



**Thruway
Authority**

KATHY HOCHUL

Governor

ROBERT L. MEGNA

Chair

FRANK G. HOARE, ESQ.

Executive Director

NOTICE TO PROPOSERS

RFP#24C28 – Job Order Contracting (JOC) System Services for NYSTA

July 16, 2025

Dear Proposer:

Attached are the responses to the written questions previously submitted, Exceptions to Terms and Conditions and Addendum #2 for RFP #24C28 for Job Order Contracting (JOC) System Services for NYSTA.

Thank you for your interest in this project.

Sincerely,

A handwritten signature in black ink that reads "Sarah Normile".

Sarah Normile
Contract Management Specialist 2

ADDENDUM NO. 2

RFP #24C28

Job Order Contracting (JOC) System Services for NYSTA

July 16, 2025

Notice is hereby given that the following Addendum No. 2 shall be made part of RFP #24C28 issued by the Authority on June 10, 2025, as amended by Addendum No. 1 dated July 7, 2025 (the "RFP").

The purpose of this addendum is to document and incorporate material changes to the above-referenced proposal.

Addendum No. 2 consists of the following additions and changes to the RFP:

Change No. 1 – RFP Section 2.2.2 – Tasks, Task 3, is hereby revised to read as follows. Material to be deleted is in ~~strike through~~, material to be added is underscored

Section 2.2.2 – Tasks

Task 3 – Development of JOC System Documents

The Successful Proposer will be responsible for the development of JOC documents including, but not limited to: the UPB, technical specifications, and printable bid documents.

Unit Price Book (UPB)

The Consultant shall develop Unit Price Books by Authority Division and; by category (work type of highway, culvert, bridge, overhead sign structures, combined) covering all maintenance and maintenance related activities as determined by Authority staff. (~~Refer to section 1.2.1.1 for more information describing the UPB~~). The Consultant shall organize and direct a series of meetings with appropriate Authority staff to determine the maintenance activities that will be contained in the UPB.

Each construction task will have a separate regional unit price developed for each Maintenance Section within the associated Division using local, current labor, equipment, and material rates specific to the area encompassed by that Maintenance Section. The direct labor cost will be developed using local prevailing wage rate tables. The direct material and equipment costs will be determined by conducting a pricing survey of the local market. The use of factors localizing prices will not be acceptable. The Consultant will be required to update the UPBs on an annual basis during the term of the Agreement.

The UPB generally contains no fewer than 60,000 individual construction tasks, the UPBs shall be modified for required, specific labor, equipment and materials costs for each Maintenance Section within the Division. These modifications will reflect the New York State Counties within the limits of each of the Authority's Maintenance Sections. The UPBs shall be customized to meet the needs of the Authority through the addition, deletion and modification of individual items. The Technical Specifications shall be similarly customized through the addition, deletion and modification of individual specifications. The UPBs must be able to be printed and stored electronically on an Authority-compatible PC and operate in Microsoft Windows operating system.

The resultant UPBs will be used for bidding purposes by prospective construction contractors interested in performing these activities. Bidders will have to accept the prices in the UPBs, but will be allowed to submit two adjustment factors, one for the cost to perform the activities during normal business hours and the other for non-normal business hours. This will represent the contractors' only adjustment to the prices published in the UPBs. Indirect costs such as overhead, profit, bonds, insurance, design and contingency costs are to be included in each contractor's adjustment factors.

A. Technical Specifications

The Successful Proposer shall use NYSDOT's Standard Specifications, the Authority's Addendum to NYSDOT's Standard Specifications and the Authority's Special Specifications for each of the maintenance and repair activities listed in the Unit Price Book, unless a technical RFP #24C28 – Job Order Contracting (JOC) System Services Page 13 of 38 specification is required for an activity not covered by NYSDOT or the Authority Specifications. If an activity is not covered by NYSDOT's or the Authority's Standard Specifications, the Successful Proposer must write the technical specification for that activity and obtain the Authority's approval. The technical specifications are to be compiled, published and stored electronically using the Authority's current MS Word Standards. The Successful Proposer shall organize and direct a series of meetings with appropriate Authority staff to evaluate existing NYSDOT or the Authority's Standard Specifications and Authority Maintenance Procedures.

B. Printable Bid Documents

The Successful Proposer must develop bidding documents, including, but not limited to: Authority specific UPBs, any supplemental Technical Specifications manual for the Web Based System used to prepare Job Orders. All documents will be for the Authority's full use. The Authority will prepare one contract that encompasses all NYSTA infrastructure including but not limited to highways, culverts, bridges, overhead sign structures, or combined. Prices for that work will be based on the Consultant's Unit Price Books and will be bid on by various maintenance and repair contractors for the resultant Authority "D" contract using two allowable adjustment factors at a level the maintenance and repair contractors offer as part of their bid.

Change No. 2 – RFP Section 6.5 E – Notice of Cancellation, Nonrenewal or Material Alteration is hereby revised to read as follows. Material to be deleted is in ~~striketrough~~, material to be added is underscored

Section 6.5 - Insurance Conditions

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. Contractor shall notify 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, 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.

Change No. 3 – RFP Section 6.9 B – Confidentiality and Non-Disclosure” is hereby revised to read as follows. Material to be deleted is in ~~strikethrough~~, material to be added is underscored.

Section 6.9 – Confidentiality and Non-Disclosure

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; 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, to the extent permissible by law: (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.~~

Change No. 4 – RFP Section 6.19 - Standard Contract Clauses, Appendices, Exhibits and Supplements is hereby revised to read as follows. Material to be deleted is in ~~strikethrough~~, material to be added is underscored.

Section 6.19 – 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 1-5 and Attachment B with its proposal.

Appendix A Standard Clauses

Appendix D Network Connection Requirements (TAP-372)

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| Appendix F | Employee Screening Requirements |
| Appendix W | Web Site Development |
| Exhibit 1 | Thruway Authority Guidelines Regarding Permissible Contacts During a Procurement and the Prohibition of Inappropriate Lobbying Influence |
| Exhibit 2 | Authority Supplemental Insurance Certificate (TA-W51343) |
| Supplement 1 | New York State Finance Law §§ 139-j and 139-k Disclosure of Prior Non-Responsibility Determinations |
| Supplement 2 | Certificate of Compliance with the Authority Guidelines Regarding Permissible Contacts During a Procurement and the Prohibition of Inappropriate Lobbying Influence |
| Supplement 3 | Vendor Assurance of No Conflict of Interest or Detrimental Effect |
| Supplement 4 | Conducting Business in Russia Certification |
| Supplement 5 | ST-220-CA New York State Department of Taxation and Finance Contractor Certification |
| Attachment A | NYS Thruway Authority Divisions |
| Attachment B | Fee Proposal |

-END OF CHANGES-

ADDENDUM NO. #2

PROPOSER ACKNOWLEDGEMENT FORM

Proposers must indicate acknowledgement of the changes for this RFP by completing and submitting this page with their proposal.

Proposers that have already submitted their proposal must indicate acknowledgement of the changes for this RFP by completing and returning this page in time for the Proposal opening.

Envelope should be addressed to:

**New York State Thruway Authority
Attn: Purchasing Bureau
200 Southern Blvd.
Albany, NY 12209**

Envelope should be clearly marked under the return address with the following information:

RFP #24C28, Addendum No. #2

Keep a copy for your records.

The following must be complete and signed by an authorized person of the firm or corporation:

| | |
|---------------------|--------------------------------|
| _____ Firm Name | _____ Area Code & Telephone |
| _____ Address | _____ City & State |
| _____ Signature | _____ Date |
| _____ Print Name | _____ Title |

Authority Responses to Written Questions

RFP #24C28 Job Order Contracting (JOC) System Services for NYSTA

07/16/2025

On June 10, 2025, the New York State Thruway Authority (“Authority”) issued a Request for Proposals (“RFP”) #24C28 for Job Order Contracting (JOC) Systems Services. Pursuant to the RFP, all prospective Proposers were given an opportunity to submit written questions concerning this RFP to the Authority by June 23, 2025.

The Authority received the following questions and is providing the following responses in accordance with Section 1.4 of the RFP. Please note that similar questions have been grouped together to avoid repetition and to facilitate ease of review.

| <u>Question #</u> | <u>RFP Page #</u> | <u>Section Reference</u> | <u>Bidder Question</u> | <u>Authority Response</u> |
|-------------------|-------------------|--------------------------|---|--|
| 1 | 4, 12 | 1.1 & 2.2.2 Task 3 | Does the New York State Thruway Authority (Authority) require establishment of a Unit Price Book only? | Yes, please see RFP Section 1.1 Background and Section 2.2.2 – Tasks, Task 3. |
| 2 | 6/8 | 1.1 & 2.1 | Does the Authority require an Estimating Platform for this data to be accessed and utilized to perform estimating? | Yes, the Authority intends the Work Order Preparation System to give the user (AKA Contractor) the capability to generate a work order estimate by selecting items from a Division Specific Unit Price Book (“UPB”) and entering the associated quantities necessary to complete the work. |
| 3 | 12 | 2.2.2 Task 3 | Will the Unit Price Book be part be used in another estimating software program or will this be a standalone Unit Price Book? If stand alone, will the deliverable method be paper and/or digital copies? | The Division Specific UPBs will need to be accessible through the Work Order Preparation System as discussed in response to question #2. Digital copies of the UPBs will need to be completed and submitted for review prior to completion of the Work Order Preparation System. |
| 4 | 14 | 2.4 | How many of each deliverable do you need? | One (1) UPB will need to be submitted for each of the Authority’s four (4) Division’s for a total of four (4) UPBs. Additionally, one (1) UPB software/system, will need to be provided to each of the (4) Division’s JOC Contractor’s. |
| 5 | 15 | 2.5 | How often during the contract would the Authority want the books updated? Yearly/Quarterly/Continuously Updated? | The Successful Proposer is required to provide updated UPB’s annually, see RFP Section 2.5 - Schedule |

