



Homes and Community Renewal

Housing
Finance
Agency

ANDREW M. CUOMO
Governor

RUTHANNE VISNAUSKAS
Commissioner/CEO

Title: MWBE/SDVOB Goal Setting Software
Agency: New York State Housing Finance Agency
Division: Procurement
Contract Number: XXXX
Contract Term: 1 Year
Date of Issue: 02/05/2020
Due Date/Time: 03/04/2020, 12:00 PM, Eastern Standard Time
County(ies): Statewide
Location: New York City
Classification(s): Miscellaneous - *Consulting & Other Services*
Opportunity Type: Discretionary procurements between \$50,000 and \$200,000
Service-Disabled Veteran-Owned Set Aside: No

Description:

The New York State Housing Finance Agency (HFA) is seeking proposals from experienced firms to procure licensing for an enterprise wide software automation application that can support the work of HFA in establishing strategies for setting participation goals for Minority and Women-Owned Business Enterprises (MWBEs) and Service Disabled Veteran-Owned Business (SDVOB) in the procurement of materials, supplies, equipment, construction-related services and non-construction-related services. In accordance with Section 2879 of the Public Authorities Law and Article 15-A of the New York State Executive Law, this opportunity is a Discretionary Purchase (Solicitation) and is solely intended for Small Businesses and NYS-certified MWBEs. The total estimated budget for these services shall not exceed \$200,000.

The selected firm shall perform the following functions using a web-based, software-as-service delivery model, which must at a minimum:

1. Seamlessly integrate the following data bases, including daily refreshes where available:
 - a. North American Industry Classification System (NAICS);
 - b. The Institute for Public Procurement (NIGP);

- c. United States Census Data;
 - d. New York State Empire State Development (ESD) directory of certified MWBEs and Construction Specifications Institute (CSI) Codes; and
 - e. New York State Office of General Services (OGS) directory of certified SDVOBs.
2. Perform searches for NYS-certified MWBEs and SDVOBs along three axes:
 - a. Industry codes selected from the following services: NAICS, CSI and NIGP;
 - b. Geographic areas selected from one of the following methods: (i) statewide region(s), (ii) radial from project site, or (iii) adjacent county(ies) and;
 - c. Average annual business size based on U.S. census and other publicly available data.
 3. Perform project-specific analyzes to establish the potential for participation of NYS-certified MWBE and SDVOB firms to assist HFA in goal setting using the algorithm found in Federal Regulations 49 CFR Part 26.
 4. Produce reports formatted to comply with the policies and procedures in Article VI of HFA's Procurement and Guidelines regarding the utilization of NYS-certified MWBEs and SDVOBs.
 5. Send batch emails to lists of potential NYS-certified MWBEs and SDVOBs, accumulated via searches.
 6. Provide a Document Management Platform.
 7. Perform outreach services to NYS-certified MWBEs and SDVOBs regarding upcoming procurement opportunities and provide ad hoc reporting data associated with outreach services.

Firms interested in responding to this Solicitation must submit one (1) electronic copy of their proposal, via email, in searchable portable format (PDF) compatible with Adobe Reader XI. HFA will not accept discs, flash drives, or FTP references that require HFA to download information from the site of the firm or a third party. Proposals must be submitted by email to Nyhomes.proposal@nyshcr.org no later than 12:00 pm, Wednesday, March 4, 2020, and include "2020 HFA Goal Setting Application" as the subject line of the email. Proposals received after this date/time will not be accepted. Proposals must include the following information in the same number order as described below:

- Tab 1. Provide a cover letter with your firm's name, address, and telephone number along with the name, title, telephone number and email address of the individual within the firm who will be HFA's primary contact concerning this proposal.
- Tab 2. Provide a description of your firm's organization, team makeup and the resumes of partners, principals, associates, and other key staff proposed to provide services to HFA.
- Tab 3. Provide a detailed description of your firm's approach (technically and administratively) to performing the required scope of work.
- Tab 4. Provide a description of your firm's experience providing similar services including a list of successful software automation application projects your firm has completed within the last five (5) years.

