documentation (online application form, welcome letter, evaluation form to support the program)
- Develop and implement a promotion strategy.
- Implement an evaluation and reporting framework to gauge success of the program.
- Ensure that practitioners across New York have access to the mentorship program.

The goals for this program will be to:

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- Foster professional development and communication.
- Encourage meaningful engagement with the issues.
- Develop competencies that strengthen individuals and their organizations in New York.
- Encourage regional cooperative projects among organizations with common needs or goals.
- Facilitate mutual assistance between organizations

Educational Services Promotion

The contractor will aggressively promote Educational Services through vehicles outlined in Communications & Outreach.

Educational Services Follow-up and Evaluation

The contractor will conduct follow-up with customers in each of the service regions to help customers apply educational content in their jobs and build an effective communications network.

In consultation with OCE, the contractor will develop a process for surveying users of DHPSNY products and services on how they plan to implement what they have learned in the short-and long-term, what services or topics they would like to see in the future and how they would like those services delivered. The contractor is responsible for distributing and collecting the evaluations at every workshop and webinar offering.

Schedule of Deliverables

Year	Services	Activities	Quantity
Year 1			
	Communications & Outreach	Assume responsibility for maintenance and operation of website	NA
		Launch brief survey seeking customer service needs and program feedback	NA
		Promote services and program	NA
		Participate in conferences and public programs	4
	Planning & Assessment	Conduct Foundational Planning Assistance visits	10
		Guide Strategic Planning (incl. half-day follow-up)	10
		Conduct Archival Needs Assessments (incl. half-day follow-up)	15
		Conduct Preservation Surveys or Condition Surveys (incl. half-day follow-up)	10
	Educational Services	Deliver Face-to-Face Workshops	12
		Deliver Webinars	10
		Launch mentorship program	NA
		Provide 1-on-1 Technical Assistance	NA

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Year	Services	Activities	Quantity
		Identify, develop, and post Web-Based Resources	NA
	Administration	Submit annual Service Plan update and Annual Report	NA
		Meet with OCE	4
Year 2			
	Communications & Outreach	Maintain/enhance website	NA
		Launch brief survey seeking customer service needs and program feedback	NA
		Promote services and program	NA
		Participate in conferences and public programs	4
	Planning & Assessment	Conduct Foundational Planning Assistance visits	10
		Guide Strategic Planning (incl. half-day follow-up)	10
		Conduct Archival Needs Assessments (incl. half-day follow-up)	15
		Conduct Preservation Surveys or Condition Surveys (incl. half-day follow-up)	10
	Educational Services	Deliver Face-to-Face Workshops	12
		Deliver Webinars	10
		Sustain mentorship program	NA
		Provide 1-on-1 Technical Assistance	NA
		Identify, develop, and post Web-Based Resources	NA
	Administration	Submit annual Service Plan update and Annual Report	NA
		Meet with OCE	4
Year 3			
	Communications & Outreach	Maintain/enhance website	NA
		Launch brief survey seeking customer service needs.	NA
		Promote services and program	NA
		Participate in conferences and public programs	4
	Planning & Assessment	Conduct Foundational Planning Assistance visits	10
		Guide Strategic Planning (incl. half-day follow-up)	10
		Conduct Archival Needs Assessments (incl. half-day follow-up)	15
		Conduct Preservation Surveys or Condition Surveys (incl. half-day follow-up)	10
	Educational Services	Deliver Face-to-Face Workshops	12

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Year	Services	Activities	Quantity
		Deliver Webinars	10
		Sustain mentorship program	NA
		Provide 1-on-1 Technical Assistance	NA
		Identify, develop, and post Web-Based Resources	NA
	Administration	Submit annual Service Plan update and Annual Report	NA
		Meet with OCE	4
Year 4			
	Communications & Outreach	Maintain/enhance website	NA
		Conduct comprehensive statewide collections survey	NA
		Launch brief survey seeking customer service needs and program feedback	NA
		Promote services and program	NA
		Participate in conferences and public programs	4
	Planning & Assessment	Conduct Foundational Planning Assistance visits	10
		Guide Strategic Planning (incl. half-day follow-up)	10
		Conduct Archival Needs Assessments (incl. half-day follow-up)	15
		Conduct Preservation Surveys or Condition Surveys (incl. half-day follow-up)	10
	Educational Services	Deliver Face-to-Face Workshops	12
		Deliver Webinars	10
		Sustain mentorship program	NA
		Provide 1-on-1 Technical Assistance	NA
		Identify, develop, and post Web-Based Resources	NA
	Administration	Submit annual Service Plan update and Annual Report	NA
		Meet with OCE	4
Year 5			
	Communications & Outreach	Maintain/enhance website	NA
		Launch brief survey seeking customer service needs and program feedback	NA
		Promote services and program	NA
		Participate in conferences and public programs	4
	Planning & Assessment	Conduct Foundational Planning Assistance visits	10
		Guide Strategic Planning (incl. half-day follow-up)	10

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Year	Services	Activities	Quantity
		Conduct Archival Needs Assessments (incl. half-day follow-up)	15
		Conduct Preservation Surveys or Condition Surveys (incl. half-day follow-up)	10
	Educational Services	Deliver Face-to-Face Workshops	12
		Deliver Webinars	10
		Sustain mentorship program	NA
		Provide 1-on-1 Technical Assistance	NA
		Identify, develop, and post Web-Based Resources	NA
	Administration	Submit annual Service Plan update and Annual Report	NA
		Meet with OCE	4

OCE Oversight and Communications

The contractor will report to an OCE Advisory/Management Team with which the contractor will meet quarterly, at least twice in person. In-person meetings between OCE DHPSNY staff and the vendor will be scheduled at a location agreed upon by both parties, but within the State of New York. Decisions about programs and other services will be made with the full participation of all OCE Advisory/Management Team staff. All communication between the contractor and OCE staff will be via a shared email that is created by OCE, conference calls or in person meetings. The contractor will be provided with the names and contact information of the OCE Advisory/Management Team staff.

Quarterly Payments and Reports

Payments will be made to the contractor quarterly. Expenditures will be reported on New York State Standard Vouchers and Expenditure Reports four times during the contract year (September 30, on December 20, and on March 31, June 30). Payments will be based on expenditures made during the previous quarter. Invoices will be compared to reports to determine the appropriateness of charges. The vendor will be paid after each required quarterly invoice is reviewed and approved by NYSED. All invoices submitted for payment must include dates of services and an itemized list of activities and costs consistent with the deliverables contained in the executed contract. Invoices with incomplete information will be returned to the vendor.

Payments to subcontractors should be listed on invoices. Payment for subcontractors must list the subcontractor's name, payment amount, and nature of services provided separately on the invoice submitted.

Annual Service Plan Update

The contractor, in consultation with OCE and subject to OCE approval, will develop an Annual Service Plan Update that will:

- Respond to the results of the constituents needs survey, interviews with key constituents, and constituent suggestions
- Include performance measures for the services that will be provided
- Be informed by the independent evaluation carried out during the prior year, as applicable
- Reflect OCE priorities

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- Detail annual deliverables that ensure statewide engagement

Annual Report

The contractor will report data according to specifications established by OCE. Performance data will be identified to support independent outcome-based evaluation designed to improve the program's effectiveness from year to year.

The contractor is required to submit the following data and any additional data/information requested by OCE:

1. Communications & Outreach

Maintain/enhance website

- Effectiveness of online presence—accessibility, web analytics (# hits, time spent, click-through rates); total time spent on activity

Maintain mailing list.

- Number of up-to-date listings

Conduct statewide collections survey of needs Year 4 of the contract.

- Number of surveys sent, response rate, survey report

Promote services and program

- Attendance at promoted events; number of newsletters issued; email metrics (bounce rates, open rates, click and forward rates, number of downloads, etc.); social media metrics (e.g. "likes", followers); online registration rates; total time spent on activity

Participate in professional conferences

- Conferences attended; presentations made; attendance at those presentations; follow-ups conducted; referrals made; total time spent on activity

2. Planning & Assessment

Conduct Foundational Planning Assistance Visits

- Number of requests received; applicant institution name, location (city, county); date of service and number of visits; report availability; contractor/institution remarks; total time spent on activity

Conduct Strategic Planning Process

- Number of applications received; applicant institution name, location (city, county); date of service and number of visits; report availability; contractor/institution remarks; total time spent on activity

Conduct Archival Needs Assessments

- Number of applications received; applicant institution name, location (city, county); date of service and number of visits; report availability; contractor/institution remarks; total time spent on activity

Conduct Preservation and Condition Surveys

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- Number of applications received; applicant institution name, location (city, county); date of service and number of visits; report availability; contractor/institution remarks; total time spent on activity

3. Educational Services

Deliver Face-to-Face Workshops

- For each title, number of offerings; location and date of all offerings; attendance per offering, contractor and institution evaluation of activity; workshop content availability; total time spent on activity

Deliver Webinars

- For each title, number of offerings; location and dates of all offerings; attendance per offering, contractor and institution evaluation of activity; webinar content availability on web; total time spent on activity

