EVALUATION FACTORS

Part 1- Administrative Proposal Contents. Include completed forms and documents

1. Company introduction letter to include pertinent contacts for questions, and persons authorized to commit the company, legal status and years in business and incorporation along with letter from state showing company to be in good standing. Include address, emails and phone number to primary office or operations that would oversee any subcontract as a result of an award under this proposal.
2. Requirement of Legal Entities -Offerors that are corporations, partnerships, or any other legal entity, domestic or foreign, shall be properly registered to do business in the State of New York at the time of the submission of their responses to this RFP. Such Offerors shall attach a certificate of good standing from the New York Secretary of State to their Part 2 submission.
3. Evidentiary documentation of registration as New York State M/WBE if registered as M/WBE
4. Evidentiary documentation of Section 3 status of business if registered as Section 3..
5. Complete and include in the proposal a Vendor Responsibility Questionnaire, the form for which can be found at http://www.osc.state.ny.us/vendrep/forms\_vendor.htm. Select the questionnaire that best matches the business type (either For-Profit or Not-For-Profit) and business activity (Construction or Other). Do not send the completed form to the Office of the State Comptroller (OSC) unless specifically requested.
6. Affirmation of Understanding Form -Complete and sign the Affirmation of Understanding and Agreement Pursuant to State Finance Law § 139-j (3) and § 139-j (6) (b), attached hereto as Appendix A.
7. Completed Offeror Disclosure of Prior Non-Responsibility Determinations Form and Non-Collusive Bidding Certification -Required by Section 2878 of the Public Authorities Law as Appendix B.
8. General Federal Grant Requirements- Because the contract is being funded with federal funds, the contract shall be governed by certain federal terms and conditions for federal grants, such as the Office of Management and Budget’s (“OMB”) applicable circulars. Respondent shall provide a description of experience with such grant requirements and affirmatively represent and certify that the respondent shall adhere to any requirements of applicable federal requirements.
9. Certification that the Offeror represents that at the time of submission of its Proposal, Offeror possesses each license that it is required to hold under the terms of the RFP documents, as well as any other license(s) that it is required by Applicable Laws to hold in order to perform those services it anticipates it will be required to perform under the terms of any subsequent subcontract.
10. Representation that neither Offeror nor any person or entity associated or partnering with Offeror has been the subject of any adverse findings that would prevent GOSR from approving the selection of the offeror. Such adverse findings include, but are not limited to, the following: Negative findings from the New York State Inspector General, a federal Inspector General or from the U.S. Government Accountability Office, or from an Inspector General in another state. Pending or unresolved legal action from the U.S. Attorney General or from an attorney general in New York or another state Pending litigation with New York State, any other state, or a municipality located in New York or another state. Arson conviction or pending case. Harassment conviction or pending case. Local, State, Federal or private mortgage arrears, default, or foreclosure proceedings. In rem foreclosure. Sale of tax lien or substantial tax arrears. Fair Housing violations or current litigation. Defaults under any Federal, State or locally-sponsored program. A record of substantial building code violations or litigation against properties owned and/or managed by Offeror or by any entity or individual that comprises Offeror. Past or pending voluntary or involuntary bankruptcy proceeding. Conviction for fraud, bribery, or grand larceny. Listing on the federal or state excluded parties lists.
11. Appendix III, Section 2: HTFC forms PROC-1, PROC-2 and PROC-8
12. Insurance and bonding documents. Bid Bonds are not required. Payment and Performance Bonds at 100% will be required. Successful proposers shall submit Payment and Performance Bonds within ten (10) calendar days after Notice of Award. A Certificate of Insurance must be submitted with proposal.

Part 2-Technical Proposal

1. Safety performance, provide Experience Modifier Rate (EMR), most current and three (3) previous years and Total Recordable Injury Rate (TRIR) as recorded on OSHA 300 Logs for most current and three (3) previous years.
2. Past performance and experience on projects of similar size and complexity. Indicate whether projects were or were not performed within the proposed work area (county / borough). Provide 3 Names and contact information for these projects.
3. Approach to work scope to include methodology, technical expertise and proposed schedule. Offerors shall outline in sufficient detail their approach to the work efforts to show its complete understanding of the project scope and hazards. Discussion shall include, but not limited to the following: Schedule, work start, safety, deliverables, inspection and other related activities.
4. If Offeror will be subcontracting or partnering for any portion of the work, please also summarize the qualifications and experience of their relevant staff and attach any contracts or agreements pertaining to the proposal. Please provide at least three (3) references for the Offeror and for any partners or sub-contractors. Offerors are required to provide a reference for any disaster-related experience they list in this section. Each reference should include the name, title, company, address, phone number and email address of the reference, and a brief summary of the relationship between the reference and the Offeror.

