

NEW YORK STATE EDUCATION DEPARTMENT JOB ORDER CONTRACTING SERVICES FOR EANS PROGRAM

RFP # 22-016

JUNE 2022



Pre-Bid Meeting Agenda

- Program Overview
- JOC Overview
- The Contract Documents
- Understanding the Construction Task Catalog® (CTC)
- Contract Specifics
- Calculating the Adjustment Factors
- Completing the Cost Proposal Form (MS Excel File)
- Considerations
- Review of Key Points
- Proposal Submission

Program Overview

The Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, 2021 provides \$2.75 billion for the Emergency Assistance to Non-Public Schools (EANS) program, which is part of the Governor's Emergency Education Relief (GEER) Fund. Under the EANS program, the US Department of Education will award grants by formula to each Governor with an approved Certification and Agreement to provide services or assistance to eligible non-public schools to address the impact that the Coronavirus Disease 2019 (COVID-19) has had, and continues to have, on non-public school students and teachers in the State.

Program Overview

- NYSED intends to utilize the Job Order Contracting Program for infrastructure repairs necessary to facilitate improvements to ventilation systems, such as repairs to windows and/or Heating, Ventilation and Air Conditioning (HVAC) systems for non-public schools that have requested those services under the Emergency Assistance for Nonpublic Schools Programs (EANS).
- NYSED intends to procure projects that will aid in the reduction of risk virus transmission and improve indoor air quality, including, but not limited to, repairs and upgrades to mechanical or natural ventilation systems, upgrades to the filtration systems, rebalancing fans to maintain ventilation rates; repair window sashes on operable windows for natural ventilation, and repair relief air ventilators, etc.

JOC Overview

Definition

- Indefinite delivery/indefinite quantity process (IDIQ)
- Enable contractors to complete a substantial number of individual projects with a **single bid**
- Tasks based on competitively-bid, **preset prices**

Value

- Saves time and money
- Provides transparency and auditability

JOC Overview: Umbrella Contract

Part 1 Bidding the Umbrella Job Order Contract

Owner
Advertises
Job Order
Contract



Contractors
Submit
Bids



Owner
Awards
Umbrella
Job Order
Contract

Part 2 Procuring Individual Projects From Owner

Owner
Project A

Subcontracting
Opportunities

Owner
Project B

Subcontracting
Opportunities

Owner
Project C

Subcontracting
Opportunities

JOC Overview:

Why JOC Works For Contractors

- JOC provides a steady flow of work
- Win a higher percentage of proposed projects
- Easier process for project proposals
- Long-term relationship with NYSED
- Ability to leverage Subcontractor and Supplier relationships
- Ability to sell value, not just compete to be the lowest price

JOC Overview:

Why JOC Works For Contractors

- Reduced Risk
 - Fixed prices
 - No negotiations
 - Payment for every element of work performed
 - Ability to provide input during scope development
 - Eliminates quibbling over change orders
 - Reduced chance of claims
- Build bond capacity
- Larger presence and enhanced reputation in the local community

JOC Overview:

Why JOC Works For Facility Owners

- A Fixed Priced, Fast Track Procurement Process
- Job Orders are Lump Sum
- The Ability to Accomplish a Substantial Number of Individual Projects with a Single Competitively Bid Contract
- Contractor Has A Continuing Financial Incentive To Provide
 - Responsive Services
 - Accurate Proposals
 - Quality Work on Time
 - Timely Close Out
- Future Purchase Orders Tied to Contractor Performance
 - No Obligation To Award Specific Projects
 - NYSED can Use All Other Methods For Accomplishing Projects

JOC Overview:

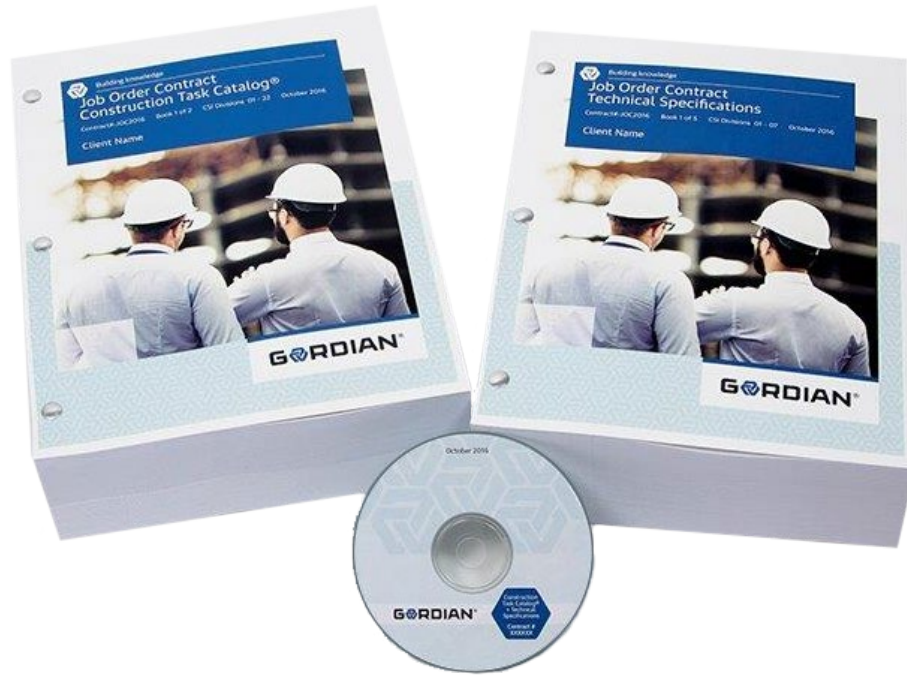
Why JOC Works For Facility Owners

- Increases use of local subcontractors and local M/WBE businesses
 - The absence of pre-established quantities inhibits trade staffing by the prime contractor.
 - Responsiveness requires the prime to use multiple local subcontractors.
 - No bonding requirement for the sub, faster payment, and less red tape, thereby expanding business opportunities for small businesses
 - NYSED reviews and approves all Subcontractors prior to issuing Job Orders
- Increases Transparency
 - NYSED Has the Ability to See and Review the Back-Up Pricing Details
- Schedule Flexibility
 - No Shelf Life for Prices or Job Orders
 - Fast procurement cycle is good for end of fiscal year projects

JOC Overview: The JOC Process



The Contract Documents



- Request for Proposal
- The Construction Task Catalog®
- The Technical Specifications

The Contract Documents

Request for Proposal

- **Description of Services to be Performed**
 - Definitions
 - Contract Overview
 - Estimated Program Value
 - Geographic Area of Work
 - Payment & Performance Bonds
 - JOC System License Fee
 - Procedure for Ordering Work
- **Submission**
- **Evaluation Criteria and Method of Award**
- **Assurances**
- **Standard Clauses for NYSED Contracts**

The Contract Documents

The Construction Task Catalog®

- Catalog of Pre-Priced Construction Tasks
- Organized by Construction Specifications Institute (CSI)
- Based on Local Labor, Material & Equipment Costs
- The tasks represent the “Scope of Work” for the contract



The Contract Documents

The Technical Specifications

- Specifies Quality of Materials and Workmanship
- Corresponds with Tasks in the Construction Task Catalog®



The Contract Documents

The Construction Task Catalog® and Technical Specifications

The Construction Task Catalog® and Technical Specifications are included as a Contract Document by reference and are available as a separate PDF document. To access the Construction Task Catalog® and Technical Specification, use [this link](#).

The Contract Documents include (4) separate Construction Task Catalogs®.

- a. Construction Task Catalog® #1 applies to the Contracts awarded in Region 1.
- b. Construction Task Catalog® #2 applies to the Contracts awarded in Region 2.
- c. Construction Task Catalog® #3 applies to the Contracts awarded in Region 3.
- d. Construction Task Catalog® #4 applies to the Contracts awarded in Region 4.

Each Construction Task Catalog® will be updated in accordance with the procedure for ordering work, subsection 9: Annual Updates to the Construction Task Catalog®.