Implement Mentorship Program

- Number of requests for service received; participant name and institution; dates of participation; participant's evaluation of experience; contractor's follow-up/evaluation

Provide 1-on-1 Technical Assistance

- Institution served; subject of consultation; total time spent on activity

Identify, Develop, and Post Web-Based Resources

- Number of resources created; total time spent on activity

Staffing Qualifications

For delivery of archival and/or preservation-related services, the contractor will employ or engage personnel who have the requisite education, training and experience described below. Résumés should demonstrate the education, experience and skills required to perform specified services, including:

- Master's degree with an archival concentration from an ALA- accredited library or information science program or master's degree in conservation or preservation administration depending on the need
- At least two (2) years of professional experience in archival best practices and management, or in preservation administration or conservation, depending on the need
- Familiarity with current scholarship in the field of archives or preservation and demonstrated knowledge of current archival standards, practices, management, policies and procedures, and emerging trends and technologies; or sound knowledge of preservation and conservation standards, practices and issues for multiple formats, depending on the need
- Excellent verbal and written communication skills
- Excellent teaching skills
- Excellent interpersonal and critical thinking/problem-solving skills
- Highly proficient in the use of technology including website development and management, and social media management
- Excellent organizational, planning, and project management skills
- Record of professional achievements sufficient to perform specific services

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The contractor will submit the résumés of key personnel and all consultants to OCE with the proposal. For positions that are unfilled at the time of proposal submittal, the contractor will provide position descriptions including required qualifications.

Accessibility of Web-Based Information and Applications

Any documents, web-based information and applications development, or programming delivered pursuant to the contract or procurement, will comply with New York State Education Department IT Policy NYSED-WEBACC-001, Web Accessibility Policy as such policy may be amended, modified or superseded, which requires that state agency web-based information, including documents, and applications are accessible to persons with disabilities. Documents, web-based information and applications must conform to NYSED-WEBACC-001 as determined by quality assurance testing. Such quality assurance testing will be conducted by NYSED employee or contractor and the results of such testing must be satisfactory to NYSED before web-based information and applications will be considered a qualified deliverable under the contract or procurement.

Subcontracting Limit

Subcontracting will be limited to 30% of the total contract budget. Subcontracting is defined as non-employee direct personal services and related incidental expenses, including travel.

For vendors using subcontractors, a Vendor Responsibility Questionnaire and a NYSED vendor responsibility review are required for a subcontractor when:

- the subcontractor is known at the time of the contract award;
- the subcontractor is not an entity that is exempt from reporting by OSC; and
- the subcontract will equal or exceed \$100,000 over the life of the contract.

For additional information about Vendor Responsibility, see the **Vendor Responsibility** section contained in **3.) Evaluation Criteria and Method of Award** of this RFP.

If the vendor proposes to change subcontractors during the contract period, NYSED must be notified prior to the change. NYSED reserves the right to reject any replacement subcontractors proposed by the vendor and reserves the right to approve all changes in subcontractors. The Subcontracting Form located in the Submission Documents must be updated annually and submitted to NYSED. Using this form, the vendor must also report to NYSED, on an annual basis, actual expenditures incurred for all subcontractors and indicate which subcontracting costs are associated with M/WBE.

Staff Changes

The contractor will maintain continuity of staff throughout the course of the contract. All changes in staff will be subject to NYSED approval. The replacement staff with comparable skills will be provided at the same or lower hourly rate.

Contract Period

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NYSED will award 1 contract pursuant to this RFP. The contract resulting from this RFP will be for a term anticipated to begin November 1, 2025 and to end October 31, 2030.

Electronic Processing of Payments

In accordance with a directive dated January 22, 2010, by the Director of State Operations - Office of Taxpayer Accountability, all state agency contracts, grants, and purchase orders executed after February 28, 2010, shall contain a provision requiring that contractors and grantees accept electronic payments.

M/WBE and Equal Employment Opportunities Requirements: Contractor Requirements and Obligations under New York State Executive Law, Article 15-A (Participation by Minority Group Members and Women with Respect to State Contracts)

In an effort to eradicate barriers that have historically impeded access by minority group members and women in State contracting activities, Article 15-A, of the New York State Executive Law §310-318, (Participation By Minority Group Members and Women With Respect To State Contracts) was enacted to promote equality of economic opportunities for minority group members and women.

The New York State Education Department ("NYSED") has enacted its policies Equal Opportunity, Non-Discrimination and Affirmative Action and on Minority and Women-Owned Business Enterprise Procurements consistent with the requirements as set forth under the provisions of Article 15-A (the "Article") incorporated by reference, requiring Contracting Agencies to implement procedures to ensure that the "Contractor" (as defined under Article 15-A, §310.3 shall mean an individual, a business enterprise, including a sole proprietorship, a partnership, a corporation, a not-for-profit corporation, or any other party to a state contract, or a bidder in conjunction with the award of a state contract or a proposed party to a state contract, complies with requirements to ensure Equal Employment Opportunities for Minority Group Members and Women, in addition to providing Opportunities for Minority and Women-Owned Business Enterprises on all covered state contracts.

In keeping with the intent of the Law, it is the expectation of the Commissioner and the responsibility of all contractors participating in and/or selected for procurement opportunities with NYSED, to fulfill their obligations to comply with the requirements of the Article and its implementing regulations.

In accordance with these requirements, the contractor hereby agrees to make every good faith effort to promote and assist the participation of certified Minority and Women-Owned Business Enterprises ("M/WBE") as subcontractors and suppliers on this project for the provision of services and materials in an amount at least equal to the M/WBE goal (Included in the procurement document) as a percentage of the total dollar value of this project. In addition, the contractor shall ensure the following:

1. All state contracts and all documents soliciting bids or proposals for state contracts contain or make reference to the following provisions:
 - a. The contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, gender, religion, veteran status, sexual orientation, genetic disposition or carrier status and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination.

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For purposes of the Article, affirmative action shall mean recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff or termination and rate of pay or other forms of compensation.

b. The contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability, marital status, gender, religion, veteran status, sexual orientation, genetic disposition or carrier status and that such union or representative will affirmatively cooperate in the implementation of the contractor's obligation herein.

c. The contractor shall state in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability, marital status, gender, religion, veteran status, sexual orientation, genetic disposition or carrier status.

2. The contractor will include the provisions of subdivision one of this section in every subcontract as defined under §310.14, except as provided under §312.6 of the Article, in such a manner that the provisions will be binding upon each subcontractor as to work in connection with the State contract.

3. Contractors or subcontractors shall comply with the requirements of any federal law concerning equal employment opportunity, which effectuates the purpose of this section.

4. Contractors and subcontractors shall undertake programs of affirmative action and equal employment opportunity as required by this section¹. In accordance with the provision of the Article, the bidder will submit, with their proposal, Staffing Plan (EEO 100).

5. Certified businesses (as defined under Article 15-A, §310.1 means a business verified as a minority or women-owned business enterprise pursuant to §314 of the Article) shall be given the opportunity for meaningful participation in the performance of this contract, to actively and affirmatively promote and assist their participation in the performance of this contract, so as to facilitate the award of a fair share of this contract to such businesses.

6. Contractor shall make a good faith effort to solicit active participation by enterprises identified in the [Empire State Development \("ESD"\) directory of certified businesses](#). The contractor must document its good faith efforts as set forth in 5 NYCRR 142.8. This document, Contractors Good Faith Efforts, can be found in the M/WBE Submission Documents.

7. Contractor shall agree, as a condition of entering into said contract, to be bound by the provisions of Article 15-A, §316.

8. Contractor shall include the provisions set forth in paragraphs (6) and (7) above in every subcontract in a manner that the provisions will be binding upon each subcontractor as to work in connection with this contract.

9. Contractor shall comply with the requirements of any federal law concerning opportunities for M/WBEs that effectuates the purpose of this section.

¹ Notice – Contractors are provided with notice herein, NYSED may require a contractor to submit proof of an equal opportunity program after the proposal opening and prior to the award of any contract. In accordance with regulations set forth under Article 15-A §312.5, contractors and/or subcontractors will be required to submit compliance reports relating to the contractor's and/or subcontractor's program in effect as of the date the contract is executed.

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10. Contractor shall submit all necessary M/WBE documents and/or forms as described above as part of their proposal in response to NYSED procurement.

11. The percentage goals established for this RFP are based on the overall availability of M/WBEs certified in the particular areas of expertise identified under this RFP. These goals should not be construed as rigid and inflexible quotas that must be met, but as targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire Minority and Women-Owned Business Program work.

12. Contractor shall ensure that enterprises have been identified (M/WBE 102) within the Utilization Plan, and the contractor shall attempt, in good faith, to utilize such enterprise(s) at least to the extent indicated in the plan, as to what measures and procedures contractor intends to take to comply with the provisions of the Article.

13. Upon written notification from NYSED M/WBE Program Unit as to any deficiencies and required remedies thereof, the contractor shall, within the period of time specified, submit compliance reports documenting remedial actions taken and other information relating to the operation and implementation of the Utilization Plan.

