



## NOTICE TO PROPOSERS

RFP#24C26 – Acoustic Emissions Monitoring

January 24, 2025

Dear Proposer:

Attached are the responses to the written questions previously submitted and Addendum #1 for RFP #24C26 Acoustic Emissions Monitoring.

Thank you for your interest in this project.

Sincerely,

A handwritten signature in black ink that reads "Caitlin Cady". The signature is fluid and cursive.

Caitlin Cady  
Director of Purchasing



**RFP #24C26  
Acoustic Emissions Monitoring**

**Authority Responses to Written Questions  
January 24, 2024**

On December 23, 2024, the New York State Thruway Authority (“Authority”) issued a Request for Proposals (RFP) #24C26 for Acoustic Emissions Monitoring. Pursuant to the RFP, all prospective Proposers were given an opportunity to submit written questions concerning this RFP to the Authority by January 17, 2025.

The Authority received the following questions and submits the following responses in accordance with Section 1.5 of the RFP.

1. Section 2.3.A; Please confirm that
  - (i) at each end of the floor beam there will be three (3) triaxial strain gauges, two (2) biaxial strain gauges, and two (2) inclinometers and
  - (ii) the total number of triaxial strain gauges will be twenty-four (24), biaxial strain gauges sixteen (16), and inclinometers sixteen (16).

RESPONSE: Confirmed.

2. Section 2.3.A; Please specify the technical requirements (resolution, range, sensitivity, etc.) for the inclinometer and whether it will be uniaxial or biaxial

RESPONSE: The inclinometers are to be bi-axial with the following minimum performance requirements: a range of  $\pm 10^\circ$ , resolution of at least  $0.0005^\circ$ , and an accuracy of  $0.005^\circ$  in the range of  $\pm 5^\circ$ .

3. Section 2.3.E; It is told that the Authority will provide access, access equipment and MOT. Are these going to be provided for the installation system following the award and NTP?

RESPONSE: Correct, the Authority will provide access equipment and maintenance and protection of traffic for the installation of the system.

4. Section 2.3.F; Can all services be provided under a professional service contract? Will there be any union requirements or prevailing wage requirements?

RESPONSE: The services specified in the RFP will be performed under the resulting personal services contract. There are no union requirements or prevailing wage requirements.

5. Section 2.3.K; Aside from the TWIC and SWAC and Authority’s approval, are there any special permits, trainings and associated fees to be able to enter and work on site?

RESPONSE: The successful proposal will be required to obtain a Work Permit from the Authority, which includes a fee. Additional information on Work Permits is available here <https://www.thruway.ny.gov/business/realproperty/permits.html>. The other required permits would be the TWIC or SWAC certifications for employees performing the work.

6. Section 2.3.L; We request extension for proposal submittal deadline.

RESPONSE: The Project Schedule provided in Section 2.3.L is for informational purposes only. The dates are subject to change based on when the contract is fully executed by both parties. The Proposal Due Date specified in Section 1.2 has been extended, see Addendum #1.

7. Section 3.1; Are documents such as resumes, products sheets, project schedule, etc. Included in the 20-page limit?

RESPONSE: Yes. Documents excluded from the 20-page limit are the Financial Statements specified in Section 3.1.C.6 and all documents listed in Section 3.1.D.

8. Section 3.1.B.4 & 3.1.C; Can you explain the difference between qualification statements required between sections 3.1.B.4 & 3.1.C? It reads as if the only difference will be financial statements to be added in 3.1.C.

RESPONSE: The Authority will accept responses for 3.1.C as the response for both 3.1.B.4 and 3.1.C.

9. Section 3.1.C.5; Do you require just the contact info for the reference or a formal reference letter?

RESPONSE: The Authority requires the contact information only. Formal reference letters are not required.

10. Section 3.2; Is there any advice for cases that could prevent the timely delivery of the hard copy proposal due to the factors outside of the proposer's control? For instance, will the hard copy still be acceptable if an identical pdf is sent via email on time?

RESPONSE: The Authority does not accept proposals submitted via email. Proposers must follow the instructions in Section 3.2 for submitting their proposal. The entire Proposal (original copy and electronic flash drive copy) must be received by the Authority by the Proposal due date.

11. What will be the payment terms of the contract?

RESPONSE: The payment terms will be in accordance with Attachment A - Fee Proposal Form. Payments will be made by Scoping Item. Scoping Items 1-4 will be paid in lump sums while Scoping Item's 5 and 6 will be paid in quarterly payments.

#### **EXCEPTIONS TO TERMS AND CONDITIONS:**

The Authority did not receive any requests for exceptions to terms and conditions.



## **RFP #24C26 Acoustic Emissions Monitoring**

January 24, 2025

### **ADDENDUM NO. 1**

Notice is hereby given that the following Addendum No. 1 shall be made part of RFP #24C26 issued by the Authority on December 23, 2024 (the "RFP").

Each Proposer shall acknowledge receipt of this Addendum No. 1 in the cover letter submitted as part of their Proposal.

Addendum No. 1 consists of the following additions and changes to the RFP

**Change No. 1** – The RFP Cover Page, which also serves as the Non-Collusive Bidding Certification, is hereby revised and is attached. NOTE: This form must be filled out, signed and submitted with your proposal.

**Change No. 2** – RFP "Section 1.1 – Background" is hereby revised to read as follows. Material to be deleted is in ~~strike~~through, material to be added is underscored.

#### **Section 1.1 – Background**

The New York State Thruway Authority ("Authority") is seeking proposals from experienced and qualified consulting and/or contracting firms to ~~program manager to provide a one sentence general description of the services sought~~. for the design, furnishing, installation, monitoring, and on-going maintenance of an acoustic monitoring system.

The Authority is a public corporation organized and existing pursuant to Article 2, Title 9 of the New York State Public Authorities Law for the purpose of financing, constructing, reconstructing, improving, developing, maintaining and operating a highway system known as the Governor Thomas E. Dewey Thruway. The powers of the Authority are vested in and exercised by a seven-member Board appointed by the Governor with the advice and consent of the State Senate.

The Thruway is a 570-mile superhighway system crossing the State. It is the longest toll superhighway system in the United States. The Thruway route from the New York City line to the Pennsylvania line at Ripley is 496 miles long and includes the 426-mile mainline connecting New York City and Buffalo, the State's two largest cities. Other Thruway sections make direct connections with the Connecticut and Massachusetts Turnpikes, New Jersey Garden State Parkway and other major expressways that lead to New England, Canada, the Midwest and the South. In 1991 the Cross-Westchester Expressway was added to the Thruway system. In all, the Thruway is comprised of 2843 lane miles of roadway, 817 bridges, over 300 buildings, 134 interchanges, 35 tandem areas, 27 service areas, 3 welcome centers, nearly 120 water service

facilities, 3 water treatment plants, 16 wastewater treatment plants and 40 motor fueling stations for Authority vehicles and equipment. Operationally, the Authority is segmented into four regional divisions – New York, Albany, Syracuse and Buffalo – with the Administrative Headquarters located in Albany.

For the purposes of this Request for Proposals (“RFP”), the term “Authority” shall mean the New York State Thruway Authority.

**Change No. 3** – RFP “Section 1.2 – Key Dates” is hereby revised to read as follows. Material to be deleted is in ~~strike through~~, material to be added is underscored.

**Section 1.2 - Key Dates**

Provided below is a tentative schedule for the milestones in this RFP process, listed in the order of occurrence. The Authority reserves the right to change any or all of these dates as it deems necessary or convenient in its discretion; in the event of such a date change, all parties that have been furnished with this RFP will be duly notified.

<u>Event</u>	<u>Date</u>
RFP Issuance	<u>December 23, 2024</u>
Optional Pre-Proposal Site Visit	January 6 – January 10, 2025 (See Section 1.4)
Deadline for submitting Written Questions and Exceptions to Terms and Conditions	January 17, 2025 (3 weeks from RFP issuance)
Issuance of Written Responses	January 24, 2025 (4 weeks from RFP issuance)
Proposal Due Date & Time	<del>January 31, 2025 at 1:00 p.m. (E.T.)</del> (6 weeks from RFP issuance) <u>February 7, 2025 at 1:00 p.m. (E.T.)</u> (7 weeks from RFP issuance)

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**KATHY HOCHUL**  
Governor

**JOANNE M. MAHONEY**  
Chair

**FRANK G. HOARE, ESQ.**  
Executive Director

## REQUEST FOR PROPOSAL

December 20, 2024

RFP # 24C26 – Acoustic Emissions Monitoring	<b>Inquiries To:</b> Caitlin Cady at 518-436-3061 or <b>E-mail:</b> Caitlin.cady@thruway.ny.gov
<b>Time and Due Date of Proposal Submission:</b> 1:00 P.M. <del>January 31, 2025</del> <u>February 7, 2025</u>	<b>Time and Date of Optional Pre-proposal Site Visit:</b> January 6, 2025 – January 10, 2025
<b>Contract Period:</b> The term shall commence upon approval by the Authority’s Executive Director and shall terminate three years after commencement. The Authority shall have the option, in its sole discretion, to renew the Agreement for one additional five-year term.	

### INSTRUCTIONS

Attach this form to the front of your proposal.

Indicate whether or not your firm is registered with the NYS Department of Economic Development as a certified Minority and/or Women-Owned Business Enterprise (M/WBE) or with the NYS Office of General Services as a certified Service-Disabled Veteran-owned Business (SDVOB) by circling yes or no.

**Circle one: Yes      No**

Complete all information below, including signature, to acknowledge your understanding and acceptance of the provisions of the Non-Collusive Bidding Certification as indicated at the bottom of this document.

The Signatory to this document must be authorized to bind the proposing firm contractually.

_____	_____
Firm Name	Federal Tax ID No.
_____	_____
Street Address	City/State/Zip
_____	_____
Area Code/Telephone (800 if available)	Fax
_____	_____
Print Name	Title
_____	_____
Signature	Date

### NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

- 1) The prices of this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor; and
- 2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and
- 3) No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.



KATHY HOCHUL  
Governor

JOANNE M. MAHONEY  
Chair

FRANK G. HOARE, ESQ.  
Executive Director

## REQUEST FOR PROPOSAL

December 23, 2024

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<b>Contract Period:</b> The term shall commence upon approval by the Authority’s Executive Director and shall terminate three years after commencement. The Authority shall have the option, in its sole discretion, to renew the Agreement for one additional five-year term.	

### INSTRUCTIONS

Attach this form to the front of your proposal.

Indicate whether or not your firm is registered with the NYS Department of Economic Development as a certified Minority and/or Women-Owned Business Enterprise (M/WBE) or with the NYS Office of General Services as a certified Service-Disabled Veteran-owned Business (SDVOB) by circling yes or no.

Circle one: **Yes**      **No**

Complete all information below, including signature, to acknowledge your understanding and acceptance of the provisions of the Non-Collusive Bidding Certification as indicated at the bottom of this document.

The Signatory to this document must be authorized to bind the proposing firm contractually.

_____	_____
Firm Name	Federal Tax ID No.
_____	_____
Street Address	City/State/Zip
_____	_____
Area Code/Telephone (800 if available)	Fax
_____	_____
Print Name	Title
_____	_____
Signature	Date

### NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

- 1) The prices of this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor; and
- 2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and
- 3) No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.



**Thruway  
Authority**

**KATHY HOCHUL**  
Governor

**JOANNE M. MAHONEY**  
Chair

**FRANK G. HOARE, ESQ.**  
Executive Director

# **Request for Proposal**

## **Acoustic Emissions Monitoring**

**RFP No: 24C26**  
**Request Issued: December 23, 2024**  
**Proposals Due: January 31, 2025**



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## ARTICLE I - Background/Administrative Matters

### Section 1.1 - Background

The New York State Thruway Authority (“Authority”) is seeking proposals from experienced and qualified consulting and/or contracting firms to [program manager to provide a one sentence general description of the services sought].

The Authority is a public corporation organized and existing pursuant to Article 2, Title 9 of the New York State Public Authorities Law for the purpose of financing, constructing, reconstructing, improving, developing, maintaining and operating a highway system known as the Governor Thomas E. Dewey Thruway. The powers of the Authority are vested in and exercised by a seven-member Board appointed by the Governor with the advice and consent of the State Senate.

The Thruway is a 570-mile superhighway system crossing the State. It is the longest toll superhighway system in the United States. The Thruway route from the New York City line to the Pennsylvania line at Ripley is 496 miles long and includes the 426-mile mainline connecting New York City and Buffalo, the State’s two largest cities. Other Thruway sections make direct connections with the Connecticut and Massachusetts Turnpikes, New Jersey Garden State Parkway and other major expressways that lead to New England, Canada, the Midwest and the South. In 1991 the Cross-Westchester Expressway was added to the Thruway system. In all, the Thruway is comprised of 2843 lane miles of roadway, 817 bridges, over 300 buildings, 134 interchanges, 35 tandem areas, 27 service areas, 3 welcome centers, nearly 120 water service facilities, 3 water treatment plants, 16 wastewater treatment plants and 40 motor fueling stations for Authority vehicles and equipment. Operationally, the Authority is segmented into four regional divisions – New York, Albany, Syracuse and Buffalo – with the Administrative Headquarters located in Albany.

For the purposes of this Request for Proposals (“RFP”), the term “Authority” shall mean the New York State Thruway Authority.

### Section 1.2 - Key Dates

Provided below is a tentative schedule for the milestones in this RFP process, listed in the order of occurrence. The Authority reserves the right to change any or all of these dates as it deems necessary or convenient in its discretion; in the event of such a date change, all parties that have been furnished with this RFP will be duly notified.

<b>Event</b>	<b>Date</b>
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Proposal Due Date & Time	January 31, 2025 at 1:00 p.m.( E.T.) (6 weeks from RFP issuance)

### Section 1.3 – Permissible Contacts/Contact Person

This procurement is subject to and shall be conducted in accordance with the Thruway Authority Guidelines Regarding Permissible Contacts During a Procurement and the Prohibition of Inappropriate Lobbying Influence (attached hereto as Exhibit 1). All questions concerning this RFP must be addressed to the

persons listed below. Proposers and prospective Proposers may not approach any other Authority officer, employee, contractor or agent or any other State entity relative to this RFP (except as provided in Exhibit 1).

Caitlin Cady  
Contract Management Specialist 2  
New York State Thruway Authority  
200 Southern Boulevard  
Albany, New York 12209  
Caitlin.Cady@thruway.ny.gov

David Vosburgh  
Project Director, GMMCB Bridge Project  
New York State Thruway Authority  
200 Southern Boulevard  
Albany, New York 12209

Danielle Adams  
Director, Office of Compliance  
New York State Thruway Authority  
200 Southern Boulevard  
Albany, New York 12209

In the event the contact persons listed above are not available, Proposers may direct their questions to Caitlin Cady at [Caitlin.cady@thruway.ny.gov](mailto:Caitlin.cady@thruway.ny.gov) or Andrew Trombely at [andrew.trombely@thruway.ny.gov](mailto:andrew.trombely@thruway.ny.gov).

#### **Section 1.4 – Optional Pre-Proposal Site Visit**

All prospective Proposers are urged to attend the optional pre-proposal site visit. A prospective Proposer who cannot attend but still wishes to submit a proposal must execute the release attached to this RFP as Supplement 6 and submit it to the Authority as an attachment to the proposal.

The Bridge will be available for an optional site visit at the following date, time, and location. The purpose of the site visit is to see the Bridge, conduct attenuation testing, and perform validation testing to fully design an acoustic emission monitoring system. No questions will be answered at the site visit. Written questions shall be submitted as described in Section 1.5. Proposer must secure a Thruway Work Permit and provide proof of current Transportation Worker Identification Credentials (“TWIC”) or Secure Worker Access Consortium (“SWAC”) in order to access the Bridge for the scheduled site visit.

Date and start time: During the week of 1/6/2025 through 1/10/2025 – call the below person to schedule the site visit. Site visits will not be scheduled outside of this week.  
Contact person: Fabio Amendola  
Phone number: (845) 222-8374  
Meeting location: 333 South Broadway, Tarrytown, NY 10591

#### **Section 1.5 - Written Questions & Responses**

The Authority will provide official written responses to all written questions that are submitted to the Authority Contract Management Specialist named in Section 1.3 on or before the date set forth in Section 1.2 of this RFP. These official responses will be distributed to all parties that have been furnished with this RFP. Prospective Proposers should rely only on these official written responses. Questions submitted after the due date set forth in Section 1.2 of this RFP may not receive an official answer.

#### **Section 1.6 - Exceptions to Terms and Conditions**

The selected Proposer will be required to enter into a contract (“Agreement”) with the Authority that includes, but is not limited to, the terms and conditions set forth in Article V and Article VI of this RFP and Appendices A, B, and D attached hereto. If a Proposer objects to any such term or condition, the Proposer must state such objection in writing and submit such objection to the Authority Contract Management

Specialist named in Section 1.3 hereof by the deadline for submission of written questions set forth in Section 1.2 herein. Such objections must be stated in detail and, if the Proposer is seeking alternative language for a particular term or condition, accompanied by the Proposer's requested alternative language. The Authority will address such objections in its official responses to questions and/or via addenda to this RFP.

### **Section 1.7 – RFP Errors or Omissions**

If a Proposer believes there is any ambiguity, conflict, discrepancy, omission or other error in this RFP, such Proposer should immediately notify the Authority Contract Management Specialist named in Section 1.3 of such error and request clarification of or modification to this document. Such notice shall be given prior to the final filing date for submission of proposals. Modifications to this RFP, when appropriate, will be made by addenda hereto and distributed to all parties who have been furnished with this RFP. Clarifications of this RFP, when appropriate, will be made by written notice to all parties who have been furnished with this RFP.

## **ARTICLE II – Services Requested**

### **Section 2.1 – Introduction**

#### **A. PURPOSE**

The purpose of this RFP is to solicit sealed proposals to establish a contract with a qualified and experienced contracting firm through competitive negotiation for the design, furnishing, installation, monitoring, and on-going maintenance of an acoustic monitoring system. The proposed monitoring system will supplement periodic inspections by continuously monitoring key structural members and alerting Authority staff and their approved representatives of the development and progression of any cracks.

#### **B. DEFINITIONS**

Whenever used in this solicitation or in the contract documents, the following terms have the meanings indicated, which are applicable to both the singular and plural and the male and female gender thereof:

1. **Agency:** The Authority, with whom the Contractor has entered into a Contract and for whom the work or services is to be provided.
2. **Commencement Date:** The date the Agreement is executed by the Authority's Executive Director.
3. **Contract:** An agreement enforceable by law, between two or more competent parties, to do or not to do something, not prohibited by law, for consideration. When used in this solicitation, an agreement executed by the Authority and the Proposer selected to be the Contractor to provide the services described in this RFP.
4. **Contractor:** An individual or firm that has entered into an agreement to provide services to the Authority. The Proposer awarded the Contract to supply services described in this solicitation is referred to as "Contractor."
5. **Event:** Monitoring system indication of crack initiation and/or crack growth. Each occurrence is referred to as an "Event."
6. **Proposer:** A party who makes an offer in response to an RFP.
7. **Proposal:** An offer made by one party to another as a basis for negotiations, prior to the creation of a contract. A submittal in response to the Authority request for such proposals under Section V "Proposal Preparation and Submission Instructions" of this RFP, including supplements, if any.
8. **Subcontractor:** Any entity that has a contract to supply labor or materials to the Contractor

to whom the Contract was awarded or to any other subcontractor in the performance of the work provided for in the Contract.

**C. ACRONYMS**

Acoustic emission monitoring system	AEM System
Request For Proposal	RFP

**D. STANDARD SPECIFICATIONS**

New York State Department of Transportation (“NYSDOT”) Standard Specifications (dated September 1, 2024) as modified by the Authority Addendum (dated February 2024): this Project is hereby required to follow the Authority Standard Specifications as modified by the Authority Addendum.

The NYSDOT Standard Specifications can be found at:  
<https://www.dot.ny.gov/main/business-center/engineering/specifications/busi-e-standards-usc>

The Authority Addendums to the Standard Specifications can be found at:  
<https://www.thruway.ny.gov/business/addendum/index.html>

**Section 2.2 – Background**

The Governor Mario M. Cuomo Bridge (“GMMCB” or “the Bridge”) consists of twin structures, one for each direction of traffic, spanning the Hudson River between Tarrytown and Nyack in New York. The Bridge, owned and operated by the Authority, is a three-mile crossing which includes approach spans and a set of iconic cable stayed structures. The Westbound structure was opened in 2017 and the Eastbound structure was opened in 2018.

At each end of the cable supported portion of the Bridge, an end floor beam not only supports live load but also transmits global forces to the tie down piers, and due to the significant span imbalance have substantial dead load uplift forces. In addition, the cable stayed side spans have fixed bearings on the tie down piers, a relatively unusual solution which also introduces significant thermal forces into this system in combination with all other loads (dead load, live load, seismic, wind). At the time of design, the end floor beams were considered fracture critical members (FCM’s) which required additional requirements for the structural steel, the fabrication, and shop inspection processes which are outlined in the then current American Association of State and Highway Transportation Officials (AASHTO) and American Welding Society (AWS) provisions. During the construction phase, numerous recordable and rejectable indications were identified using in situ non-destructive testing (NDT) technology.