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|----|----|---------------------------|---|--|
| 6 | 12 | 2.2.2 Task 3 | Does the Authority require a startup meeting and training for this requirement or does the Authority require an On-site team during the duration of the contract for implementation of the product? | Please see RFP Section 2.2.2 – Tasks, Task 3. Initial Startup meeting for UPB development and software training will be required. No on-site team will be required; however, support for software will be required. |
| 7 | | General | Will there be any additional requirements/documents being let for this project? | No additional requirements/documents will be let. |
| 8 | | General | Can the proposer include value added services and expanded services, as they relate to this RFP? (ie Job Order Development support inclusive of project identification to notice to proceed (NTP), walking project site with NYSTA and the JOC Contractor, assistance with scope development, price proposal review, and submission of work order package). | No, prospective proposers must focus their proposals solely on the requested services outlined in the JOC System Services RFP. Proposers can provide input on the organization/administration of the Authority's JOC System but all site visits with the contractor, work order scoping, price proposal/estimate review, work order submission, and NTP will be the sole responsibility of the Authority. |
| 9 | | General | What is the anticipated construction volume under this program for each year during the period Years 1 through 5? | Variable. This RFP will be phase 1 of the Authority's implementation of a JOC System. Phase 2 will consist of letting Division Specific JOC Construction Contracts to physically perform work orders prepared using the UPBs. Once JOC Construction Contractors are secured Maintenance Sections will evaluate their needs. I would anticipate a minimum of one (1) work order would be submitted per year under each Division Specific JOC Construction Contract. |
| 10 | 17 | 3.1 B - 1 | Will NYSTA consider alternative cost models that correlate proposer's fee as it relates to the Authority's construction spend through its Job Order Contracting program? | No, proposers must submit their cost using Attachment B – Fee Proposal and the form must not be altered. |
| 11 | | General | When does NYSTA expect to make an award? | The award date is to be determined. |
| 12 | 17 | 3.1 C -4 | Will NYSTA accept as references JOC programs that are not yet fully implemented or have not procured any construction? | The client list must include projects currently in progress and those completed within the last five years. |
| 13 | | General | Will NYSTA allow a company to manage the JOC program and allow that same company to contract with the State for construction projects and/or A/E professional services | The successful proposer will NOT be eligible to bid on subsequent Authority Division Specific JOC Construction Contracts as it would constitute a conflict of interest. They may contract with the Authority on other Non JOC related construction projects and A/E professional services agreements. |
| 14 | 18 | 3.1.C, Paragraph 5 | For the purposes of this RFP will NYSTA only consider customer references from active JOC programs vs. other services such as facilities planning and A&E design services? | Yes, the Authority will only consider references from customers with JOC Systems. References from clients for other services are not applicable. |

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| 15 | 17 | 3.1.C, Paragraph 4 | Does an established reference mean a client with a fully operational JOC program for at least 24 months? | An established reference means a client with a fully operation JOC System as requested in the RFP inclusive of UPBs, work order preparation system, training and support for initial work orders. |
| 16 | 12 | 2.2.2 Task 3 | If specifications are not provided as part of the UPB, would a potential contractor be disqualified? | No, this would not be grounds for disqualification. |
| 17 | | General | Is the intent of NYSTA to award to more than one proposer? If so, how many | No, the Authority will only award a contract to one (1) successful proposer who scores the highest after evaluation of all submittals based on the criteria in the RFP. |

EXCEPTIONS TO TERMS AND CONDITIONS:

| <u>Exception #</u> | <u>RFP Page #</u> | <u>Section Reference</u> | <u>Proposer Request for Exceptions to term/condition</u> | <u>Authority Response</u> | | | | | | | | | | | | | | | |
|------------------------|-------------------|--------------------------|--|---|-------------------|--------------------------|--------------|-------------|-------------|-----------------|-------------|-------------|-----------------|--------------|--------------|-------------|--------------|--------------|---|
| 1 | 30 | 6.5 E | <p>Exception: 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.</p> <p>Proposed Language: Contractor shall notify Authority, no less than thirty (30) days prior to the cancellation, nonrenewal, or material alteration of any insurance policies referred to therein.</p> <p>Our rational: Our insurance does not notify each client, however we are willing to notify you ourselves.</p> | The Authority accepts this change. RFP Section 6.5 E has been revised, see addendum No. 2 | | | | | | | | | | | | | | | |
| 2 | 30 | 6.6 A | <p>Exception: 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:</p> <table><tr><td><u>Agreement Value</u></td><td><u>Occurrence</u></td><td><u>General Aggregate</u></td></tr><tr><td>Under \$10 M</td><td>\$2,000,000</td><td>\$2,000,000</td></tr><tr><td>\$10 M - \$25 M</td><td>\$5,000,000</td><td>\$5,000,000</td></tr><tr><td>\$25 M - \$50 M</td><td>\$10,000,000</td><td>\$10,000,000</td></tr><tr><td>Over \$50 M</td><td>\$25,000,000</td><td>\$25,000,000</td></tr></table> <p>Proposed Language: 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: Agreement Value: Occurrence General Aggregate \$2,000,000</p> <p>Our rational: We do not have the insurance you are asking for at the larger amounts. We do not know at the moment if we would be required to have it, but we would not be able to get it without increasing the costs to you.</p> | <u>Agreement Value</u> | <u>Occurrence</u> | <u>General Aggregate</u> | Under \$10 M | \$2,000,000 | \$2,000,000 | \$10 M - \$25 M | \$5,000,000 | \$5,000,000 | \$25 M - \$50 M | \$10,000,000 | \$10,000,000 | Over \$50 M | \$25,000,000 | \$25,000,000 | The Authority will not adjust the stated required limits. |
| <u>Agreement Value</u> | <u>Occurrence</u> | <u>General Aggregate</u> | | | | | | | | | | | | | | | | | |
| Under \$10 M | \$2,000,000 | \$2,000,000 | | | | | | | | | | | | | | | | | |
| \$10 M - \$25 M | \$5,000,000 | \$5,000,000 | | | | | | | | | | | | | | | | | |
| \$25 M - \$50 M | \$10,000,000 | \$10,000,000 | | | | | | | | | | | | | | | | | |
| Over \$50 M | \$25,000,000 | \$25,000,000 | | | | | | | | | | | | | | | | | |

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| 3 | 31 | 6.6 B | <p>Exception: 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.</p> <p>Our rational: We do not have an Umbrella policy. After our insurance we are self insured and will follow the required procedures.</p> | An umbrella policy is not required if the CGL and Auto policies meet the required limits. If Self Insurance is being used to meet the required CGL and/or Auto limits, the Authority will need to provide prior approval as stated in 6.5 F and 6.5 G |
| 4 | 34 | 6.9 B | <p>Exception: 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; (</p> <p>Proposed Language: 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, to the extent permissible by law: (1) notify the Authority that it has received such legal demand as soon as practicable, but in all events prior to any disclosure; (</p> <p>Our rational: There are situations where notifying you of a subpoena (for a grand jury as an example) would violate the law, and in that case we will not promise to do so.</p> | RFP Section 6.9 B has been revised please see Addendum No. 2 |
| 5 | 41 | Appendix A – Section 1 | <p>Exception: 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</p> <p>Proposed Language: 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, which consent shall not be unreasonably withheld, and any attempts to assign the contract without the Authority's written consent are null and void</p> <p>Our rational: We request that there be a reasonability requirement for granting this permission</p> | The Authority rejects this requested change. |

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| 6 | 55 | Appendix W | <p>Exception: All</p> <p>Proposed Language: We ask that this be removed as it is not relevant.</p> | Appendix W - has been removed please see Addendum No. 2 |
| 7 | | JOC License | <p>Exception:</p> <p>Proposed Language: We would like to incorporate the attached JOC License.</p> <p>[redacted] hereby grants to Owner, and Owner hereby accepts from [redacted] for the term of this Agreement, a non-exclusive right, privilege and license to [redacted] Job Order Contracting System and other related proprietary materials (collectively referred to as "Proprietary Information") to be used for the sole purpose of operating Owner's Job Order Contracting program. The parties hereby agree that Proprietary Information shall include but is not limited to [redacted] JOC Information Management System software and support documentation, Construction Task Catalog (also commonly referred to as a unit price book), construction cost data, training materials and other proprietary materials provided by [redacted]. In the event this Agreement expires or terminates as provided herein, this JOC System License shall terminate and Owner shall return to [redacted] all Proprietary Information in Owner's possession. Owner acknowledges that disclosure of Proprietary Information will result in irreparable harm to [redacted] for which monetary damages would be an inadequate remedy and agrees that no such disclosure shall be made to anyone without first receiving the written consent of [redacted]. Owner further acknowledges and agrees to respect the copyrights, registrations, trade secrets and other proprietary rights of [redacted] in the Proprietary Information during and after the term of this Agreement and shall at all times maintain complete confidentiality with regard to the Proprietary Information provided to Owner, subject to federal and state laws related to public records disclosure. Upon expiration or termination of this Agreement as provided herein, [redacted] shall provide to Owner all project data generated by Owner in a form accessible by a standard database program, such as Microsoft Access.</p> <p>[redacted] agrees to grant a license to each contractor that is awarded a JOC contract by Owner, provided the JOC contractor agrees to pay [redacted] contractor license fee in effect when Owner awards the contract, and provided Owner includes licensing language in the JOC contract similar in form to this JOC System License.</p> <p>In the event of a conflict in terms and conditions between this JOC System License and any other terms and conditions of this Agreement or any purchase order or similar purchasing document issued by Owner, this JOC System License shall take precedence.</p> | This topic may be discussed during contract negotiations with the tentatively awarded proposer. |

| | | | | |
|----------|-----------|---|---|--|
| 8 | 13 | Section 2.2.2- Task; Task3; B. Printable Bid Documents | Exception: [Redacted] will provide a protected electronic copy of the UPB for the Authority to provide as part of its bid documents; the UPB will not be printable. | Authority rejects this requested change. |
| 9 | 46 | Network Connection Requirements | Exception: Please remove as this is not applicable. [Redacted] provides software as a service and will not ever require access to your network. | Authority rejects this requested change. |



KATHY HOCHUL

Governor

ROBERT L. MEGNA

Chair

FRANK G. HOARE, ESQ.

Executive Director

NOTICE TO PROPOSERS

RFP#24C28 – Job Order Contracting (JOC) System Services for NYSTA

July 7, 2025

Dear Proposer:

Attached is ADDENDUM #1 to RFP #24C28 for Job Order Contracting (JOC) System Services for NYSTA . The purpose of this Addendum is to revise the key dates within the Addendum document. The new issuance of written response date is July 16, 2025. The new proposal due date is July, 30, 2025, no later than 1 pm.” .

Thank you for your interest in this project.

Sincerely,

Robin Davis
Contract Management Specialist

ADDENDUM NO. #1

RFP #24C28

Job Order Contracting (JOC) System Services for NYSTA

July 7, 2025

Notice is hereby given that the following Addendum No. 1 shall be made part of RFP #24C28 issued by the Authority on June 10, 2025(the "RFP").

The purpose of this addendum is to document and incorporate material changes to the above-referenced 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 1.2 – 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.

| Event Date | Event Date |
|--|--|
| RFP Issuance 06/10/2025 | RFP Issuance 06/10/2025 |
| Deadline for submitting Written Questions and Exceptions to Terms and Conditions | 06/23/2025 |
| Issuance of Written Responses | 07/07/2025 <u>07/16/2025</u> |
| Proposal Due Date & Time | 07/21/2025 at 1:00p.m. <u>07/30/2025 at 1:00p.m</u> |

-END OF CHANGES-

ADDENDUM NO. 1

PROPOSER ACKNOWLEDGEMENT FORM

Proposers must indicate acknowledgement of the changes for this RFP by completing and submitting this page with their proposal.

Proposers that have already submitted their proposal must indicate acknowledgement of the changes for this RFP by completing and returning this page in time for the Proposal opening.