14. Where it appears that a contractor cannot, after a good faith effort, comply with the M/WBE participation requirements, contractor may file a written application with NYSED M/WBE Program Unit requesting a partial or total waiver (M/WBE 101) of such requirements setting forth the reasons for such contractor's inability to meet any or all of the participation requirements, together with an explanation of the efforts undertaken by the contractor to obtain the required M/WBE participation.

For purposes of determining a contractor's good faith efforts to comply with the requirements of this section or be entitled to a waiver, NYSED shall consider at the least the following:

I. Whether the contractor has advertised in general circulation media, trade association publications and minority-focused and women-focused media and, in such event;

a. Whether or not the certified M/WBEs which have been solicited by the contractor exhibited interest in submitting proposals for a particular project by attending a pre-bid conference; and

b. Whether certified businesses solicited by the contractor responded in a timely fashion to the contractor's solicitations for timely competitive bid quotations prior to the contracting agency's deadline for submission of proposals.

II. Whether there has been written notification to appropriate certified M/WBEs that appear in the [Empire State Development website](#).

All required Affirmative Action, EEO, and M/WBE forms to be submitted along with bids and/or proposals for NYSED procurements are attached hereto. Bidders must submit subcontracting forms that:

1) fully comply with the participation goals specified in the RFP; OR

2) partially comply with the participation goals specified in the RFP, and include a request for partial waiver, and document their good faith efforts to fully comply with the percentage goals specified in the RFP; OR

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3) do not include certified M/WBE subcontractors or suppliers, and include a request for a complete waiver, and document their good faith efforts to fully comply with the participation goals specified in the RFP.

All M/WBE firms are required to be certified by Empire State Development (ESD). Online Certification can be found at the [New York State Contract System website](#).

Failure to comply with the requirements of Article 15-A as set forth under this procurement and in conjunction with the corresponding contract, will result in the withholding of associated funds and other enforcement proceedings set forth under Article 15-A.

2.) **Submission**

Documents to be submitted with this proposal

This section details the submission document or documents that are expected to be transmitted by the respondent to the State Education Department in response to this RFP. New York State Education Department shall own all materials, processes, and products (software, code, documentation and other written materials) developed under this contract. Materials prepared under this contract shall be in a form that will be ready for copyright in the name of the New York State Education Department. Any subcontractor is also bound by these terms. The submission will become the basis on which NYSED will judge the respondent's ability to perform the required services as laid out in the RFP.

Project Submission

The proposal submitted in response to this RFP must include the following documents submitted via [online form](#) in Microsoft Office or editable PDF per the electronic proposal submission procedures outlined above, preferably with each of the following sets of documents attached as a single file (i.e. one email with four attachments):

1. Submission Documents bearing signatures
2. Technical Proposal
3. Cost Proposal
4. M/WBE Documents bearing signatures

The proposal must be received by **8/4/2025, by 3:00 PM.**

Proposals should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. If supplemental materials are a necessary part of the proposal, the bidder should reference these materials in the technical proposal, identifying the document(s) and citing the appropriate section and page(s) to be reviewed.

The proposal must communicate an understanding of the deliverables of the RFP, describe how the tasks are to be performed and identify potential problems in the conduct of the deliverables and methods to identify and solve such problems.

Bidders should specify all details and dates required to evaluate the technical proposal and should limit aspects of the project plan that are to be determined only after the award of a contract. No optional deliverables to be provided only at an additional cost should be included and will not be considered in the evaluation of the technical proposal. Contractual terms, conditions and assumptions are inappropriate for inclusion in the proposal.

Any proprietary material considered confidential by the bidder will specifically be so identified, and the basis for such confidentiality will be specifically set forth in the proposal by submitting the form "Request for Exemption from Disclosure Pursuant to the Freedom of Information Law," located in 5) Submission Documents.

Technical Proposal (70 points)

The completed Technical Proposal should be labeled **<name of bidder> Technical Proposal – RFP #57** and include the following:

1. Proposal Narrative
2. Contractor Organization/Firm
3. Résumés or position descriptions
4. References

1. Proposal Narrative

Pages in excess of twenty-five (25) will not be reviewed.

The Proposal Narrative will include a five-year Service Plan, which provides the proposed sequence of activities, a draft schedule for Year One, and a staffing plan for product development and delivery, program administration, and communication.

The Proposal Narrative will also describe how the contractor will ensure that the following criteria are met:

- Adherence to archival and preservation standards and best practices
- Services of consistently high quality
- Responsiveness of services to customer needs
- Accessibility of services to eligible institutions throughout New York State
- Services, both local and statewide, that strengthen eligible institutions, and help them become sustainable
- Strategic use of the web to enhance service distribution, delivery, and accessibility

2. Contractor Organization/Firm

Provide information about the organization/firm and its presentation, outreach and communication capabilities. Include examples of projects of a similar scope and focus provided for organizations comparable to NYSED Office of Cultural Education.

3. Résumés

Provide résumés of key personnel and consultants to be involved. For positions that are unfilled at the time of proposal submittal, the contractor will provide position descriptions including required qualifications. Résumés should demonstrate the education, experience and skills required to perform specified services as described above in Staffing Qualifications.

4. References

The RFP bidder will include five (5) references to institutions or networks for which organization/firm has provided similar services with comparable budgets. For each reference, include name, address and URL of the institution, and an individual contact name, phone number, and email address. NYSED may not be used as a reference. Note that five (5) references are expected.

Cost Proposal

(30 points)

The completed Cost Proposal should be labeled **<name of bidder> Cost Proposal – RFP #57** and include the following:

- 1.) Bid Form- Cost Proposal
- 2.) Subcontracting Form
- 3.) M/WBE Goal Calculation Worksheet
- 4.) M/WBE Purchases Form

Budgets must be submitted using whole dollar numbers.

The Financial Criteria portion of the RFP will be scored based upon the grand total of the 5 year budget summary.

M/WBE Documents

The original completed M/WBE Documents should be labeled **<name of bidder> M/WBE Documents – RFP #57**. Please return the documents listed for the compliance method bidder has achieved:

Full Participation-No Request for Waiver

1. M/WBE Cover Letter, **Signatures Required**
2. **M/WBE 100** Utilization Plan
3. **M/WBE 102** Notice of Intent to Participate
4. **EEO 100** Staffing Plan

Partial Participation-Request for Partial Waiver

1. M/WBE Cover Letter, **Signatures Required**
2. **M/WBE 100** Utilization Plan
3. **M/WBE 102** Notice of Intent to Participate
4. **EEO 100** Staffing Plan
5. **M/WBE 101** Request for Waiver
6. **M/WBE 105** Contractor's Good Faith Efforts

No Participation-Request for Complete Waiver

1. M/WBE Cover Letter, **Signatures Required**
2. **EEO 100** Staffing Plan
3. **M/WBE 101** Request for Waiver
4. **M/WBE 105** Contractor's Good Faith Efforts

3.) Evaluation Criteria and Method of Award

This section begins with the criteria the agency will use to evaluate bids and closes with the “method of award,” or how the contractor will be selected. This will be followed by various terms and conditions that reflect the specific needs of this project as well as New York State contract guidelines and requirements.

Criteria for Evaluating Bids

All eligible proposals received by the deadline will be reviewed using the following criteria and ratings. Applicants must ensure that all components of this application request have been addressed, the required number of copies has been provided, all forms and assurances have been completed, and the original signatures are included as required.

An evaluation committee will complete a review of all proposals submitted. The committee will review each proposal based upon the submitted proposal and the requirements of the RFP only. Bidders should not assume that committee review members will be familiar with the current program or have any previous experience with the bidder. Appropriate description should be included to inform review committee members about the bidder’s qualifications and capacity to perform all required deliverables.

The committee will review each proposal to determine compliance with the requirements described in the RFP. NYSED retains the right to determine whether any deviation from the requirements of this RFP is substantial in nature and may reject in whole or in part any and all proposals, waive minor irregularities and conduct discussions with all responsible bidders.

Technical Criteria (70 Points)

1. Approach to Project (50 Points)

Demonstrated by

- Proposal Narrative that:
 - Communicates an understanding of the deliverables of the RFP, describes how tasks are to be performed, and provides a sufficiently detailed service plan. (10 points)
 - Describes how the contractor will ensure adherence to archival and preservation standards and best practices and will deliver services that are of consistently high quality. (10 points)
 - Describes an approach that is responsive to customer needs, and services that are equitably accessible to eligible institutions throughout New York State. (10 points)
 - Demonstrates how the applicant will deliver services, both locally and statewide, to strengthen eligible institutions, and to help them become sustainable. (10 points)
 - Demonstrates how the applicant will deliver services that make appropriate use of the web to enhance service distribution, delivery, and accessibility. (10 points)

2. Experience and Expertise (20 points)

Demonstrated by:

- Contractor organization/firm information
 - The high quality of the applicant’s presentation, outreach and communication skills (5 points)
 - The applicant’s record of successfully carrying out large scale projects of a similar scope and focus for organizations comparable to NYSED’s Office of Cultural Education. (5 points)
- Résumés of key personnel and consultants:

- Key staff and consultants are highly qualified, through education and experience, as described in the résumés and position descriptions of the Staffing Qualifications section above (5 points)
- Institutional references (five) (5 points)

Financial Criteria (30 Points)

The Financial Criteria portion of this RFP will be scored based upon the grand total for the 5 year budget summary.