**Section 2.3 – Statement of Needs**

**A. PROJECT SCOPE**

Acoustic emission monitoring systems are highly specialized and require experienced staff to verify and validate the growth of steel cracks. The proposed acoustic emission monitoring system (hereafter referred to as “AEM System”) shall monitor the end floor beams areas of interest as shown in Figure 1. The AEM will be installed on both sides of the end floor beams of the cable supported spans at Piers 30 and 33 on both the northbound and southbound structures (8 locations).

In addition to the AEM, supplemental instrumentation including triaxial strain (one side of web), biaxial strain (on flanges on both sides of web), and inclinometers (one on tiedown baseplate and

one on girder bottom flange just above bearing) shall be installed as shown in Figure 2. The supplemental instrumentation will be located at each end of each end floor beam (8 locations).

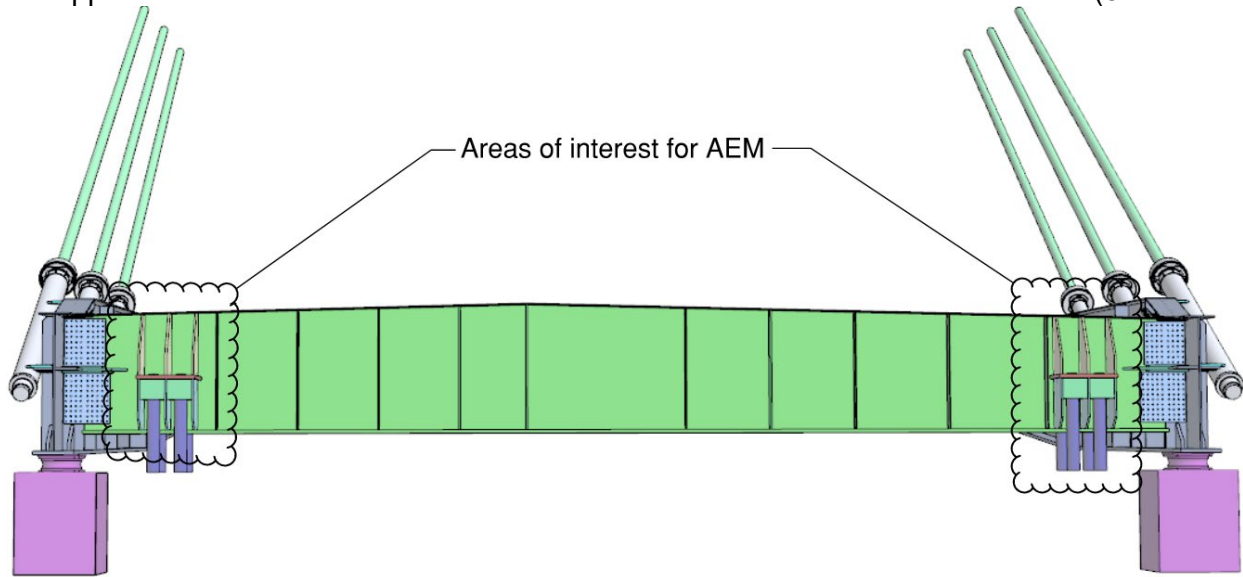


Figure 1 - Drawing of an end floor beam with area of interest to AEM indicated

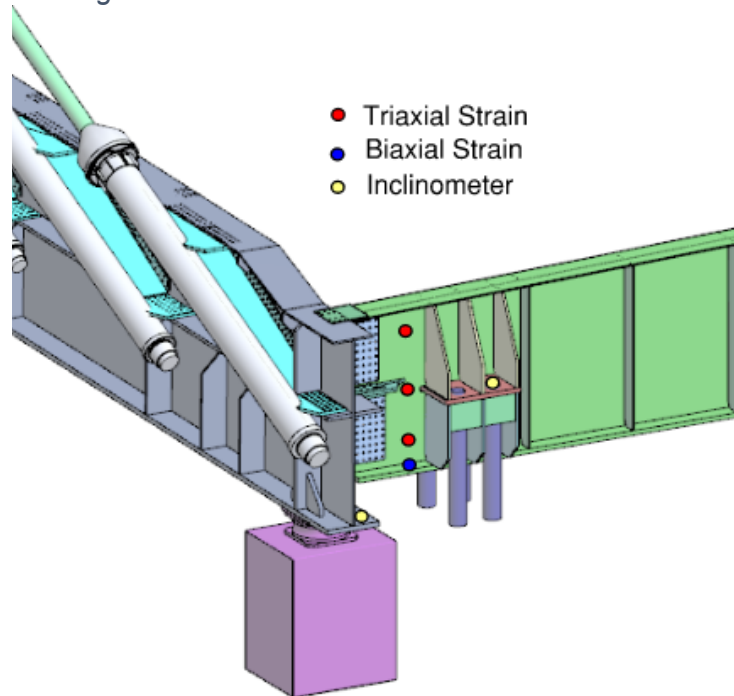


Figure 2 - Locations of supplemental instrumentation

The Authority is interested in identifying steel cracks at the earliest possible time. The AEM System shall be able to at a minimum identify any steel crack growth equal to or greater than 0.1 inches in length and shall be able to identify the location of the crack within 12 inches.

The Authority intends to enter into a contract with one (1) qualified Contractor to provide the following:

1. Acoustic emission monitoring and supplemental instrumentation design, integration, documentation, testing, and installation services
2. Acoustic emission and supplemental instrumentation monitoring
3. Acoustic emission data analysis, evaluation, interpretation, and reporting

4. Acoustic emission system and supplemental instrumentation testing, maintenance, and equipment replacement

## **B. INNOVATION FOR THE AUTHORITY**

The Authority encourages Proposers to propose innovative ideas and solutions that result in cost and operational efficiencies to accurately detect and locate steel cracking.

## **C. MINIMUM QUALIFICATIONS AND EXPERIENCE**

1. The Proposer must provide proof of current TWIC or SWAC with its proposal.
2. The Proposer should have successfully conducted structural monitoring work on bridges for a minimum of seven (7) years.
3. The Proposer must have three (3) prior installations of structural monitoring systems in the last ten (10) years on a steel bridge with high vehicle noise and vibration like the Bridge included for this procurement.
4. The Proposer shall designate, by name, the Project Technical Lead to be employed. The Project Technical Lead should have at least ten (10) years of structural monitoring experience. The Contractor shall not cause the substitution of the Project Technical Lead without prior written approval of the Authority.
5. The Proposal shall designate, by name, an Acoustic Emissions Lead that is certified as Level III in acoustic emissions in accordance with ISO 9712 and has at least five (5) years of experience in planning, commissioning, and installing acoustic emission testing and monitoring projects. The Contractor shall not cause the substitution of the Acoustic Emission Lead without prior written approval of the Authority.
6. The Proposer shall provide at least three (3) clients for whom the Proposer has performed work similar to that proposed in this RFP. Each reference must have:
  - Client Name
  - Telephone Number
  - Contact Name
  - Brief Description of Service Provided
  - Street Address
  - Services Dates
  - City, State, Zip Code
  - Service Value/Cost.

## **D. EQUIPMENT**

Unless otherwise noted, all metal parts shall be corrosion-resistant, watertight, and expected to last ten (10) years with minimal maintenance. The system housing shall have a National Electrical Manufacturers Association (NEMA) 4 rating, with an operating temperature range from -20°F to 150°F.

The monitoring system shall be tamper resistant. All equipment shall be located so that it will not impede access.

### 1) Environmental Requirements:

- a) Equipment shall be able to operate within the 0 to 100 percent humidity range.
- b) Equipment shall be able to withstand shock and vibration due to traffic and adverse weather conditions (to include but not limited by the following: lightning, wind, rain, ice, etc.).
- c) Equipment shall accommodate thermal expansion of the structure without damage.

### 2) Electrical Power Supply:

- a) Electrical Power Supply as needed shall be installed by the Contractor.



## E. DESIGN

Attenuation tests and validation testing may be performed by the Proposer before RFP submission to facilitate a proposal.

- Proposer shall be responsible for any equipment and manpower needed to conduct the attenuation tests and validation testing to satisfy the RFP.
- The Authority shall provide access, access equipment and MOT (Maintenance of Traffic).
- Validation test shall use a sensor to ensure that the software can filter out background noise by creating a test event in accordance with ASTM E2374 Standard Guide for Acoustic Emission System Performance Verification. The validation test shall be performed in the presence of a passing traffic.

The design of the AEM System shall be in accordance with the requirements of the RFP and the manufacturer's requirements. The design shall establish the threshold at which steel cracking is expected to have occurred, thereby defining the Event. The anticipated percent of false positive steel cracks and anticipated percent of false negative (undetected steel cracks) shall be stated in the Design Submittal.

The AEM System and supplemental instrumentation shall meet the following requirements:

1. The AEM System shall have a resolution that can distinguish between steel crack growth and background noise present at the Bridge, such as operational vibration.
2. The frequency range of interest for the AEM sensors shall be 100 kHz to 1,000 kHz. The high frequency range of interest is necessary for picking up transient events as caused by crack growth.
3. The AEM System shall be able to resolve transient events of two microseconds duration and less.
4. The installed AEM System shall have the ability to check the coupling quality of its sensors and the overall function of the measurement system by active pitch-receive method.
5. The AEM System and supplemental instrumentation shall have a back-up power source that is capable of operating the AEM System for a minimum period of 12 hours in the event that the primary power source is not available.
6. The AEM System must have a back-up on-site data storage for one week of data in the event that data transmissions (i.e. "connectivity") are not functioning. Back-up data shall be automatically uploaded once connectivity is restored.
7. The design should show redundancy in the monitoring capabilities, such that localized sensor failures do not result in system-wide failures.
8. The AEM System shall have the ability to send Event notifications via email and text to the list designated by the Authority. Alerts should also automatically be sent if issues arise with power, data transfer, hardware, or software. These alerts should be sent automatically regardless of conditions in the field such as hardware malfunction or software shut down.
9. The AEM system data and supplemental instrumentation data shall be capable of being integrated into the existing structural health monitoring dashboard for the Bridge (the "Geocomp system") being operated by Geocomp PC dba Geocomp Engineering ("Geocomp").

The design shall be submitted for review and approval by the Authority prior to installation. The Design Submittal shall include at a minimum:

- Manufacturer's specifications:
  - Sensor instrumentation type and associated specifications demonstrating conformance with requirements for acoustic emission monitoring instruments
- Data communications type
- Design plans showing:

- Location of sensors, wires, and equipment
- Method of attachment of sensors, wires, conduit, and equipment
- Schematic diagrams for the specified system
- Installation procedures
- Requirements for location of power source and electrical requirements
- Product data for each piece of equipment:
  - Manufacturer's literature
  - Operation Manual

## **F. INSTALLATION**

The AEM System and supplemental instrumentation shall be installed in accordance with the approved design. The AEM System and supplemental instrumentation shall not be installed without written approval by the Authority.

Installation shall be complete within four (4) months from the Commencement Date.

The Proposer shall include all costs associated with routing the power from its current location to the proposed location of the AEM System and supplemental instrumentation. All connections to the power source shall conform to all state and local electrical codes and the electrical power wiring shall be installed by an electrician licensed in New York. Power cables and sensor wiring shall be installed through rigid conduits per NYSDOT Standard Specifications as modified by the Authority Addendum. Conduits shall be supported by hooks and/or on cable trays.

Contractor shall provide a full set of reproducible as-built drawings and wiring diagrams, marked to record all changes made during installation or construction.

## **G. PERMANENT SYSTEM VALIDATION TEST**

Contractor shall perform validation of the installed system by creating a test event in accordance with ASTM E2374 Standard Guide for Acoustic Emission System Performance Verification. The Contractor shall demonstrate that the AEM System is able to monitor and identify steel crack growth at each of the locations of interest. The validation test shall be performed in the presence of a traffic. Contractor shall provide an initial report within one month of completing the validation testing. The initial report shall include system validation test results, quality checks, sensor calibrations, background noise checks, location check results and signed quality plans.

## **H. TRAINING**

The Contractor shall conduct a two-day on-site in-person training for Authority personnel to inform them of the basic operation of the AEM System and all its components such that the individuals trained will have sufficient knowledge to understand how the system operates. The Contractor shall also provide an Operations and Maintenance Manual to the Authority to provide guidelines, instructions, and best practices for the safe and efficient operation and maintenance of the monitoring equipment. The training must take place at the Bridge, 333 South Broadway, Tarrytown, NY 10591.

## **I. MONITORING**

Contractor shall provide monitoring services for the Authority for three (3) years with a potential to renew services for an additional five (5) year term at the discretion of the Authority. The three (3) year duration of monitoring services begins on the Commencement Date and ends upon receiving the final monthly report.

Monitoring services shall include collecting, transmitting, reviewing, analyzing, interpreting, reporting and storing data. All data shall be integrated into the existing Structural Health Monitoring System (SHMS) on the Bridge being operated by Geocomp. The supplemental instrumentation data shall be provided to the Geocomp system for each 10 minute period and include the maximum, minimum not mean, and standard deviation of data for that 10 minute period.

Raw data from each Event and post-processed data shall be stored for the entire length of the contract. Data shall be supplied to upon request or at the end of the contract term and shall be the property of the Authority from the date of initial data collection.

The data collection and storage system shall be capable of receiving input from the monitoring devices and recording the data in near-real-time. The data collection system shall have a structured method for transferring data to a remote archive storage entity. The method of data transmission is the responsibility of the Contractor.

The system shall provide watchdog functionality for network connectivity and hardware status. In the event of hardware failure, software failure or loss of connectivity or power, the system shall identify failures and provide for automatic recovery and trigger system-generated email and text alert notifications for corrective action. The alert system for the AEM System status shall be independent from the Geocomp system. The system shall be designed to always be online, collecting and analyzing data in near-real time.

Contractor shall work with Geocomp to maintain an accessible password-protected website and/or web portal for viewing data, historical alerts and reports throughout the Contract period that meets the following criteria:

- Allows access to the Authority and their authorized representatives.
- Provides an indication that each sensor has recorded data in the previous 24 hours.
- Includes monthly reports, as-built drawings, and Maintenance Plan that are downloadable by the Authority.

Monthly reports shall be submitted to the Authority that include the following:

- AEM System data that shall be reported graphically, such as data tables and plots.
- List of each Event within the previous month.
- Running total of all Event occurrences.

The Authority designee(s) shall be alerted via email and text within 24 hours of Event occurrence.

## **J. MAINTENANCE**

Contractor is responsible for the maintenance and continued operation of the AEM System and supplemental instrumentation. The Contractor shall submit a Maintenance Plan that shall include:

- Inspection and maintenance program.
- Periodic validation testing, not to exceed every twelve (12) months, by creation of a test event in accordance with ASTM E2374 Standard Guide for Acoustic Emission System Performance Verification. The validation test shall be performed in the presence of traffic.
- Periodic equipment testing, not to exceed maximum interval requirements specified by the manufacturer.
- System checks and general remote maintenance.

- Sensor and communications equipment updates, to include system hardware.
- Timeline for removal and replacement of damaged, broken, un-serviceable equipment (to include but not limited to data loggers, cables, sensors). A minimum of three (3) AEM sensors of each type shall be provided to the Authority to be available when needed.

The Authority has the right to perform random and blind periodic testing.

The Contractor shall incur all the costs associated with maintenance covered in the Maintenance Plan.

Travel considerations shall be included in the Proposal.

Software and website maintenance requirements shall be included in the Proposal.

The Authority shall be notified of all maintenance activities prior to any action being taken and a Work Permit must be obtained before starting any fieldwork. The Contractor shall submit to the Authority a description of the maintenance performed within seven (7) days.

AEM System components, including power source and connectivity, found to be non-operational shall be repaired or replaced in accordance with the defined schedule:

AEM System Malfunction	Time to Correct
Power outage or loss of data transmission	Shall be restored within 7 days of system-generated alert notification or test failure
Website not fully operating	Shall be made operational within 7 days of test failure
System-generated alert notification not fully operating	Shall be made operational within 7 days of test failure
Data logger malfunction	Shall be made operational within 14 days of system-generated alert notification or test failure
Individual sensor failure	Sensor shall be made operational or replaced within 7 days of system-generated alert notification or test failure
Other AEM System component not impacting system-generated alert notification or website operations	Shall be made operational within 30 days of system-generated alert notification or test failure

**K. SITE ACCESS**

Contractor shall not enter onto the right-of-way without obtaining a Work Permit from the Authority, to be given only upon satisfaction of all safety-related requirements. Contractor must show the appropriate TWIC or SWAC certifications to enter on-site.

**L. PROJECT SCHEDULE**

The project schedule below is conceptual, is provided for informational purposes only, and is subject to change.

<b><u>Activity</u></b>	<b><u>Target Date</u></b>
Commencement Date*	February 2025
Design Submittal due	March 2025
Begin installation work	April 2025
System validation test	May 2025
Start of operations	June 2025
Maintenance Plan due	June 2025
Web-based interface due	June 2025
First monthly report due (due every month hereafter)	July 2025
On-site training	July 2025
First periodic validation test (performed yearly hereafter)	June 2026
End of operations**	June 2028
Final monthly report due	June 2028

\* The contract start date is estimated here for the purpose of developing standard schedules across Proposers' responses. The contract will start on the Commencement Date.

\*\* The end of operations date is dependent on the optional five (5) year renewal.

**M. REPORTING AND DELIVERY:**

1. For the purposes of reporting and delivery, the Authority will provide a list of designees to the Contractor. The list is subject to change at any time throughout the Contract period with thirty (30) days' notice to the Contractor.
2. Within thirty (30) calendar days after the award date of the contract, the Contractor shall provide the Design Submittal for review by the Authority.
3. Within thirty (30) days from start of operations, the Contractor shall furnish a Maintenance Plan for the AE System.
4. Within thirty (30) days from start of operations, the Contractor shall furnish a web-based interface.
5. Within three (3) months from start of operations, the Contractor shall conduct on-site training.
6. On the 5<sup>th</sup> day of every month from the start of operations, the Contractor shall provide monthly reports to the Authority.
7. The Contractor shall notify the Authority via email in the event of the following. Notification must be made within 24 hours of the event occurrence:
  - a) Occurrence of Event
  - b) Scheduled maintenance
  - c) Completed maintenance
  - d) AE System malfunction
8. Project Task Orders
  - a) Individual tasks may be developed and implemented with project information provided to the Contractor with a request for an estimate. Each Task Order must be in writing and executed

- by the Contractor and the Authority. Consequently, each task should be numbered and organized in such a manner as to identify it as an individual task among many.
- b) Each Task Order must include a defined scope of work, defined performance criteria, budget and payment terms. The Contractor will not be compensated for unauthorized work or cost overruns. The Authority may or may not grant future task orders. Project task orders will not be issued unless funding has been identified and available to do the work.
  - c) The estimated level of effort for each task will be determined as the Contractor develops a detailed task plan. The detailed task plan must be accepted by the Authority before performing any work on a given task. The Contractor and the Authority will negotiate the tasks, the time frames for each task and the Authority will require the Contractor to submit a specific cost proposal explaining the payment schedule and general labor expectations to justify the fixed price manner in which payments will be made.

## **Section 2.4 – Fee Proposal**

Proposer shall provide all costs necessary to perform the services for all Scoping items as set forth below. Proposer must complete the Fee Proposal Form in Attachment A. The Fee Proposal Form consists of six (6) Scoping Items, which comprises the entirety of Section 2.3, “Statement of Needs”. Cost will be in the form of lump sum amounts which must include all costs associated for each scoping item. Failure to provide pricing on any of the scoping items below may render the proposal as non-responsive. The Total Cost shall be the sum of all Scoping Items and will be used during the evaluation.

The Scoping Items are as follows:

Scoping Item #1 – Cost of mobilization.

Scoping Item #2 – Cost of performing system design.

Scoping Item #3 – Cost of installing monitoring system including power, communications, sensors, and data loggers.

Scoping Item #4 – Cost of system validation test and training.

Scoping Item #5 – Cost of three (3) year required monitoring, reporting, and maintenance services.

Scoping Item #6 – Cost of five (5) year renewal of monitoring and maintenance services.

The electronic fillable form for Attachment A – Fee Proposal can be found at the following link:

[https://www.thruway.ny.gov/external/attachment\\_a\\_fee\\_proposal.zip](https://www.thruway.ny.gov/external/attachment_a_fee_proposal.zip)

Proposers must complete Attachment 1 and submit the hard copy with their proposal.

The Authority recognizes the level of effort that is required for Proposers to prepare a Proposal that meets the requirements of this RFP. The Authority is prepared to pay a \$5,000 stipend for proposers that are not awarded a contract. Documentation must be presented for expenses and must be clearly marked as expenses intended for proposal preparation for this RFP. Please refer to Attachment B for the stipend agreement that will be required to be executed by both parties in order to receive reimbursement for these costs.

## **Section 2.4 – Minimum Qualifications**

For Minimum Qualifications please see Section 2.3, Paragraph C - Minimum Qualifications and Experience.