Envelope should be addressed to:

**New York State Thruway Authority
Attn: Purchasing Bureau
200 Southern Blvd.
Albany, NY 12209**

Envelope should be clearly marked under the return address with the following information:

RFP number 24C28 Addendum No. 1

Keep a copy for your records.

The following must be complete and signed by an authorized person of the firm or corporation:

| | |
|---------------------|-------------------------------|
| _____ Firm Name | _____ Area Code &Telephone |
| _____ Address | _____ City & State |
| _____ Signature | _____ Date |
| _____ Print Name | _____ Title |

REQUEST FOR PROPOSAL

ISSUE DATE: 06/10/2025

| | | | |
|--|--|---|---|
| RFP#: | 24C28 – Job Order Contracting (JOC) System Services for NYSTA | Inquiries to: | Robin Davis Robin.Davis@thruway.ny.gov 518-471-4278 |
| Due Date & Time of Proposal Submission: | 1:00 P.M., 07/24/2025 07/30/2025 | Date & Time of Pre-proposal Meeting: | Not Applicable |
| Contract Period: | The term shall commence upon approval by the Authority's Executive Director and shall terminate 3 years after commencement. The Authority shall have the option, in its sole discretion, to renew the Agreement for 2 additional 1 year term(s). | | |

INSTRUCTIONS

1. Attach this form to the front of your proposal.
2. Is your firm 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)? ☐ Yes ☐ No
3. Is your firm proposing a joint venture? ☐ Yes ☐ No
4. 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 | E-mail |
| 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.

REQUEST FOR PROPOSAL

ISSUE DATE: 06/10/2025

| | | | |
|--|--|---|---|
| RFP#: | 24C28 – Job Order Contracting (JOC) System Services for NYSTA | Inquiries to: | Robin Davis Robin.Davis@thruway.ny.gov 518-471-4278 |
| Due Date & Time of Proposal Submission: | 1:00 P.M., 07/21/2025 | Date & Time of Pre-proposal Meeting: | Not Applicable |
| Contract Period: | The term shall commence upon approval by the Authority's Executive Director and shall terminate 3 years after commencement. The Authority shall have the option, in its sole discretion, to renew the Agreement for 2 additional 1 year term(s). | | |

INSTRUCTIONS

1. Attach this form to the front of your proposal.
2. Is your firm 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)? ☐ Yes ☐ No
3. Is your firm proposing a joint venture? ☐ Yes ☐ No
4. 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 | E-mail |
| 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

REQUEST FOR PROPOSALS JOB ORDER CONTRACTING (JOC) SYSTEM SERVICES FOR NYSTA

RFP No: 24C28
Request Issued: 06/10/2025
Proposals Due: 07/21/2025

Table of Contents

| | |
|---|----|
| ARTICLE I - Background/Administrative Matters | 4 |
| Section 1.1 - Background | 4 |
| Section 1.2 - Key Dates | 6 |
| Section 1.3 – Permissible Contacts/Contact Person..... | 7 |
| Section 1.4 - Written Questions & Responses..... | 7 |
| Section 1.5 - Exceptions to Terms and Conditions | 7 |
| Section 1.6 – RFP Errors or Omissions..... | 8 |
| ARTICLE II – Services Requested | 8 |
| Section 2.1 – Background | 8 |
| Section 2.2 – Scope of Services..... | 10 |
| Section 2.2.1 – Project Overview | 10 |
| Section 2.2.2 – Tasks..... | 11 |
| Section 2.3 – Organization and Staffing | 14 |
| Section 2.4 – Deliverables..... | 14 |
| Section 2.5 – Schedule | 15 |
| ARTICLE III – Proposal Requirements..... | 15 |
| Section 3.1 – Content of Proposal..... | 16 |
| Section 3.2 – Submission of Proposal | 19 |
| ARTICLE IV – Evaluation of Proposals | 19 |
| Section 4.1 – Overview | 19 |
| Section 4.2 – Preliminary Review..... | 20 |
| ARTICLE V – Compliance Requirements and Procedures | 23 |
| Section 5.1 – Compliance Requirements and Procedures..... | 23 |
| General Provisions..... | 23 |
| Section 5.2 – Participation Opportunities For New York State Certified Minority/Women/Service-Disabled Veteran-Owned Business Enterprises | 24 |
| Section 5.3 - Equal Employment Opportunity And Removal Of Institutional Policies or Practices That Fail To Address The Harassment And Discrimination Of Individuals | 24 |
| ARTICLE VI – Contract Terms and Conditions..... | 27 |
| Section 6.1 - Contract Term | 27 |
| Section 6.2 – Independent Contractor..... | 27 |
| Section 6.3 – Personnel, Equipment and Supplies | 27 |
| Section 6.4 – Subcontracting | 28 |
| Section 6.5 - Insurance Conditions..... | 28 |
| Section 6.6 - Required Insurance Coverages | 30 |
| Section 6.7 – Liability, Indemnification and Defense..... | 32 |
| Section 6.8 – Ethics | 33 |

| | |
|--|----|
| Section 6.9 – Confidentiality and Non-Disclosure | 34 |
| Section 6.10 – New York State Finance Law §§ 139-j and 139-k Certification..... | 35 |
| Section 6.11 – New York State Finance Law §139-1..... | 35 |
| Section 6.12 – New York State Human Rights Law, Article 15 of the Executive Law..... | 36 |
| Section 6.13 – Conflicts of Interest..... | 36 |
| Section 6.14 – Employee Screening Requirements..... | 37 |
| Section 6.15 – Suspension, Abandonment and Termination | 37 |
| Section 6.16 – General Responsibility Provisions | 37 |
| Section 6.17 – Force Majeure | 37 |
| Section 6.18 – Intentionally Omitted..... | 38 |
| Section 6.19 – Standard Contract Clauses, Appendices, Exhibits and Supplements..... | 38 |

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 develop Unit Price Books (UPBs) and provide a Work Order Preparation System for Job Order Contracting (JOC) for each of the Authority’s four (4) Divisions.

The Thruway 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 Thruway 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.

Definitions:

As used in any of the documents forming this RFP or Contract, the following terms shall have the following meanings (bold font added here only for emphasis)

“Authority” means the New York State Thruway Authority.

“Contract Development Phase” this phase incorporates the activities necessary to establish the structure of the Authority’s JOC program, inform internal Authority staff as well as the contracting community about the Authority’s JOC program, and assist with procurement of the JOC construction contractors and the development of the execution procedures that the Authority will use in executing the JOC program.

“Developed Software” means any Job Order Contracting System Software and associated documentation that are specific to the Project Scope and Deliverables developed under this Contract.

“Enhancement” shall mean changes or additions to Software, other than Maintenance Releases, new versions, or modifications, tailoring and/or customizations resulting from Integration Services that improve features or functions, add new features or functions, or improve performance.

“Equipment” for Commercial-Off-The-Shelf Software or Consultant-Owned Software, Equipment consists of any computer or computer system on which such software may be used pursuant to the relevant license; for Developed Software, Equipment consists of any computer or computer system.

“Error” shall mean any error, problem, or defect resulting from: (1) and incorrect functioning of code, or (ii) any failure of a deliverable to meet specifications.

“Executive Director” means the Executive Director of the New York State Thruway Authority.

“FHWA” means the Federal Highway Administration, an operating administration of the U.S. Department of Transportation.

“Licensed Software” means the Consultant-Owned Software licensed by the Successful Proposer pursuant to the Contract.

“Government” means the U.S. Government acting through FHWA.

“Integration Software” shall mean the programming and technical support provided by the Successful Proposer to develop modifications to the Software, including services to tailor and customize Software to the Project, as such services may be set forth in Section 2.2 - Scope of Services.

“Intellectual Property” means all tangible and intangible property rights, including, but not limited to, the source code, copyrights, patents, trademarks and any other form of intellectual property rights covering any databases, software, inventions, training manuals, content, menu structure, speech or sound files, vocabulary, HTML pages/code, graphics, data, look-and-feel, passwords, encryptions, phone numbers, domain names, systems design or other proprietary information in any form or medium.

“Job Ordering Contracting System”/“JOC System” means the fully developed and deployed Job Order Contracting System developed under this Contract, and for the Authority, inclusive of unit price books, supplemental technical specifications, web-based management program, software, services, training, and support to be provided or developed by the Successful Proposer, as more fully described in Section 2.2 - Scope of Services, together with the software licensing described in this Contract.

“Maintenance Release” shall mean an error correction, maintenance or emergency release of Software, including any modifications or revisions to Software which correct error in Software.

“New Version” shall mean a new release of Software, other than enhancements, Maintenance Releases or modifications, tailoring and/or customization resulting from Integration Services, or a new option not previously available which add to Software significant new features, functions or capabilities or significant improvements in performance. Such new Release/option shall be deemed a New Version rather than a Maintenance Release only if and so long as the Successful Proposer continues to maintain, enhance and market the Software without such new release/option and generally charges its maintenance clients as additional charge.

“M & O” is the Department of Maintenance & Operations at NYSTA and is responsible for the administration of the JOC consultant contract and all matters relating to the JOC system.

“Project” means the provision or development of, testing, evaluation, deployment and support of the Job Order Contracting System Software hereunder.

“Production System” means an automated application or process that is used by the Authority to conduct day-to-day business.

“Software” means the computer programs (including any security devices) in object (and, in the case of Developed Software, also source code) form, in whole or in part, provided by the Successful

Proposer and whether provided on magnetic or optical disk, tape, firmware, or otherwise, including all or any portion of the Software incorporated in another program. The Software shall, as appropriate, include Documentation and Maintenance Releases.

“Software Modification” shall mean any products resulting from Integration Services, modification, tailoring, and or customization of Software excluding Maintenance Releases, Enhancements or New Versions, performed to Software by or on behalf of Consultant for the Project as set forth in Section 2.2 – Scope of Services.

“Software Documentation” means the manuals, installation instructions and other materials which are provided with the Software whether in printed form or otherwise.

“Subsystem” means an automated application or process that incorporates the capabilities, features, data and/or reporting required of a specific business function or process and that may or may not integrate with other subsystems to serve an enterprise need. For example, General Ledger, Purchasing, Accounts Payable, Accounts Receivable, Inventory Accounting, etc. are all subsystems of an enterprise Financial Information System.

“Support Services” shall mean the support services provided by the Successful Proposer in respect to the Software and Maintenance Releases, enhancements and/or new versions made to the Software.

“System Documentation” means any manuals, reports, instructions and other materials for design specifications, programming specifications, operating and maintenance instructions acquired or developed by the Successful Proposer for the Project.

“Technical Specifications” Both NYSDOT’s and the Authority’s latest standard specifications and standard sheets and any specifications supplements outlining the quality of workmanship and materials for any tasks that are not in the Authority’s standard specification and sheets. NYSDOT & NYSTA specifications must be used as a basis for estimating item costs in the Unit Price Book.

“Third-Party Commercial-Off-The-Shelf Software” means Software that is ready-made and available for sale, lease, or license to the general public, with functionality and complexity defined by market need and which is not developed by the Successful Proposer or its subconsultants for the Project, but which is acquired commercially.