The **financial portion** of the proposal represents 30 points of the overall score and will be awarded up to 30 points pursuant to a formula. This calculation will be computed by the Contract Administration Unit upon completion of the technical scoring by the technical review panel.

The submitted budget will be awarded points pursuant to a formula that awards the highest score of 30 points to the budget that reflects the lowest overall cost. The remaining budgets will be awarded points based on a calculation that computes the relative difference of each proposal against the lowest budget submitted. The resulting percentage is then applied to the maximum point value of 30 points.

NYSED reserves the right to request best and final offers. In the event NYSED exercises this right, all responsive bidders will be asked to provide a best and final offer. The Contract Administration Unit will recalculate the financial score.

Method of Award

The aggregate score of all the criteria listed will be calculated for each proposal received.

The contract issued pursuant to this proposal will be awarded to the vendor whose aggregate technical and cost score is the highest among all the proposals rated. **If NYSED exercises the right to request best and final offers, the contract must be issued to the vendor with the highest aggregate technical and financial score that results from the best and final offer.**

In the event that more than one proposal obtains the highest aggregate score, the contract will be awarded to the vendor in that group of highest aggregate scores whose budget component reflects the lowest overall cost.

NYSED's Reservation of Rights

NYSED reserves the right to: (1) reject any or all proposals received in response to the RFP; (2) withdraw the RFP at any time, at the agency's sole discretion; (3) make an award under the RFP in whole or in part; (4) disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of the RFP; (5) seek clarifications of proposals; (6) use proposal information obtained through site visits, management interviews and the state's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP; (7) prior to the bid opening, amend the RFP specifications to correct errors or oversights, or to supply additional information, as it becomes available; (8) prior to the bid opening, direct bidders to submit proposal modifications addressing subsequent RFP amendments; (9) change any of the scheduled dates; (10) waive any requirements that are not material; (11) negotiate with the successful bidder within the scope of the RFP in the best interests of the state; (12) conduct contract

negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder; (13) utilize any and all ideas submitted in the proposals received; (14) unless otherwise specified in the solicitation, every offer is firm and not revocable for a period of 90 days from the bid opening; (15) require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offerer's proposal and/or to determine an offerer's compliance with the requirements of the solicitation; (16) request best and final offers.

Post Selection Procedures

Upon selection, the successful bidder will receive a proposed contract from NYSED. The selected bidder may be given an opportunity to reduce its cost proposal in accordance with the agency's right to negotiate a final best price. The contents of this RFP, any subsequent correspondence during the proposal evaluation period, and such other stipulations as agreed upon may be made a part of the final contract prepared by NYSED. Successful bidders may be subject to audit and should ensure that adequate controls are in place to document the allowable activities and expenditure of State funds.

Debriefing Procedures

In accordance with section 163 of the NY State Finance Law, NYSED, upon request, must provide a debriefing to any unsuccessful bidder regarding the reasons their proposal was not selected for an award.

1. All unsuccessful bidders may request a debriefing within fifteen (15) calendar days of receiving notice from NYSED of non-award. Bidders may submit a request for debriefing through the [online form](#).
2. Upon receipt of a timely written request from the unsuccessful bidder, NYSED will schedule the debriefing to occur within a reasonable time following receipt of the request. Debriefings will be conducted in person, unless NYSED and the bidder mutually agree to utilize other means, including but not limited to telephone, video-conferencing or other types of electronic communication.
3. The debriefing will include: a) the reasons that the proposal submitted by the unsuccessful bidder was not selected for an award; b) the qualitative and quantitative analysis employed by NYSED in assessing the relative merits of the proposals; c) the application of the selection criteria to the unsuccessful bidder's proposal; and d) when the debriefing is held after the final award, the reasons for the selection of the winning proposal. The debriefing will also provide, to the greatest extent practicable, general advice and guidance to the unsuccessful bidder concerning potential ways that their future proposals could be more responsive.

Contract Award Protest Procedures

Bidders who receive a notice of non-award or disqualification may protest the NYSED award decision subject to the following:

1. The protest must be in writing and must contain specific factual and/or legal allegations setting forth the basis on which the protesting party challenges the contract award by NYSED.

2. The protest must be filed within ten (10) business days of receipt of a debriefing or disqualification letter. The protest letter must be filed with the Contract Administration Unit via [online form](#).
3. The NYSED Contract Administration Unit (CAU) will convene a review team that will include at least one staff member from each of NYSED's Office of Counsel, CAU, and the Program Office. The review team will review and consider the merits of the protest and will decide whether the protest is approved or denied. Counsel's Office will provide the bidder with written notification of the review team's decision within ten (10) business days of the receipt of the protest. The original protest and decision will be filed with OSC when the contract procurement record is submitted for approval and CAU will advise OSC that a protest was filed.
4. The NYSED Contract Administration Unit (CAU) may summarily deny a protest that fails to contain specific factual or legal allegations, or where the protest only raises issues of law that have already been decided by the courts.

Vendor Responsibility

State law requires that the award of state contracts be made to responsible vendors. Before an award is made to a not-for-profit entity, a for-profit entity, a private college or university or a public entity not exempted by the Office of the State Comptroller (OSC), NYSED must make an affirmative responsibility determination. The factors to be considered include legal authority to do business in New York State; integrity; capacity – both organizational and financial; and previous performance. Before an award of \$100,000 or greater can be made to a covered entity, the entity will be required to complete and submit a [Vendor Responsibility Questionnaire](#). School districts, Charter Schools, BOCES, public colleges and universities, public libraries, and the Research Foundation for SUNY and CUNY are some of the exempt entities. A [complete list of exempt entities](#) can be viewed at the Office of the State Comptroller's website.

NYSED recommends that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the [VendRep System Instructions](#) or go directly to the [VendRep System on the Office of the State Comptroller's website](#).

Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the [Office of the State Comptroller's Help Desk](#) at 866-370-4672 or 518-408-4672 or by email at ITServiceDesk@osc.ny.gov.

Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the [VendRep website](#) or may contact NYSED or the Office of the State Comptroller's Help Desk for a copy of the paper form.

Subcontractors:

For vendors using subcontractors, a Vendor Responsibility Questionnaire and a NYSED vendor responsibility review are required for a subcontractor where:

- the subcontractor is known at the time of the contract award;
- the subcontractor is not an entity that is exempt from reporting by OSC; and
- the subcontract will equal or exceed \$100,000 over the life of the contract.

Note: Bidders must acknowledge their method of filing their questionnaire by checking the appropriate box on the Response Sheet for Bids (5. Submission Documents).

Procurement Lobbying Law

Pursuant to State Finance Law §§139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between the New York State Education Department (“NYSED”) and an Offerer/bidder during the procurement process. An Offerer/bidder is restricted from making contacts from the earliest notice of the solicitation through final award and approval of the Procurement Contract by NYSED and, if applicable, Office of the State Comptroller (“restricted period”) to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). Designated staff, as of the date hereof, is identified below. NYSED employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offerer/bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four-year period, the Offerer/bidder is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found at [NYSED's Procurement Lobbying Law Policy Guidelines webpage](#).

Designated Contacts for NYSED

Program Office – **Holly Peacock, Barbara Lilley**

Contract Administration Unit – **Lucas Rodriguez**

M/WBE – **Tara Wildove**

Consultant Disclosure Legislation

Effective June 19, 2006, new reporting requirements became effective for State contractors, as the result of an amendment to State Finance Law §§ 8 and 163. As a result of these changes in law, State contractors will be required to disclose, by employment category, the number of persons employed to provide services under a contract for consulting services, the number of hours worked and the amount paid to the contractor by the State as compensation for work performed by these employees. This will include information on any persons working under any subcontracts with the State contractor.

Chapter 10 of the Laws of 2006 expands the definition of contracts for consulting services to include any contract entered into by a State agency for analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal, or similar services.

To enable compliance with the law, State agencies must include in the Procurement Record submitted to OSC for new consultant contracts, the State Consultant Services Contractor’s Planned Employment from Contract Start Date Through the End of the Contract Term (Form A). The completed form must include information for all employees providing service under the contract whether employed by the contractor or a subcontractor. Please note that the form captures the necessary planned employment information ***prospectively from the start date of the contract through the end of the contract term***.

[Form A](#) is available on OSC’s website.

Please note that although this form is not required as part of the bid submission, NYSED encourages bidders to include it in their bid submission to expedite contract execution if the bidder is awarded the contract. Note also that only the form listed above is acceptable.