## ARTICLE III – Proposal Requirements

### Section 3.1 – Content of Proposal

The following is a list of the information that each Proposer must provide. The Authority reserves the right to, in its discretion, disqualify a proposal that does not include all of the information required below.

To expedite the review of submissions, the Authority requests that the proposal be submitted in a binder with the material separated by tabs numbered/lettered to match the specific information requested below; provided, however, that the fee proposal must be submitted in a separate envelope marked "Fee Proposal". Additional information, if any, must be submitted in a separate binder. No information beyond that specifically requested is required, and Proposers should keep their submissions to the shortest length consistent with making a complete presentation, not to exceed 20 pages. Such page limit shall apply to all information that must be submitted except the fee proposal and those materials required by paragraph C(6) and paragraph D of this Section.

- A. Cover Letter – A cover letter, which is an integral part of the proposal, must be signed by the individual or individuals authorized to bind the Proposer contractually. The letter must indicate for each signatory that the signer is duly authorized and the title or position the signer holds in the Proposer's organization. The cover letter shall include the following:
  - 1) The Proposer's name, nature of organization (e.g. corporation, partnership, etc.), location of main office - address, telephone/fax numbers and e-mail address (if applicable) – and the name, business address, telephone/fax numbers and e-mail address (if applicable) of the person within the organization who will be the Authority's primary contact concerning the proposal.
  - 2) A statement that the proposal is an irrevocable offer for 180 days from the date when proposals are due, or longer by mutual agreement.
  - 3) A statement that the Proposer is ready, willing and able to provide the proposed services in a timely manner upon reasonable notice.
  - 4) The identity of the key management and supervisory personnel who will be assigned to provide the services described to the Authority.
  - 5) Either: A) A statement that if awarded the Agreement, the Proposer's provision of services to the Authority will not create any actual or potential conflict of interest or appearance of impropriety. Indicate what procedures will be followed to detect, notify the Authority of, and resolve any such conflicts.; or B) The identity of any existing or contemplated relationship with any other person or entity, including relationships with any member, shareholders of 5% or more, parent, subsidiary, or affiliated firm, which would constitute an actual or potential conflict of interest or appearance of impropriety, relating to other clients/customers of the Proposer or former officers and employees of the Authority, in connection with rendering services enumerated in the RFP. If a conflict does or might exist, a description of how the Proposer would eliminate or prevent it. Indicate what procedures will be followed to detect, notify the Authority of, and resolve any such conflicts.
  - 6) Either: A) A statement that neither the Proposer, nor any of its members, shareholders of 5% or more, parents, affiliates, or subsidiaries, have been the subject of any investigation or disciplinary action by the New York State Commission on Ethics and Lobbying in Government or its predecessor State entities (collectively, "Commission"); or B) A brief description of any investigation or disciplinary action by the New York State Commission on

Ethics and Lobbying in Government or its predecessor State entities (collectively, "Commission") with respect to the Proposer, any of its members, shareholders of 5% or more, parents, affiliates, or subsidiaries, including an indication of how any matter before the Commission was resolved or whether it remains unresolved.

B. Statement of Proposal – Proposals should be as thorough and detailed as possible so that the Authority may properly evaluate the Proposer's capabilities to provide the required services. Proposers are required to submit the following items as a complete proposal (organized under the following Sections):

1) A written statement with supporting documentation showing Proposer meets all minimum qualifications specified in Section 2.3.C – Minimum Qualifications and Experience.

2) Specific Plans:

Specific plans for providing the proposed services including:

- i. What, when and how the installation/monitoring will be performed.
- ii. Schedule from Commencement Date to start of operations.

3) Methodology and Approach

Provide a methodology and approach that demonstrate your understanding of the acoustic emission monitoring requirements for the proposed services including:

- a. Preliminary AEM System design based on attenuation testing performed during the mandatory site visit following ASTM E2374.
- b. Written confirmation that validation testing was performed at the mandatory site visit in the presence of traffic.
- c. Validation testing results.

Provide documentation that the minimum system requirements identified in this solicitation are met.

4) Experience and Qualifications of Firm and Key Personnel

A written narrative statement to include:

- a. Experience of firm in providing the services described herein
- b. Proposer capabilities and previous results in:
  - Complex project environments.
  - Implementing solutions like the one specified in this RFP.
  - Field installation.
- c. Monitoring Services Examples of past successful implementations; including contact information of previous customers.
- d. A written narrative statement including names, experience with previous complex projects, and qualifications of Key Personnel to be assigned to the project. Resumes of staff shall be included in an appendix.

5) Maintenance Plan and Monitoring

A written narrative statement to include:

- a. Information on web-based interface and reporting including integration with existing Geocomp web platform.
- b. Sample maintenance plan.
- c. Contingencies for system.



- 6) The Fee Proposal Form, as detailed in Section 2.4.
- C. Statement of Qualifications – each proposal shall contain the following information regarding the Proposer’s qualifications to provide such services:
- 1) A brief history and description of the Proposer’s organizational structure including size, scope of services, capability and area(s) of specialization.
  - 2) Detailed documentation of the Proposer’s qualifications and experience related to the scope of work required by this RFP.
  - 3) The resumes of key management and supervisory personnel who will be directly assigned to provide the services to the Authority and a description of the specific function each will perform. This information should include each individual’s qualifying experience to perform the services assigned and his/her position and length of service with the Proposer.
  - 4) A client list including a detailed description of the size, total dollar value, and specific services provided for each client to which the Proposer provided similar services within the past five (5) years specify the name, address and telephone number of the individual responsible at the client organization for the supervision of such services.
  - 5) A list of at least three (3) references.
  - 6) Copies of the Proposer’s audited financial statements for the past two years. If a Proposer does not have audited financial statements, Proposer should submit any financial statements that it does have (e.g. lines of credit, statements compiled by an outside accounting firm, etc.) and any other information Proposer feels is pertinent in establishing the financial stability of its business/organization. If a Proposer has questions about what evidence of the Proposer’s financial stability will be acceptable to the Authority, the Proposer should communicate with the Authority Contract Management Specialist named in Section 1.3.
- D. Other Required Materials – each proposal must include the following required materials, completed in their entirety and executed by the individual or individuals who signed the cover letter and are authorized to bind the Proposer contractually:
- 1) New York State Finance Law §§ 139-j and 139-k Disclosure of Prior Non-Responsibility Determinations (Supplement 1) – New York State Finance Law § 139- k requires that Proposers disclose findings of non-responsibility made within the previous four years by any governmental entity where such prior finding of non-responsibility was due to a violation of New York State Finance Law §139-j or the intentional provision of false or incomplete information to a governmental entity.
  - 2) Certificate of Compliance with the Authority Guidelines Regarding Permissible Contacts During a Procurement and the Prohibition of Inappropriate Lobbying Influence (Supplement 2) – New York State Finance Law § 139- j requires that Proposers certify that they have read, understand and agree to comply with the Authority/Corporation Policy Regarding Permissible Contacts During a Procurement and the Prohibition of Inappropriate Lobbying Influence.
  - 3) Vendor Responsibility Questionnaire – the Authority’s Procurement Policy provides that the Authority will award procurement contracts for services to responsive and responsible Proposers on the basis of best value. The Authority uses the information provided by

Proposers on this Questionnaire to assist it in making a determination of responsibility of a proposed Contractor.

The Authority recommends that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System and only provide a copy of the certification page to the Authority. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at <http://www.osc.state.ny.us/vendrep/enroll.htm> or go directly to the VendRep System online at: <https://onlineservices.osc.state.ny.us/Enrollment/login?0>.

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 IT Service Desk at 866-370-4672 or 518-408-4672 or by email at [ITServiceDesk@osc.state.ny.us](mailto:ITServiceDesk@osc.state.ny.us). Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website [http://www.osc.state.ny.us/vendrep/forms\\_vendor.htm](http://www.osc.state.ny.us/vendrep/forms_vendor.htm) or may contact the Authority or the Office of the State Comptroller's Help Desk for a copy of the paper form.

- 4) Vendor Assurance of No Conflict of Interest or Detrimental Effect (Supplement 3)
- 5) Conducting Business in Russia Certification (Supplement 4)
- 6) ST-220-CA New York State Department of Taxation and Finance Contractor Certification (Supplement 5) – Section 5-a of the New York State Tax Law, and regulations, bulletins and guidelines promulgated thereunder, require that the Authority collect this information for contracts with a value in excess of \$100,000.
- 7) Pre-Proposal Site Visit Release (Supplement 6) – required if a Proposer did not attend the pre-proposal site visit.

### **Section 3.2 – Submission of Proposal**

A Proposer must submit one (1) signed in ink original (marked **ORIGINAL**) copy of its Proposal to the Contract Management Specialist, identified in Section 1.3 hereof, on or before the due date for Proposals set forth in Section 1.2 of this RFP. In addition, Proposers must submit one (1) copy of the Proposal (excluding the Fee Proposal) on a flash drive in a PDF format.

The Proposer's Fee Proposal must be in a separate, sealed envelope with one (1) signed in ink original (marked **ORIGINAL**). Proposers must also submit a copy of the Fee Proposal on a flash drive in PDF format in the same appropriately marked envelope. All boxes, packages and envelopes containing Fee Proposals shall be clearly labeled with Proposer's name and this RFP title and number (located on the title page of this RFP) and shall additionally be labeled with the notation "Fee Proposal".

In the event of a discrepancy between the hard copy and any electronic version, the hard copy shall prevail.

The Authority is not obligated to accept any proposal received after the proposal due date. A Proposer may withdraw or modify a proposal any time prior to the proposal due date by sending written notification to the Authority Contract Management Specialist named in Section 1.3. A Proposer may thereafter re-submit a previously withdrawn proposal if done so by the proposal due date.

The Authority shall not be liable for any costs incurred by a Proposer in attending a pre-proposal conference or site visit and/or the preparation of a proposal. By submitting a proposal, a Proposer accepts that it will not make any claims for or have any right to damages because of any misinterpretation or misunderstanding of the services requested or because of any lack of information.

All proposals submitted in response to this RFP shall become the property of the Authority. A Proposer should mark those sections of its proposal that it believes contain proprietary information. The Authority reserves the right to make its own, independent determination as to whether material so marked is proprietary; the Authority will give proprietary treatment only to that material which it has determined to be proprietary. Further, the Authority's response to third party requests for information contained in a proposal shall be governed by New York State Public Officers Law Articles 6 and 6-A, as applicable. The return of proposals not selected for award shall be in the sole discretion of the Authority.

The Authority will not accept proposals by telegraph, fax or electronic means.

## **ARTICLE IV – Evaluation of Proposals**

### **Section 4.1 – Overview**

An Evaluation Committee comprised of Authority staff will review and evaluate each of the properly submitted written proposals. The purpose of the evaluation process, which will be conducted as set forth in this Article, is twofold: (1) to examine the responses for compliance with this RFP; and (2) to identify the proposals that will provide the best value to the Authority pursuant to the criteria set forth in Section 4.3. The evaluation process may also include, in the Authority's sole discretion, reference checks, any internal knowledge that the Authority may have for past performance under similar or other contracts with the Authority, oral presentations, facility inspections and/or interviews with selected Proposers.

### **Section 4.2 – Preliminary Review**

- A. Each proposal will be date and time stamped when received.
- B. All proposals will be reviewed to determine if they contain all of the required elements specified in this RFP. The Authority reserves the right to, in its discretion, disqualify without further evaluation a proposal that does not meet all of the RFP requirements.

### **Section 4.3 – Evaluation/Criteria**

The Evaluation Committee will evaluate each proposal using the criteria for selection set forth below, not necessarily in priority order:

- A. **SPECIFIC PLANS:** Describe your plan and schedule to implement the AE System and supplemental instrumentation and your plans to ensure all elements of work are adequately coordinated with Authority staff. Also indicate any ways that the schedule in the RFP could be accelerated.
- B. **METHODOLOGY AND APPROACH:** Demonstrate your understanding of the acoustic emission monitoring requirements of this project and your approach for successfully carrying out these requirements. Provide a preliminary system design and documentation that the minimum system requirements identified in this solicitation are met.
- C. **EXPERIENCE AND QUALIFICATIONS OF FIRM AND KEY PERSONNEL:** Demonstrate your teams relevant experience on similar projects and provide documentation that the minimum project qualifications identified in this solicitation are met.
- D. **MAINTENANCE PLAN AND MONITORING:** Describe your plan to ensure the successful operation of AE System over the life of the contract.
- E. **INNOVATION AND OTHER QUALITATIVE CONSIDERATIONS**

F. Fee Proposal

G. Proposer's status as a NYS certified MWBE as defined in New York State Executive Law § 310 or SDVOB as defined in Veterans' Services Law Article 3\*\*

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

Criteria F and G will be evaluated by Authority personnel who are non-members of the Evaluation Committee.

**Section 4.4 – Oral Presentations/Interviews/Facility Inspections**

The Authority reserves the right to require some or all Proposers to give oral presentations regarding their proposals or to appear before the Authority for an interview. The Authority also reserves the right to require a facility inspection at a Proposer's location. The Authority shall not be liable for any costs a Proposer incurs in association with such presentations/interviews/inspections.

The purpose of the oral presentation/interview/facility inspection is to give the Authority an opportunity to pose any questions that may have arisen during the review process and to give the Proposer an opportunity to elaborate on how specific services will be furnished and its ability to deliver those services. In the event the Authority decides to implement this stage of the evaluation process, further information will be provided to affected Proposers.

**Section 4.5 – Selection of Proposer(s)**

The Authority, as best suits its interests, may at any time enter into contract negotiations with more than one Proposer. The Authority will notify those Proposer(s) so selected for contract negotiations.

The Authority will provide all Proposers with a Notice of Tentative Contract Award which indicates the successful Proposer(s) to which the Authority intends to award a Contract. An unsuccessful Proposer may request a debriefing with Authority staff to discuss the reasons that its proposal was not selected for an award. Such request for a debriefing must be submitted electronically via email to the Contract Management Specialist named in Section 1.3 and must be made within 15 calendar days from the date of the Notice of Tentative Contract Award.

The Authority shall not be bound in any way to a Proposer until a formal written Agreement has been executed by the Authority's Executive Director. Upon execution of the Agreement, public announcements or news releases pertaining to the Agreement shall not be made without the Authority's prior written consent. Proposers are hereby on notice that generally the Authority will not grant permission for public announcements or news releases and will limit the use of the Authority's name by a Contractor to references only.

**Section 4.6 – Additional Procurement Rights**

By submission of a proposal, the Proposer acknowledges and agrees that the Authority reserves the right to:

1. Accept or reject any or all proposals received in response to this RFP or withdraw any tentative awards made as a result of this Solicitation.

2. At any time, amend RFP specifications to correct errors or oversights, and to supply additional information as it becomes available. All bidders should monitor the NYS Contract Reporter and/or the Authority website for any amendments, clarifications or additional information issued, if applicable.
3. Change any of the scheduled dates stated herein as noted above in section 1.2.
4. Disqualify proposals that fail to meet mandatory requirements.
5. Request any non-mandatory documents from Proposer.
6. Amend, modify, or withdraw this solicitation at any time and without notice or liability to any Proposer or other parties for expenses incurred in preparations of a proposal.
7. Make an award under the RFP in whole, or in part, to one Proposer or multiple Proposers.
8. Use information obtained through site visits, management interviews and the Authority's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the Proposer in response to the Authority's request for clarifying information in the course of evaluation and/or selection under this RFP.
9. Prior to the opening of the RFP, direct bidders to submit modifications to proposals based on RFP amendments.
10. Clarify RFP requests/components at any time in the best interest of the Authority.
11. Eliminate any mandatory, non-material specifications that cannot be complied with by all of the prospective bidders.
12. Waive any requirements that are not material.
13. Reject any proposal where the Authority finds that the Proposer is non-responsible under State Finance Law §§ 139-j or 139-k or another State agency or authority has found the Proposer non-responsible under State Finance Law §§ 139-j or 139-k within the prior four (4) years.
14. Require clarification at any time during the procurement process and/or require correction of any arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a Proposer's proposal and/or to determine a Proposer's compliance with the requirements of the RFP.
15. Waive informalities and excuse minor irregularities contained in proposal submissions. This waiver shall in no way modify the RFP or excuse a Proposer that enters into an Agreement with the Authority from full compliance with the RFP.
16. Request that Proposers clarify elements in their proposals and submit revised proposals that incorporate such clarifications, if necessary.
17. Negotiate Agreement terms with the Proposer(s) that best serve the interests of the Authority, consistent with RFP requirements, statutory requirements, and Authority policies and procedures.
18. Conduct contract negotiations with the next responsible bidder, should the Authority be unsuccessful in negotiating with the selected Proposer(s)/tentative awardee(s).
19. Request Best and Final Offers (BAFOs) from all Proposers that are determined to be eligible for Contract award.

20. Utilize any and all ideas submitted in the proposals received.
21. Unless otherwise specified in the solicitation, every offer is firm and irrevocable for a period of 180 days from the bid opening.
22. Contact any clients on the Proposer's client list and/or references furnished as part of the proposal, with the understanding that the Authority will keep such contacts confidential.
23. Utilize any internal knowledge about the Proposer obtained from prior performance under Authority contracts.

#### **Section 4.7 - Grievance Policy**

As indicated in Section 1.3, all questions or concerns regarding this RFP must be directed to the Authority Contract Management Specialist named in Section 1.3. If a Proposer believes that a question or concern has not been satisfactorily addressed, Proposer may obtain a copy of the Authority's Vendor Protest Procedure at <http://www.thruway.ny.gov/business/purchasing/vendor-protest.html> or by contacting the Chief Procurement Officer at P.O. Box 189, Albany, New York 12201-0189, Attn: Vendor Protest.

### **ARTICLE V – Compliance Requirements and Procedures**

#### **Section 5.1 – Compliance Requirements and Procedures**

It is the policy of the Authority to comply with the provisions of Article 15-A of the New York State Executive Law, which requires that every contract over \$25,000 will afford equality of economic opportunities for minority group members and women, the facilitation of participation by Minority and Women-Owned Business Enterprises ("MWBEs"). The Authority shall establish separate goals for participation of MWBEs on all Authority contracts where applicable.

Article 3 of the New York State Veterans' Services Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Business Enterprises ("SDVOBs"); thereby further integrating such businesses into New York State's economy. The Authority recognizes the need to promote the employment of service-disabled veterans and to ensure that certified SDVOBs have opportunities for maximum feasible participation in the performance of Authority contracts.

The Authority is further, committed to providing equal training and employment opportunities to minorities and women to participate in the Authority's contracting and procurement processes, and by ensuring nondiscrimination in accordance with Appendix A-Standard Clauses for New York State Thruway Authority Contracts including Clause 4 – Non-Discrimination Requirements, Clause 11 - Equal Employment Opportunities for Minorities and Women, Executive Order 177, Training Special Provisions and/or all applicable, federal, State, laws, rules, regulations and Executive Orders.

#### General Provisions

- a. Contractor and/or all subcontractors, shall comply with the applicable laws, rules, regulations and provisions governed by the contract, in addition to any nondiscrimination or diversity practices and provision of the contract at no additional cost to Authority.
- b. These provisions and requirements shall be included in all subcontracting contracts so that these requirements and provisions shall be binding upon all subcontractors, performing work under or in fulfillment of the Agreement

- c. The Contractor represents and warrants that, as a condition for award, the Contractor will submit a Utilization Plan via the NYS Contract System (NYSCS) if required by Authority, within 10 business days of the notice of tentative contract award which lists all proposed firms the Contractor intends to utilize on this contract to achieve the MWBE/SDVOB Contract Goals as established in the contract documents. The Authority approval of the Utilization Plan only approves a firm for the purpose of the MWBE/SDVOB Utilization Plan.

### **Section 5.2 – Participation Opportunities For New York State Certified Minority/Women/Service-Disabled Veteran-Owned Business Enterprises**

In accordance with Article 15-A of the New York State Executive Law and Article 3 of the Veterans' Service Law, the Authority is committed to providing meaningful participation in public procurement by certified Minority and Women-Owned Business Enterprises ("MWBEs") and certified Service-Disabled Veteran-Owned Business Enterprises ("SDVOBs"), thereby further integrating such businesses into New York State's economy.

The Authority recognizes the need to promote participation and inclusion of Minority and Women-Owned Business Enterprises and Service-Disabled Veteran-Owned Business Enterprises and to ensure that certified MWBEs and SDVOBs have opportunities for maximum feasible participation in the performance of Authority contracts.

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

For the purposes of this procurement, the Authority has determined that this solicitation does not meet the requirements for the establishment of participation goals or provide for MWBE and SDVOB subcontracting opportunities for participation as subcontractors, service providers, and suppliers to Contractor.

Nevertheless, MWBEs and SDVOBs are strongly encouraged to submit Proposals for this procurement. The successful Contractor is encouraged to make every good faith effort to promote and assist in facilitating the participation of Minority/Women-Owned and Service-Disabled Veteran-Owned Business Enterprises on the contract for the provision of services and materials by searching the respective websites or visiting:

The directory of New York State Certified MWBEs at: <https://ny.newnycontracts.com>.