The Contract Documents: Construction Task Catalog®

		Exterior Improvements		32
		Bases, Ballasts, And Paving		32 10
		Unit Paving		32 14
				32
MINOR	DESCRIPTION	TOTAL DIRECT	DEMOLITION	
CSI	UOM	UNIT COST	UNIT COST	
32 16 Curbs, Gutters, Sidewalks, And Driveways (32 10)				
32 16 13 Curbs And Gutters (32 16)				
Note: Includes transitions. Demolition Includes two saw cuts (each end) of curbs and gutters for lengths up to 100'. See CSI section 02 41 19 13-00-3 for additional saw cuts within the 100'.				
32 16 13 13 Cast-In-Place Concrete Curbs And Gutters (32 16 13)				
Note: Includes concrete, forms, rebar, chairs (where necessary), expansion joints, finish and curing.				
32 16 13 13-0001 Concrete Curb, Cast In Place (32 16 13 13)				
Note: Includes delivered concrete, forms, rebar, chairs (where necessary), expansion joints, finish and curing.				
32 16 13 13-0002	LF 6" X 12" Cast In Place Concrete Curb	7.18	3.23	
	For Up To 20, Add	4.03		
	For >20 To 50, Add	2.27		
	For >50 To 100, Add	0.88		
	For >500 To 1,000, Deduct	-0.88		
	For >1,000, Deduct	-1.50		
32 16 13 13-0003	LF 6" X 12" Cast In Place Concrete Curb - Radius	8.18	3.72	
	For Up To 20, Add	4.63		
	For >20 To 50, Add	2.61		
	For >50 To 100, Add	1.01		
	For >500 To 1,000, Deduct	-1.01		
	For >1,000, Deduct	-1.72		

The Contract Documents: Construction Task Catalog®

Understanding the Construction Task Catalog®: Include All Appropriate Tasks in Sample Projects

32 16 23 00-0002	4" Cast In Place Concrete Sidewalk	SF	\$5.06	400	\$2,024.00	
	For Quantities 100 to 500, Add	SF	\$2.04	400	\$816.00	
32 11 16 00-0015	4" Crushed Aggregate Base	SF	\$0.63	400	\$252.00	
	For Quantities Under 1000	SF	\$0.18	400	\$72.00	
01 71 13 00-0003	Mobilize Backhoe	EA	\$402.63	1	\$402.63	
31 23 16 36-0006	Excavation by Backhoe	CY	\$3.75	11	\$41.25	
	For Quantities Under 20 CY, Add	CY	\$3.75	11	\$41.25	
31 23 16 36-0028	Loading Excess Materials	CY	\$3.42	13.75	\$47.03	
	For Quantities Under 20 CY, Add	CY	\$3.42	13.75	\$47.03	
01 74 19 00-0029	Hauling to Dump Site	CYM	\$0.51	207	\$105.57	
01 74 19 00-0021	Landfill Dump Fee	CY	\$15.14	13.75	\$208.18	\$4,056.93
						/400
						\$10.14

Compare these prices

* Sample only

The Contract Documents: Construction Task Catalog®

Understanding the General Rules of the Construction Task Catalog®:

- Unit Prices are for Complete and In-Place Construction
- Unit Prices Include Labor, Material and Equipment. Do Not Add Labor to Repointing Task.
- Unit Prices Include the Cost of Delivery to Project Site, Unloading, Storage and Handling. Delivery Height is up to 2 ½ Stories
- Unit Prices Include Testing, Calibration, Balancing Etc. for New Work
- Unit Prices Include all Fasteners, Bolts, Anchors, Adhesives Etc. For New Work
- Unit Prices for Tasks Such as Windows, Doors, Frames, Countertops Etc. Include Sealant and Caulk

GORDIAN®


Using The Construction Task Catalog®

About the CTC:

- ☑ This Construction Task Catalog® (CTC) was developed and customized by The Gordian Group, Inc. specifically for **Owner**, priced locally using current labor, material and equipment costs, and published in Month 2017.
- ☑ The Gordian Group, Inc. licenses the use of this CTC and other proprietary information and software for the sole purpose of providing Job Order Contracting services to **Owner**. Use of this CTC and other proprietary information and software for any other purpose, or for any other entity, is expressly prohibited without the express written consent of The Gordian Group, Inc.