Chapter 10 of the Laws of 2006 mandates that State agencies must now require State contractors to **report annually** on the employment information described above, including work performed by subcontractors. The legislation mandates that the annual employment reports are to be submitted by the contractor to the contracting agency, to OSC and to the Department of Civil Service. State Consultant Services Contractor's Annual Employment Report (Form B) is to be used to report the information for all procurement contracts above \$15,000. Please note that, in contrast to the information to be included on Form A, which is a one-time report of planned employment data for the entire term of a consulting contract on a projected basis, ***Form B will be submitted each year the contract is in effect and will capture historical information, detailing actual employment data for the most recently concluded State fiscal year (April 1 – March 31).***

[Form B](#) is available on OSC's website.

For more information, please visit [OSC Guide to Financial Operations](#).

Public Officer's Law Section 73

All bidders must comply with Public Officer's Law Section 73 (4)(a), as follows:

4. (a) No statewide elected official, state officer or employee, member of the legislature, legislative employee or political party chairman or firm or association of which such person is a member, or corporation, ten per centum or more of the stock of which is owned or controlled directly or indirectly by such person, shall (i) sell any goods or services having a value in excess of twenty-five dollars to any state agency, or (ii) contract for or provide such goods or services with or to any private entity where the power to contract, appoint or retain on behalf of such private entity is exercised, directly or indirectly, by a state agency or officer thereof, unless such goods or services are provided pursuant to an award or contract let after public notice and competitive bidding. This paragraph shall not apply to the publication of resolutions, advertisements or other legal propositions or notices in newspapers designated pursuant to law for such purpose and for which the rates are fixed pursuant to law.

(i) The term "state officer or employee" shall mean:

(i) heads of state departments and their deputies and assistants other than members of the board of regents of the university of the state of New York who receive no compensation or are compensated on a per diem basis;

(ii) officers and employees of statewide elected officials;

(iii) officers and employees of state departments, boards, bureaus, divisions, commissions, councils or other state agencies other than officers of such boards, commissions or councils who receive no compensation or are compensated on a per diem basis; and

(iv) members or directors of public authorities, other than multistate authorities, public benefit corporations and commissions at least one of whose members is appointed by the governor, who receive compensation other than on a per diem basis, and employees of such authorities, corporations and commissions.

Review [Public Officer's Law Section 73](#).

NYSED Substitute Form W-9

Any payee/vendor/organization receiving Federal and/or State payments from NYSED must complete the NYSED Substitute Form W-9 if they are not yet registered in the Statewide Financial System centralized vendor file.

The NYS Education Department (NYSED) is using the NYSED Substitute Form W-9 to obtain certification of a vendor's Tax Identification Number in order to facilitate a vendor's registration with the SFS centralized vendor file and to ensure accuracy of information contained therein. We ask for the information on the NYSED Substitute Form W-9 to carry out the Internal Revenue laws of the United States.

Workers' Compensation Coverage and Debarment

New York State Workers' Compensation Law (WCL) has specific coverage requirements for businesses contracting with New York State and additional requirements which provide for the debarment of vendors that violate certain sections of WCL. The WCL requires, and has required since introduction of the law in 1922, the heads of all municipal and State entities to ensure that businesses have appropriate workers' compensation and disability benefits insurance coverage *prior* to issuing any permits or licenses, or *prior* to entering into contracts.

Workers' compensation requirements are covered by WCL Section 57, while disability benefits are covered by WCL Section 220(8). The Workers' Compensation Benefits clause in Appendix A – STANDARD CLAUSES FOR NEW YORK STATE CONTRACTS states that in accordance with Section 142 of the State Finance Law, a contract shall be void and of no force and effect unless the contractor provides and maintains coverage during the life of the contract for the benefit of such employees as are required to be covered by the provisions of the WCL.

Under provisions of the 2007 Workers' Compensation Reform Legislation (WCL Section 141-b), any person, or entity substantially owned by that person: subject to a final assessment of civil fines or penalties, subject to a stop-work order, or convicted of a misdemeanor for violation of Workers' Compensation laws Section 52 or 131, is barred from bidding on, or being awarded, any public work contract or subcontract with the State, any municipal corporation or public body for one year for each violation. The ban is five years for each felony conviction.

PROOF OF COVERAGE REQUIREMENTS

The Workers' Compensation Board has developed several forms to assist State contracting entities in ensuring that businesses have the appropriate workers' compensation and disability insurance coverage as required by Sections 57 and 220(8) of the WCL.

Please note – an ACORD form is not acceptable proof of New York State workers' compensation or disability benefits insurance coverage.

Proof of Workers' Compensation Coverage

To comply with coverage provisions of the WCL, the Workers' Compensation Board requires that a business seeking to enter into a State contract submit appropriate proof of coverage to the State contracting entity issuing the contract. For each new contract or contract renewal, the contracting entity must obtain ONE of the following forms from the contractor and submit to OSC to prove the contractor has appropriate workers' compensation insurance coverage:

- **Form C-105.2** – Certificate of Workers' Compensation Insurance issued by private insurance carriers, or **Form U-26.3** issued by the State Insurance Fund; or
- **Form SI-12**– Certificate of Workers' Compensation Self-Insurance; or **Form GSI-105.2** Certificate of Participation in Workers' Compensation Group Self-Insurance; or

- **CE-200**– Certificate of Attestation of Exemption from NYS Workers’ Compensation and/or Disability Benefits Coverage.

Proof of Disability Benefits Coverage

To comply with coverage provisions of the WCL regarding disability benefits, the Workers’ Compensation Board requires that a business seeking to enter into a State contract must submit appropriate proof of coverage to the State contracting entity issuing the contract. For each new contract or contract renewal, the contracting entity must obtain ONE of the following forms from the contractor and submit to OSC to prove the contractor has appropriate disability benefits insurance coverage:

- **Form DB-120.1** - Certificate of Disability Benefits Insurance; or
- **Form DB-155**- Certificate of Disability Benefits Self-Insurance; or
- **CE-200**– Certificate of Attestation of Exemption from New York State Workers’ Compensation and/or Disability Benefits Coverage.

For additional information regarding workers’ compensation and disability benefits requirements, please refer to the [New York State Workers’ Compensation Board website](#). Alternatively, questions relating to either workers’ compensation or disability benefits coverage should be directed to the NYS Workers’ Compensation Board, Bureau of Compliance at (518) 486-6307.

Please note that although these forms are not required as part of the bid submissions, NYSED encourages bidders to include them in their bid submission to expedite contract execution if the bidder is awarded the contract. Note also that only the forms listed above are acceptable.

Sales and Compensating Use Tax Certification (Tax Law, § 5-a)

Tax Law § 5-a requires contractors awarded State contracts for commodities or services valued at more than \$100,000 over the full term of the contract to certify to the New York State Department of Taxation and Finance (“DTF”) that they are registered to collect New York State and local sales and compensating use taxes, if they made sales delivered by any means to locations within New York State of tangible personal property or taxable services having a cumulative value in excess of \$300,000, measured over a specific period of time. The registration requirement applies if the contractor made a cumulative total of more than \$300,000 in sales during the four completed sales tax quarters which immediately precede the sales tax quarter in which the certification is made. Sales tax quarters are June – August, September – November, December – February, and March – May. In addition, contractors must certify to DTF that each affiliate and subcontractor of such contractor exceeding such sales threshold during a specified period is registered to collect New York State and local sales and compensating use taxes. Contractors must also certify to the procuring State entity that they filed the certification with the DTF and that it is correct and complete.

The selected bidder must file a properly completed Form ST-220-CA (with NYSED as the Contracting Agency) and Form ST-220-TD (with the DTF). These requirements must be met before a contract may take effect. Further information can be found at the [New York State Department of Taxation and Finance’s website](#). Forms are available through these links:

- [ST-220 CA](#)
- [ST-220 TD](#)

Please note that although these forms are not required as part of the bid submissions, NYSED encourages bidders to include them with their bid submissions to expedite contract execution if the bidder is awarded the contract.

4.) Assurances

The State of New York Agreement, Appendix A (Standard Clauses for all New York State Contracts), Appendix A-1 (Agency-Specific Clauses), and **WILL BE INCLUDED** in the contract that results from this RFP. Vendors who are unable to complete or abide by these assurances should not respond to this request.

The documents listed below are included in **5.) Submission Documents**, which must be signed by the Chief Administrative Officer. Please review the terms and conditions. Certain documents will become part of the resulting contract that will be executed between the successful bidder and the NYS Education Department.