The directory of New York State Certified SDVOBs at: <https://ogs.ny.gov/veterans/>

Contractors are encouraged to contact the Authority's Compliance Unit at [compliance@thruway.ny.gov](mailto:compliance@thruway.ny.gov).

### **Section 5.3 - Equal Employment Opportunity And Removal Of Institutional Policies or Practices That Fail To Address The Harassment And Discrimination Of Individuals**

Contractor agrees to comply with all Compliance Requirements and Procedures, in accordance with the terms and conditions of Appendix A – Standard Clauses for New York State Thruway Authority Contracts including Clause 4 – Non-Discrimination Requirements and Clause 11 - Equal Employment Opportunities for Minorities and Women.

Equal Employment Opportunities for minority group members and women ("EEO") and related provisions shall be deemed supplementary to, and not in lieu of, the nondiscrimination provisions required by New York State Executive Law Article 15 (the "Human Rights Law") and other applicable federal, state, and local laws.

In the performance of this procurement/contract, Contractor shall demonstrate compliance which the Work Force Diversity Requirements and Procedures Regarding Equal Employment Opportunities for Minority Group Members and Women, pursuant to 5 NYCRR § 143, Executive Order 162, Executive Order 177, and all other applicable federal, state and local laws, rules and regulations.

Contractor will be required to submit its written policies and procedures concerning harassment and discrimination to the Authority's Compliance Unit prior to commencement of work under this Agreement.

During the performance of this contract, Contractor agrees to comply with the Equal Employment Opportunity (EEO) requirements specified herein.

"Minority" includes:

- (i) Black (all persons having origins in any of the Black African racial groups not of Hispanic origin);
- (ii) Hispanic (a person of Mexican, Puerto Rican, Dominican, Cuban, Central or South American descent of either Indian or Hispanic origin, regardless of race;
- (iii) Asian and Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast, Asia, the Indian Subcontinent, or the Pacific Islands); and
- (iv) American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification. Identification may be made by any suitable authority in the community such as an educational institution, religious organization, or a state agency).

a. Non-Discrimination Clause

Contractor will ensure equal employment opportunity by not discriminating against any applicant for employment because of race, color, religion, sex, national origin, age, disability, or marital status, regarding, (among other things) the following: upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

b. Availability of Contractor's Records

Contractor will furnish all information and reports as may be required by the Authority or by laws, rules, regulations and executive orders incorporated herein by the Authority and will permit access to its books, records and accounts by the Authority's Compliance Unit for purposes of monitoring and investigating compliance with these requirements and such rules, regulations, orders, procedures and guidelines.

c. Enforcement

In order to determine whether the Contractor has complied with the requirements, the Authority may proceed by order to show cause, compliance conference, hearing or any other lawful procedure upon due notice in writing to the Contractor. In the event the Authority finds that the Contractor has failed to comply with these requirements, this contract may be canceled, terminated, or suspended in whole or in part and/or Liquidated Damages may be imposed in accordance with the procedures authorized in Section 312 of Executive Law 15-A, provisions of the Agreement, relevant laws and rules and regulations as deemed appropriate by the Authority, at no cost or liability to the Authority.

In accordance with New York State Executive Order No. 177 entitled "Prohibiting State Contracts with Entities that Support Discrimination", provisions of the Agreement, Contractor may be declared



ineligible for further New York State government contract and such other sanctions may be imposed and remedies invoked as deemed appropriate by the Authority or as otherwise provided by laws, rules, regulations, and executive orders.

d. Contractor's Responsibility Regarding Collective Bargaining Agreements

Neither the provisions of any collective bargaining agreement, nor the failure by a union with whom Contractor has a collective bargaining agreement to refer either minorities or women shall excuse the Contractor's obligations under these requirements, any statute, rules, regulations, procedures, guidelines and executive orders promulgated or established pursuant to Executive Order 177.

e. Applicability To Subcontract

As per Section 312 of Executive Law 15-A Contractor will physically include and incorporate this Section 5.3, into every subcontract or purchase order unless exempted by rules, regulations, or orders of the Director, pursuant to the Executive Order 8, and such requirements shall be binding upon each subcontractor, service provider, or vendor. Contractor will take such action with respect to any subcontract or purchase order as the Authority may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event Contractor becomes involved in or is threatened with litigation with a subcontractor or vendor as a result of any provision or direction issued pursuant to these requirements or by the Authority, Contractor may request the Authority to enter into such litigation or dispute to protect the interests of the Authority.

f. Equal Employment Opportunity Officer

Contractor will designate and make known to the Compliance Unit the employee or agent of the Contractor who will have the responsibility for and must be capable of effectively administering and promoting an active program of equal employment opportunity. Such individual(s) shall be provided adequate authority and responsibility to do so.

g. Complaints of Alleged Discrimination/Sexual Harassment

Contractor will promptly investigate all complaints of alleged discrimination/sexual harassment made to Contractor in connection with its obligations under the Agreement, will attempt to resolve such complaints, and will take appropriate corrective action within a reasonable time. If the investigation indicates that the discrimination/sexual harassment may affect persons other than the complainant, such corrective action shall include such other persons. Upon completion of each investigation, Contractor will inform every complainant of all of his or her avenues of appeal, including the New York State Division of Human Rights and Equal Employment Opportunity Commission.

Contractor shall inform the Compliance Unit (within 24 hours) in writing of any formal or informal, complaint, incident or any issue of discrimination/sexual harassment. Results of investigation must be submitted to the Office of Compliance within ten (10) days of the complaint unless an extension is provided by the Office of Compliance.

h. Required Records

Pursuant to New York State Executive Order 162, if awarded a contract, Contractor shall submit, to the Authority, a Quarterly Workforce Utilization /Gross Wages Reports for their firm and all of their Subcontractors.

The (Quarterly) EO 162 Workforce Utilization/Gross Wages Reporting are located on the Thruway website at: <http://www.thruway.ny.gov/business/purchasing/index.html> or online via the NYS Contract System "Workforce Audit".

Workforce Utilization/Gross Wages Reports are required to be electronically submitted on a quarterly basis to [WorkforceUtilizationReportProcurement@newnybridge.com](mailto:WorkforceUtilizationReportProcurement@newnybridge.com) or online via the NYS Contract System "Workforce Audit".

Questions regarding compliance with Workforce Utilization/Gross Wages Reporting should be directed to the Authority's Compliance Unit at [compliance@thruway.ny.gov](mailto:compliance@thruway.ny.gov).

i. Nondiscrimination

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

The Human Rights Law may also require reasonable accommodation for persons with disabilities and who are pregnant or have pregnancy related conditions. A reasonable accommodation is an adjustment to a job or work environment that enables a person with a disability to perform the essential functions of a job in a reasonable manner. The Human Rights Law may also require reasonable accommodation in employment on the basis of Sabbath observance or religious practices.

## **ARTICLE VI – Contract Terms and Conditions**

Selected Proposer(s) will be required to enter into an Agreement with the Authority that includes, but is not limited to, the terms set forth in Article V and this Article VI. No material deviations from these terms will be allowed. Any exceptions to these terms must be submitted as written exceptions pursuant to Section 1.5 of this RFP.

### **Section 6.1 - Contract Term**

The term shall commence upon approval by the Authority's Executive Director ("Commencement Date") and shall terminate three years after commencement. The Authority shall have the option, in its sole discretion, to renew the Agreement for one additional five year term.

### **Section 6.2 – Independent Contractor**

Contractor is and shall be, in all respects, an independent contractor in performing services pursuant to the Agreement. In accordance with its status as an independent contractor, Contractor shall covenant and agree that neither it nor its agents and/or employees will hold itself or themselves out as or claim to be an officer or employee of the Authority, and that neither Contractor nor its agents and employees shall make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the Authority, including, but not limited to Workers' Compensation coverage, Unemployment Insurance benefits, Social Security coverage or Retirement System membership or credit.

### **Section 6.3 – Personnel, Equipment and Supplies**

Contractor shall provide all resources, personnel, equipment and supplies necessary to perform services pursuant to the Agreement. If in order to provide such services Contractor must make an external connection to the Authority's data communications infrastructure and/or access Authority information systems, Contractor shall in all respects comply with all Authority policies, procedures, and requirements regarding such connections and information systems access, including, but not limited to, Appendix D – Network Connection Requirements, attached hereto, and undertake whatever actions are necessary in the

discretion of the Authority to ensure such compliance. Contractor shall be responsible for all costs associated with ensuring that its own network security measures comply with all Authority policies, procedures, and requirements regarding external connections.

#### **Section 6.4 – Subcontracting**

Contractor agrees not to subcontract any of its services without the prior written approval of the Authority. Any request for subcontracting should be clearly indicated in the Contractor's proposal/bid. Contractor may arrange for a portion/s of its responsibilities under this Agreement to be subcontracted to qualified, responsible subcontractors, subject to approval of the Authority. If Contractor determines to subcontract a portion of the services, the subcontractors must be clearly identified and the nature and extent of its involvement in and/or proposed performance under the Agreement must be fully explained by Contractor to the Authority. As part of this explanation, the subcontractor must submit to the Authority a completed Vendor Assurance of No Conflict of Interest or Detrimental Effect form, as required to be completed by Contractor prior to execution of this Agreement.

Contractor retains ultimate responsibility for all services performed under the Agreement.

All subcontracts shall be in writing and shall contain provisions, which are functionally identical to, and consistent with, the provisions of this Agreement including, but not limited to, the body of this Agreement, Appendix A – Standard Clauses for New York State Thruway Authority Contracts and the RFP. Unless waived in writing by the Authority, all subcontracts between Contractor and subcontractors shall expressly name the Authority, as the sole intended third party beneficiary of such subcontract. The Authority reserves the right to review and approve or reject any subcontract, as well as any amendment to said subcontract(s), and this right shall not make the Authority a party to any subcontract or create any right, claim, or interest in the subcontractor or proposed subcontractor against the Authority.

The Authority reserves the right, at any time during the term of the Agreement, to verify that the written subcontract between Contractor and subcontractors is in compliance with all of the provisions of this Section and any subcontract provisions contained in this Agreement.

Contractor shall give the Authority immediate notice in writing of the initiation of any legal action or suit which relates in any way to a subcontract with a subcontractor or which may affect the performance of Contractor's duties under the Agreement. Any subcontract shall not relieve Contractor in any way of any responsibility, duty and/or obligation of the Agreement.

If at any time during performance under this Agreement total compensation to a subcontractor exceeds or is expected to exceed \$100,000, that subcontractor shall be required to submit and certify a Vendor Responsibility Questionnaire.

#### **Section 6.5 - Insurance Conditions**

Contractor shall, and shall require its subcontractors to, procure prior to commencement of work under the Agreement, and maintain until the Agreement is completed and the Authority has accepted all work performed thereunder, insurance of the kinds and in the amounts specified herein, covering all services and operations under the Agreement, whether performed by Contractor or its subcontractors, in accordance with the following conditions:

- A. Contractor Cost and Expense. All insurance required by the Agreement shall be obtained at the sole cost and expense of Contractor.
- B. Insurer Qualifications. All insurance required by the Agreement shall be maintained with insurance carriers licensed to do business in New York State, and acceptable to the Authority, with an A.M. Best rating of "A-" or better. The Authority may, at its sole discretion, accept policies of insurance

written by a non-authorized carrier or carriers when certificates and/or other policy documentation are accompanied by a completed Excess Lines Association of New York (ELANY) Affidavit. Notwithstanding the foregoing, nothing herein shall be construed to require the Authority to accept insurance placed with a non-authorized carrier under any circumstances.

- C. Primary Insurance. All insurance required by the Agreement shall be primary to any Authority insurance policy or Authority self-insurance program, which shall be excess and non-contributory.
- D. Certificates and Endorsements. Contractor shall furnish the Authority with certificate(s) of insurance on ACORD Form 25, accompanied by the Authority Supplemental Insurance Certificate (Exhibit 2 1 – TA-W51343 (11/2017)), for each insurance carrier involved. Such certificate(s) shall be executed by a duly authorized representative of the insurance carrier, certifying such authorization and showing compliance with the Authority's insurance requirements set forth herein. Contractor shall furnish the Authority with a copy of each endorsement required herein. For work to be performed within New York State, proof of Workers' Compensation and Disability Benefits Insurance shall be indicated on the appropriate Workers' Compensation Board forms as listed in Section 6.6 E. below. Contractor shall submit all certificates in .PDF file format via e-mail to: InsuranceCompliance@Thruway.NY.GOV.
- E. Notice of Cancellation, Nonrenewal or Material Alteration. All policies, by specific Endorsement, shall provide for written notice to the Authority no less than thirty (30) days prior to the cancellation, nonrenewal, or material alteration of any insurance policies referred to therein. Any such notice shall be sent by e-mail to: [Insurancecompliance@thruway.ny.gov](mailto:Insurancecompliance@thruway.ny.gov), attention Insurance Compliance Supervisor. Only in the event that such written notice cannot be delivered via e-mail, notice shall be sent to: Insurance Compliance Section, Office of Investments and Asset Management, New York State Thruway Authority, P.O. Box 189, Albany, New York 12201-0189.
- F. Deductibles and Self-Insured Retentions. If insurance policies utilized for Authority projects contain deductibles or self-insured retentions (SIRs), they must be declared as such with applicable levels on the certificate(s) of Insurance and the Authority Supplemental Insurance Certificate. Insurance policies with Deductibles in excess of \$100,000 will require review and approval by the Authority. Additional security or other requirements may be imposed at the sole discretion of the Authority. Any SIR will be subject to Section 6.5(G).
- G. Authority Approval of Self-Insured Retentions. Insurance policies with Self-Insured Retentions (SIRs) must receive prior approval by the Authority. All applications for SIR approval must be submitted to the Authority's Office of Investments and Asset Management, indicate whether the program is administered by a third party, and contain a complete description of the program. SIR programs in excess of \$100,000 must be administered by a third-party administrator and must also meet additional security requirements. The Authority, at its sole discretion, reserves the right to require Contractor to provide additional collateral, or to reject the use of an SIR by Contractor. Contractor will be solely responsible for all claims, expenses, and loss payments within the retention limit.
- H. Copies of Insurance Documents. Contractor shall provide certified copies of all declarations, pages, or of the insurance policies themselves upon request by the Authority, and within twenty (20) days of such request.
- I. No Waiver of Contractor's Insurance Obligations. Failure of the Authority to demand such certificates, policies, endorsements, or other evidence of full compliance with the Authority's insurance requirements, or failure of the Authority to identify a deficiency from evidence that is provided, shall not constitute or be construed as a waiver of Contractor's obligation to maintain such insurance.

- J. Failure to Maintain or Provide Proof of Coverage. Failure to maintain the required insurance, and failure to provide proof of such coverage to the Authority at its request, may, in the Authority’s sole discretion, result in termination of the Agreement, removal of any subcontractor, or in delay or stoppage of payments.
- K. Evidence of Renewal or Replacement. At least two weeks prior to the expiration of any policy required by the Agreement, evidence of renewal or replacement policies of insurance with terms at least as favorable to the Authority as the required minimum amounts set forth in Section 6.6. must be submitted to the Authority by email to: [Insurancecompliance@thruway.ny.gov](mailto:Insurancecompliance@thruway.ny.gov), attention Insurance Compliance Supervisor. Only in the event that such certificates cannot be delivered via e-mail, notice shall be sent to: Insurance Compliance Section, Office of Investments and Asset Management, New York State Thruway Authority, P.O. Box 189, Albany, New York 12201-0189.
- L. Adequacy of Required Insurance. By requiring insurance, the Authority does not represent that certain coverages and limits will necessarily be adequate to protect Contractor or its subcontractors, and such coverages and limits shall not be deemed a limitation on Contractor’s liability under the indemnities granted to the Authority under any provision of the Agreement.
- M. Waiver of Rights Against the State and Authority. Contractor shall, and shall require its subcontractors to, waive all rights against the State of New York, the Authority, and their respective agents, officers, directors, and employees, for recovery of damages to the extent these damages are covered by the Commercial General Liability (“CGL”) policy, the Business Auto Policy or the Commercial Umbrella Liability policy, as required.
- N. Authority Insurance Requirements. Contractor shall, and shall require its subcontractors to, provide a copy of the Authority’s Insurance Requirements as set forth in Section 6.5 and Section 6.6 to its insurance producer(s) and insurance carrier(s).
- O. Subcontractor Insurance. Contractor shall require that any approved subcontractors carry insurance with the same limits and provisions set forth herein.

**Section 6.6 - Required Insurance Coverages**

The specific types and amounts of insurance that Contractor must provide pursuant to the Agreement are set forth in this Section 6.6 as follows:

- A. Commercial General Liability Insurance - Contractor shall maintain through a combination of Commercial General Liability (CGL) and Commercial Umbrella Liability insurance (see Section 6.6(B)), with no less than the following limits and coverages:

<u>Agreement Value:</u>	<u>Occurrence</u>	<u>General Aggregate</u>
Under \$10 Million	\$2,000,000	\$2,000,000
\$10 Million - \$25 Million	\$5,000,000	\$5,000,000
\$25 Million - \$50 Million	\$10,000,000	\$10,000,000
Over \$50 Million	\$25,000,000	\$25,000,000

- Products/Completed Operations Aggregate: (Equal to General Aggregate)
- Personal/Advertising Injury Liability: \$1,000,000
- Fire Damage Legal Liability: \$ 100,000
- Medical Expense: \$ 5,000

CGL Insurance shall cover liability arising from premises, operations, independent contractors, products/completed operations, personal injury, advertising injury, and contractual liability. The Authority and the State of New York shall be listed as primary and non-contributory additional insureds on the CGL, and as applicable, on the Business Automobile, and pollution liability policies required under Section 6.6(A), Section 6.6(B), and Section 6.6(D).

- B. Commercial Umbrella Liability Insurance - When the limits of the CGL and business automobile liability policies procured are insufficient to meet the limits specified in Section 6.6(A) and Section 6.6(D), Contractor shall procure and maintain commercial umbrella liability insurance and/or excess liability policies with limits in excess of the primary; provided, however that the total amount of insurance coverage is at least equal to the requirements set forth in Section 6.6(A) and Section 6.6(D). Such policies shall be issued on a “follow form” basis of the primary policies.

The Authority and the State of New York shall be included as additional insureds, using ISO Additional Insured Endorsement CG 20 10 04 13 and CG20 37 04 13 or an equivalent, under the CGL and Commercial Umbrella Liability policies, as required.

As noted above, all insurance required by the Agreement shall be primary to any Authority insurance policy or Authority self-insurance program, which shall be excess and non-contributory.

- C. Professional Liability or Errors and Omissions Insurance – With regard to the furnishing of any professional services in connection with the Agreement, Contractor shall procure and maintain professional liability or errors and omissions insurance to cover claims, damages, and losses that occur as a result of errors, omissions, malpractice, or breach of professional obligations by Contractor’s or its subcontractor’s furnishing of or failure to furnish such professional services; and such coverage shall be maintained with no less than the following limits:

<u>Agreement Value:</u>	<u>Limit:</u>
Less than \$25 Million	\$2,000,000
\$25 Million or greater	\$5,000,000

The professional liability insurance may be issued on a claims-made policy form provided that, at minimum, Contractor, shall purchase at its sole expense, coverage that provides for (a) reporting circumstances or incidents that may give rise to future claims and (b) tail coverage with an extended reporting period of no less than three (3) years after work is completed to cover events that occurred but were not reported during the term of the policy. If applicable, such professional liability or errors and omissions insurance shall cover any negligent act, error or omission in rendering or failing to render professional services required by the Agreement or in fulfillment of the Agreement arising out of specifications, installation, modification, abatement, replacement or approval of products, materials or processes containing pollutants, and the failure to advise of or detect the existence or the proportions of pollutants. Such insurance shall apply to professional acts, errors or omissions arising out of the scope of services covered by the Agreement.

- D. Business Auto Liability Insurance - In order to cover any liability arising out of Contractor’s use of any motor vehicle, whether owned, leased, hired, or non-owned, Contractor shall maintain Business Automobile Liability coverage, with no less than a \$1,000,000 combined single limit.

If the Agreement involves the removal of hazardous waste or environmental exposures, pollution liability coverage equivalent to that provided under the ISO Broadened Pollution Liability Coverage for Covered Autos endorsement (CA 9948) shall be provided, and the Motor Carrier Act endorsement (MCS 90) shall be attached.

E. Workers' Compensation & NYS Disability Benefits Insurance - The Agreement shall be void and of no force and effect unless Contractor shall provide and maintain coverage during the term of the Agreement for the benefit of such employees as are required to be covered by the New York State Workers' Compensation/Disability Benefits Law. If the Agreement involves work on or near a shoreline, a U.S. Longshore and Harborworkers' Compensation Act Endorsement must be provided. The Maritime Coverage Endorsement, on an "if any" basis, shall be attached to the policy. Contractor must provide proof of exemption, certified by the Workers' Compensation Board, to obtain a waiver from the requirements of this provision.