“Unit Price Book (UPB)” A catalog of pre-priced construction tasks with recent, up-to-date prices based on local labor, material and equipment costs; each catalog is scoped for a particular repair and maintenance work scopes. UPBs will be developed for each of the Authority’s four (4) Divisions and pricing within will be delineated for all maintenance sections within each Division.

“Web-based Management and Information Program (WBMP)” is the Successful Proposer’s web-based program and software that will be utilized by the Authority and its contractors to fully deliver and administer the JOC System.

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.

| Event | Date |
|--|-------------------------------|
| RFP Issuance | 06/10/2025 |
| Deadline for submitting Written Questions and Exceptions to Terms and Conditions | 06/23/2025 |
| Issuance of Written Responses | 07/07/2025 |
| Proposal Due Date & Time | 07/21/2025 at 1:00p.m. |

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).

Robin Davis
Contract Management Specialist 1
New York State Thruway Authority
200 Southern Boulevard
Albany, New York 12209
Robin.Davis@thruway.ny.gov

Matthew Durawa
Assistant Division Maintenance Engineer
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 Sarah Normile at Sarah.normile@thruway.ny.gov and Caitlin Cady at Caitlin.cady@thruway.ny.gov or Andrew Trombley at andrew.trombley@thruway.ny.gov.

Section 1.4 - 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 1.5 - 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 Appendix A, D, and W 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 1.6 – 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 – Background

The Authority is seeking proposals from responsive, responsible, and qualified consultants to provide a Job Order Contracting (JOC) System which includes UPBs for each of the Authority's four (4) divisions and their maintenance sections, ancillary specifications for items not already covered by existing NYSDOT/NYSTA Specifications as well as a web-based management and information program that the JOC Contractor will use to prepare an estimate for work orders based on the construction tasks and unit prices available in the UPB (i.e. Job Orders). This includes providing support, training, and expertise for such a system, as well as the development of a UPB of items associated with contractor for maintenance and repair of highway systems for individual contracts let by the Authority.

The JOC system will be used to enhance the Authority's efforts in maintaining the Authority's transportation infrastructure system. The main objective of the JOC system will be to enable the Authority to augment maintenance and repair-related activities done by Authority forces. Through the use of contracted services, by providing a flexible, indefinite quantity contract suitable for a wide variety of activities.

The Authority is comprised of four divisions across New York State (see Attachment A NYS Thruway Authority Divisions). Each Division has a regional office as well as maintenance facilities known as residencies and sub-residencies, totaling 25 maintenance facilities statewide. Due to the decrease in staffing levels in recent years, additional resources are necessary to continue maintaining the large and aging transportation system at an acceptable level of service, for the traveling public, in a timely manner. The Authority wishes to have these additional resources available on an as-needed basis to undertake the performance of cyclical, preventative, and unscheduled maintenance-related activities, along with numerous heavy highway construction related activities (hereinafter, "maintenance and repair").

The structure of the requested JOC System services must allow the Authority maintenance managers the flexibility to utilize both Authority and contracted resources to perform any and all necessary maintenance activities. This requires that an indefinite quantity, non-specific work location/type contract (i.e., JOC Construction Contract) be developed using defined work items and pre-set uniform pricing. For such JOC Construction Contracts an easy-to-use, very detailed, location-specific cost estimating and planning system promulgated with up-to-date work items and pricing information for all potential types of maintenance work and repair activities is required.

The Authority's JOC Program is a project delivery mechanism that enables the Authority to accomplish multiple small maintenance projects with regional Division specific, competitively bid JOC construction contracts. It eliminates the time and expense of completing the normal design-bid-construct cycle for each project. It allows the Authority to decrease project duration and cost, while increasing quality. JOC Construction Contracts are publicly advertised contracts where potential contractors submit their bids based on their anticipated overhead on prospective work orders comprised of items listed in the UPB. The Authority will assign funds to the Contract for two separate work classifications, the 1st being "Normal

Working Hours” and the 2nd being “For Other Than Normal Working Hours”. Each prospective Contractor will submit a “Bid Factor” in the form of a percentage for each of the two work classifications, and the apparent low bidder is then awarded the contract.

How Job Order Contracting Works

A. The Contract Documents

A Job Order Contract consists of two documents. The first is a UPB which contains a catalog of construction items and construction related tasks with corresponding pre-set unit prices, e.g., a square foot deck surface treatment, a lineal foot of rigid conduit, and a cubic yard of fill. The unit prices include the direct cost of labor, material and equipment in the local market at the retail level, as applicable. The unit prices for some tasks are adjusted by volume. The tasks included in the UPB are designed for the type of work the Authority generally requires and other work items the Authority should expect to encounter.

The second document is a set of technical specification supplements, if applicable, arranged according to the standard divisions of the Construction Specification Index. The technical specifications reflect the Authority’s standards with regard to the quality of workmanship and materials. The technical specifications set the standard qualifications for the work.

B. Guidance to Intending Bidders

During the bidding process, the Authority is not able to inform the contractors of the exact projects (i.e. Job Orders) that will be performed. No commitments can be made with regard to the specific construction tasks or the quantities to be ordered from the UPB. However, based on the items, in the UPB, Contractors are able to determine the type of projects that the Authority intends to accomplish with the Job Order Contract.

The Authority can specifically tell the contractor that the contract will have a definitive term, generally one year with three options to extend and that the value of the contract measured in terms of dollars of work ordered will be a range from a nominal amount such as \$50,000 to a maximum amount based on the Authority’s expected volume of work. The maximum amount of the contract for the Authority is typically \$1,000,000. The intending bidders are advised that the Authority is only obligated to award the minimum amount during the term of the contract.

To reflect annual changes in labor, equipment and material cost; each year the contract is renewed, successful JOC System Services Proposer will provide updated UPBs.

It is general practice to conduct at least one pre-bid conference for Job Order Contracts. Pre-bid conferences provide contractors with an overview of JOC, guidance and the mechanics of being a JOC Contractor. Contractors are instructed how to analyze the UPB, how to calculate adjustment factors, what is involved in developing a price proposal, the personnel requirements to staff a job order contract, and how to be successful under this system of contracting.

C. Contractor Selection Process

Based on the UPB, specifications, and general conditions, the Authority invites contractors to bid. Only two adjustment factors can be applied to the pre-set unit prices. The first adjustment factor is for work performed during normal working hours. The second is for work performed outside normal working hours. The adjustment factors must include the contractor’s indirect costs, such as overhead, profit, insurance and bonds. The same two adjustment factors apply to every task in the UPB. Depending upon a host of factors such as market conditions and expected volume of work, the

adjustment factors could be less than or greater than one percent (1%). For example, a mark-up on the book of a 15% would be bid as an adjustment of 1.15. The contractor bidding the lowest adjustment factors is the lowest bidder. The contract is awarded to the lowest, responsible, responsive bidder.

D. Job Order Contracting Development Process

When the Authority identifies a project to be performed, the Authority and the contractor will visit the site and jointly develop and review the scope of work. Using the JOC Web-based Management and Information Program, the Authority then prepares a scope of work document and sends it to the contractor along with a request for the contractor to prepare a proposal for the project. The level of detail and design included in the scope of work is a function of the difficulty of the particular project. The contractor breaks the scope of work down into individual construction tasks (e.g., repair of concrete pier cap, clean deck, install new culvert pipe, reset coping stones) and prepares the pricing proposal using the unit price data contained in the UPB. The price to be paid for each task is the unit price, multiplied by the quantity, and multiplied by the appropriately competitively bid adjustment factor. The price to be paid for the total project is the sum of the price for the individual tasks. As part of the proposal, the contractor also develops a schedule, drawings, if required, a list of proposed subcontractors, and MBE/WBE compliance documents.

The Authority then reviews the proposal package and has the option to accept the proposal, request modifications, or cancel the project. If the proposal is accepted, a job order is issued for the project. Approval of a job order contract is done within the JOC System. Each job order is a lump sum contract. Although the price is arrived at using the unit prices, the resulting job order is issued for a lump sum. The contractor must complete the scope of work for the lump sum price without regard to the actual final quantities of the actual tasks required. A job order is not a unit price contract and will not be adjusted upon completion of the project.

Once the work begins, the Authority inspects the work, approves payments and closes out the job in accordance with the procedure it develops.

E. Continuing Financial Incentive

The major advantage of the JOC system is that the individual job orders give the contractor a continuing financial incentive to provide high quality work on schedule. The incentive exists because each job order only represents a small portion of the total dollar value of the contract. By meeting the owner's expectations for quality and time, the contractor will be awarded additional job orders. If, however, the Authority is not satisfied with the performance of the contractor, then future job orders may be withheld from that contractor. The Authority's only obligation regarding the volume of work is to order the minimum dollar value of the contract, which is often met by issuing the first job order.

The structure of the contract distinguishes JOC as the first true public sector performance based contracting process. It is in the contractor's best interest to provide the maximum volume of work. The Authority has tied future work to current satisfactory performance. Therefore, the contractor is motivated to provide the highest quality work in the most responsive manner.

Section 2.2 – Scope of Services

Section 2.2.1 – Project Overview

The general scope of services for this RFP is to provide a JOC System and a web-based management and information program that enables the Authority to produce and deliver Job Order Contracts for maintenance and repair related activities on their assets, including, but not limited to highways, culverts, bridges, overhead sign structures, or any combination thereof.

Section 2.2.2 – Tasks

Task 1 – Development, Implementation, and Execution of the JOC System Structure

The Successful Proposer will be responsible to the Authority for the comprehensive and actual development, implementation and execution of the JOC System.

The JOC System will provide the means to contract for indefinite quantities and undefined locations containing all potentially necessary maintenance and repair tasks and items that can be competitively bid. The Successful Proposer will be responsible for researching, establishing, inputting, and updating fair-market pricing in the Unit Price Book in accordance with NYSTA practices, NYSDOT Standard Specifications/Sheets, NYSTA Addendum/Standard Sheets, NYSTA Special Specifications and the policies and procedures of NYSTA M & O. See: <https://www.dot.ny.gov/main/business-center/engineering/specifications> & <https://www.thruway.ny.gov/business/consultants/index.html>

For any tasks in the Unit Price Book not covered by the Department's or Authority's Standard Specifications/Sheets, the Consultant shall develop supplemental performance specifications for those tasks while adhering to the NYSDOT Standard Specifications/Sheets, NYSTA Addendum/Standard Sheets, NYSTA Special Specification and NYSTA M & O Practices. The supplemental Technical Specifications must be able to be printed and stored on a Authority-compatible PC, be searchable and operate in Microsoft Windows operating system.

The Successful Proposer shall provide the Authority with complete technical support throughout the development, implementation, execution and evaluation of the JOC maintenance contracts (during normal business days and hours only – New York time). Expectations will include assisting the Authority in establishing procedures, troubleshooting, implementation and continuous system monitoring. Complete technical support shall also be provided during the procurement phase and throughout the life of the contract.