1. Non-Collusion Certification
2. MacBride Certification
3. Certification-Omnibus Procurement Act of 1992
4. Certification Regarding Lobbying; Debarment and Suspension; and Drug-Free Workplace Requirements
5. Offerer Disclosure of Prior Non-Responsibility Determinations
6. NYSED Substitute Form W-9 (If bidder is not yet registered in the SFS centralized vendor file.)
7. Iran Divestment Act Certification
8. Sexual Harassment Policy Certification
9. Certification Under Executive Order No. 16

M/WBE Documents – **(the forms below are included in 5.) Submission Documents)**

Please return the documents listed for the compliance method bidder has achieved:

Full Participation-No Request for Waiver

1. M/WBE Cover Letter
2. **M/WBE 100** Utilization Plan
3. **M/WBE 102** Notice of Intent to Participate
4. **EEO 100** Staffing Plan

Partial Participation-Request for Partial Waiver

1. M/WBE Cover Letter
2. **M/WBE 100** Utilization Plan
3. **M/WBE 102** Notice of Intent to Participate
4. **EEO 100** Staffing Plan
5. **M/WBE 101** Request for Waiver
6. **M/WBE 105** Contractor's Good Faith Efforts

No Participation-Request for Complete Waiver

1. M/WBE Cover Letter
2. **EEO 100** Staffing Plan
3. **M/WBE 101** Request for Waiver
4. **M/WBE 105** Contractor's Good Faith Efforts

STATE OF NEW YORK AGREEMENT

This AGREEMENT is hereby made by and between the People of the State of New York, acting through Dr. Betty A. Rosa, Commissioner of Education of the State of New York, party of the first part, hereinafter referred to as the (STATE) and the public or private agency (CONTRACTOR) identified on the face page hereof.

WITNESSETH:

WHEREAS, the STATE has the authority to regulate and provide funding for the establishment and operation of program services and desires to contract with skilled parties possessing the necessary resources to provide such services; and

WHEREAS, the CONTRACTOR is ready, willing and able to provide such program services and possesses or can make available all necessary qualified personnel, licenses, facilities and expertise to perform or have performed the services required pursuant to the terms of this AGREEMENT;

NOW THEREFORE, in consideration of the promises, responsibilities and covenants herein, the STATE and the CONTRACTOR agree as follows:

I. Conditions of Agreement

A. This AGREEMENT may consist of successive periods (PERIOD), as specified within the AGREEMENT or within a subsequent Modification Agreement(s) (Appendix X). Each additional or superseding PERIOD shall be on the forms specified by the particular State agency and shall be incorporated into this AGREEMENT.

B. Funding for the first PERIOD shall not exceed the funding amount specified on the face page hereof. Funding for each subsequent PERIOD, if any, shall not exceed the amount specified in the appropriate appendix for that PERIOD.

C. This AGREEMENT incorporates the face pages attached and all of the marked appendices identified on the face page hereof.

D. For each succeeding PERIOD of this AGREEMENT, the parties shall prepare new appendices, to the extent that any require modification, and a Modification Agreement (The attached Appendix X is the blank form to be used). Any terms of this AGREEMENT not modified shall remain in effect for each PERIOD of the AGREEMENT.

To modify the AGREEMENT within an existing PERIOD, the parties shall revise or complete the appropriate appendix form(s). Any change in the amount of consideration to be paid, or change in the term, is subject to the approval of the Office of the State Comptroller. Any other modifications shall be processed in accordance with agency guidelines as stated in Appendix A1.

E. The CONTRACTOR shall perform all services to the satisfaction of the STATE. The CONTRACTOR shall provide services and meet the program objectives summarized in the Program

Workplan (Appendix D) in accordance with: provisions of the AGREEMENT; relevant laws, rules and regulations, administrative and fiscal guidelines; and where applicable, operating certificates for facilities or licenses for an activity or program.

F. If the CONTRACTOR enters into subcontracts for the performance of work pursuant to this AGREEMENT, the CONTRACTOR shall take full responsibility for the acts and omissions of its subcontractors. Nothing in the subcontract shall impair the rights of the STATE under this AGREEMENT. No contractual relationship shall be deemed to exist between the subcontractor and the STATE.

G. Appendix A (Standard Clauses as required by the Attorney General for all State contracts) takes precedence over all other parts of the AGREEMENT.

II. Payment and Reporting

A. The CONTRACTOR, to be eligible for payment, shall submit to the STATE's designated payment office (identified in Appendix C) any appropriate documentation as required by the Payment and Reporting Schedule (Appendix C) and by agency fiscal guidelines, in a manner acceptable to the STATE.

B. The STATE shall make payments and any reconciliations in accordance with the Payment and Reporting Schedule (Appendix C). The STATE shall pay the CONTRACTOR, in consideration of contract services for a given PERIOD, a sum not to exceed the amount noted on the face page hereof or in the respective Appendix designating the payment amount for that given PERIOD. This sum shall not duplicate reimbursement from other sources for CONTRACTOR costs and services provided pursuant to this AGREEMENT.

C. The CONTRACTOR shall meet the audit requirements specified by the STATE.

III. Terminations

A. This AGREEMENT may be terminated at any time upon mutual written consent of the STATE and the CONTRACTOR.

B. The STATE may terminate the AGREEMENT immediately, upon written notice of termination to the CONTRACTOR, if the CONTRACTOR fails to comply with the terms and conditions of this AGREEMENT and/or with any laws, rules, regulations, policies or procedures affecting this AGREEMENT.

C. The STATE may also terminate this AGREEMENT for any reason in accordance with provisions set forth in Appendix A1.

D. Written notice of termination, where required, shall be sent by personal messenger service or by certified mail, return receipt requested. The termination shall be effective in accordance with the terms of the notice.

E. Upon receipt of notice of termination, the CONTRACTOR agrees to cancel, prior to the effective date of any prospective termination, as many outstanding obligations as possible, and agrees not to incur any new obligations after receipt of the notice without approval by the STATE.

F. The STATE shall be responsible for payment on claims pursuant to services provided and costs incurred pursuant to terms of the AGREEMENT. In no event shall the STATE be liable for expenses and obligations arising from the program(s) in this AGREEMENT after the termination date.

IV. Indemnification

A. The CONTRACTOR shall be solely responsible and answerable in damages for any and all accidents and/or injuries to persons (including death) or property arising out of or related to the services to be rendered by the CONTRACTOR or its subcontractors pursuant to this AGREEMENT. The CONTRACTOR shall indemnify and hold harmless the STATE and its officers and employees from claims, suits, actions, damages and costs of every nature arising out of the provision of services pursuant to this AGREEMENT.

B. The CONTRACTOR is an independent contractor and may neither hold itself out nor claim to be an officer, employee or subdivision of the STATE nor make any claim, demand or application to or for any right based upon any different status.

V. Property

Any equipment, furniture, supplies or other property purchased pursuant to this AGREEMENT is deemed to be the property of the STATE except as may otherwise be governed by Federal or State laws, rules or regulations, or as stated in Appendix A1.

VI. Safeguards for Services and Confidentiality

A. Services performed pursuant to this AGREEMENT are secular in nature and shall be performed in a manner that does not discriminate on the basis of religious belief or promote or discourage adherence to religion in general or particular religious beliefs.

B. Funds provided pursuant to this AGREEMENT shall not be used for any partisan political activity, or for activities that may influence legislation or the election or defeat of any candidate for public office.

C. Information relating to individuals who may receive services pursuant to this AGREEMENT shall be maintained and used only for the purposes intended under the contract and in conformity with applicable provisions of laws and regulations, or specified in Appendix A1.

Appendix A
STANDARD CLAUSES FOR NYS
CONTRACTS

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, "the contract" or "this contract") agree to be bound by the following clauses which are hereby made a part of the contract (the word "Contractor" herein refers to any party other than the State, whether a contractor, licensor, licensee, lessor, lessee or any other party):

1. EXECUTORY CLAUSE. In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

2. NON-ASSIGNMENT CLAUSE. In accordance with Section 138 of the State Finance Law, this contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the State's previous written consent, and attempts to do so are null and void. Notwithstanding the foregoing, such prior written consent of an assignment of a contract let pursuant to Article XI of the State Finance Law may be waived at the discretion of the contracting agency and with the concurrence of the State Comptroller where the original contract was subject to the State Comptroller's approval, where the assignment is due to a reorganization, merger or consolidation of the Contractor's business entity or enterprise. The State retains its right to approve an assignment and to require that any Contractor demonstrate its responsibility to do business with the State. The Contractor may, however, assign its right to receive payments without the State's prior written consent unless this contract concerns Certificates of Participation pursuant to Article 5-A of the State Finance Law.

3. COMPTROLLER'S APPROVAL. In accordance with Section 112 of the State Finance Law, if this contract exceeds \$50,000 (or \$75,000 for State University of New York or City University of New York contracts for goods, services, construction and printing, and \$150,000 for State University Health Care Facilities) or if this is an amendment for any amount to a contract which,

as so amended, exceeds said statutory amount, or if, by this contract, the State agrees to give something other than money when the value or reasonably estimated value of such consideration exceeds \$25,000, it shall not be valid, effective or binding upon the State until it has been approved by the State Comptroller and filed in his office. Comptroller's approval of contracts let by the Office of General Services, either for itself or its customer agencies by the Office of General Services Business Services Center, is required when such contracts exceed \$85,000. Comptroller's approval of contracts established as centralized contracts through the Office of General Services is required when such contracts exceed \$125,000, and when a purchase order or other procurement transaction issued under such centralized contract exceeds \$200,000.