Evidence of Workers' Compensation coverage must be provided on one of the following forms specified by the Commissioner of the Workers' Compensation Board:

1. C-105.2 – Certificate of Workers' Compensation Insurance;
2. U-26.3 – Certificate of Workers' Compensation Insurance from the State Insurance Fund;
3. GSI-105/SI-12 – Certificate of Workers' Compensation Self Insurance; or
4. CE-200 – Certificate of Attestation of Exemption.

Evidence of Disability Benefits coverage must be provided on one of the following forms specified by the Commissioner of the Workers' Compensation Board:

1. DB-120.1 – Certificate of Insurance Coverage under the NYS Disability Benefits Law;
2. DB-155 – Certificate of Disability Self Insurance; or
3. CE-200 – Certificate of Attestation of Exemption.

Disability benefits coverage must also include a rider providing Paid Family Leave insurance in form and substance satisfactory to the Authority. Evidence of coverage shall be provided to the Authority and may be in the form of a Notice of Compliance provided by your insurance carrier stating that you have Paid Family Leave insurance. The Notice will include information about your carrier. If you are self-insured, you can get this notice by contacting the NYS Workers' Compensation Board at [certificates@wcb.ny.gov](mailto:certificates@wcb.ny.gov).

## **Section 6.7 – Liability, Indemnification and Defense**

### **A. Liability**

Contractor shall be responsible for the acts and omissions of its agents, employees, and subcontractors, and any other persons furnishing products and services on its behalf under the Agreement.

### **B. Indemnification and Defense**

- (1) To the fullest extent permitted by law, Contractor shall indemnify and save harmless, without limitation, the Authority and the State of New York (the "State"), and their respective officers, directors, board members, agents, employees, successors, and assigns ("Authority Indemnitees" and "State Indemnitees," respectively, and, collectively, "Collective Indemnitees") as their interests may appear, from any and all claims, suits, actions, damages, liabilities, fines, forfeitures, demands, losses, judgments, and costs of every kind and nature, and every name and description, arising from the products and services provided, or to be provided, under the Agreement ("Claims"). Such defense and indemnity

shall not be limited to the insurance coverage herein prescribed.

- (2) Contractor shall, at its own expense, defend the Authority Indemnitees, the State Indemnitees, or the Collective Indemnitees in any action or proceeding involving any Claims that may be brought against the Authority Indemnitees, the State Indemnitees, or the Collective Indemnitees. This obligation to defend shall include all attorneys' fees, disbursements, costs, and any other expenses incurred in connection with such Claims. The Authority shall give Contractor: (a) prompt written notice of any action, claim, or suit for which Contractor is required to defend and indemnify the Authority; (b) the opportunity to take over, settle, or defend such action, claim, or suit at Contractor's sole expense; and (c) assistance in the defense of any such action, claim, or suit at the expense of Contractor. Notwithstanding the foregoing, if Contractor defends the Authority Indemnitees, the State Indemnitees or the Collective Indemnitees, the Authority and the State each reserve their respective right to join and/or participate in such action at their own expense.
- (3) The Authority may retain and set-off from any amount due to Contractor such monies as may be necessary to satisfy any Claim recovered against the Authority Indemnitees or the Collective Indemnitees. Neither Contractor's obligations nor the Authority's rights under this Section 6.7 shall be deemed waived by the Authority's failure to retain the whole or part of any monies due Contractor, or by the failure to resolve any such Claims, prior to the release of such monies. Further, neither Contractor's obligations under this Section 6.7 nor the rights of the Authority Indemnitees or the State Indemnitees shall be limited or discharged by the enumeration in the Agreement, or procurement, of any insurance in any amount.
- (4) Contractor's indemnification and defense obligations under this Section 6.7 shall include any and all Claims that may arise from any products and services provided, or to be provided, under the Agreement by Contractor's agents, employees, and subcontractors, and by any other party furnishing products and services under the Agreement.

### **C. Survival**

The provisions of this Section 6.7 shall survive the expiration or termination of the Agreement.

### **Section 6.8 – Ethics**

Contractor and subcontractors may hire former State agency or Authority employees. However, as a general rule and in accordance with New York Public Officers Law, former employees of the Authority may neither appear nor practice before the Authority, nor receive compensation for services rendered on a matter before the Authority, for a period of two years following their separation from Authority service. In addition, former Authority employees are subject to a "lifetime bar" from appearing before the Authority or receiving compensation for services regarding any transaction in which they personally participated or which was under their active consideration during their tenure with the Authority.

During the term of the Agreement, Contractor and its subcontractors shall not engage any person who is, or has been at any time, in the employ of the Authority or New York State to perform services under the Agreement in violation of: the provisions of the Public Officers Law ("POL"); the rules, regulations, opinions, guidelines, or policies promulgated or issued by the New York State Commission on Ethics and Lobbying in Government or its predecessors ("COELIG Regulations"); and any other laws applicable to the service of current or former Authority or New York State employees ("Other Laws," and, together with POL and COELIG Regulations, collectively, the "Ethics Provisions"). Contractor certifies that all of its employees and employees of any subcontractor who are former employees of the Authority or New York State and who are assigned to perform services under the Agreement shall be assigned in accordance with all Ethics Provisions. Further, during the term of the Agreement, no person who is employed by Contractor or is



subcontractors and who is disqualified from providing services under the Agreement pursuant to any Ethics Provisions may share in any net revenues Contractor or its subcontractors derives from the Agreement.

Contractor shall identify and provide the Authority with notice of those employees of Contractor or its subcontractors who are former employees of the Authority or New York State and who will be assigned to perform services under the Agreement and shall ensure that such employees comply with all applicable laws and prohibitions. The Authority may, request that Contractor provide it with whatever information the Authority deems appropriate about each such person's engagement, work cooperatively with the Authority to solicit advice from the New York State Commission on Ethics and Lobbying in Government, and, if deemed appropriate by the Authority, instruct any such person to seek the opinion of the Commission on Ethics and Lobbying in Government. The Authority shall have the right to withdraw or withhold approval of any subcontractor if utilizing such Subcontractor for any work performed hereunder would be in conflict with any of the Ethics Requirements. The Authority shall have the right to cancel or terminate the Agreement at any time if any work performed under the Agreement is in conflict with any Ethics Provisions.

### **Section 6.9 – Confidentiality and Non-Disclosure**

- A. "Confidential Information" means any information not generally known to the public, or that the Authority claims is confidential, whether oral, written, or electronic, that the Authority discloses, directly or indirectly, through any means of communication, to Contractor. Confidential Information includes, but is not limited to, operational and infrastructure information relating to: bid documents, plans, drawings, specifications, reports, product information and data; business and security processes and procedures; personnel and organizational data; financial statements; information system IP addresses, passwords, security controls, architectures and designs; and such other data, information and images that the Authority deems confidential.
- B. Confidential Information does not include information which, at the time of the Authority's disclosure to Contractor: (1) is already in the public domain or becomes publicly known through no act of Contractor; or (2) is already known by Contractor free of any confidentiality obligations.

If Contractor wants to disclose Confidential Information, it shall notify the Authority and specify the Confidential Information it wants to disclose. Contractor may only disclose such Confidential Information if the Authority approves such disclosure in writing, subject to such other terms and conditions as the Authority may require. Such approval, if given, shall only apply to the particular request and the specific Confidential Information for which it is given.

If Contractor is required to disclose or make available, directly or indirectly, Confidential Information pursuant to statute, court or administrative order, subpoena, contractual obligation, or otherwise by law, Contractor shall: (1) notify the Authority that it has received such legal demand as soon as practicable, but in all events prior to any disclosure; (2) permit the Authority to take the steps it deems necessary and appropriate to protect the Confidential Information from disclosure; (3) cooperate to the fullest extent possible under the law with the Authority's efforts to protect the Confidential Information from disclosure; and (4) disclose only such Confidential Information, and only such portions thereof, as is required to satisfy the legal demand, and limit any such disclosure of Confidential Information to the fullest extent permissible under the law.

- C. Contractor may use Confidential Information solely for the purposes of providing services to the Authority pursuant to the Agreement. Contractor may make copies of Confidential Information but only to the extent necessary for the disclosures and uses permitted by the Agreement. Contractor will make commercially reasonable efforts to ensure that any copy of Confidential Information that is made is marked to show that it is or contains Confidential Information. Contractor may share Confidential Information with third parties: (i) that are required for

Contractor's provision of services to the Authority pursuant to the Agreement (e.g., consultants and subcontractors); and (ii) that agree in writing to be bound by the confidentiality provisions of the Agreement; however, Contractor may share only that Confidential Information that is necessary to the third party's contribution to Contractor's provision of services to the Authority pursuant to the Agreement and Contractor must first obtain the Authority's prior written consent.

The Authority's disclosure of Confidential Information to Contractor shall not convey to Contractor any right, title, or interest in or to such Confidential Information, and the Agreement does not transfer ownership of Confidential Information or grant a license thereto. The Authority shall retain all right, title, and interest in and to all such Confidential Information at all times.

- D. Contractor shall hold Confidential Information confidential to the maximum extent permitted by law. Contractor shall safeguard Confidential Information with at least the same level of care and security that Contractor uses to maintain and protect from disclosure its own confidential information, using all reasonable and necessary security measures, devices, and procedures that Contractor uses to maintain its own confidential information, but in all events with not less than reasonable care.

Contractor shall take all reasonable steps to prevent unauthorized access to, use of, or disclosure of Confidential Information, including without limitation, by protecting its passwords and other log-in information. Contractor shall notify the Authority immediately of any known or suspected misuse or misappropriation of Confidential Information and shall use its best efforts to stop said misuse or misappropriation.

- E. Upon written request of the Authority, or upon expiration or termination of the Agreement, Contractor shall return all Confidential Information to the Authority, or certify in writing that it has been destroyed and no copies exist.
- F. Contractor agrees that breach of this Section 6.9 would cause the Authority irreparable injury, for which monetary damages would not provide adequate compensation, and that in addition to any other remedy, the Authority will be entitled to injunctive relief against such breach or threatened breach, without proving actual damages or posting a bond or other security.
- G. Without limiting the foregoing, the obligations and assurances involving Confidential Information pursuant to the Agreement shall survive termination or expiration of the Agreement.

### **Section 6.10 – New York State Finance Law §§ 139-j and 139-k Certification**

By execution of the Agreement, Contractor will certify that all information Contractor has provided to the Authority with respect to New York State Finance Law §§ 139-j and 139-k is complete, true and accurate.

### **Section 6.11 – Iran Divestment Act- Section 2879-c of the Public Authorities Law**

- a. As used in this Section 6.11, "person" has the meaning set forth in paragraph (e) of subdivision 1 of Section 165-a of the State Finance Law.
- b. As used in this Section 6.11 "Contract" means the Agreement.
- c. Contractor will provide the following certification:

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

## **Section 6.12 – New York State Finance Law §139-1**

By submission of this proposal, each Contractor and each person signing on behalf of any Contractor certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that Contractor has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.

## **Section 6.13 – New York State Human Rights Law, Article 15 of the Executive Law**

The New York State Human Rights Law, Article 15 of the Executive Law, prohibits discrimination and harassment based on age, race, creed, color, national origin, sex, pregnancy or pregnancy-related conditions, sexual orientation, gender identity, disability, marital status, familial status, domestic violence victim status, prior arrest or conviction record, military status or predisposing genetic characteristics.

The Human Rights Law may also require reasonable accommodation for persons with disabilities and pregnancy-related conditions. A reasonable accommodation is an adjustment to a job or work environment that enables a person with a disability to perform the essential functions of a job in a reasonable manner. The Human Rights Law may also require reasonable accommodation in employment on the basis of Sabbath observance or religious practices.

Generally, the Human Rights Law applies to:

- all employers of four or more people, employment agencies, labor organizations and apprenticeship training programs in all instances of discrimination or harassment;
- employers with fewer than four employees in all cases involving sexual harassment; and,
- any employer of domestic workers in cases involving sexual harassment or harassment based on gender, race, religion or national origin.

In accordance with Executive Order No. 177, the Contractor, by signing the Agreement, will certify that it does not have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, creed, color, national origin, sex, sexual orientation, gender identity, disability, marital status, military status, or other protected status under the Human Rights Law.

Executive Order No. 177 and the aforementioned certification do not affect institutional policies or practices that are protected by existing law, including but not limited to the First Amendment of the United States Constitution, Article 1, Section 3 of the New York State Constitution, and Section 296(11) of the New York State Human Rights Law.

## **Section 6.14 – Conflicts of Interest**

- A. Contractor has provided a form (Vendor Assurance of No Conflict of Interest or Detrimental Effect), signed by an authorized executive or legal representative attesting that Contractor's performance of the services does not and will not create a conflict of interest with, nor position Contractor to breach any other contract currently in force with the State of New York, that Contractor will not act in any manner that is detrimental to any Authority project for which Contractor is rendering services.
- B. Contractor hereby reaffirms the attestations made in its proposal and covenants and represents that there is and shall be no actual or potential conflict of interest that could prevent Contractor's satisfactory or ethical performance of duties required to be performed pursuant to the terms of this Agreement. Contractor shall have a continuing affirmative duty to notify the Authority immediately of any actual or potential conflicts of interest.

- C. In conjunction with any subcontract under this Agreement, Contractor shall obtain and deliver to the Authority, prior to entering into a subcontract, a Vendor Assurance of No Conflict of Interest or Detrimental Effect form, signed by an authorized executive or legal representative of the subcontractor. Contractor shall also require in any subcontracting agreement that the subcontractor, in conjunction with any further subcontracting agreement, obtain and deliver to the Authority a signed and completed Vendor Assurance of No Conflict of Interest or Detrimental Effect form for each of its subcontractors prior to entering into a subcontract.
- D. The Authority and Contractor recognize that conflicts may occur in the future because Contractor may have existing, or establish new, relationships. The Authority will review the nature of any relationships and reserves the right to terminate this Agreement for any reason, or for cause, if, in the judgment of the Authority, a real or potential conflict of interest cannot be cured.

### **Section 6.15 – Suspension, Abandonment and Termination**

The Authority shall have the right, in its sole discretion, to postpone, suspend, abandon, or terminate the Agreement at any time and for any reason, and such action shall in no event be deemed a breach of contract. This includes the Authority's right to terminate the Agreement in the event the Authority finds that the certification made by Contractor in accordance with New York State Finance Law §§ 139-j and 139-k was intentionally false or intentionally incomplete. This also includes the Authority's right to terminate the Agreement at any time in the event the Authority finds that Contractor is non-responsible or has failed to accurately disclose vendor responsibility information. If the Authority exercises its right to terminate on account of a breach of the Agreement, the Authority may complete the contractual requirements in any manner it deems advisable and pursue available legal or equitable remedies for breach.

In the event the Authority exercises its right to postpone, suspend, abandon, or terminate the Agreement, Contractor must within ten (10) days of such postponement, suspension, abandonment, or termination deliver to the Authority all records, documents, and data pertaining to services rendered under the Agreement.

In the event the Authority exercises its right to postpone, suspend, abandon, or terminate the Agreement for convenience, due to no fault of Contractor, the Authority will fix the value of the work performed as of such postponement, suspension, abandonment, or cancellation date, as verified by audit, and compensate Contractor accordingly.

### **Section 6.16 – General Responsibility Provisions**

Contractor shall at all times during the term of the Agreement remain responsible. Contractor agrees if requested by the Authority to present evidence of its/his/her continuing legal authority to do business in New York State and integrity, experience, ability, prior performance, and organizational and financial capacity.

### **Section 6.17 – Force Majeure**

The Contractor and the Authority shall each be excused from the performance of their respective obligations hereunder to the extent each party's failure to perform such obligations is the result of acts of God, riots, insurrections, war, fire, casualty, earthquake, or other events that are beyond the reasonable control of the party seeking to be excused and that are not the fault of such party, including, but not limited to, the failure to exercise reasonable diligence. Further: (i) the party seeking to excuse performance must make good faith and reasonable efforts to meet its obligations hereunder; and (ii) only those services affected by the Force Majeure event shall be excused and only during such time that the Force Majeure event prevents those services from being performed. Notwithstanding anything to the contrary contained herein, and, for clarity, the Authority shall not be obligated to pay the Contractor for a service affected by

Force Majeure so long as the Contractor is unable to deliver the affected service. If the Authority has paid in advance for such service, the Contractor shall promptly refund the Authority the amount attributable to service. The occurrence of a pandemic shall not relieve Contractor from its obligations under the Agreement.

### **Section 6.18 – Standard Contract Clauses, Appendices, Exhibits and Supplements**

The Appendices listed below and attached hereto will be incorporated into and made a part of the Agreement. Contractor must complete and submit Exhibit 2 - Authority Supplemental Insurance Certificate to the Authority prior to commencement of work under the Agreement. Proposer must complete and submit Supplements 1, 2, 3, 4, 5 and Attachment A with its proposal.

<b>Appendix A</b>	Standard Clauses
<b>Appendix B</b>	Inventions Policy
<b>Appendix D</b>	Network Connection Requirements (TAP-372)
<b>Exhibit 1</b>	Thruway Authority Guidelines Regarding Permissible Contacts During a Procurement and the Prohibition of Inappropriate Lobbying Influence
<b>Exhibit 2</b>	Authority Supplemental Insurance Certificate (TA-W51343)
<b>Exhibit 3</b>	Cybersecurity Requirements
<b>Supplement 1</b>	New York State Finance Law §§ 139-j and 139-k Disclosure of Prior Non-Responsibility Determinations
<b>Supplement 2</b>	Certificate of Compliance with the Authority Guidelines Regarding Permissible Contacts During a Procurement and the Prohibition of Inappropriate Lobbying Influence
<b>Supplement 3</b>	Vendor Assurance of No Conflict of Interest or Detrimental Effect
<b>Supplement 4</b>	Conducting Business in Russia Certification
<b>Supplement 5</b>	ST-220-CA New York State Department of Taxation and Finance Contractor Certification
<b>Supplement 6</b>	Pre-Proposal Site Visit Release
<b>Attachment A</b>	Fee Proposal Form
<b>Attachment B</b>	Stipend Agreement

APPENDIX A  
Standard Clauses

**APPENDIX A****Standard Clauses For New York State Thruway Authority Contracts**

The parties to the attached contract, license, lease, amendment or other agreement of any kind (“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 and its agents, successors and assigns, other than the Thruway Authority (“Authority”), whether a contractor, licensor, licensee, lessor, lessee or any other party):

1. **NON-ASSIGNMENT CLAUSE.** This contract may not be assigned by the Contractor nor may its right, title or interest therein be assigned, transferred, conveyed, subcontracted, sublet or otherwise disposed of without the previous consent, in writing, of the Authority and any attempts to assign the contract without the Authority’s written consent are null and void.

2. **COMPTROLLER APPROVAL.** Where required by law, this contract may require approval of the State Comptroller and shall not be valid until it has been approved by the State Comptroller and filed in its office.

3. **WORKERS’ COMPENSATION AND DISABILITY BENEFITS.** 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 State Workers’ Compensation Law. If employees will be working on, near or over navigable waters, a U.S. Longshore and Harbor Workers’ Compensation Act endorsement must be included.

4. **NON-DISCRIMINATION REQUIREMENTS.** To the extent required by Article 15 of the State 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 because of race, creed, color, sex (including gender identity or expression), national origin, sexual orientation, military status, age, disability, predisposing genetic characteristics, 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 State Labor Law §220-e, 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 State Labor Law §230, then, in accordance with §239 thereof, the 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. The Contractor is subject to fines of \$50 per person per day for any violation of State Labor Law §§220-e or 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

5. **WAGE AND HOURS PROVISIONS.** If this is a public work contract covered by Article 8 of the State Labor Law or a building service contract covered by Article 9 thereof, neither the 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 State Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, the 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 State Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the New York State Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with subdivision 3-a of §220 of the New York State Labor Law shall be a condition precedent to payment by the Authority of any Authority approved sums due and owing for work done on the project.

6. **NON-COLLUSIVE BIDDING CERTIFICATION.** In accordance with State Public Authorities Law §2878, if this contract was awarded based upon the submission of bids, the Contractor warrants, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. The Contractor further warrants that, at the time the Contractor submitted its bid, an authorized and responsible person executed and delivered to the Authority a non-collusive bidding certification on the Contractor’s behalf.

7. **INTERNATIONAL BOYCOTT PROHIBITION.** In accordance with State Labor Law §220-f, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of this 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. §§2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of the 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 Authority within five (5) business days of such conviction, determination or disposition of appeal.

8. **SET-OFF RIGHTS.** The Authority shall have rights of set-off. These rights shall include, but not be limited to, the Authority'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 by the Contractor to the Authority with regard to this contract, or any other contract with the Authority, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the Authority for any other reason including, without limitation, monetary penalties, adjustments, fees, or claims for damages by the Authority and third parties in connection therewith.

