



**TRANSMITTAL MEMORADUM**

August 26, 2019

To: All Gown Advisory Council Member Representatives and Alternate Representatives

From: Terri Matthews, Director ([matthewte@ddc.nyc.gov](mailto:matthewte@ddc.nyc.gov))

Re: Hemlock Woolly Adelgid Biological Control

Enclosed herewith is the T+G RFP for the Research Project referenced above, which includes, as attachments, the template forms of the Proposal in Response and the No Response Letter. These forms can also be found at: <http://www1.nyc.gov/site/ddc/about/town-gown-advisory-council.page>. This Town+Gown RFP will be also be posted to the GAC webpage on the Town+Gown website at: <http://www1.nyc.gov/site/ddc/about/town-gown-rfps.page>.

**Please indicate by email to me at the email address above, that your institution has received the email transmitting this T+G RFP.**

Please include the execution copies of the Master Contract and Appendix A, which are included in the transmittal email, to the researchers to whom you send the T+G RFP so they have them on hand to review provisions,

Please note all specific considerations in **Section IV, B. Other Considerations**, which includes Commercial General Liability and Commercial Automobile insurance requirements because this T+G RFP requires travel. Please point out all specific considerations in **Section IV, B. Other Considerations** to the researchers at your institution to whom you send this T+G RFP and please remind them that this T+G RFP is a New York City procurement and not a grant.

In addition, the Master Contract, under which this T+G 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.

As noted in the form of the Proposal in Response, it is critical that the researchers 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 they can contact you, as your institution's Gown Advisory Council representative, and that you can reach out to me to discuss whatever form issues there may be.

Should your institution be awarded a Task Order for this T+G 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 (formerly VENDEX) 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 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 T+G RFP and the Master Contract under which is it issued. You should have a copy of the executed Master Contract, but it is also available on the Town+Gown website at link above.