



Empire State Development

**Request for Proposals
for
Procurement Integrity Monitor Services
Addendum 2
September 22, 2016**

Notice is given that the Request for Proposals for Procurement Integrity Monitoring Services for the Jacob K. Javits Convention Center Expansion Project procurement issued by Empire State Development on September 8, 2016 is hereby amended (Addendum 2).

Addendum 2 consists of the following changes to the RFP:

VI. SELECTION

1. Evaluation

Technical Evaluation (65 percent)

An Evaluation Committee will independently score each Technical Proposal that meets the submission requirements of this RFP. Evaluation Committee members will score Technical Proposals to identify Bidders with the highest probability of satisfactorily providing the services described in this RFP. Individual Evaluators scores will be averaged to calculate a technical score for each responsive Bidder. The technical evaluation is 65 percent of the final score with the following evaluation criteria categories:

- Firm Experience and Qualifications
- Staff Experience and Qualifications
- Project Plan / Approach

Evaluations will be based on the Bidder's demonstration of its ability to provide the services required through its Technical Proposal. Considering the above criteria, the Corporation may review and check Bidder and/or staff references. Any missing ~~letters of~~ references or the inability to contact a reference provided by a Bidder will not be looked upon favorably and may

result in a reduction of points. Evaluators may reconsider any technical scores as a result of these reference checks.

During the evaluation process, the Corporation may require clarifying information from a Bidder. If specific sections of the written proposal require clarification, the Corporation will identify the section(s) and information requested in writing. In addition to references, the Corporation may use the proposal, and the Corporation's own investigation of a Bidder's qualifications, experience, ability or financial standing, and any other material or information submitted by the Bidder in the course of evaluation and selection under this RFP. The Corporation reserves the right to contact other sources not necessarily identified in the proposal to obtain information.

VII. SUBMISSION OF PROPOSALS

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Technical Proposal

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B. Bidder Experience and Qualifications

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4. The Bidder should include in the proposal ~~letters of reference (on Client Firm letterhead)~~ for at least two (2) engagements described in 3 above. References should, if possible, be letters from actual clients, and should include:
 - Name of the Bidder
 - Name of the Client
 - Client business address
 - Client contact name and title
 - Client contact telephone number and email address
 - Brief description of the type and scope of services of the engagement
 - Engagement term start and end dates
 - Quality of work performed during the engagement (only include if a letter from an actual client)

Please note that if references are not provided by an actual client, the Corporation will try to contact the references. Inability to contact a reference provided by a Bidder will not be looked upon favorably and may result in a reduction of points during evaluation.

Information provided by references may be used by the Corporation for proposal evaluation purposes. The Corporation may seek additional information from references regarding subjects that include, but are not limited to, the quality of services provided, anticipated ability to perform the services required in this RFP, and the responsiveness of the Bidder to the client during the engagement. The Corporation reserves the right to deploy, at its sole discretion, a

variety of methods and communication approaches to contact references, depending on what the Corporation deems to be the most effective and efficient manner.

C. Staff Experience and Qualifications

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5. The Bidder is asked to supply the Corporation with at least one (1) ~~letter of~~ reference ~~(on Client Firm letterhead)~~ for the each proposed Principal and Project Manager, who can comment on the experience of the proposed staff. References should, if possible, be letters from actual clients, and letters should include:

- Name of the Bidder
- Staff Member Name and proposed role, as assigned in the Price Proposal Form
- Name of the Client Firm / Company
- Client business address
- Client contact name and role
- Brief description of the type and scope of services of the engagement
- Engagement term start and end dates
- Quality of work performed during the engagement (only include if a letter from an actual client)

Please note that if references are not provided by an actual client, the Corporation will try to contact the references. Inability to contact a reference provided by a Bidder will not be looked upon favorably and may result in a reduction of points during evaluation.

Information provided by references may be used for proposal evaluation purposes. The Corporation may seek additional information from references regarding subjects that include, but are not limited to, the quality of services provided, anticipated ability to perform the services required in this RFP, and the responsiveness of the Bidder to the client during the engagement.