The Successful Proposer will assist Authority staff in the actual execution of the contracts by helping Authority staff develop Job Orders. The Successful Proposer staff will attend and monitor initial site visits, proposal development and negotiation sessions.

Task 2 – Development, Installation and Testing the JOC Web-Based Management and Information Program (WBMIP) on both NYSTA and Contractor Systems

The Successful Proposer shall provide the Authority and its Contractors with a comprehensive web-based management information program ("Program") for their JOC System.

The Program must be able to: provide full project tracking automated development of contractor proposals and independent Authority estimates; generate project documentation; provide project scheduling capability along with budget and cost control information; and generate customizable reports. The system shall be able to provide a fully auditable record of items, quantities, and prices for management. The system must also be capable of transferring data files into Microsoft Access and be operable in a Microsoft Office environment. The Program must be able to provide MS Word/Excel-formatted data on element level, job order level, and contract level for program management usage. The data must be in a format that can be queried, filtered, and sorted to facilitate ad-hoc reporting by Authority managers.

The Successful Proposer will be responsible for installing and testing the Program on both Authority and Consultant hardware systems and cannot be fully implemented until accepted by the Authority.

PLEASE NOTE: The Authority will not allow restrictions on the number of client use or installation.

Task 3 – Development of JOC System Documents

The Successful Proposer will be responsible for the development of JOC documents including, but not limited to: the UPB, technical specifications, and printable bid documents.

Unit Price Book (UPB)

The Consultant shall develop Unit Price Books by Authority Division and; by category (work type of highway, culvert, bridge, overhead sign structures, combined) covering all maintenance and maintenance related activities as determined by Authority staff. (Refer to section 1.2.1.1 for more information describing the UPB). The Consultant shall organize and direct a series of meetings with appropriate Authority staff to determine the maintenance activities that will be contained in the UPB.

Each construction task will have a separate regional unit price developed for each Maintenance Section within the associated Division using local, current labor, equipment, and material rates specific to the area encompassed by that Maintenance Section. The direct labor cost will be developed using local prevailing wage rate tables. The direct material and equipment costs will be determined by conducting a pricing survey of the local market. The use of factors localizing prices will not be acceptable. The Consultant will be required to update the UPBs on an annual basis during the term of the Agreement.

The UPB generally contains no fewer than 60,000 individual construction tasks, the UPBs shall be modified for required, specific labor, equipment and materials costs for each Maintenance Section within the Division. These modifications will reflect the New York State Counties within the limits of each of the Authority's Maintenance Sections. The UPBs shall be customized to meet the needs of the Authority through the addition, deletion and modification of individual items. The Technical Specifications shall be similarly customized through the addition, deletion and modification of individual specifications.

The UPBs must be able to be printed and stored electronically on an Authority-compatible PC and operate in Microsoft Windows operating system.

The resultant UPBs will be used for bidding purposes by prospective construction contractors interested in performing these activities. Bidders will have to accept the prices in the UPBs, but will be allowed to submit two adjustment factors, one for the cost to perform the activities during normal business hours and the other for non-normal business hours. This will represent the contractors' only adjustment to the prices published in the UPBs. Indirect costs such as overhead, profit, bonds, insurance, design and contingency costs are to be included in each contractor's adjustment factors.

A. Technical Specifications

The Successful Proposer shall use NYSDOT's Standard Specifications, the Authority's Addendum to NYSDOT's Standard Specifications and the Authority's Special Specifications for each of the maintenance and repair activities listed in the Unit Price Book, unless a technical

specification is required for an activity not covered by NYSDOT or the Authority Specifications. If an activity is not covered by NYSDOT's or the Authority's Standard Specifications, the Successful Proposer must write the technical specification for that activity and obtain the Authority's approval. The technical specifications are to be compiled, published and stored electronically using the Authority's current MS Word Standards. The Successful Proposer shall organize and direct a series of meetings with appropriate Authority staff to evaluate existing NYSDOT or the Authority's Standard Specifications and Authority Maintenance Procedures.

B. Printable Bid Documents

The Successful Proposer must develop bidding documents, including, but not limited to: Authority specific UPBs, any supplemental Technical Specifications manual for the Web Based System used to prepare Job Orders. All documents will be for the Authority's full use.

The Authority will prepare one contract that encompasses all NYSTA infrastructure including but not limited to highways, culverts, bridges, overhead sign structures, or combined. Prices for that work will be based on the Consultant's Unit Price Books and will be bid on by various maintenance and repair contractors for the resultant Authority "D" contract using two allowable adjustment factors at a level the maintenance and repair contractors offer as part of their bid.

Task 4 – Provide Comprehensive JOC System Support and Maintenance

The Successful Proposer will be responsible for providing comprehensive JOC system support and maintenance to the Authority and the prospective low bid Contractor on the resultant Authority "D" construction contract.

The Successful Proposer shall provide continuous systems support to the Authority throughout the duration of the Contract and will assist the Authority's Regional Design, Construction, and Maintenance staff, as well as the Authority Department of M & O throughout the administration and management of the JOC system. This assistance will include upgrades, debugging, telephonic assistance and other related support; maintenance and preparation of UPBs and any supplemental technical specifications for each maintenance activity; maintenance and vigorous support of the JOC web-based management program; software and access systems; and in-depth training of Authority and contractor personnel as needed and in an amount, type, frequency, and location within the State of New York as determined in the Authority's sole discretion. The Successful Proposer will also continually provide vigorous maintenance and support of the JOC system to the Authority's JOC contractors.

Task 5 – Provide Training to the Authority and Contractor Staff

The Successful Proposer will be responsible for developing a comprehensive training program on how to use their WBMIP which will include different course modules in order for all levels of designated Authority staff and contractors to receive specialized training. Training is to be "hands-on" and include a comprehensive training/reference manual with sample Job Orders, flowcharts, and forms to be used by trainees as a reference tool after completion of the training. Should there be a change in the WBMIP, the Successful Proposer shall conduct training of those changes for all Authority and JOC contract users.

Task 6 – Contract Transition

To ensure a seamless transition between the Successful Proposer and a future designated Consultant, the Authority will establish a transition period during which the Successful Proposer will

work with the future designated Consultant to provide the necessary coordination and services without interruption during the transition.

The Successful Proposer shall construct a 90-day Transition Plan, ready to execute prior to completion of the contract period (or extension(s), if any). The Plan shall ensure a transfer of the JOC System without interruption of service if the Successful Proposer is not designated for award of a replacement contract. The Plan shall be submitted to the Authority Project Manager for approval.

At the discretion of the Authority Project Manager, the Successful Proposer will participate in meetings with partner agencies and the future designated consultant to address any concerns prior to transition.

The Plan shall identify the operational requirements during the transition and provide technical support for any systems malfunctions. It shall detail a schedule of staffing necessary to transition the program and include an interim status report. The Plan shall include the process to transfer all physical and intellectual assets. The Successful Proposer shall return to the Authority Project Manager all Authority property including any data. At the end of the Contract, the Successful Proposer shall remove such data from any electronic equipment owned by the Successful Proposer.

Section 2.3 – Organization and Staffing

The qualifications and prior experience of the Proposer are of great importance to the Authority. The Proposer will create an organization chart that describes the reporting relationships of all key personnel identified below.

Project Manager – The Project Manager is responsible for all aspects of understanding, managing and delivering the Scope of Services specified in Section 2.2. The Project Manager will be the first point of contact for any discrepancies arising from contract or work activities. The Project Manager must have at minimum a bachelor's degree and 5 years of experience in a work-related field.

Account Manager – The Account Manager is responsible for managing all account, invoice, and payment activities. The Account Manager will also be responsible for any contractual matters. The Account Manager must have a minimum of a high school diploma and previous work-related experience.

IT Manager – The IT Manager is responsible to ensure the web-based management and information program is efficient, intuitive, and easy to use. The IT Manager will handle system errors in order to ensure a high level of performance. The IT Manager must have at minimum a bachelor's degree and 5 years of experience in a work-related field.

Note: The Project Manager, Account Manager and IT Manager may be the same person.

Section 2.4 – Deliverables

- a. UPBs
- b. Supplemental Technical Specifications,
- c. WBMIP and Support System

Technical Training and Manuals

- a. Technical Support (for the life of the contract)

- b. Annual JOC Usage Report
- c. Implementation, Training and support of the WBMIP in Authority's Department of M & O and all NYSTA Divisions

All task specific deliverables are defined in Section 2.2 -Tasks. All records/reports must be in Microsoft Word, Excel, Adobe PDF or another format acceptable to the Authority. Documents must be available when requested by the Authority or automatically shared with the Authority in electronic format via email or managed file transfer (for larger sized documents). Should the Authority want to review records pertaining to this contract at the successful Proposer's office, the Authority shall be given access to those files upon reasonable notice.

The successful Proposer shall maintain all records at a location accessible by the Authority staff and in an electronic format acceptable to the Authority. Per the contract, all records produced under this contract are property of the Authority. Should the work between the Authority and the successful Proposer be terminated, all records shall be turned over to the Authority or its designated recipient.

Section 2.5 – Schedule

| Time Frame | Deliverable |
|--|---|
| Within 60 days of contract award | Provide to the Authority customized UPBs (and accompanying Technical Specifications) containing at least sixty thousand (60,000) construction tasks |
| At least 90 days prior to advertisement of the 1 st JOC construction contract | Provide to the Authority access to the JOC system and train Authority staff in the use of the software |
| From award* of the first JOC construction contract until the end of Contract Term. | Remain available to the Authority and JOC Construction Contractor to provide technical assistance |
| Within 30 days of JOC construction contract awards | Train JOC construction contractor's staff in the use of the JOC system (UPB & WBMIP) |
| Annually | Provide updated UPBs with updated pricing. |

*For the purposes of the above table, "contract award" is defined as being the later of either the Authority's Executive Director contract approval or the contract term start date.

Section 2.5 – Fee Proposal

Proposers must use Attachment B – Fee Proposal, for the presentation of their fee information.

The Proposer must propose a lump sum all-inclusive fees. The proposer must provide a lump sum all-inclusive amount for the development of the UPBs to be paid upon completion and approval of the UPBs. The Proposer must provide lump sum all-inclusive annual fees for each year of the contract term to provide the annual statewide support of the JOC system as specified in Section 2.2 - Scope of Services. The lump sum amount must include all costs associated with providing the services, including direct and indirect costs, travel, fees, overhead and profit.

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 30 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 – each proposal shall contain the following information regarding the services to be provided:

1) Approach to Scope of Services:

Describe the approach for performing the work and accomplishing project objectives. A detailed scope of services is provided in Section 2.2 – Scope of Services. Base the approach on these tasks or suggest alternative tasks which could improve the ability of the project to meet its objectives. The Authority wants to allow flexibility for the inclusion and consideration of ideas, initiative and creativity of the Proposer. Alternative tasks and suggestions are encouraged and will be reviewed with interest within the framework of the stated objectives and scope of services for the project. Fully explain and justify the proposed approach if it significantly departs from the general scope of services. Also, include a schedule for completion of the project showing the duration of each task and all major milestones, and include a list of technical assumptions.