9. **RECORDS.** The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (collectively, "Records") for a period of six (6) years (or any other longer period required by law) following final payment or the termination of this contract, whichever is later, and any extensions thereto. The Authority, State Comptroller, State Attorney General and any other person or entity authorized to conduct an examination shall have access to the Records during normal business hours at an office of the Contractor within New York State, or, if no such office is available, at a mutually agreeable and reasonable venue within the State, during the contract term, any extensions thereof and said six (6) year period thereafter, for purposes of inspection, auditing and copying. As used in this clause, "termination of this contract" shall mean the later of completion of the work of the contract or the end date of the term stated in the contract. The Authority will take reasonable steps to protect from public disclosure those Records which are exempt from disclosure under State Public Officers Law §87 ("Statute") provided that: (i) the Contractor shall timely inform an appropriate Authority official, in writing, that said records should not be disclosed; (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 Authority's right to discovery in any pending or future litigation.

10. **IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION.** All invoices or New York State standard vouchers submitted for payment for the sale of goods or services or the lease of real or personal property to the

Authority must include the payee's identification number, i.e., the seller's or lessor's identification number. The number is either the payee's Federal employer identification number or Federal social security number, or both such numbers when the payee has both such numbers. Failure to include this number or numbers may delay payment. Where the payee does not have such number or numbers, the payee, on its invoice or New York State standard voucher, must give the reason or reasons why the payee does not have such number or numbers.

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 State Tax Law §5. Disclosure of this information by the seller or lessor to the Authority 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 State Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law.

The above personal information is maintained at the New York State Thruway Authority, Department of Finance and Accounts, P.O. Box 189, Albany, New York 12201.

11. **EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.** In accordance with State Executive Law §312, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000, whereby the Authority 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 Authority; or (ii) a written agreement in excess of \$100,000 whereby the Authority 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 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, or major repair or renovation of real property and improvements thereon for such project, then the following shall apply and by signing this contract 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, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on Authority 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. As used in this clause, "affirmative action" shall mean recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, lay-off or termination, and rates of pay or other forms of compensation.

(b) At the request of the Authority, 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.

(c) The Contractor shall state, in all solicitations or advertisements for employees, that in the performance of this 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.

The Contractor shall include the provisions of (a), (b) and (c) above in every subcontract over \$25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon except where such 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 Authority will consider compliance by a Contractor or its subcontractor with the requirements of any Federal law concerning equal employment opportunity which effectuates the purpose of this section. The Authority 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 Authority may waive the applicability of §312 of the Executive Law to the extent of such duplication or conflict. The Contractor shall 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 thereto.

**12. 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.

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

**14. LATE PAYMENT.** Timeliness of payment and any interest to be paid to the Contractor for late payment shall be governed by State Public Authorities Law §2880 and 21 NYCRR Part 109.

**15. 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.

**16. SERVICE OF PROCESS.** In addition to the methods of service allowed by the State Civil Practice Law & Rules, the Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon the Contractor's actual receipt of process or upon the Authority's receipt of the return thereof by the United States Postal Service as refused or undeliverable. The Contractor must promptly notify the Authority, in writing, of each and every change of address to which service of process can be made. Service by the Authority to the last known address shall be sufficient. The Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

**17. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS.** The Contractor certifies and warrants that all wood products to be used under this contract will be in accordance with, but not limited to, the specifications and provisions of State Finance Law §165 (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 Authority.

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 State Finance Law §165. Any such use must meet with the approval of the Authority; 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 Authority.

**18. 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 State Finance Law §165), and shall permit independent monitoring of compliance with such principles.

**19. 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  
30 South Pearl Street – 7th Floor  
Albany, NY 12245  
Phone: (518) 292-5220  
Fax: (518) 292-5884  
<http://www.esd.ny.gov>

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

NYS Department of Economic Development Minority and Women's Business Development Division  
30 South Pearl Street – 2nd Floor  
Albany, NY 12245  
Phone: (518) 292-5250  
Fax: (518) 292-5803  
<http://www.esd.ny.gov>

The Omnibus Procurement Act of 1992 requires that by signing this bid proposal or contract, as applicable, the Contractor certifies 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 Authority;

(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 NYS 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 Authority upon request; and

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

**20. 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 (Chapters 684 and 383, respectively) require that they be denied contracts which they would otherwise obtain. Contact the Department of Economic Development, Division for Small Business, 30 South Pearl Street, Albany, New York 12245, for a current list of jurisdictions subject to this provision. NOTE: As of October 2019, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii.

**21. NON-PUBLIC PERSONAL INFORMATION.** The Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law §899-aa; State Technology Law §208). In addition to any relief or damages that may be imposed pursuant to the provisions of this Act, the Contractor shall be liable for the costs imposed upon the Authority which are associated with breach of the Act if caused by Contractor's negligent or willful acts or omissions, or the negligent or willful acts or omissions of the Contractor's agents, officers, employees or subcontractors.

**22. IRAN DIVESTMENT ACT.** In accordance with State Public Authorities Law §2879-c, if this is a contract for work or services performed or to be performed, or goods sold or to be sold, the Contractor subscribes and affirms, under penalty of perjury, that: by signing this contract, each person and each person signing on behalf of any other party certifies, and in the case of a joint bid or partnership each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each person is not on the list created pursuant to paragraph (b) of subdivision 3 of §165-a of the State Finance Law, entitled "Entities Determined to be Non-Responsive Bidders/Offerers pursuant to the New York State Iran Divestment Act of 2012" ("Prohibited Entities List") posted at: <https://ogs.ny.gov/list-entities-determined-be-non-responsive-biddersofferers-pursuant-nys-iran-divestment-act-2012>.

For the purposes of this clause, the term "person" shall be as defined in subdivision (1)(e) of §165-a of the State Finance Law.

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 Authority.

During the term of the contract, should the Authority receive information that a person (as defined in State Finance Law § 165-a) is in violation of the above-referenced certifications, the Authority 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 Authority 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.

**23. OBSERVANCE OF LAWS.** The Contractor agrees to observe all applicable Federal, State and local laws and regulations, and to procure all necessary licenses and permits.

**24. NO WAIVER OF PROVISIONS.** The Authority's failure to exercise or delay in exercising any right or remedy under this contract shall not constitute a waiver of such right or remedy or any other right or remedy set forth therein. No waiver by the Authority of any right or remedy under this contract shall be effective unless made in a writing duly executed by an authorized officer of the Authority, and such waiver shall be limited to the specific instance so written and shall not constitute a waiver of such right or remedy in the future or of any other right or remedy under this contract.

**25. ENTIRE AGREEMENT.** This contract, together with this Appendix A and any other appendices, attachments, schedules or exhibits, constitutes the entire understanding between the parties and there are no other oral or extrinsic understandings of any kind between the parties. This contract may not be changed or modified in any manner except by a subsequent writing, duly executed by the parties thereto.

**26. 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.


**27. 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 Authority, 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 Authority determines that such action is in the best interest of the Authority.

**28. CONTRACT INVOLVING STEEL PRODUCTS.** Contracts involving steel products are subject to Public Authorities Law § 2603-a, and steel products to be provided or incorporated by Contractor must be produced or made in whole or substantial part in the United States as set forth therein.

## APPENDIX B

### Inventions Policy

 <p style="text-align: center;"><b>GENERAL POLICY</b></p>	SECTION TITLE	NUMBER <b>25-1-10</b>
	<b>POLICIES – ADMINISTRATIVE</b>	
APPROVED  <b>BOARD MEETING NUMBER: 651</b> <b>RESOLUTION NUMBER: 5519</b> <b>DATE: July 6, 2006</b>	SUBJECT  <b>INVENTIONS – THRUWAY AUTHORITY</b>	

GENERAL POLICY

A. PURPOSE

The New York State Thruway Authority ("Authority") recognizes that inventions of value to the public will be made by persons working in its facilities. The purpose of this Policy is to encourage creativity and to take appropriate steps to ensure that the public receives the benefits of inventions conceived or reduced to practice by Authority employees and contractors. Appropriate steps include identifying inventions, securing appropriate patents and copyright registrations, and marketing inventions through licensing and other arrangements. These activities are undertaken in a spirit of cooperation with governmental agencies, private enterprise and staff as part of the Authority's mission and statutory obligations.

B. SCOPE

This Policy shall apply to all of the Authority's employees and contractors, provided that nothing herein shall preclude the contractor from otherwise using the related or underlying general knowledge, skills, ideas, concepts, techniques and experience developed under a project in the course of the contractor's business.

C. POLICY

All inventions, as defined below, shall be the property of the Authority. The inventor, when so instructed by Authority officials, shall make timely application for statutory protection (such as patent, copyright or similar forms of protection) of an invention at the Authority's expense. The inventor shall assign all resulting statutory protection to the Authority. Additionally, the Authority shall have all rights to all inventions conceived or reduced to practice in the course of projects under contract to the Authority.

SECTION: **POLICIES – ADMINISTRATIVE**  
SUBJECT: **INVENTIONS – THRUWAY  
AUTHORITY**



NUMBER: **25-1-10**

**July 6, 2006**  
DATE

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1. Invention

For the purposes of this Policy, an "invention" shall include products, technical innovations, improvements, inventions, discoveries, devices, methods, computer software, videos, as well as writings and other information in various forms not generally known, whether or not protectable by patent or copyright, when they result from Authority work performed by the inventor, or when they are conceived or reduced to practice by persons using Authority equipment, facilities, time, material, money or personnel.

2. Inventor

An inventor is an employee, former employee, contractor or former contractor of the Authority who conceives of an invention, as defined above, or who reduces such invention to practice. The intent of this Policy is to include former employees and former contractors as inventors with respect to inventions they conceived or reduced to practice while employed by, or under contract to, the Authority.

D. IMPLEMENTING PROVISIONS

1. Disclosure of Invention

Inventions are considered trade secrets of the Authority and are thereby designated as confidential. Inventions must be promptly disclosed to the Authority and shall not be published or disclosed to anyone outside the employ of the Authority without written permission from the Authority.

2. Copyright

The inventor, or author, when so instructed by the Authority or when the inventor, or author, deems it appropriate, shall put a copyright notice on computer software, written procedures, manuals, videos and other information in various forms by including the word "Copyright", the year of first publication and "New York State Thruway Authority" on the material.

SECTION: **POLICIES – ADMINISTRATIVE**

SUBJECT: **INVENTIONS – THRUWAY  
AUTHORITY**



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3. Ownership of Patents and Copyrights

The inventor shall assign all inventions, applications for patent protection, copyrights and registrations to the Authority and shall execute all other required documents to pursue applications and to vest title in the Authority. The processing costs for obtaining patent or copyright protection shall be the responsibility of the Authority (except see 4 below). When a question is raised regarding ownership of an invention, the matter shall be referred to the Executive Director of the Authority or the Executive Director's designee. The Executive Director or designee shall review the circumstances under which the invention was made. If the Executive Director or designee determines that the invention is not covered by this Policy, the Authority will assert no claim to the invention and will advise the inventor accordingly in writing.

4. Release of Invention to Inventor

The Executive Director or designee will decide whether or not to patent and whether or not to commercialize any invention. The inventor will be notified if it is determined that the Authority will not apply for patent protection for an invention. The inventor may then request in writing that the invention be released. If the request is granted, all of the Authority's rights to the invention shall be released to the inventor, subject to a reservation by the Authority of a nonexclusive, irrevocable, paid-up license to practice or use the invention or to have the invention practiced or used on behalf of the Authority. Such license shall include the right to grant sublicense(s) to other government entities. The inventor may then apply for patent protection at the inventor's own expense.

5. Administration of Policy

The Executive Director may interpret, implement and administer this Policy, including the development of operational and/or administrative procedures necessary to carry out its intent. In addition, the Executive Director or designee shall have the authority to waive the application of all or any portion of this Policy where it is in the Authority's best interests. Any such waiver shall be in writing.

## APPENDIX D

### Network Connection Requirements



**NEW YORK STATE THRUWAY AUTHORITY**  
**NETWORK CONNECTION REQUIREMENTS**

**A. Permissible Access**

The Authority will limit access to a Network Connection to those services and devices (hosts, routers, etc.) needed. Blanket access will not be provided.

The Authority does not allow a Network Connection to be used as Outside Entity's Internet connection.

**B. Connectivity Options**

The following connectivity options are the standard methods of providing an Outside Entity with an external connection to the Authority's data communications network ("Network Connection"). Anything that deviates from these standard methods must be approved in advance by the Authority.

- 1) Encrypted Tunnel – The preferred connectivity method is via the Internet to an Authority Virtual Private Network (VPN) device. The Authority may loan Outside Entity the required client software for establishing VPN connections with the Authority. The Authority's perimeter security measures will control access to the internal network.
- 2) NYeNet/MAN Connection – This can include a VPN.
- 3) Leased Circuit.
- 4) Fiber.

**C. Authentication of Network Connection**

Outside Entity must authenticate its Network Connection using Authority authentication systems. All Outside Entity remote access user accounts will have an expiration time consistent with the business justification for the access, which can be renewed at the discretion of the Authority. If the contract term is longer than one year, then Outside Entity must generate a report at least once per year showing which Outside Entity employees have access to the Network Connection and send such report to the Authority for verification and review. Further, any time there is a change in those Outside Entity employees who have access to the Network Connection, Outside Entity shall send the Authority an updated list of those Outside Entity employees who have such access.

**D. Current Software Versions Required**

Outside Entity must, for all computers it utilizes for a Network Connection, employ software versions that are currently supported by the software manufacturer. Outside Entity must apply all available security updates and hot fixes for that software in a timely fashion.

All Outside Entity software and firmware utilized for a Network Connection must be kept up to date, especially with patches that fix security vulnerabilities.

## NEW YORK STATE THRUWAY AUTHORITY

### **E. Virus Protection**

Outside Entity must install and enable anti-virus software on all computers utilized for a Network Connection and keep such virus definition files up to date.

### **F. Protection of Authority Information and Resources**

The Authority will implement all security measures it determines appropriate to protect the integrity and confidentiality of Authority confidential information.

The Authority will implement appropriate "Access Control Lists" (ACLs) on the Authority network devices to which the Outside Entity sites are connected. The ACLs will restrict access to pre-defined hosts within the internal Authority network.

In the event the Authority agrees to loan to Outside Entity certain Authority equipment and/or software ("Authority-owned Equipment") to facilitate the Network Connection, the Authority will provide Outside Entity with enable-level access only to those Outside Entity employees necessary to the installation, operation and maintenance of the Network Connection. All other Outside Entity employees will have restricted access/read-only access to the routers at their site and will not be allowed to make configuration changes.

Outside Entity shall be solely responsible for providing the appropriate security measures to ensure protection of its internal network and information. The Authority shall not have any responsibility for ensuring the protection of Outside Entity information.

### **G. Security Incident Notification and Resolution**

Outside Entity is responsible for notifying the Authority upon discovery of any security incident that may threaten or compromise the confidentiality, integrity or availability of Authority information or network infrastructure. Outside Entity shall, at a minimum, report the following to the Authority: 1) successful or unusually persistent attempts to gain unauthorized information or system access; 2) presence of malicious code that has a widespread impact throughout Outside Entity's network infrastructure; 3) a known or suspected denial of service attack; and 4) scans and probes that precede or are related to a security incident listed above.

Once it has resolved the security incident, Outside Entity must also report the following to the Authority: 1) attack source details (i.e., IP address, method, vulnerability exploited, etc.); 2) the specific effects (i.e., loss, damage, destruction, modification, disclosure) on systems, accounts or information assets resulting from the threat or compromise; and 3) actions taken to remediate the security incident.

**NEW YORK STATE THRUWAY AUTHORITY**

**H. Audit and Review of Outside Entity Network Connections**

The Authority shall have the right at all times to monitor all aspects of Network Connections. The Authority will employ automated tools to accomplish monitoring tasks where practicable. The Authority will generate an annual report on its authentication database showing the specific Outside Entity login entries and distribute such reports to appropriate Authority personnel for review. The Authority will periodically audit Network Connections and distribute such audits to appropriate Authority personnel for review.

The Authority will review all Network Connections on an annual basis and update or terminate such connections when appropriate.

## EXHIBIT 1

Thruway Authority Guidelines Regarding Permissible  
Contacts During a Procurement and  
the Prohibition of Inappropriate Lobbying Influence

New York State Thruway Authority

**Guidelines Regarding Permissible Contacts During a Procurement and the Prohibition of Inappropriate Lobbying Influence**

Chapter 1 of the Laws of 2005, as amended (referred to as the “Lobbying Law”), enacted major changes to the Legislative Law and State Finance Law relative to lobbying on government procurements and procurement contracts. The Lobbying Law created two new sections in the State Finance Law: Section 139-j addresses restrictions on “contacts” during the procurement process; and Section 139-k addresses the disclosure of contacts and the responsibility of offerers<sup>1</sup> during the procurement process. In this regard, a procurement contract means a contract or agreement (including an amendment, extension, renewal or change order to an existing contract where such amendment, extension, renewal or change order is not authorized and payable under the terms of the contract) involving an estimated annual expenditure in excess of \$15,000 for a commodity, service, technology, public work or construction; purchase, sale, lease or acquisition of real property; or revenue contract.

In conformity with the Lobbying Law, during the restricted period<sup>2</sup> for an Authority procurement, an offerer may only make permissible “contacts” regarding such procurement, which means that the offerer shall contact only the Authority designated contact person(s) for that procurement. In this regard, “contact” means any oral, written or electronic communication with a governmental entity under circumstances where a reasonable person would infer that the communication was intended to influence the governmental entity’s conduct or decision regarding the Authority procurement. Exceptions to this rule include:

- submission of a written proposal in response to a Request for Proposals (RFP), Invitation for Bids (IFB) or any other solicitation method;
- submission of written questions as part of an RFP, IFB or other solicitation method where all written questions and written responses will be provided to all offerers;
- participation in a pre-proposal or pre-bid demonstration, conference or other exchange of information open to all bidders scheduled as part of an RFP, IFB or other solicitation process;

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<sup>1</sup> An individual or entity, or any employee, agent, consultant or person acting on behalf of such individual or entity, that contacts the Authority about a procurement during the restricted period whether or not the caller has a financial interest in the outcome of the procurement. A governmental agency or its employees that communicates with the Authority regarding a procurement in the exercise of its oversight duties shall not be considered an offerer.

<sup>2</sup> The period of time commencing with the earliest written notice, advertisement or solicitation of a Request for Proposals (RFP), Invitation for Bids (IFB), or solicitation of proposals, or any other method for soliciting responses from offerers intending to result in a procurement contract with the Authority, and ending with the final contract award and approval by the Authority, and, where applicable, the State Comptroller.

- written complaints that the Authority designated contact for a procurement fails to respond in a timely manner to authorized offerer contacts;
- negotiation of procurement contract terms with the Authority following tentative award;
- contacts between designated Authority staff and an offerer to request the review of a procurement contract award;
- communications with the Authority regarding an appeal, protest or other review of a procurement, participation in an administrative or judicial proceeding regarding a procurement and complaints regarding a procurement made to the Attorney General, Inspector General, District Attorney or State Comptroller;
- communications between Authority staff and offerers that solely address the determination of vendor responsibility.
- communications relating to the Authority's procurement made pursuant to State Finance Law Section 162(1) undertaken by (i) the non-profit-making agencies appointed pursuant to Section 162(6)(e) by the Commissioner of the Office of Children and Family Services, the Commission for the Blind or the Commissioner of Education, and (ii) the qualified charitable non-profit-making agencies for the blind, and qualified charitable non-profit-making agencies for other severely disabled persons as identified in Section 162(2); provided, however, that any communications which attempt to influence the issuance or terms of the specifications that serve as the basis or bid documents, RFPs, IFBs, solicitations of proposals, or any other method for soliciting a response from offerers intending to result in a procurement contract with the Authority shall not be exempt;
- complaints by a Minority and Women-owned Business Enterprise (MWBE) entity to the MWBE statewide advocate concerning the Authority's failure to comply with the requirements of Executive Law Section 315; and,
- communications between the MWBE statewide advocate and the Authority in furtherance of the MWBE statewide advocate pursuant to Executive Law Section 312-a.

An offerer shall not, under any circumstance, attempt to influence an Authority procurement in a way that violates or attempts to violate: Public Officers Law Section 73(5), relating to gifts intended to influence; or Public Officers Law Section 74, relating to the code of ethics for employees of state agencies, public authorities and public benefit corporations, members of the New York State Legislature and Legislative employees.

An offerer who contacts the Authority designated contact person for a procurement during the restricted period must be prepared to provide the following information: name, address, telephone number, place of principal employment and occupation of the person or organization making the contact and whether the person/organization making the contact is the offerer or is retained, employed or designated by or on behalf of the offerer to appear before or contact the Authority about the procurement.

An offerer that submits a proposal, bid or other response to an Authority RFP, IFB or other solicitation method must: certify that it understands and agrees to comply with these Guidelines regarding permissible contacts during a procurement and the prohibition of inappropriate lobbying influence; and disclose whether any governmental entity has, within the prior four (4) years, found the offerer non-responsible due to a violation of the Lobbying Law or the intentional provision of false or incomplete information. Further, all Authority procurement contracts will contain: a certification by the offerer that all information provided to the Authority

with respect to the Lobbying Law is complete, true and accurate; and a provision authorizing the Authority to terminate the contract in the event such certification is found to be intentionally false or incomplete.

