



TRANSMITTAL MEMORADUM

November 2, 2023

To: All Gown Advisory Council Member Representatives and Alternate Representatives

From: Terri Matthews, Director

Re: NYC DOC Logistics Optimization Project RFP

Transmitted herewith is the NYC DOC Logistics Optimization Project RFP, which will also be posted to the Consortium page on the Town+Gown webpage at: <http://www1.nyc.gov/site/ddc/about/town-gown-rfps.page>.

Please indicate by email to matthewte@ddc.nyc.gov that you have received the email transmitting NYC DOC Logistics Optimization Project RFP and have transmitted it to researchers at your institution.

The date for submission of Inquiries and Requests from Consultants for Clarification or Explanation regarding the RFP is 10 A.M., November 20, 2023.

The date for submission of Proposals in Response is 10 A.M., December 18, 2023.

Please note all specific considerations in **Section IV, B. Other Considerations** to the researchers at your institution to whom you send this NYC DOC Logistics Optimization Project RFP and remind them that the NYC DOC Logistics Optimization Project RFP is a New York City procurement and not a grant. One specific consideration to note is the requirement for Commercial General Liability insurance, which the agency, in consultation with the NYC Law Department, determined is necessary for this research project.

Researchers can download the word version of the Proposal in Response template at https://www.nyc.gov/site/ddc/about/Faculty_Research.page.

In addition, the Master Contract, under which this Town+Gown RFP has been issued, permits the Consultants (1) to join with one or more other Consultants to prepare a Proposal in Response (see Section 3.3 (b)) as well as (2) to utilize Subcontractors (as defined in the Master Contract) as part of a Proposal in Response (see Sections 3.3(b) and 3.3(e)(8)). Please note that Consultants wishing to subcontract with a Subcontractor as part of its Proposal in Response must disclose its intention to use the services of a Subcontractor in its Proposal in Response as provided in Section 3.3 (e) (8) of the Master Contract.

Consultants contemplating including Subcontractors as part of their Proposal in Response, should let such potential Subcontractors know the requirements under the Master Contract that will also bind

them should the Proposal in Response be awarded, by sending potential Subcontractors the Consultant's Master Contract, including Appendix A, in addition to the NYC DOC Logistics Optimization Project RFP. The NYC DOC Logistics Optimization Project RFP incorporates all terms and provisions of the Master Contract by reference.

As noted in the form of the Proposal in Response, it is critical that the academics at your institution who submit Proposals in Response understand that they must not alter the form itself apart from indicating the details of the researchers' proposal in Article 2. The Proposal in Response accepted by the Requestor will form the basis of the Task Order and it is important that this template *form* be unchanged. Please let them know that if they have questions on *the form* of the Proposal in Response only they should contact you, as your institution's Gown Advisory Council representative, and that you can reach out to Terri Matthews at matthewte@ddc.nyc.gov to discuss whatever issues there may be about the form. Questions about the NYC DOC Logistics Optimization Project RFP should go to the contact person listed on the NYC DOC Logistics Optimization Project RFP.

Should your institution be awarded a Task Order for this NYC DOC Logistics Optimization Project RFP, it is critical, **at the time the Requestor submits the Task Order for registration with the Comptroller's Office**, that your institution is current with respect to PassPORT disclosure (see <http://www1.nyc.gov/site/passport/index.page>). Please take the time now to alert your institution's administrative staff to make sure they know to update PassPORT with respect to your institution.

Finally, we have had experience with some institutions in the past where institutional awareness of the Master Contract and how it works had dimmed since the date of execution, resulting in delays at the institution due to legal staff getting back up to speed on the Master Contract during legal review of the Task Order. Please take the time now to check with the legal review personnel to alert them to this NYC DOC Logistics Optimization Project RFP and the Master Contract under which is it issued. You should have a copy of the executed Master Contract, but Terri Matthews can send you a copy if you request it. The form of the Master Contract is also available on the Town+Gown webpage at https://www.nyc.gov/site/ddc/about/Faculty_Research.page.