- Tab 5. Provide three (3) recent references with contact information and phone numbers from three (3) separate projects.
- Tab 6. Provide a statement indicating there are no conflicts of interest between your firm or individuals in your firm and HFA and its Affiliates (i.e., State of New York Mortgage Agency, New York State Affordable Housing Corporation, State of New York Municipal Bond Bank Agency, Tobacco Settlement Financing Corporation, New York State Division of Housing and Community Renewal and Housing Trust Fund Corporation.
- The Firm must disclose whether its entity, or any of its members discussed in the above paragraph, has been the subject of any investigation or disciplinary action by the New York State Commission on Public Integrity or its predecessor State entities (collectively, “**Commission**”), and if so, a brief description must be included indicating how any matter before the Commission was resolved or whether it remains unresolved.
- Tab 7. Provide a detailed pricing sheet including your firm’s hourly fee broken down by staff title or propose an alternative fee arrangement your firm believes may be beneficial to HFA. Indicate whether the rates proposed are all-inclusive or additional miscellaneous costs will be required. Specify the additional miscellaneous costs, if applicable. Note if any governmental discounts apply.
- Tab 8. Provide a statement indicating that if selected for a contract, your firm will submit original insurance certificates (Professional Liability, Automobile, Workers Compensation and New York State Disability) and any other coverage as required. Failure to supply original certificates with coverages and limits as per the contract will result in HFA’s inability to execute a contract.
- Tab 9. Firms are subject to the requirements described in the [Agencies’ Standard Clauses and Requirements for Solicitations](#), hyperlinked herein as Exhibit A. Such requirements include, but are not limited to, submission of the following information and forms of the Agency, hyperlinked herein: (a) [Lobbying Procurement Law FORM 1](#) and [Lobbying Procurement Law FORM 2](#); (b) [Non-Collusive Bidding Certification FORM](#); (c) [Vendor Information FORM](#); (d) [Vendor Responsibility Questionnaire for For-Profit Organizations or Vendor Responsibility Questionnaire – Nor For Profit Organizations](#) and (e) [EEO Staffing Plan Form, PROC-1](#).
- Tab. 10 All proposers, domestic and foreign, must be in compliance with New York State business registration requirements. Contact the NYS Department of State regarding compliance. In addition, business entities proposing to provide professional engineering services must obtain a Certificate of Authorization to Provide Engineering Services in New York State from the State Education Department. Proposals must be submitted in the full legal name of the proposer, or the full legal name plus a registered assumed name of the proposer, if any.

A. Questions and Answers

Any questions or requests for clarification regarding this Solicitation must be submitted via email to Lisa.Pagnozzi@nyshcr.org, no later than the date identified in the “*Calendar of Events and Milestones*” section of this Solicitation. The “Subject” line of the email should indicate “2020 Goal Setting Questions.”

Questions will not be accepted orally and any question received after the deadline may not be answered. The list of questions/requests for clarifications and HFA responses will be posted in a timely manner on [HCR’s “Procurement Opportunities” webpage](#).

Firms should note that all clarifications and exceptions are to be resolved prior to submission of the proposal.

An electronic version of this Solicitation will be posted on [HCR’s website](#) in addition to any subsequent changes, additions or deletions to the Solicitation, including the timelines and target dates. **HFA will not be responsible to notify prospective Firms of any changes to the Solicitation. Firms are encouraged to check [HCR’s website](#) frequently for notices of any clarifications, changes, additions, or deletions to this Solicitation.**

B. Lobbying Law

IMPORTANT NOTICE: A Restricted Period under the Lobbying Procurement Law is currently in effect for this procurement process and will remain in effect until approval of the Contract(s). Vendors are prohibited from Contacts related to this procurement process with any employee of the New York State Housing Finance Agency (“HFA”), or its Affiliates, other than the Designated Contact Officer listed below.

If you have inquiries regarding this solicitation or would like to contact HFA regarding issues not relating to Lobbying Procurement Law Contacts, please forward inquiries via electronic email to Lisa G. Pagnozzi at Lisa.Pagnozzi@nyshcr.org . The “Subject” line of the email should indicate “2020 Goal Setting Questions.”

Contact Information

Primary contact:

New York State Housing Finance Agency
Lisa G. Pagnozzi
Vice President, Contracts and Administration
641 Lexington Avenue, 5th Floor
New York, NY 10022
Lisa.Pagnozzi@nyshcr.org

Submit to Proposal to:

New York State Housing Finance Agency
Lisa G. Pagnozzi
Vice President, Contracts and Administration
641 Lexington Avenue, 5th Floor
New York, NY 10022
Lisa.Pagnozzi@nyshcr.org

Procurement Lobbying Law Contact:

New York State Housing Finance Agency
Alejandro J. Valella
Vice President, Deputy Counsel
641 Lexington Avenue, 5th Floor
New York, NY 10022
Alex.Valella@nyshcr.org

C. Calendar of Events and Milestones

<i>Event</i>	Date
Issuance of Solicitation	February 5, 2020
Deadline for RFP Questions	February 24, 2020, 3PM, Eastern Standard Time (“EST”)
Deadline for Responses to RFP Questions	February 27, 2020
Deadline for Submission of Proposals	March 4, 2020, 12PM EST
Interview (if necessary)	To Be Determined
Anticipated Selection Date*	April 10, 2020