2) Demonstration of UPB:

A sample of the UPB supplied by the Consultant should include a variety of itemized prices for detailed heavy highway work activities. Itemized prices for work activities should include price differentials for such consideration as quantity price breaks, materials options, and equipment options for the variety of work scopes identified in Attachment 17, Task 3.1 “Unit Price Book”.

3) A Fee Proposal using Attachment B – Fee Proposal as detailed in Section 2.3.

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. Direct or prior related experience in a JOC system for a public agency is highly desirable. Of particular interest is work done for agencies and municipalities responsible for the maintenance of public transportation systems and infrastructure, particularly heavy highway construction. Provide a list of projects currently in progress and those completed within the last five years which are relevant to this project. Briefly define JOC systems that have been developed by your firm, including system objectives, application, when the system was put in-place, how long the system has been in operation, and if the JOC system is heavy highway oriented. Provide at least three successfully reachable firm references for previous, relevant work. Indicate proposed key personnel who are, or have worked, on such projects and are proposed for this effort.

- 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. 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 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.

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 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. The Proposer's approach to and work plan for providing the services.
 - Quality of approach to the scope of services for implementing a JOC system and accomplishing project objectives as follows: Quality of proposer's resources relative to the needs of the project; initiative and creativity of the Proposer; and reasonableness of project assumptions.
 - Degree to which the proposal reflects and understanding of general issues impacting JOC system implementation within the Authority's M & O. Understanding of the types of work performed by a public transportation infrastructure maintenance or similar organization. Degree to which proposal reflects and understanding of potential problems to be encountered in implementing, training, servicing, and administration of JOC in a public sector transportation or similar agency and their proposed solution.
- B. Demonstrated record of the Proposer's experience and capability to perform required services.
 - Quality, extent and relevance of experience, education and training of the Firm (including Prime and Subconsultants) in developing and implementing a JOC System for a public agency, particularly for an agency responsible for the maintenance of public transportation systems. The Authority reserves the right to contact any named reference to verify experience.
 - Quality, extent and relevance of experience, education and training of the Key Personnel (including Prime and Subconsultants) in developing and implementing a JOC System for a public agency, particularly for an agency responsible for the maintenance of public transportation systems. The Authority reserves the right to contact any named reference to verify experience.
- C. Schedule of UPB Delivery
 - Quality, completeness and reasonableness of the Consultant's proposed schedule of delivery for the UPBs..
- D. Organization and Staffing
 - Quality of project organization as follows: Ability of prime firm to manage project; reasonableness of staff/task allocation for each task and total effort; Quality of plan for phasing key personnel into the project, including subconsultants, if any.
- E. Fee Proposal
- F. 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 E and F 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 New York State Thruway Authority ("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 Thruway 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.

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 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.

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 and shall terminate 3 years after commencement. The Authority shall have the option, in its sole discretion, to renew the Agreement for 2 additional 1 year term(s).

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, 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, 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.

Technology Errors & Omissions Liability (or Technology Professional liability coverage) Insurance - the Contractor shall maintain Technology Errors & Omissions insurance, covering liability for all professional products and services performed, including liabilities arising from acts, errors or omissions in rendering computer or information technology services including (1) systems analysis (2) systems programming (3) data processing (4) systems integration (5) outsourcing development and design (6) systems design, consulting, development and modification (7) training services relating to computer software or hardware (8) management, repair and maintenance of computer products, networks and systems (9) marketing, selling, servicing, distributing, installing and maintaining computer hardware or software (10) data entry, modification, verification, maintenance, storage, retrieval or preparation of data output with a limit not less than fifteen million dollars (\$10,000,000) per claim. This insurance shall provide coverage for software copyright liability, contractual liability and liability for loss of revenues and business interruption. If such policy is a "claims made" policy, all renewals thereof during the life of this Agreement shall include "prior acts coverage" covering at all times all claims made with respect to Contractor's performance under this Agreement, including any subsequent supplements thereto or modifications thereof for the entire duration thereof. 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.

- F. Privacy and Network Security (Cyber Liability) Insurance – the Contractor shall maintain Privacy and Network (Cyber Liability) insurance covering liability arising from (1) hostile action, or a threat of hostile action, with the intent to affect, alter, copy, corrupt, destroy, disrupt, damage, or provide unauthorized access/unauthorized use of a computer system including exposing or publicizing confidential electronic data or causing electronic data to be inaccessible (2) computer viruses, Trojan horses, disabling codes, trap doors, back doors, time bombs drop-dead devices, worms and any other type of malicious or damaging code (3) dishonest, fraudulent, malicious, or criminal use of a computer system by a person, whether identified or not, and whether acting alone or in collusion with other persons, to affect, alter, copy, corrupt, delete, disrupt, or destroy a computer system or obtain financial benefit for any party or to steal or take electronic data (4) denial of service for which the Insured is responsible that results in the degradation of or loss of access to internet or network activities or normal use of a computer system (5) loss of service for which the Insured is responsible that results in the inability of a third party, who is authorized to do so, to gain access to a computer system and conduct normal internet or network activities (6) access to a computer system or computer system resources by an unauthorized person or persons or an authorized person in an unauthorized manner with a limit not less than ten million dollars (\$10,000,000) per occurrence. This insurance shall provide coverage of not less than \$1,000,000 for credit monitoring services.

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 its 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 – 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 6.12 – 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 6.13 – 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 6.14 – Employee Screening Requirements

Additional security or other requirements may be imposed at the sole discretion of the Authority. All Security Requirements are attached hereto in Appendix F – Employee Screening Requirements.

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 – Intentionally Omitted

Section 6.19 – 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 1-5 and Attachment B with its proposal.

| | |
|---------------------|---|
| Appendix A | Standard Clauses |
| Appendix D | Network Connection Requirements (TAP-372) |
| Appendix F | Employee Screening Requirements |
| Appendix W | Web Site Development |
| Exhibit 1 | Thruway Authority Guidelines Regarding Permissible Contacts During a Procurement and the Prohibition of Inappropriate Lobbying Influence |
| Exhibit 2 | Authority Supplemental Insurance Certificate (TA-W51343) |
| Supplement 1 | New York State Finance Law §§ 139-j and 139-k Disclosure of Prior Non-Responsibility Determinations |
| Supplement 2 | Certificate of Compliance with the Authority Guidelines Regarding Permissible Contacts During a Procurement and the Prohibition of Inappropriate Lobbying Influence |
| Supplement 3 | Vendor Assurance of No Conflict of Interest or Detrimental Effect |
| Supplement 4 | Conducting Business in Russia Certification |
| Supplement 5 | ST-220-CA New York State Department of Taxation and Finance Contractor Certification |
| Attachment A | NYS Thruway Authority Divisions |
| Attachment B | Fee Proposal |

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 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.

APPENDIX F

Employee Screening Requirements

SECURITY REQUIREMENTS

Employee Screening Requirements

The Contractor shall be responsible for all employees and subcontractors within the Project Limits. If the Authority identifies work will be done at a security-sensitive location, the Contractor shall require all workers to have either a current Transportation Worker Identification Credential (TWIC™) card or a Secure Worker Access Consortium (SWAC) card.

The TWIC™ or SWAC is an identification card required by New York State Thruway Authority for workers to gain unescorted access to areas within the Project Limits and Coast Guard-regulated maritime facilities that are designated as secure or restricted. Everyone whose work regularly brings them to and from the Project Limits – including the Contractor, Subcontractors, Equipment Operators, Truck Drivers, and Coast Guard-credentialed merchant mariners – shall have a TWIC™ or SWAC card. This also includes but is not limited to Drivers, Vendors and Shuttle Bus Drivers.

This means that if a person regularly requires access to the Project Limits or other critical infrastructure as designated, **that person is required to have a TWIC™ or SWAC card** (the only exceptions are federal officials, law enforcement, or emergency workers engaged in official duties).

U.S. Mariners holding a Merchant Mariner Document or a Merchant Mariner License shall obtain a TWIC™ or SWAC card. Foreign mariners are not eligible.

All persons shall register their TWIC™ or SWAC card with the Authority's Infrastructure Security Officer.

Possession of a TWIC™ or SWAC card alone does not grant unconditional access to Project Limits. To enter Project Limits, a person shall have:

- A TWIC™ or SWAC card on one's possession
- A business reason to enter a facility
- An employer – or trade association – issued identification card (or a SeaLink identification card if you are a truck driver).
- Registered the TWIC™ or SWAC card with the Thruway Authority (or SeaLink if you are a truck driver).

Upon request from the designated Thruway Authority official, U.S. Coast Guard, or Law Enforcement Official, anyone shall be prepared to present their TWIC™ or SWAC card. Failure to comply will result in immediate removal from the Project Limits and possible civil penalties.

If a person does not have a TWIC™ or SWAC card – including if it's lost or stolen – that person will be denied access to the Project Limits or other designated critical infrastructure. If one does lose their TWIC™ or SWAC card, that person is required to immediately notify the Authority's Infrastructure Security Officer at: **(518) 471-5853**

Occasional visitors are allowed access to Authority facilities without getting a TWIC™ or SWAC card, provided they seek prior approval through the Authority's Designated Safety and Security Officer. Notification for access shall be 2 (two) weeks in advance of the requested entry date and provide 2 (two) forms of valid identification. All visitors who do not have a TWIC™ or SWAC card shall have a designated authorized escort at all times. If you visit the Thruway Authority facilities with an escort eight or more times in a year, you will be required to get a TWIC™ or SWAC card.

SECURITY REQUIREMENTS

How to Obtain Your TWIC™ or SWAC Card

TWIC™:

www.tsa.gov/for-industry/twic
(855) 347-8371

SWAC:

www.secureworker.com
1-877-522-SWAC (7922)

If work is to be done at a security-sensitive location, the Contractor will be given 14 days' notice prior to the assignment in order to obtain the necessary TWIC™ or SWAC cards. The Contractor shall be responsible for all the processing requirements, including but not limited to the required documentation, processing times, replacement cards and all associated costs. The Contractor will be reimbursed according to Section 109-05 *Extra Work and Time Related Compensation*.

Suspension of Access Privileges

The Authority reserves the right to suspend access to the Project Limits to anyone that presents a security risk.

A person who enters the Project Limits without a valid registered TWIC™ or SWAC card or without an authorized escort shall be immediately reported to the Authority or its designated representatives and removed from the Project Limits.

The Contractor is required to report a lost, stolen, or damaged TWIC™ or SWAC card to either issuing organization and also to the Authority's Infrastructure Security Officer.

Access privileges will only be provided at the Authority's discretion to a person who has applied for a replacement card provided:

- The TWIC™ or SWAC card was previously registered with the Authority's Infrastructure Security Officer.
- A ticket number issued for the replacement card is provided as proof that replacement is in process.
- Another form of acceptable identification is provided to the Authority's Infrastructure Security Officer.