The Authority will investigate all allegations of violations of the Authority Guidelines regarding permissible contacts during a procurement and the prohibition of inappropriate lobbying influence. A finding that an offerer has knowingly and willfully committed such a violation may result in a determination that the offerer and its subsidiaries are non-responsible and therefore ineligible for award of the procurement contract. A second determination of non-responsibility for such a violation within four (4) years of the first such determination shall render the offerer and its subsidiaries ineligible to submit a bid or proposal or be awarded a procurement contract for four (4) years from the date of the second determination. The Authority will notify the New York State Office of General Services of any determinations of non-responsibility or debarments due to violations of the Lobbying Law.

These Guidelines and related forms are available on the Authority's website, [www.thruway.ny.gov](http://www.thruway.ny.gov), under Doing Business; Purchasing Services - Law, Policies and Procedures. Copies of Sections 73 and 74 of the Public Officer's Law are also available on the Joint Commission on Public Ethics website, [www.jCOPE.ny.gov](http://www.jCOPE.ny.gov), under Laws. If you require further guidance on the Lobbying Law, you are encouraged to visit the Advisory Council on Procurement Lobbying website at <https://ogs.ny.gov/acpl>, where the Lobbying Law and the Guidelines on Procurement Lobbying (Frequently Asked Questions) adopted by the Council are posted.

## EXHIBIT 2

### Authority Supplemental Insurance Certificate





**Thruway Authority**

**SUPPLEMENTAL INSURANCE CERTIFICATE**

*This form supplements ACORD 25 CERTIFICATE OF LIABILITY INSURANCE documentation as required by the NYSTA. For additional information, please contact the NYSTA's Insurance Compliance Section at (518) 436-2891.*

Insured: \_\_\_\_\_

All Work under NYSTA Project/Agreement/Permit No.: \_\_\_\_\_  
 (If NYSTA Permit, leave blank unless Permit No. is known)

Complete/check appropriate boxes:

	Yes	No
<b>I. Commercial General Liability (CGL) Insurance - Policy No.</b> _____		
a. Does the General Aggregate reflect a per-project aggregate endorsement (CG 25 03 05 09 or equivalent)? .....	<input type="checkbox"/>	<input type="checkbox"/>
b. Does the CGL provide coverage for:		
1. Explosion, Collapse and Underground Hazards (XCU)? .....	<input type="checkbox"/>	<input type="checkbox"/>
2. Products & Completed Operations Liability? .....	<input type="checkbox"/>	<input type="checkbox"/>
3. Additional Insureds for claims involving injury to employees of the Named Insured or subcontractors? .....	<input type="checkbox"/>	<input type="checkbox"/>
4. Is Cross liability in the ISO GL policy (i.e., Insured vs. Insured suits) excluded? .....	<input type="checkbox"/>	<input type="checkbox"/>
If "No", is Cross liability in the ISO GL policy restricted? .....	<input type="checkbox"/>	<input type="checkbox"/>
5. Property damage to work due to Independent contractor's (subcontractor's) operations? .....	<input type="checkbox"/>	<input type="checkbox"/>
c. Is the CGL policy written on ISO form CG 00 01 04 13 or an equivalent form? .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>II. Workers' Compensation - Policy No.</b> _____		
a. Does Workers' Comp. apply to federally-regulated employment (i.e., Jones Act, USL&H)? .....	<input type="checkbox"/>	<input type="checkbox"/>
b. Is Workers' Comp. from a New York State authorized insurer? .....	<input type="checkbox"/>	<input type="checkbox"/>
c. If sole proprietorship, partnership, or corporation with one or two shareholders, is Workers' Comp. coverage provided for owners? .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>III. Environmental Insurance (EI) (including Asbestos &amp; Lead Abatement) - Policy No.</b> _____		
<b>Professional Liability Insurance (PLI) (including Errors &amp; Omissions) - Policy No.</b> _____		
a. Do EI defense costs reduce liability limits? .....	<input type="checkbox"/>	<input type="checkbox"/>
b. If EI is on a claims-made basis, what is the retroactive date? _____		
c. Do PLI defense costs reduce liability limits? .....	<input type="checkbox"/>	<input type="checkbox"/>
d. If PLI is on a claims-made basis, what is the retroactive date? _____		
<b>IV. Mandatory Endorsements and Other Provisions (all policies including auto liability)</b>		
a. Is the NYSTA listed as an Additional Insured by ISO endorsement CG 20 10 04 13 and CG 20 37 04 13 or an equivalent, under the CGL and Umbrella policies? .....	<input type="checkbox"/>	<input type="checkbox"/>
b. Are the Umbrella and/or Excess Liability insurance policies issued on a "stand alone" or "follow form basis" to the primary CGL, Commercial Auto and/or Employer's Liability? Identify for each policy:		
Umbrella Policy No. _____	Stand Alone <input type="checkbox"/>	Follow Form <input type="checkbox"/>
Excess Policy No. _____	<input type="checkbox"/>	No Policy <input type="checkbox"/>
c. Are all policies endorsed to provide 30 days advance notice to the NYSTA of termination/material change, except for non-payment/cancellation? .....	<input type="checkbox"/>	<input type="checkbox"/>
If "No", identify policies that are not endorsed: _____		
d. Do any of the policies on the attached ACORD 25 contain a Deductible (D) or Self-Insured Retention (SIR)? .....	<input type="checkbox"/>	<input type="checkbox"/>
If "Yes", indicate the specific policy, whether D or SIR, its amount, and whether it is on a per claim, per occurrence or aggregate basis: _____		
e. Is the Automobile Liability policy endorsed to include <b>either</b> ISO endorsement CA 99 48 03 06 - Pollution Liability - Broadened Coverage for Covered Autos-Business Auto, Motor Carrier and Truckers Coverage Forms <b>or</b> ISO endorsement CA 00 12 03 06 - Truckers Coverage Forms? .....	<input type="checkbox"/>	<input type="checkbox"/>

*This certificate is issued as a matter of information only. The information provided herein accurately describes the policies listed above; and does not affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed above. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Insurer's Agent

Title: \_\_\_\_\_

Insurance Broker

Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Fax No.: (     )     -     \_\_\_\_\_

Email: \_\_\_\_\_

## EXHIBIT 3

### Cybersecurity Requirements

## EXHIBIT 3

### Cybersecurity Requirements

The Vendor, systems, network, and interfaces shall comply with all Thruway Authority and New York State policies and standards for the applicable security and privacy controls, located at <http://www.its.ny.gov/eiso/policies/security>.

The Vendor shall comply with all applicable US cybersecurity government regulations, Federal and NYS laws, and best practices. In the event, the system is determined to be out of compliance with applicable security controls, the Vendor shall correct such deficiencies pursuant to a remediation plan approved by the Thruway Authority.

#### **Non-Disclosure and Data Protection:**

The Vendor shall not disclose any confidential information obtained by vendor, its agents, subcontractors, officers, distributors, resellers or employees in the course of performing its obligations, including without limitation, security procedures, business operations information, or commercial proprietary information in the possession of the Thruway Authority hereunder or received from another third party, shall not be divulged to any third parties without the prior written consent of the Thruway Authority. The Vendor shall take commercially reasonable steps to inform its agents, Subcontractors, officers, distributors, resellers, or employees of the obligations arising under this clause to ensure such confidentiality.

#### **Notification of Data Breach:**

The Vendor shall notify the Project Manager or Thruway Authority's authorized representative and email to [CyberSecurityAlert@thruway.ny.gov](mailto:CyberSecurityAlert@thruway.ny.gov) as well, upon discovery of any security incident that may threaten or compromise the confidentiality, integrity, or availability of information or network infrastructure within 24 hours.

The Vendor shall Comply with applicable laws and cooperate with the Thruway Authority's investigation, including providing relevant records and supporting law enforcement efforts. The Vendor must submit a corrective action plan within 10 days, detailing the cause, measures to address vulnerabilities, and a timeline for resolution. After the incident response, the Vendor shall provide a written final incident analysis report, including details such as the incident's root cause, timeline, scope, impact, corrective actions taken, etc.

#### **Destruction of Data:**

All Thruway Authority Data (whether in physical or electronic form, or cloud hosted data), including copies, reproductions, and derived materials must be either returned to the Thruway Authority or irreversibly destroyed by the Vendor and its personnel upon the Thruway Authority's request or when no longer subject to the Vendor's internal retention policies, whichever occurs first. Data destruction can include the following methods as applicable:

- Shredding physical documents.
- Wiping device memory on all equipment, databases, servers, cloud storage, and electronic media.
- Sanitizing storage media, temporary files, and backup files containing Thruway Authority Data.

Upon request, the Vendor must provide certification within 14 days confirming the destruction of all Thruway Authority Data, including backups.

### **Compliance with Applicable Laws, Security Policies, and Procedures**

The Vendor must implement and maintain security measures to prevent unauthorized access to or disclosure of Thruway Authority Data. The Vendor shall comply with Thruway Authority and New York State security policies, standards, and applicable laws and maintain security measures aligning with Appendix A requirements.

The Vendor must Cooperate with annual or incident-triggered cybersecurity reviews. Such reviews will be coordinated by the Thruway Authority's Project Manager, Information Security, Information Technology, or other individual(s) or department as designated by the Thruway Authority.

### **Data Restrictions – No transmission of Authority data outside of the United States**

The Vendor shall not access, transmit, transfer, or store Thruway Authority data, personal information, or any provided information labeled as "confidential" or "sensitive" outside the United States without prior written approval from the Thruway Authority, which may be withheld at its discretion.

Data storage in countries on the OFAC Sanctions List [Sanctions Programs and Country Information | Office of Foreign Assets Control](#) or others identified by the Thruway Authority is prohibited.

### **Cybersecurity Training:**

The Vendor must ensure personnel with access to the Thruway Authority system and data complete cybersecurity awareness training upon hire and recertify annually thereafter. The Vendor shall maintain training records and provide confirmation upon request. The Thruway Authority is not responsible for any costs associated with such training.

### **Software, Hardware, Firmware, and other Technology Components:**

For IT products (software, hardware, or firmware) provided under the contract, the Vendor must ensure compliance with secure development lifecycle practices, provide timely updates to address vulnerabilities, disclose known backdoors, and follow Original Equipment Manufacturer (OEM) recommended security controls.

Unless otherwise agreed in writing by the Thruway Authority, the Vendor's software application must function as outlined in the agreed-upon Statement of Work (SoW) and operate within an environment such as operating systems and database platforms that are actively supported and not run on end-of-life (EOL) system components. If the scope of work expands or includes software, hardware, or firmware, the Thruway Authority reserves the right to impose additional cybersecurity requirements to address it.

### **Conflict:**

In the event of a conflict between Cybersecurity requirements, Appendix A requirements, or other contract terms and conditions, the most stringent provisions shall apply.

## Appendix A

The Vendor shall comply to the following minimum safeguarding requirements and procedures to ensure the confidentiality, integrity, and availability of the Information Systems and the data they process in the development and deployment of the system:

- Limit information system and underlying systems access to authorized users, processes, and devices only. Implement role-based access control (RBAC) to ensure that users can only access data and features necessary for their roles.
- Ensure all implementation services thoroughly address the security hardening of the systems and applications. This hardening must include but is not limited to, turning off unnecessary features based on the Statement of Work (SoW) and implementing a 'least privilege' access model for all users and service accounts.
- Enforce multi-factor authentication for internet-facing and remote access to internal systems and require strong passwords for internal access.
- Ensure encryption methods for data-in-motion and data-at-rest comply with the New York State Office of Information Technology Services Encryption Standard ([NYS-S14-007](#)).
- Verify and authenticate all users, processes, and devices accessing the organizational information systems. Limit physical access to information systems, equipment, and operating environments only to authorized personnel.
- Follow a Secure Software Development Lifecycle (SDLC). Ensure third-party libraries, components, and APIs are kept up to date and maintained at their latest stable versions within the released application.
- Protect against malicious code and maintain integrity of data within all information systems. Validate all data inputs to prevent malicious data injection or corruption.
- Identify, and report vulnerabilities or flaws through scans, and third-party penetration testing. Ensure vulnerabilities are remediated promptly.
- Provide an executive summary, including the number of vulnerabilities and associated severity levels from the most recent vulnerability scan and penetration test conducted on the software application before it goes live.
- Monitor and promptly address any unauthorized access or suspicious activity. Maintain logs of access and system activities to support audits and investigations as required.

## SUPPLEMENT 1

New York State Finance Law Sections §§ 139-j and 139-k  
Disclosure of Prior  
Non-Responsibility Determinations



**New York State Finance Law Sections 139-j and 139-k  
Disclosure of Prior Non-Responsibility Determinations**

Contract/Project/Transaction Description:

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Contract # (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Name of Offerer/Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Name and Title of Person Submitting this Form  
(if different from above): \_\_\_\_\_

Has any governmental entity\* made a finding of non-responsibility regarding the Offerer/Applicant in the previous four years where:

the basis for the finding of the Offerer/Applicant's non-responsibility was due to a violation of State Finance Law Section 139-j?  No  Yes

the basis for the finding of the Offerer/Applicant's non-responsibility was due to the intentional provision of false or incomplete information to a governmental entity?  No  Yes

*If yes, please provide details regarding the finding of non-responsibility below.*

Governmental Entity: \_\_\_\_\_

Date of Finding of Non-responsibility: \_\_\_\_\_

Basis of Finding of Non-responsibility (attach additional sheets if necessary):

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Offerer certifies that all information provided to the Governmental Entity with respect to State Finance Law Section 139-k is complete, true and accurate.

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print)

( ) -  
Telephone No.

\_\_\_\_\_  
Title

\* A "governmental entity" is: (1) any department, board, bureau, commission, division, office, council, committee or officer of New York State, whether permanent or temporary; (2) each house of the New York State Legislature; (3) the unified court system; (4) any public authority, public benefit corporation or commission created by or existing pursuant to the Public Authorities Law; (5) any public authority or public benefit corporation, at least one of whose members is appointed by the Governor or who serves as a member by virtue of holding a civil office of the State; (6) a municipal agency, as that term is defined in paragraph (ii) of subdivision (s) of section one-c of the Legislative Law; or (7) a subsidiary or affiliate of such a public authority.

For engineering agreements and construction contracts, submit this form to the Department of Engineering, 200 Southern Blvd., Albany, 12209. All other form submissions should be forwarded to the address listed on the solicitation material or application.

If you have any questions, please call the contact person listed on the solicitation material or application.

## SUPPLEMENT 2

Certificate of Compliance with the Authority Guidelines  
Regarding Permissible Contacts During a Procurement and  
the Prohibition of Inappropriate Lobbying Influence





200 Southern Blvd.  
Albany, NY 12209

## CERTIFICATE OF COMPLIANCE WITH THE AUTHORITY GUIDELINES REGARDING PERMISSIBLE CONTACTS DURING A PROCUREMENT AND THE PROHIBITION OF INAPPROPRIATE LOBBYING INFLUENCE

To protect the integrity and fairness of the procurement process and maintain public confidence in the Thruway Authority's (Authority) stewardship role, all Authority procurement decisions must be based on the merits of proposals, free of any inappropriate lobbying influence. Toward that end, the Authority has adopted Guidelines Regarding Permissible Contacts During a Procurement and the Prohibition of Inappropriate Lobbying Influence (TAP-335), Guidelines with which all vendors/firms/proposers must comply. A copy of these Guidelines is available in the Purchasing Services section of the Authority's website at [www.thruway.ny.gov](http://www.thruway.ny.gov). Further, Authority funds may not be used to reimburse a vendor/firm for its outside lobbying expenses. Authority payments made under a contract cannot be used to pay outside lobbying costs and a vendor/firm is prohibited from seeking reimbursement of such costs.

### **Certification**

The undersigned certifies that the vendor/firm/proposer has read, understands and agrees to comply with the Authority Guidelines Regarding Permissible Contacts During a Procurement and the Prohibition of Inappropriate Lobbying Influence (TAP-335). Further, the undersigned certifies that the vendor/firm/proposer will not utilize Authority payments made under a contract or agreement, including an amendment, extension, renewal or change order to an existing contract, to pay outside lobbying expenses and will not seek reimbursement of such costs. The undersigned also certifies that he or she is authorized to bind the vendor/firm/proposer contractually.

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Contract No.

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Description

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Vendor/Firm Name

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Telephone No.

---

Print Name

---

Title

---

Signature

---

Date

## SUPPLEMENT 3

Vendor Assurance of No Conflict of Interest  
or Detrimental Effect

## **Vendor Assurance of No Conflict of Interest or Detrimental Effect**

The undersigned entity (“Firm”), offering to provide services pursuant to this RFP, as a contractor, joint venture contractor, subcontractor, or consultant, attests that its performance of the services outlined in this RFP does not and will not create any actual or potential conflict of interest or appearance of impropriety, nor position the Firm to breach any other contract currently in force, with the New York State Thruway Authority (“Authority”).

Furthermore, the Firm attests that it will not act in any manner that is detrimental to any Authority project on which the Firm is rendering services. Specifically, the Firm attests and certifies that:

1. The fulfillment of obligations by the Firm, as proposed in the response, does not and will not violate any existing contracts or agreements between the Firm and the Authority;
2. The fulfillment of obligations by the Firm, as proposed in the response, does not and will not create any appearance of impropriety or actual or potential conflict of interest, or any perception thereof, with any current role or responsibility that the Firm has with regard to any existing contracts or agreements between the Firm and the Authority;
3. The fulfillment of obligations by the Firm, as proposed in the response, does not and will not compromise the Firm’s ability to carry out its obligations under any existing contracts between the Firm and the Authority;
4. The fulfillment of any other contractual obligations that the Firm has with the Authority will not affect or influence its ability to perform under any contract with the Authority resulting from this RFP;
5. During the negotiation and execution of any contract resulting from this RFP, the Firm will not knowingly take any action or make any decision which creates a potential for conflict of interest or might cause a detrimental impact to the Authority as a whole including, but not limited to, any action or decision to divert resources from one Authority project to another;
6. In fulfilling obligations under each of its Authority contracts, including any contract which results from this RFP, the Firm will act in accordance with the terms of each of its Authority contracts and will not knowingly take any action or make any decision which might cause a detrimental impact to the Authority as a whole including, but not limited to, any action or decision to divert resources from one Authority project to another;
7. No former officer or employee of the Authority or the State of New York (“State”) who is now employed by the Firm, nor any former officer or employee of the Firm who is now employed by the Authority or the State, has played a role with regard to the

administration of this contract procurement in a manner that may violate section 73(8)(a) of the New York State Public Officers Law; and

8. The Firm has not and shall not offer to any employee, member or director of the Authority any gift, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence said employee, member or director, or could reasonably be expected to influence said employee, member or director, in the performance of the official duty of said employee, member or director, or was intended as a reward for any official action on the part of said employee, member or director.

The Firm expressly understands, acknowledges, and agrees that the Authority recognizes that conflicts may occur in the future because the Firm may have existing or new relationships. The Firm hereby expressly acknowledges and agrees it shall have a continuing affirmative duty and obligation to notify the Authority immediately of any actual or potential conflicts of interest or the perception thereof, and that failure to promptly provide such notice and information may serve as a basis for termination by the Authority of any Agreement resulting from this RFP. The Authority will review the nature of any such new relationship and reserves the right to reject the Firm's proposal in response to the RFP, or to terminate any contract resulting from this RFP for any reason, including for cause if, in its judgment, a real or potential conflict of interest cannot be cured.

This form must be signed by an authorized executive or legal representative with the authority to bind its organization.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Name of Signatory

\_\_\_\_\_  
Title of Signatory:

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

## SUPPLEMENT 4

Certification Under Executive Order No. 16  
Prohibiting State Agencies and Authorities from Contracting  
with Businesses Conducting Business in Russia

# **Certification Under Executive Order No. 16 Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia**

Executive Order No. 16 provides that “all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia.” The complete text of Executive Order No. 16 can be found [here](#).

The Executive Order remains in effect while sanctions imposed by the federal government are in effect. Accordingly, vendors who may be excluded from award because of current business operations in Russia are nevertheless encouraged to respond to solicitations to preserve their contracting opportunities in case the sanctions are lifted during a solicitation or even after award in the case of some solicitations.

As defined in Executive Order No. 16, an “entity conducting business operations in Russia” means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership.

Is Vendor an entity conducting business operations in Russia, as defined above? Please answer by checking one of the following boxes:

1. No, Vendor does not conduct business operations in Russia within the meaning of Executive Order No. 16.
  
- 2.a. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but has taken steps to wind down business operations in Russia or is in the process of winding down business operations in Russia. (Please provide a detailed description of the wind down process and a schedule for completion.)
  
- 2.b. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but only to the extent necessary to provide vital health and safety services within Russia or to comply with federal law, regulations, executive orders, or directives. (Please provide a detailed description of the services being provided or the relevant laws, regulations, etc.)
  
3. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16.

The undersigned certifies under penalties of perjury that they are knowledgeable about the Vendor’s business and operations and that the answer provided herein is true to the best of their knowledge and belief.