4. WORKERS' COMPENSATION BENEFITS. In accordance with Section 142 of the State Finance Law, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

5. NON-DISCRIMINATION REQUIREMENTS. To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment, nor subject any individual to harassment, because of age, race, creed, color, national origin, citizenship or immigration status, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or domestic violence victim status or because the individual has opposed any practices forbidden under the Human Rights Law or has filed a complaint, testified, or assisted in any proceeding under the Human Rights Law. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of

New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

6. WAGE AND HOURS PROVISIONS. If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by the State of any State approved sums due and owing for work done upon the project.

7. NON-COLLUSIVE BIDDING CERTIFICATION. In accordance with Section

139-d of the State Finance Law, if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the State a non-collusive bidding certification on Contractor's behalf.

8. INTERNATIONAL BOYCOTT PROHIBITION.

In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2 NYCRR § 105.4).

9. SET-OFF RIGHTS. The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the State with regard to this contract, any other contract with any State department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-

off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Comptroller.

10. RECORDS. The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, the "Records"). The Records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the State's right to discovery in any pending or future litigation.

11. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION. (a) Identification Number(s). Every invoice or New York State Claim for Payment submitted to a New York State agency by a payee, for payment for the sale of goods or services or for transactions (e.g., leases, easements, licenses, etc.) related to real or personal property must include the payee's identification number. The number is any or all of the following: (i) the payee's Federal employer identification number, (ii) the payee's Federal social security number, and/or (iii) the payee's Vendor Identification Number assigned by the Statewide Financial System. Failure to include such number or numbers may delay payment. Where the payee does not have such number or numbers, the payee, on its invoice or Claim for

Payment, must give the reason or reasons why the payee does not have such number or numbers.

(b) Privacy Notification. (1) The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law. (2) The personal information is requested by the purchasing unit of the agency contracting to purchase the goods or services or lease the real or personal property covered by this contract or lease. The information is maintained in the Statewide Financial System by the Vendor Management Unit within the Bureau of State Expenditures, Office of the State Comptroller, 110 State Street, Albany, New York 12236.

12. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN. In accordance with Section 312 of the Executive Law and 5 NYCRR Part 143, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby a contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting agency; or (ii) a written agreement in excess of \$100,000.00 whereby a contracting agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of \$100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition,

replacement, major repair or renovation of real property and improvements thereon for such project, then the following shall apply and by signing this agreement the Contractor certifies and affirms that it is Contractor's equal employment opportunity policy that:

(a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein; and

(c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Contractor will include the provisions of "(a), (b) and (c)" above, in every subcontract over \$25,000.00 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 Contractor. Section 312 does

not apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State. The State shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this clause. The contracting agency shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, the contracting agency shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Department of Economic Development's Division of Minority and Women's Business Development pertaining hereto.

13. CONFLICTING TERMS. In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) and the terms of this Appendix A, the terms of this Appendix A shall control.

14. GOVERNING LAW. This contract shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

15. LATE PAYMENT. Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law to the extent required by law.

16. NO ARBITRATION. Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized), but must, instead, be heard in a court of competent jurisdiction of the State of New York.

17. SERVICE OF PROCESS. In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or

undeliverable. Contractor must promptly notify the State, in writing, of each and every change of address to which service of process can be made. Service by the State to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

18. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS. The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of Section 165 of the State Finance Law, (Use of Tropical Hardwoods) which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this law will be the responsibility of the contractor to establish to meet with the approval of the State.

In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in § 165 State Finance Law. Any such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

19. MACBRIDE FAIR EMPLOYMENT PRINCIPLES. In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

20. OMNIBUS PROCUREMENT ACT OF 1992.

It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development
Division for Small Business and Technology Development
625 Broadway
Albany, New York 12245
Telephone: 518-292-5100

A directory of certified minority- and women-owned business enterprises is available from:

NYS Department of Economic Development
Division of Minority and Women's Business Development
633 Third Avenue 33rd Floor
New York, NY 10017
646-846-7364
email: mwbusinessdev@esd.ny.gov
[NYS M/WBE Directory](#)

The Omnibus Procurement Act of 1992 (Chapter 844 of the Laws of 1992, codified in State Finance Law § 139-i and Public Authorities Law § 2879(3)(n)–(p)) requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than \$1 million:

(a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority- and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;

(b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;

(c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and

(d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts.

21. RECIPROCITY AND SANCTIONS PROVISIONS. Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively, codified in State Finance Law § 165(6) and Public Authorities Law § 2879(5)) require that they be denied contracts which they would otherwise obtain. NOTE: As of May 2023, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii.

22. COMPLIANCE WITH BREACH NOTIFICATION AND DATA SECURITY LAWS. Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law §§ 899-aa and 899-bb and State Technology Law § 208).

23. COMPLIANCE WITH CONSULTANT DISCLOSURE LAW. If this is a contract for consulting services, defined for purposes of this requirement to include analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal or similar services, then, in accordance with Section 163 (4)(g) of the State Finance Law (as amended by Chapter 10 of the

Laws of 2006), the Contractor shall timely, accurately and properly comply with the requirement to submit an annual employment report for the contract to the agency that awarded the contract, the Department of Civil Service and the State Comptroller.

24. PROCUREMENT LOBBYING. To the extent this agreement is a “procurement contract” as defined by State Finance Law §§ 139-j and 139-k, by signing this agreement the contractor certifies and affirms that all disclosures made in accordance with State Finance Law §§ 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, the State may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.

25. CERTIFICATION OF REGISTRATION TO COLLECT SALES AND COMPENSATING USE TAX BY CERTAIN STATE CONTRACTORS, AFFILIATES AND SUBCONTRACTORS.

To the extent this agreement is a contract as defined by Tax Law § 5-a, if the contractor fails to make the certification required by Tax Law § 5-a or if during the term of the contract, the Department of Taxation and Finance or the covered agency, as defined by Tax Law § 5-a, discovers that the certification, made under penalty of perjury, is false, then such failure to file or false certification shall be a material breach of this contract and this contract may be terminated, by providing written notification to the Contractor in accordance with the terms of the agreement, if the covered agency determines that such action is in the best interest of the State.

26. IRAN DIVESTMENT ACT. By entering into this Agreement, Contractor certifies in accordance with State Finance Law § 165-a that it is not on the “Entities Determined to be Non-Responsive Bidders/Offerers pursuant to the New York State Iran Divestment Act of 2012” ([“Prohibited Entities List”](#)).

Contractor further certifies that it will not utilize on this Contract any subcontractor that is identified on the Prohibited Entities List. Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at

the time the Contract is renewed or extended. Contractor also agrees that any proposed Assignee of this Contract will be required to certify that it is not on the Prohibited Entities List before the contract assignment will be approved by the State.

During the term of the Contract, should the state agency receive information that a person (as defined in State Finance Law § 165-a) is in violation of the above-referenced certifications, the state agency will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the state agency shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

The state agency reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

27. ADMISSIBILITY OF REPRODUCTION OF CONTRACT. Notwithstanding the best evidence rule or any other legal principle or rule of evidence to the contrary, the Contractor acknowledges and agrees that it waives any and all objections to the admissibility into evidence at any court proceeding or to the use at any examination before trial of an electronic reproduction of this contract, in the form approved by the State Comptroller, if such approval was required, regardless of whether the original of said contract is in existence.

(June 2023)

APPENDIX A-1 AGENCY-SPECIFIC CLAUSES

Payment and Reporting

- A. In the event that Contractor shall receive, from any source whatsoever, sums the payment of which is in consideration for the same costs and services provided to the State, the monetary obligation of the State hereunder shall be reduced by an equivalent amount provided, however, that nothing contained herein shall require such reimbursement where additional similar services are provided and no duplicative payments are received.
- B. For each individual for whom costs are claimed under this agreement, the contractor warrants that the individual has been classified as an employee or as an independent contractor in accordance with 2 NYCRR 315 and all applicable laws including, but not limited to, the Internal Revenue Code, the New York Retirement and Social Security Law, the New York Education Law, the New York Labor Law, and the New York Tax Law. Furthermore, the contractor warrants that all project funds allocated to the proposed budget for Employee Benefits, represent costs for employees of the contractor only and that such funds will not be expended on any individual classified as an independent contractor.

Terminations

- A. The State may terminate this Agreement without cause by thirty (30) days prior written notice. In the event of such termination, the parties will adjust the accounts due and the Contractor will undertake no additional expenditures not already required. Upon any such termination, the parties shall endeavor in an orderly manner to wind down activities hereunder.
- B. SED reserves the right to terminate this Agreement in the event it is found that the certification by the Contractor in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, SED may exercise its termination right by providing written notification to the Contractor in accordance with the written notification terms of this Agreement.

Responsibility Provisions

- A. General Responsibility Language
The Contractor shall at all times during the Contract term remain responsible. The Contractor agrees, if requested by the Commissioner of Education or his or her designee, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity.
- B. Suspension of Work (for Non-Responsibility)
The Commissioner of Education or his or her designee, in his or her sole discretion, reserves the right to suspend any or all activities under this Contract, at any time, when he or she discovers information that calls into question the responsibility of the Contractor. In the event of such suspension, the Contractor will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract activity may resume at such time as the Commissioner of Education or his or her designee issues a written notice authorizing a resumption of performance under the Contract.