Noncompliance

If the Contractor is found to be in noncompliance with the aforementioned by the Authority or its representatives, the Engineer may stop by written order any work or part of work under the contract in accordance with Section 105, Control of Work, of the New York State Standard Specifications and any addendums. The Contractor shall be responsible for all damages and costs incurred.

The Contractor shall consider at the time of Bidding that the Authority is not obligated to waive any of the above requirements nor shall the Authority be required to approve any request for access. The Contractor shall consider this when developing his bid and will have no basis for a dispute or a claim against the Authority.

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

SECURITY REQUIREMENTS

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 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 Exhibit 1 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

SECURITY REQUIREMENTS

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, Exhibit 1 requirements, or other contract terms and conditions, the most stringent provisions shall apply.

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.
- Monitor and promptly address any unauthorized access or suspicious activity. Maintain logs of access and system activities to support audits and investigations as required.

Miscellaneous

Should NYSTA determine that additional security measures are deemed necessary at select locations, the parties agree to discuss implementation and potential costs of the additional security measures.

APPENDIX W

Web Site Development

APPENDIX W – STANDARD PROVISIONS FOR WEBSITE/WEB CONTENT CONTRACTS

The Contractor providing website/web content development and/or hosting services to the New York State Thruway Authority (Authority) pursuant to this Agreement must strictly adhere to the following provisions, which are incorporated by reference into this Agreement. (The word “Contractor” herein refers to any party and its agents, successors and assigns, other than the Authority.)

I. GENERAL PROJECT MANAGEMENT RESPONSIBILITIES

Management of this website/web content project shall be conducted as follows:

1. The Authority’s Director of Media Relations will assign one person to be the Authority’s website/web content project contact. All communications and correspondence from the Contractor regarding the development of the website/web content must be directed to this person.
2. The Contractor will assign one person to be the Contractor’s project contact. The Authority will direct its communications and correspondence regarding the development of the website/web content to this person.
3. Prior to the start of any website/web content development project, the Contractor must meet with the Authority to develop specific project objectives and timetables for completion of the project.
4. The design, construction and documentation of the website/web content must be approved by the Director of Media Relations prior to the start of any website/web content development.
5. The Contractor must maintain regular communication throughout the project with the Authority. If requested by the Authority, the Contractor must provide periodic written progress reports and be available upon reasonable notice at mutually convenient times for meetings.

II. DESIGN AND PERFORMANCE

A. Design and Content Requirements. The Contractor must produce a website/web content for the Authority that complies with the following requirements:

1. Complies with the New York State Office of Information Technology Services Policy NYS-P08-005, Accessibility of Information Communication Technology, as such policy may be amended, modified or superseded, which requires that State entity web-based information and applications are accessible to persons with disabilities. Web-based information and applications must conform to New York State Office of Information Technology Services Policy NYS-P08-005 as determined by quality assurance testing. Such quality assurance testing will be conducted by the Authority and the results of such

testing must be satisfactory to the Authority before web-based information and applications will be considered a qualified Deliverable under this Agreement.

2. Complies with the New York State Office of Information Technology Services Policy NYS-P10-001, Advertisements, Endorsements and Sponsorships on State Entity Websites, as such policy may be amended, modified or superseded.
3. As directed by the Authority, contains the New York State Universal Web Navigation that satisfies all of the requirements of the New York State Office of Information Technology Services Policy NYS-S16-001, New York State Universal Web Navigation, as such policy may be amended, modified or superseded.
4. As directed by the Authority, contains a standard Contact Page that satisfies all of the requirements of the New York State Office of Information Technology Services Policy NYS-S05-002, Contact Web Page, as such policy may be amended, modified or superseded.
5. Satisfies all of the requirements of the New York State Office of Information Technology Services Policy P03-002, Information Security Policy, as such policy may be amended, modified or superseded.
6. Contains the Authority's Internet Privacy Policy.
7. Utilizes small (fast loading) graphics.
8. Utilizes official logos only as supplied by the Authority.
9. Utilizes other photos and graphic images (e.g., web palette GIF and JPEG images) only as approved by the Authority.
10. Utilizes style sheets to reflect the "look and feel" of the Authority's official websites. By attaching style sheets to structured documents on the web (e.g., HTML), the presentation of documents will be consistent without sacrificing device-independence or adding new HTML tags for background color, text and link colors, and typestyle.
11. Utilizes responsive web design strategies that adapts to the user's device size, unless otherwise required or approved by the Authority.
12. Utilizes current web standards and best practices, unless otherwise required or approved by the Authority (e.g., XHTML, HTML 5, CSS, Drupal).
13. Contains no spelling, grammatical or contextual errors.
14. Contains no advertisements, including logos or references to the Contractor, unless approved by the Authority.
15. Contains no "metatags" or other buried material, unless required or approved by the Authority.

16. Does not utilize HTML frames, unless required or approved by the Authority.

17. If directed by the Authority to institute and maintain a social media venue, such as a Facebook page, complies with all Authority policies relative to social media.

B. Specifications for Home Page. Websites will consist of a home page (the first page of the website) that can be reached by typing into a web browser one or more Uniform Resource Locators (URLs) that the Authority has registered for the website.

C. Performance. Users of the Authority's websites include a broad range of the Internet population. Web pages targeted towards the general population should be quick loading and should not require special software (plug-ins) to run. Dial-up, broadband and mobile access should be considered. Because this technology is continuously changing, the Contractor must meet with the Authority to determine minimum performance benchmarks. The Contractor must:

1. Test web pages with many browsers and platforms. Because this technology is continuously changing, the Contractor must meet with the Authority to determine which browser releases and platforms should be supported (e.g., Internet Explorer, Firefox, Opera, Safari, Chrome, mobile browsers) for any given Authority website/web content.
2. Verify that the website/web content runs without errors and is free of malicious code, including, but not limited to, viruses, worms and trojans.

D. Accessibility of Website/Web Content During Construction. The Contractor must make the website/web content accessible to the Authority throughout the construction of the prototype and the final website/web content. The Contractor must use its best efforts to ensure that, until final acceptance and approval by the Authority, the website/web content is not accessible to anyone other than authorized representatives of the Authority. The Contractor must not under any circumstances publish or otherwise disseminate website/web content developed pursuant to this Agreement without first obtaining the approval of the Authority.

E. Submission to Index Sites. The Contractor shall register the URLs of the website with the major search engines and any other comparable entities as requested by the Authority.

F. Submission of Deliverables. Upon the Authority's acceptance testing and approval of the final website/web content, or upon termination of this Agreement, whichever occurs earlier, the Contractor must submit all Deliverables to the Authority including all changes or additions (enhancements) made thereto along with all items provided by the Authority as they existed as of the date of termination. Deliverables means: 1) all drafts, working and final copies of code, documentation and other materials developed by the Contractor in the course of its performance under this Agreement; and 2) any other items necessary for the operation of the website/web content with the exception of third-party operating

system software, third-party networking software, web browsers and hardware. For the purposes of this section, Deliverables may include, but are not limited to: a description of the functional and design specifications, user interface requirements, operational flowcharts, software descriptions, training materials and documentation, network accessibility information, interactive elements, information-capturing capabilities, browser and platform compatibilities, electronic commerce requirements, audio/video format requirements, linking structures, database structure requirements, code standards, screen and file layouts, and general “look and feel” elements.

The Contractor must submit all code in an electronic format and all documentation and other materials in an electronic and printed format as prescribed and approved by the Authority.

III. WEB SITE HOSTING

If this Agreement requires that the Contractor maintain the website/web content on its web server and make maintenance modifications to the website/web content from time to time in accordance with the Authority’s directions, the provisions of this Article shall apply to the Contractor’s performance under this Agreement.

A. Server Hosting. The Contractor must make the website/web content available to Internet users 24 hours per day, seven (7) days per week. The Contractor must back-up the website/web content at least once every two weeks, and store said back-up materials in a safe and secure environment not located at the same location as the Contractor’s web server. The Contractor agrees to use its best efforts to ensure reasonable response times for users accessing the website/web content. After the Authority approves the final website/web content and any modification thereof, the Contractor must not make any changes to the website/web content unless the Authority approves such changes.

B. Secure Communications. The Contractor must ensure the website uses Hypertext Transfer Protocol Secure (HTTPS), an internet communication protocol that protects the integrity and confidentiality of data between the user’s computer and the website, unless not required by the Authority.

C. Security. The Contractor must supply to the Authority a copy of the procedures used to identify system vulnerabilities and apply software patches and fixes. Further, the Contractor must provide to the Authority a copy of the security policy in place for the systems and equipment that will be hosting the Authority website/web content, and that security policy must, at a minimum, meet the following requirements:

1. Apply software patches and fixes to the web-hosting equipment as soon as tested and accepted in the user community.
2. Test application and server software to verify that all sample code has been removed.

3. Verify that open ports are legitimate and identify the services that are using those ports.
4. Implement a file integrity system to ensure that file changes are authorized.
5. Provide a copy of incident response procedures to determine how the Contractor identifies malicious activity and recovers promptly from an attack.

D. Security Incident and Resolution Reporting. Upon discovering that the confidentiality, integrity or availability of the web server or the website's information resources is threatened or compromised, the Contractor must report the security incident to the Authority. For purposes of this section, the following events are considered security incidents:

1. Unauthorized access that is either successful or unusually persistent.
2. Instances of any malicious code that either has a widespread impact throughout the Contractor's organizational web environment or has specifically affected the Authority's web server or website.
3. Denial of service attack that is either successful and adversely affects website access or is unusually persistent.
4. Scans and probes that precede or are related to a security incident listed above.
5. The Contractor shall contact the Authority via telephone and supply the following information when initially reporting the discovery of a security incident:
 - a. Name, phone/pager/cell number and email address of the individual making the report.
 - b. Type of security incident(s) – unauthorized access, malicious code, denial of service, probes, scans and/or other suspected activity that could result in a significant adverse impact.
 - c. Location of affected system – street address, floor/room number and city/state.
 - d. Detailed description of the security incident.
 - e. Date and time the security incident occurred.
 - f. Date and time the security incident was detected.
 - g. How the security incident was detected.
 - h. Business impact/criticality of the security incident.
 - i. Other relevant information.

6. The Contractor shall contact the Authority via telephone and supply the following information upon investigation and resolution of the security incident:
 - a. Systems affected – OS, software, release level, etc.
 - b. Specific nature of account or information resource access/compromise.
 - c. Attack source details – source IP address, attack method, vulnerability exploited, etc.
 - d. Actions taken to isolate/contain, investigate and remediate the security incident.
 - e. Planned follow-up activities.
 - f. Overall impact of the service outage.
 - g. Resources required to resolve the incident - staff or consultant time, new server, etc.