Vendor Name: \_\_\_\_\_  
(legal entity)

By: \_\_\_\_\_  
(signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## SUPPLEMENT 5

ST-220-CA New York State Department of Taxation and  
Finance Contractor Certification



# Contractor Certification to Covered Agency

(Pursuant to Section 5-a of the Tax Law, as amended, effective April 26, 2006)

# ST-220-CA

(12/11)

For information, consult Publication 223, *Questions and Answers Concerning Tax Law Section 5-a* (see *Need Help?* on back).

Contractor name		For covered agency use only Contract number or description	
Contractor's principal place of business	City	State	ZIP code
Contractor's mailing address (if different than above)		Estimated contract value over the full term of contract (but not including renewals)	
Contractor's federal employer identification number (EIN)	Contractor's sales tax ID number (if different from contractor's EIN)		\$
Contractor's telephone number	Covered agency name		
Covered agency address		Covered agency telephone number	

I, \_\_\_\_\_, hereby affirm, under penalty of perjury, that I am \_\_\_\_\_

(name)

(title)

of the above-named contractor, that I am authorized to make this certification on behalf of such contractor, and I further certify that:

(Mark an X in only one box)

The contractor has filed Form ST-220-TD with the Department of Taxation and Finance in connection with this contract and, to the best of contractor's knowledge, the information provided on the Form ST-220-TD, is correct and complete.

The contractor has previously filed Form ST-220-TD with the Tax Department in connection with \_\_\_\_\_  
(insert contract number or description)

and, to the best of the contractor's knowledge, the information provided on that previously filed Form ST-220-TD, is correct and complete as of the current date, and thus the contractor is not required to file a new Form ST-220-TD at this time.

Sworn to this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
(sign before a notary public)

\_\_\_\_\_  
(title)

## Instructions

### General information

Tax Law section 5-a was amended, effective April 26, 2006. On or after that date, in all cases where a contract is subject to Tax Law section 5-a, a contractor must file (1) Form ST-220-CA, *Contractor Certification to Covered Agency*, with a covered agency, and (2) Form ST-220-TD with the Tax Department before a contract may take effect. The circumstances when a contract is subject to section 5-a are listed in Publication 223, Q&A 3. See *Need help?* for more information on how to obtain this publication. In addition, a contractor must file a new Form ST-220-CA with a covered agency before an existing contract with such agency may be renewed.

**Note:** Form ST-220-CA must be signed by a person authorized to make the certification on behalf of the contractor, and the acknowledgement on page 2 of this form must be completed before a notary public.

### When to complete this form

As set forth in Publication 223, a contract is subject to section 5-a, and you must make the required certification(s), if:

- i. The procuring entity is a *covered agency* within the meaning of the statute (see Publication 223, Q&A 5);
- ii. The contractor is a *contractor* within the meaning of the statute (see Publication 223, Q&A 6); and
- iii. The contract is a *contract* within the meaning of the statute. This is the case when it (a) has a value in excess of \$100,000 and (b) is a contract for *commodities* or *services*, as such terms are defined for purposes of the statute (see Publication 223, Q&A 8 and 9).

Furthermore, the procuring entity must have begun the solicitation to purchase on or after January 1, 2005, and the resulting contract must have been awarded, amended, extended, renewed, or assigned *on or after April 26, 2006* (the effective date of the section 5-a amendments).



Individual, Corporation, Partnership, or LLC Acknowledgment

STATE OF }
: SS.:
COUNTY OF }

On the \_\_\_ day of \_\_\_\_\_ in the year 20\_\_\_, before me personally appeared \_\_\_\_\_,
known to me to be the person who executed the foregoing instrument, who, being duly sworn by me did depose and say that
\_he resides at \_\_\_\_\_,
Town of \_\_\_\_\_,
County of \_\_\_\_\_,
State of \_\_\_\_\_; and further that:

[Mark an X in the appropriate box and complete the accompanying statement.]

- (If an individual): \_he executed the foregoing instrument in his/her name and on his/her own behalf.
(If a corporation): \_he is the \_\_\_\_\_ of \_\_\_\_\_, the corporation described in said instrument; that, by authority of the Board of Directors of said corporation, \_he is authorized to execute the foregoing instrument on behalf of the corporation for purposes set forth therein; and that, pursuant to that authority, \_he executed the foregoing instrument in the name of and on behalf of said corporation as the act and deed of said corporation.
(If a partnership): \_he is a \_\_\_\_\_ of \_\_\_\_\_, the partnership described in said instrument; that, by the terms of said partnership, \_he is authorized to execute the foregoing instrument on behalf of the partnership for purposes set forth therein; and that, pursuant to that authority, \_he executed the foregoing instrument in the name of and on behalf of said partnership as the act and deed of said partnership.
(If a limited liability company): \_he is a duly authorized member of \_\_\_\_\_, LLC, the limited liability company described in said instrument; that \_he is authorized to execute the foregoing instrument on behalf of the limited liability company for purposes set forth therein; and that, pursuant to that authority, \_he executed the foregoing instrument in the name of and on behalf of said limited liability company as the act and deed of said limited liability company.

Notary Public

Registration No.

Privacy notification

The Commissioner of Taxation and Finance may collect and maintain personal information pursuant to the New York State Tax Law, including but not limited to, sections 5-a, 171, 171-a, 287, 308, 429, 475, 505, 697, 1096, 1142, and 1415 of that Law; and may require disclosure of social security numbers pursuant to 42 USC 405(c)(2)(C)(i).

This information will be used to determine and administer tax liabilities and, when authorized by law, for certain tax offset and exchange of tax information programs as well as for any other lawful purpose.

Information concerning quarterly wages paid to employees is provided to certain state agencies for purposes of fraud prevention, support enforcement, evaluation of the effectiveness of certain employment and training programs and other purposes authorized by law.

Failure to provide the required information may subject you to civil or criminal penalties, or both, under the Tax Law.

This information is maintained by the Manager of Document Management, NYS Tax Department, W A Harriman Campus, Albany NY 12227; telephone (518) 457-5181.

Need help?



Visit our Web site at www.tax.ny.gov

- get information and manage your taxes online
check for new online services and features



Telephone assistance

Sales Tax Information Center: (518) 485-2889

To order forms and publications: (518) 457-5431

Text Telephone (TTY) Hotline (for persons with hearing and speech disabilities using a TTY): (518) 485-5082



Persons with disabilities: In compliance with the Americans with Disabilities Act, we will ensure that our lobbies, offices, meeting rooms, and other facilities are accessible to persons with disabilities. If you have questions about special accommodations for persons with disabilities, call the information center.

## SUPPLEMENT 6

Pre-Proposal Site Visit Release

PRE-PROPOSAL SITE VISIT RELEASE

REQUEST FOR PROPOSAL

RFP # 24C26 - Acoustic Emissions Monitoring

On behalf of the business entity which I am authorized to bind contractually, or as a sole owner, I understand and acknowledge that a pre-proposal site visit for the Request for Proposal regarding Acoustic Emissions Monitoring has been scheduled as follows and that the NYS Thruway Authority (“Authority”) urges all prospective Proposers for these services to attend:

Date and start time: During the week of 1/6/2025 through 1/10/2025 – call the below person to schedule the site visit. Site visits will not be scheduled outside of this week.

Contact person: Fabio Amendola

Phone number: (845) 222-8374

Meeting location: 333 South Broadway, Tarrytown, NY 10591

In the event that the business entity I represent fails to attend this pre-proposal site visit for any reason, it understands and agrees that it may not have the same information as other Proposers who do attend such site visit. On behalf of such business entity, I hereby discharge and release the Authority, its successors, employees, agents and assigns, from any claim or liability which may arise out of or is connected in any way with this RFP, the pre-proposal site visit, the Authority’s selection process, or the award of a contract to any other Proposer. I also certify that I am authorized to execute this release on behalf of the business entity I represent, or as a sole owner.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed or typed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

# ATTACHMENT A

## Fee Proposal

**Attachment A**  
**FEE PROPOSAL FORM**

RFP #24C26 – Acoustic Emissions Monitoring

Proposer shall provide all costs necessary to perform the services for all Scoping items as set forth below. Proposer must complete the Fee Proposal Form in Attachment A. The Fee Proposal Form consists of six (6) Scoping Items, which comprises the entirety of Section 2.3, “Statement of Needs”. Cost will be in the form of lump sum amounts which must include all costs associated for each scoping item. Failure to provide pricing on any of the scoping items below may render the proposal as non-responsive. The Total Cost shall be the sum of all Scoping Items and will be used during the evaluation.

INSTRUCTIONS TO PROPOSER: Proposer must not alter the spreadsheet other than entering the requested information in the cells highlighted in green. The fields containing calculation formulas are highlighted in gray.

<b><u>ITEM</u></b>	<b><u>Cost</u></b>
<u>SCOPING ITEM #1 – Mobilization</u>	\$ -
<u>SCOPING ITEM #2 – System Design</u>	\$ -
<u>SCOPING ITEM #3 – Installation</u>	\$ -
<u>SCOPING ITEM #4 – Validation Test and Training</u>	\$ -
<u>SCOPING ITEM #5 – Monitoring &amp; Maintenance (3 years)</u>	
Quarterly fee (lump sum) for Year 1	\$ -
Quarterly fee (lump sum) for Year 2	\$ -
Quarterly fee (lump sum) for Year 3	\$ -
Total cost for Scoping item #5	\$ -
<u>BASE PROJECT COST</u>	
Sum of Scoping Items #1, #2, #3, #4, and #5	\$ -
<u>SCOPING ITEM #6 – Monitoring &amp; Maintenance (5-year renewal term)</u>	
This is the Scoping Item that the Authority can exercise at the end of the initial 5-year term.	
Quarterly fee (lump sum) for Year 1	\$ -
Quarterly fee (lump sum) for Year 2	\$ -
Quarterly fee (lump sum) for Year 3	\$ -
Quarterly fee (lump sum) for Year 4	\$ -
Quarterly fee (lump sum) for Year 5	\$ -
Total cost for Scoping item #6	\$ -
<u>TOTAL COST</u>	
<b>Sum of Base Project Cost and Scoping Item #6</b>	\$ -

ATTACHMENT B  
Stipend Agreement

## ATTACHMENT B

### New York State Thruway Authority

#### STIPEND AGREEMENT

CONTRACT NO.: \_\_\_\_\_

**PROJECT: Stipend Agreement for Proposal Preparation related to RFP # 24C26 – Acoustic Emissions Monitoring**

This Agreement made this \_\_\_ day of \_\_\_\_\_, 20\_\_ by and between NEW YORK STATE THRUWAY AUTHORITY (hereinafter "Authority"), whose principal office is located at 200 Southern Blvd., Albany, New York 12209, and \_\_\_\_\_, duly organized and existing under the laws of the State of New York, having its principal office at \_\_\_\_\_ (hereinafter referred to as "Proposer").

WITNESSETH:

WHEREAS, the Authority is currently procuring a contract (the "Contract") for Acoustic Emissions Monitoring Services ("the Services");

WHEREAS, the Proposer submitted a proposal ("the Proposal") in response to the Request for Proposals issued by the Authority on \_\_\_\_\_, as amended by any addenda (as amended, the "RFP");

WHEREAS, the Proposal met the criteria set forth in Article 4(A) of this Stipend Agreement; and

WHEREAS, the Authority has not awarded the Contract to the Proposer.

**NOW**, THEREFORE, the parties agree as follows:

#### **ARTICLE 1 - DOCUMENTS FORMING THIS AGREEMENT**

The Agreement consists of the following in the following descending order of precedence:

1. Appendix A- New York State Required Contract Provisions
2. Agreement Form– this document titled "Stipend Agreement"
3. Attachment 1 to Stipend Agreement

#### **ARTICLE 2 - WORK PRODUCT AND INTELLECTUAL PROPERTY RIGHTS**

The term "Work Product" shall mean ideas or information, and the expression of ideas or information, included in the Proposal or otherwise submitted or communicated in any manner by or on behalf of the Proposer to the Authority during the Project's procurement process at any time prior to the awarding of the Contract. Work Product does not include any sensitive and confidential financial information regarding the Proposer that was included in the Proposal.

### **ARTICLE 3 – THE AUTHORITY'S RIGHTS TO WORK PRODUCT**

Under the terms of this Agreement, the Authority may use the Work Product for the purposes of the Project, or any future project pursued by the Authority without any obligation to pay any additional compensation to the Proposer.

With respect to any Work Product that incorporates intellectual property owned or developed by the Proposer, the Proposer's team members or other third parties, the Proposer represents and warrants that it has the right to grant the Authority irrevocable, non-exclusive, perpetual, royalty-free licenses to use such intellectual property for the purposes specified herein. As of the date of this Agreement, the Proposer hereby assigns such licenses to the Authority, and agrees to indemnify, defend, and hold harmless the Authority and the State of New York from any and all claims, costs, expenses, and damages of every kind resulting from infringement allegations related to the Authority's exercise of the intellectual property rights granted herein.

The foregoing shall not be deemed a requirement for the Proposer to provide off-the-shelf software to the Authority.

### **ARTICLE 4 - PROVISION FOR PAYMENT.**

- A) The Stipend will be paid by the Authority to the Proposer only under the circumstances specified in this Article 4. The Proposer will not be entitled to payment of any Stipend Amount if the Proposal fails to:
  - 1) Meet the requirements specified in the RFP.
  - 2) Meet the minimum qualifications specified in the RFP.
- B) The Proposer will not be entitled to payment of any Stipend Amount if the Proposer has filed an unsuccessful protest of the procurement process, award or cancellation of the procurement. In addition, as a condition of accepting payment of any Stipend Amount, the Proposer agrees to not file any protest of the procurement process, award, or cancellation of the procurement.
- C) The Proposer will not be entitled to payment of any Stipend Amount if the Proposer fails to submit an invoice in accordance with 4(D), below, or fails to provide satisfactory evidence substantiating its Qualified Costs (as defined in 4(E), below) in accordance with (D), below.
- D) In order to receive payment of the Stipend Amount, the Proposer shall submit to the Authority: two signed originals of Attachment 1 of this Stipend Agreement, two copies of a single invoice for its proposed Stipend Amount, and two copies of all documentation required under (E), below, not later than 20 calendar days after the Notice of Tentative award is issued by the Authority. If the Authority disagrees with the proposed Stipend Amount set forth in the Proposer's initial invoice, the Authority will notify the Proposer in writing of its determination of the appropriate Stipend Amount based on its review of the Proposer's substantiated costs, and the Proposer shall submit a revised invoice to the Authority within 14 calendar days following receipt of any such notice.
- E) The Proposer shall maintain written records substantiating all Qualified Costs in sufficient detail to permit a proper audit thereof. Such records shall be made available for audit or verification of Qualified Costs upon request of the Authority at the time of this Agreement and for three years after final payment of the Stipend Amount is made. "Qualified Costs" shall comprise the direct costs and overhead costs that are allowable and reasonable, and incurred by the Proposer, the Proposer's team, or third-parties acting at the direction of the Proposer in the production of the Work Product. Unallowable Proposer costs are described in CFR-2011 - title 48 - volume 1 - part 31 - subpart 31.6. The Proposer shall submit to the Authority copies of all substantiating documentation of Qualified Costs concurrently with the



submission of its invoice for the Stipend Amount, and at any other time upon the Authority's request. Failure of the Proposer, the Proposer's team, or third-parties acting at the direction of the Proposer to maintain and retain sufficient records to allow audit or verification of Qualified Costs, or failure to allow the Authority or its agents access to the same, shall constitute a waiver of the right to any payment of a Stipend, and any Stipend Amount paid to the Proposer under this Agreement shall be immediately returned to the Authority.

- F) The Proposer must execute this Stipend Agreement and provide the Authority with the licenses required by Article 3 no later than 20 calendar days after the Notice of Tentative award is issued by the Authority. Extensions may be granted at the sole discretion of the Authority.
- G) A failure by any Proposer to comply with Article 4(F) constitutes a waiver to the right to any payment of a Stipend
- H) Subject to the requirements and limitations set forth herein, the Authority shall pay to the Proposer, and the Proposer agrees to accept as full compensation for its Work Product, an amount (the "Stipend Amount") equal the Proposer's total Qualified Costs, as substantiated in accordance with (D) & (E), above, not to exceed \$5,000.

**ARTICLE 5 - PAYMENT OF STIPEND AND WAIVER OF CLAIMS.**

- A) The Proposer is required, if it is a foreign or out of state corporation or entity, to obtain and submit the required tax clearance certificate to the Authority to enable the processing of the payment of the Stipend Amount. It should be noted that any time taken to satisfy or furnish this tax clearance certificate shall extend any required payment date by an equal period of time.
- B) Acceptance by the Proposer of payment of the Stipend Amount from the Authority shall constitute a waiver by the Proposer of any and all rights, equitable or otherwise, to bring any claim or protest against either of the Authority or the State of New York, or any of their officers, directors, agents, employees, representatives or advisers and their successors and assigns, in connection with the procurement of the Project, including, without limitation, the procurement process, any award of the Contract or any cancellation of the procurement.

**ARTICLE 6 – THE AUTHORITY'S PROJECT MANAGER**

The following person, or his/her successor, is the Authority's Project Manager:

Name: David Vosburgh, Project Director, GMMCB Bridge Project  
Address: 200 Southern Blvd., Albany, NY 12209  
Phone: (518) 436-2709  
Email: [david.vosburgh@thruway.ny.gov](mailto:david.vosburgh@thruway.ny.gov)

**ARTICLE 7 - PROPOSER'S PERSONNEL**

The following person, or his/her successor, is the Proposer's Authorized Representative:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**ARTICLE 8 - NEW YORK STATE FINANCE LAW §§139-J AND 139-K CERTIFICATION**

By execution of this Agreement, the Proposer certifies that all information the Proposer has provided to the Authority with respect to New York State Finance Law §§ 139-j and 139-k is complete, true and

accurate. The Authority shall have the right to terminate this Agreement if the Authority finds that the certification made by Proposer in accordance with New York State Finance Law §§ 139-j and 139-k was intentionally false or intentionally incomplete.

#### **ARTICLE 9 - MISCELLANEOUS TERMS**

- A) All of the Proposer's team members and subcontractors shall be bound by the same provisions of this Agreement as the Proposer. All agreements between the Proposer, Proposer's team members, and/or subcontractors shall include provisions effectuating this term, and all such agreements shall be subject to review by the Authority.
- B) Proposer may neither assign nor transfer any rights or obligations under this Agreement without the prior consent of the Authority.
- C) Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties that executed and approved this Agreement, or their successors.
- D) If the Authority fails to enforce any provision of this Agreement, that failure does not waive the provision or the Authority's right to subsequently enforce it.
- E) New York law, without regard to its choice-of-law provisions, governs the validity, interpretation, and enforcement of this Agreement.
- F) This Agreement contains all prior negotiations and agreements between the parties. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.
- G) All confidentiality provisions of the RFP shall continue to apply to the Proposer.

#### **ARTICLE 10 - POWER TO EXECUTE AGREEMENT**

The undersigned representative of the Proposer certifies that he or she has full and complete authority to bind the Proposer, the Proposer's team members, and subcontractors to all terms and conditions of this Agreement, and that by executing the Agreement does so bind such entities.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the date first above written

**NEW YORK STATE THRUWAY AUTHORITY [NAME]**

\_\_\_\_\_  
Frank G. Hoare, Esq.  
Executive Director

\_\_\_\_\_  
[Title or Name]

SS# or Federal ID# \_\_\_\_\_

\_\_\_\_\_  
Date

Approved as to Availability of Funds:

\_\_\_\_\_  
Chief Financial Officer

Approved as to Form:

\_\_\_\_\_  
General Counsel

Recommended By:

\_\_\_\_\_  
Chief Engineer

**Contract No.** \_\_\_\_\_

Authority Certification

In addition to the acceptance of this contract, I certify that all original signature pages will be attached to all other counterparts of this contract.

\_\_\_\_\_  
Contract Management Specialist

**ATTACHMENT 1 TO STIPEND AGREEMENT**

**CERTIFICATION BY PROPOSER**

I, \_\_\_\_\_, do hereby certify that I am the \_\_\_\_\_ of \_\_\_\_\_, for the work referred to in the forgoing payment request, that I am the person in whose name the foregoing account against the State of New York is rendered, that the labor, materials, expenses or services charged for were actually delivered, incurred or rendered, as named heretofore, and that the prices charged are just and reasonable; that no percentage or compensation has been paid or promised to be paid to any manager, trustee, officer or employee of said institution, authority, board or commission, by reason of the claimant having been allowed to sell to, incur expense for, or render services to, said institution; and also, that to the best of my knowledge and belief, no manager, trustee, officer or employee of said institution, authority, board or commission has, or has had, any interest directly or indirectly in said articles, materials, expenses or services; and that no part of the foregoing account has been paid, and that the above statement is true and correct.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

**CERTIFICATION BY THE AUTHORITY**

I, \_\_\_\_\_(name), do hereby certify that I am the \_\_\_\_\_(title) employed in the supervision of the work described in the attached Payment Request that the materials, labor and services have been furnished and the work properly performed in accordance with the contract; and that payment in the sum of \$\_\_\_\_\_ can be made on this contract without detriment to the interests of the State, to the best of my knowledge and belief.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)