C. Termination (for Non-Responsibility)

Upon written notice to the Contractor, and a reasonable opportunity to be heard with appropriate SED officials or staff, the Contract may be terminated by the Commissioner of Education or his or her designee at the Contractor's expense where the Contractor is determined by the Commissioner of Education or his or her designee to be non-responsible. In such event, the Commissioner or his or her designee may complete the contractual requirements in any manner he or she may deem advisable and pursue available legal or equitable remedies for breach.

Property

- A. The Contractor shall maintain a complete inventory of all realty, equipment and other non-expendable assets including, but not limited to, books, paintings, artifacts, rare coins, antiques and other collectible items purchased, improved or developed under this agreement.

Inventories for non-expendable assets must be submitted with the final expenditure report. In addition to or as part of whatever rights the State may have with respect to the inspection of the Contractor, the State shall have the right to inspect the inventory without notice to the Contractor.

The Contractor shall not at any time sell, trade, convey or otherwise dispose of any non-expendable assets having a market value in excess of Two Thousand Dollars (\$2,000) at the time of the desired disposition without the express permission of the State. The Contractor may seek permission in writing by certified mail to the State.

The Contractor shall not at any time use or allow to be used any non-expendable assets in a manner inconsistent with the purposes of this agreement.

- B. If the Contractor wishes to continue to use any of the non-expendable assets purchased with the funds available under this agreement upon the termination of this agreement, it shall request permission from the State in writing for such continued use within twenty-five (25) days of the termination of this agreement. The Contractor's request shall itemize the non-expendable assets for which continued use is sought. The State may accept, reject or accept in part such request. If the request for continued use is allowed to any degree, it shall be conditioned upon the fact that said equipment shall continue to be used in accordance with the purposes of this agreement.

If after the State grants permission to the Contractor for "continued use" as set forth above the non-expendable assets are not used in accordance with the purposes of this agreement, the State in its discretion may elect to take title to such assets and may assert its right to possession upon thirty (30) days prior written notice by certified mail to the Contractor. The State upon obtaining such non-expendable assets may arrange for their further use in the public interest as it in its discretion may decide.

- C. Upon termination of this agreement, the State in its discretion may elect to take title and may assert its right to possession of any non-expendable assets upon thirty (30) days prior written notice by certified mail to the Contractor. The State's option to elect to take title shall be triggered by the termination of this agreement or by the State's rejection of continued use of non-expendable assets by the Contractor as set forth herein. The State upon obtaining such non-expendable assets may arrange for their further use in the public interest as it in its discretion may decide.
- D. The terms and conditions set forth herein regarding non-expendable assets shall survive the expiration or termination, for whatever reason, of this agreement.

Safeguards for Services and Confidentiality

- A. Any copyrightable work produced pursuant to said agreement shall be the sole and exclusive property of the New York State Education Department. The material prepared under the terms of this agreement by the Contractor shall be prepared by the Contractor in a form so that it will be ready for copyright in the name of the New York State Education Department. Should the Contractor use the services of consultants or other organizations or individuals who are not regular employees of the Contractor, the Contractor and such organization or individual shall, prior to the performance of any work pursuant to this agreement, enter into a written agreement, duly executed, which shall set forth the services to be provided by such organization or individual and the consideration therefor. Such agreement shall provide that any copyrightable work produced pursuant to said agreement shall be the sole and exclusive property of the New York State Education Department and that such work shall be prepared in a form ready for copyright by the New York State Education Department. A copy of such agreement shall be provided to the State.
- B. Required Web Accessibility of Delivered Documents and Applications. If applicable, all documentation, applications development, or programming delivered pursuant to the contract or procurement, will comply with New York State Education Department IT Policy NYSED-WEBACC-001, Web Accessibility Policy, which requires that documents, web-based information and applications are accessible to persons with disabilities. All delivered documentation and applications must conform to NYSED-WEBACC-001 as determined by quality assurance testing. Such quality assurance testing will be conducted by NYSED employee or contractor and the results of such testing must be satisfactory to NYSED before documents and applications will be considered a qualified deliverable under the contract or procurement.
- C. All reports of research, studies, publications, workshops, announcements, and other activities funded as a result of this proposal will acknowledge the support provided by the State of New York.
- D. This agreement cannot be modified, amended, or otherwise changed except by a writing signed by all parties to this contract.
- E. No failure to assert any rights or remedies available to the State under this agreement shall be considered a waiver of such right or remedy or any other right or remedy unless such waiver is contained in a writing signed by the party alleged to have waived its right or remedy.
- F. Expenses for travel, lodging, and subsistence shall be reimbursed at the per diem rate in effect at the time for New York State Management/Confidential employees.
- G. No fees shall be charged by the Contractor for training provided under this agreement.
- H. Partisan Political Activity and Lobbying. Funds provided pursuant to this Agreement shall not be used for any partisan political activity or for activities that may influence legislation or the election or defeat of any candidate for public office.
- I. Nothing herein shall require the State to adopt the curriculum developed pursuant to this agreement.
- J. This agreement, including all appendices, is, upon signature of the parties and the approval of the Attorney General and the State Comptroller, a legally enforceable contract. Therefore, a signature on behalf of the Contractor will bind the Contractor to all the terms and conditions stated therein.

The parties to this agreement intend the foregoing writing to be the final, complete, and exclusive expression of all the terms of their agreement.

Certifications

- A. Contractor certifies that it has met the disclosure requirements of State Finance Law §139-k and that all information provided to the State Education Department with respect to State Finance Law §139-k is complete, true and accurate.
- B. Contractor certifies that it has not knowingly and willfully violated the prohibitions against impermissible contacts found in State Finance Law §139-j.
- C. Contractor certifies that no governmental entity has made a finding of non-responsibility regarding the Contractor in the previous four years.
- D. Contractor certifies that no governmental entity or other governmental agency has terminated or withheld a procurement contract with the Contractor due to the intentional provision of false or incomplete information.
- E. Contractor affirms that it understands and agrees to comply with the procedures of the STATE relative to permissible contacts as required by State Finance Law §139-j (3) and §139-j (6)(b).
- F. Contractor certifies that it is in compliance with NYS Public Officers Law, including but not limited to, §73(4)(a).

Notices

Any written notice or delivery under any provision of this AGREEMENT shall be deemed to have been properly made if sent by certified mail, return receipt requested to the address(es) set forth in this Agreement, except as such address(es) may be changed by notice in writing. Notice shall be considered to have been provided as of the date of receipt of the notice by the receiving party.

Miscellaneous

- A. Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law Section 899-aa; State Technology Law Section 208). Contractor shall be liable for the costs associated with such breach if caused by Contractor's negligent or willful acts or omissions, or the negligent or willful acts or omissions of Contractor's agents, officers, employees or subcontractors.
- B. If required by the Office of State Comptroller ("OSC") Bulletin G-226 and State Finance Law §§ 8 and 163, Contractor agrees to submit an initial planned employment data report on Form A and an annual employment report on Form B. State will furnish Form A and Form B to Contractor if required.
- C. The initial planned employment report must be submitted at the time of approval of this Agreement. The annual employment report on Form B is due by May 15th of each year and covers actual employment data performed during the prior period of April 1st to March 31st. Copies of the report will be submitted to the NYS Education Department, OSC and the NYS Department of Civil Service at the addresses below.

By mail: NYS Office of the State Comptroller
Bureau of Contracts
110 State Street, 11th Floor
Albany, NY 12236
Attn: Consultant Reporting
By fax: (518) 474-8030 or (518) 473-8808

Reports to DCS are to be transmitted as follows:

By mail: NYS Department of Civil Service
Office of Counsel
Alfred E. Smith Office Building
Albany, NY 12239

Reports to NYSED are to be transmitted as follows:

By mail: NYS Education Department
Contract Administration Unit
Room 505 W EB
Albany, NY 12234
By fax: (518) 408-1716

- C. Consultant Staff Changes. If this is a contract for consulting services, Contractor will maintain continuity of the consultant team staff throughout the course of the contract. All changes in staff will be subject to STATE approval. The replacement consultant(s) with comparable skills will be provided at the same or lower hourly rate.
- D. Order of Precedence. In the event of any discrepancy, disagreement, conflict or ambiguity between the various documents, attachments and appendices comprising this contract, they shall be given preference in the following order to resolve any such discrepancy, disagreement, conflict or ambiguity:
1. Appendix A - Standard Clauses for all State Contracts
 2. State of New York Agreement
 3. Appendix A-1 - Agency Specific Clauses
 4. Appendix X - Sample Modification Agreement Form (where applicable)
 5. Appendix A-3 - Minority/Women-owned Business Enterprise Requirements (where applicable)
 6. Appendix B - Budget
 7. Appendix C - Payment and Reporting Schedule
 8. Appendix R – Security and Privacy Mandates (where applicable)
 9. Appendix D - Program WorkPlan

Revised 5/23/22