E. Transference and Back-Up. Upon the Authority's request at any time, or in the event of the Authority's termination of this Agreement, Contractor agrees to electronically transfer to the Authority a complete copy of the current website/web content, including all elements, drafts and working copies. In the event such transfer is a result of the Authority's termination of its use of the Contractor's web server as the host for the website, the Contractor must maintain one complete electronic version of the website/web content, including all code related thereto (and must "delete" all other versions thereof off of its computers and media, including back-up copies), until the Authority informs the Contractor in writing that the transferred files appear to be complete, at which time the Contractor must "delete" its final copy of the website/web content off of its computers and media.

F. Transaction Logging. During the time that the website/web content is located on the Contractor's web server, the Contractor must, free of charge, provide the Authority with access to all log files for the website/web content. In addition, on a monthly basis at no charge to the Authority, the Contractor must provide in a mutually agreeable electronic form a complete transaction log history containing the date, time, source IP address, and file, graphic or other material accessed for each web page accessed during the preceding month.

IV. CONFIDENTIALITY

A. Duty to Maintain Confidentiality and Restrict Access. The Contractor must keep all work performed, and all Authority information gathered to perform work under this Agreement, confidential and shall not disclose any such information or work to any third party without the prior written consent of the Authority. Except for such staff members designated as "need-to-know" and expressly authorized by the Contractor to have access to the Authority's information, the Contractor must take all appropriate and necessary measures to ensure that no other person or entity has access to the information. The Authority reserves the right to inspect the

Contractor's facilities, without prior notice, to ascertain whether or not the Contractor is adhering to the confidentiality provisions of this Agreement.

B. Duty to Advise All Employees. The Contractor must advise its entire staff, including permanent and temporary employees, involved in providing services pursuant to this Agreement of the confidentiality requirements hereunder and the Contractor must ensure that such employees adhere to such requirements.

C. Survivability. The provisions of this Article shall survive termination or expiration of this Agreement.

V. OWNERSHIP AND RIGHTS

A. Ownership of Work Product. Except as set forth in Section C of this Article: (1) the Contractor hereby assigns, transfers and sets over to the Authority all of the right, title and interest for the entire world in and to all elements of the Deliverables and the copyright therein; and (2) the Authority shall exclusively own all United States and international copyrights and all other intellectual property rights in the Deliverables.

B. Vesting of Rights. With the sole exception of any preexisting works identified in Section C of this Article, upon creation of each element of each Deliverable, the Contractor shall automatically assign to the Authority ownership of all United States and international copyrights and all other intellectual property rights in each element of the Deliverable. From time to time, upon the Authority's request, the Contractor and/or its personnel must confirm such assignments by execution and delivery of an assignment or other written instruments as the Authority may request. The Authority shall have the right to obtain and hold in its own name all copyright registrations and other evidence of rights that may be available for the Deliverables and any portion(s) thereof.

C. Preexisting Works. In the event that any portion of the Deliverables will constitute a preexisting work for which the Contractor cannot grant to the Authority the rights set forth in sections (A) and (B) of this Article, before commencing work, the Contractor must provide written notification to the Authority of: (1) the nature of such preexisting work; (2) its owner; (3) any restrictions or royalty terms applicable to the Contractor's or the Authority's use of such preexisting work or the Authority's exploitation of the Deliverables as a derivative work thereof; and (4) the source of the Contractor's authority to employ the preexisting work in the preparation of the Deliverables. Preexisting works, either so notified in advance by the Contractor or otherwise coming to the attention of the Authority, may be used in the construction of the Deliverables only if expressly approved in writing by the Authority prior to their use, which approval shall be within the sole discretion of the Authority. The Contractor hereby grants to the Authority a perpetual, non-exclusive, royalty free, irrevocable license to use, copy, transmit, perform and modify the preexisting works relative to the operation of the website.

VI. REPRESENTATIONS AND WARRANTIES

The Contractor makes the following representations and warranties for the benefit of the Authority:

- A. Ownership Rights.** The Contractor represents and warrants that: (1) it is and will be the sole author of all works it employs in preparing any and all Deliverables other than preexisting works; (2) it has and will have full and sufficient right to assign or grant the rights and/or licenses granted in the Deliverables and any preexisting works pursuant to this Agreement; (3) all elements of the Deliverables other than preexisting works have not been and will not be published under circumstances that would cause a loss of copyright therein; and (4) all elements of the Deliverables, including all preexisting works, do not and will not infringe any patents, copyrights, trademarks or other intellectual property rights (including trade secrets), privacy, or similar rights of any person or entity, nor has any claim (whether or not embodied in an action, past or present) of such infringement been threatened or asserted, nor is such a claim pending against the Contractor or, insofar as the Contractor is aware, against any entity from which the Contractor has obtained such rights.
- B. Conformity, Performance, and Compliance.** The Contractor represents and warrants that all work will be performed in a competent and professional manner consistent with generally accepted industry standards, that no conflict of interest exists or will arise with respect to the performance by the Contractor of all work contemplated by this Agreement and that all elements of the Deliverables will conform to the specifications and functions set forth in this Agreement. The Contractor will repair free of charge any Deliverable that does not meet this warranty within a reasonable period of time.

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 offerers¹ 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 period² 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;

¹ 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.

² 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, 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, 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 | | | | | | | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------|---------------------------|--------------------------|--------------------------|--------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--|--|
| I. Commercial General Liability (CGL) Insurance - Policy No. _____ | | | | | | | | | | | | | | |
| 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"/> | | | | | | | | | | | | |
| II. Workers' Compensation - Policy No. _____ | | | | | | | | | | | | | | |
| 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"/> | | | | | | | | | | | | |
| III. Environmental Insurance (EI) (including Asbestos & Lead Abatement) - Policy No. _____ | | | | | | | | | | | | | | |
| Professional Liability Insurance (PLI) (including Errors & Omissions) - Policy No. _____ | | | | | | | | | | | | | | |
| 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? | | | | | | | | | | | | | | |
| IV. Mandatory Endorsements and Other Provisions (all policies including auto liability) | | | | | | | | | | | | | | |
| 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: | | | | | | | | | | | | | | |
| <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;"></td> <td style="width: 10%; text-align: center;">Stand Alone</td> <td style="width: 10%; text-align: center;">Follow Form</td> <td style="width: 10%; text-align: center;">No Policy</td> </tr> <tr> <td>Umbrella Policy No. _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Excess Policy No. _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> | | Stand Alone | Follow Form | No Policy | Umbrella Policy No. _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Excess Policy No. _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | Stand Alone | Follow Form | No Policy | | | | | | | | | | | |
| Umbrella Policy No. _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | |
| Excess Policy No. _____ | <input type="checkbox"/> | <input type="checkbox"/> | <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 either ISO endorsement CA 99 48 03 06 - Pollution Liability - Broadened Coverage for Covered Autos-Business Auto, Motor Carrier and Truckers Coverage Forms or 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: _____

SUPPLEMENT 1

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



200 Southern Blvd.
Albany, NY 12209

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

Contract/Project/Transaction Description:

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):

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

**Thruway
Authority**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. 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.

Contract No.

Description

Vendor/Firm Name

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 | | |
| Contractor's mailing address (if different than above) | | | | | |
| 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:

- The procuring entity is a *covered agency* within the meaning of the statute (see Publication 223, Q&A 5);
- The contractor is a *contractor* within the meaning of the statute (see Publication 223, Q&A 6); and
- 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.

Attachment A

NYS Thruway Authority Divisions

NYS THRUWAY AUTHORITY DIVISIONS

New York Division Limits

Includes I-87 from New York City Line at milepost 0.0 north through Interchange 18 - New Paltz at milepost 76.50. I-95 from the New York City line at milepost 0.17 through to the Connecticut State line at milepost 15.01. I-287 from the New Jersey State line at milepost 0.0 through milepost 10.90. Also I-84 from the Pennsylvania State line at milepost 0.0. through to the Connecticut State line at milepost 71.46 and the Garden State connector from milepost GS0.00 to GS2.40 at the New Jersey State line.

The New York Division has property in the following counties:

- | | |
|-----------|----------------|
| 1. Bronx | 4. Rockland |
| 2. Orange | 5. Ulster |
| 3. Putnam | 6. Westchester |

Albany Division Limits

Includes I-87 from New Paltz at milepost 76.50, north to Albany, then west along I-90 to milepost 197.90 near Canajoharie. It also includes the Berkshire Section of the Thruway from milepost 133.6 of I-87 to the Massachusetts State line at B-24.28. The Albany Division also includes all or portions of the Champlain and Erie Canals.

The Albany Division has property in the following counties:

- | | |
|---------------|----------------|
| 1. Albany | 6. Saratoga |
| 2. Columbia | 7. Schenectady |
| 3. Greene | 8. Ulster |
| 4. Montgomery | 9. Warren |
| 5. Rensselaer | 10. Washington |

Syracuse Division Limits

Includes I-90 from milepost 197.90 near Canajoharie west to Interchange 45 - Rochester - Victor - 490 at milepost 350.60. The Syracuse Division also includes portions of the Erie Canal and all of the Cayuga-Seneca and Oswego Canals.

The Syracuse Division has property in the following counties:

- | | |
|---------------|-------------|
| 1. Cayuga | 6. Onondaga |
| 2. Herkimer | 7. Ontario |
| 3. Madison | 8. Oswego |
| 4. Montgomery | 9. Seneca |
| 5. Oneida | 10. Wayne |

Buffalo Division Limits

Includes I-90 from Interchange 45 - Rochester - Victor - 490 at milepost 350.60 west to the Pennsylvania State line at milepost 496.00. Also, I-190 from milepost 426.17 of I-90, north to the Niagara Expressway at milepost 21.50 of I-190. The Buffalo Division includes portions of the Erie Canal.

The Buffalo Division has property in the following counties:

- | | |
|---------------|------------|
| 1. Erie | 5. Niagara |
| 2. Chautauqua | 6. Ontario |
| 3. Genesee | 7. Orleans |
| 4. Monroe | |

Attachment B

Fee Proposal

Attachment B
FEE PROPOSAL
RFP 24C28
Job Order Contracting System Services

PROPOSER NAME: _____

Directions: Please fill in the blanks below itemizing by year and totaling.
DO NOT ALTER OR ADD TO THE FORM

Cost of Required Services as specified in RFP Section 2.2 – Scope of Services

Lump Sum (all-inclusive) Fee for Development of UPB's
& Web-Based Management Program¹: \$ _____

| | | |
|--------------------------------------|---------|----------|
| Lump Sum (all-inclusive) Annual Fees | Year 1: | \$ _____ |
| | Year 2: | \$ _____ |
| | Year 3: | \$ _____ |
| | Year 4: | \$ _____ |
| | Year 5: | \$ _____ |

FEE PROPOSAL TOTAL²: \$ _____

The lump sum amounts must include all costs associated with providing the services, including direct and indirect costs, travel, fees, overhead and profit.

¹ to be paid upon completion and approval of the UPB's and Web-Based Management Program.

² Fee proposal total equals the total of all lump sum (all-inclusive) fees.

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

Print Name

Signature

Date