Part 3- Cost Proposal

1. Copy of proposal cost submission in accordance with attached form included with Exhibit B – Proposal Pricing

For evaluation purposes, Technical and Administrative factors when combined are more important than cost. NCG with the approval of GOSR shall make a best value selection determination based on the proposal information provided. Notwithstanding the scoring system set forth above, NCG, with GOSR concurrence, reserves the right to select a proposal that, in its sole judgment, is consistent with and responsive to the goals of the state’s CDBG-DR Action Plan, irrespective of whether it is the apparent lowest-priced proposal, if it is determined by the Executive Director of GOSR and the Commissioner of NYS HCR to be in the best interests of the citizens of the State of New York.

**EXHIBIT C**

**PROPOSAL SUBMITTAL CHECKLIST**

**IMPORTANT- PLEASE READ CAREFULLY**

All submitted proposals shall at A MINIMUM contain all information and completed and signed forms noted in the evaluation factors for both the Administrative and Technical Proposal.  Each offeror should review all items in detail that are noted under EVALUATION FACTORS and ensure they have provided information to be evaluated on each and every item.  FAILURE to provide a complete proposal may cause your proposal to be rejected and not considered for award.

If you have any questions concerning the content and items list below, please contact NorthStar Contract Manager Danny Lavergne at (303) 596-6305.  NorthStar cannot help you provide information or direct you on how to package your proposal, but we can answer questions concerning requirements for the evaluation factors.

Provide a completed copy of the following summarized checklist with your proposal verifying you have included information for review on each and every evaluation item. **REVIEW EACH ITEM DESCRIPTION IN EVALUATION FACTORS TO ENSURE ALL REQUESTED INFORMATION IS PROVIDED FOR REVIEW OF YOUR PROPOSAL.**

**Part 1- Administrative Proposal Contents.** Include completed forms and documents

1. Company introduction letter. - Check when completed.

2. Requirement of Legal Entities - Check when completed.

3. Evidentiary documentation of registration as New York State M/WBE, if registered as an M/WBE or registration in any other city or state, or the federal government, as a minority- and/or woman- owned business enterprise. Check when completed.

4. Vendor Responsibility Questionnaire - Check when completed.

5. (and item 10). Affirmation of Understanding Form - Complete and sign the Affirmation of Understanding and Agreement. - Check when completed.

6. Offeror Disclosure of Prior Non-Responsibility Determinations Form Complete. - Check when completed.

7. Statement of understanding of federal requirements. - Check when completed.

8. Certification that the Offeror represents that Offeror possesses required licenses. - Check when completed.

9. Statement of no adverse findings or debarment actions. - Check when completed.

10. (see item 5. above).

11. Complete and signed APPENDIX B - Offeror Disclosure of Prior Non-Responsibility Determinations. - Check when completed.

12.  Complete all labor and EEO attachments and forms included as part of this RFP. - Check when completed.

13.  Insurance certificate submittal and letter noting ability to secure bonding. - Check when completed.

14.  Completed NON-COLLUSIVE BIDDING CERTIFICATION - Check when completed.

15.  Completed Appendix III - Diversity Forms - Check when completed.

**Part 2-Technical Proposal**

1.  Safety performance, provide Experience Modifier Rate (EMR) and Total Recordable Injury Rate (TRIR) for most current and three (3) previous years. - Check when completed.

2. Past performance and experience on projects of similar size and complexity. - Check when completed.

**3.** Approach to work scope. - Check when completed.

4. Required information supplied if subcontracting or partnering any portion of the work. - Check when completed.

**Part 3- Cost Proposal**

1.  Copy of proposal cost submission. - Check when completed.

**NOTE – THIS CHECKLIST MUST BE SUBMITTED WITH YOUR PROPOSAL**