MasterFormat™

- ☑ The tasks in this Construction Task Catalog are organized using CSI's MasterFormat.

**CSI**
Building Solutions
Improving Project Quality

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The Unit Prices Include:

LABOR COSTS:

- ☑ Labor costs include direct labor through the working foreperson level at straight-time prevailing wage rates including fringe benefits and an allowance for Social Security, Medicare taxes, worker's compensation, unemployment insurance, and employee benefits.
- ☑ Labor costs include unloading equipment, materials, and tools, and transporting the same up or down 2 1/2 stories and 125' to reach the project site; layout, measuring and cutting to fit; performing the task; disposal of excess material; and time for lunch and breaks.

EQUIPMENT COSTS:

- ☑ Equipment costs include all equipment required to accomplish the task.
- ☑ Mobilization is included for all equipment except large equipment (e.g. cranes, bulldozers, excavators, backhoes, bobcats etc.), which exclude mobilization.
- ☑ Equipment costs include all operating expenses such as fuel, electricity, lubricants, etc.

MATERIAL COSTS:

- ☑ Material costs include the cost of the material, delivery, and all incidentals and accessories integral to the installation.
- ☑ Material costs include manufacturer's and/or fabricator's shop drawings.
- ☑ Material costs for roofing, drywall, VCT, carpet, wall covering, ceiling tile, pipe, conduit, concrete, etc. include an allowance for waste. This list is not intended to be all inclusive, but descriptive of the types of construction materials that are typically sold in standard lengths, sizes and weights.
- ☑ Material costs for imported materials (e.g. aggregate, sand, soil, etc.) include delivery up to 15 miles from the closest approved source.

The Adjustment Factors Include:

The Adjustment Factors include the following costs, unless specifically excluded by the terms of the Contract Documents.

BUSINESS COSTS:

- ☑ Office overhead, including, but not limited to, office space, office equipment, office and management personnel, office supplies, and employee transportation.
- ☑ Insurance and bonding.
- ☑ Profit.

Month 2017
Owner

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The Contract Documents: Construction Task Catalog®

Understanding the General Rules of the Construction Task Catalog®:

- Demo Price Includes Loading into Truck or Dumpster.
- If Item Demolished as Part of Different Task, It will Not be Paid for Separately
- Contractor Paid for Installed Quantities Only. Waste is Included in Unit Price
- Assembly Prices take Precedence over Component Pricing
- 14' Working Height for All Work Except Masonry
- 4' Working Height for Masonry
- Dumpsters are a Separate Task

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Using The Construction Task Catalog®

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Building Solutions
Improving Project Delivery

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- ☑ Office overhead, including, but not limited to, office space, office equipment, office and management personnel, office supplies, and employee transportation.
- ☑ Insurance and bonding.
- ☑ Profit.

Month 2017
Owner

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The Contract Documents: Non Pre-Priced Tasks

- Contractor must have permission from NYSED to use a Non Pre-priced Task prior to submission
- Three (3) Quotes on vendors' or subcontractors' letterhead
- Justification for less than three (3) Quotes
- Contractor is paid the amount in the following formula:

4.2.2. **Non-Prepriced Task:**

The final price submitted for Non-Prepriced Tasks shall be according to the following formula:

A = The hourly rate for each trade classification not in the Construction Task Catalog® multiplied by the quantity

B = Lowest of three independent quotes for all materials

C = The hourly, weekly, or monthly rate for each piece of equipment not in the Construction Task Catalog® multiplied by the quantity

D = Lowest of three subcontractor quotes

E = Allowable Overhead and Profit = $(A + B + C) \times 15\%$

F = Subcontractor Allowance = $D \times 10\%$

Total Cost of Non-Prepriced Task = $A + B + C + D + E + F$

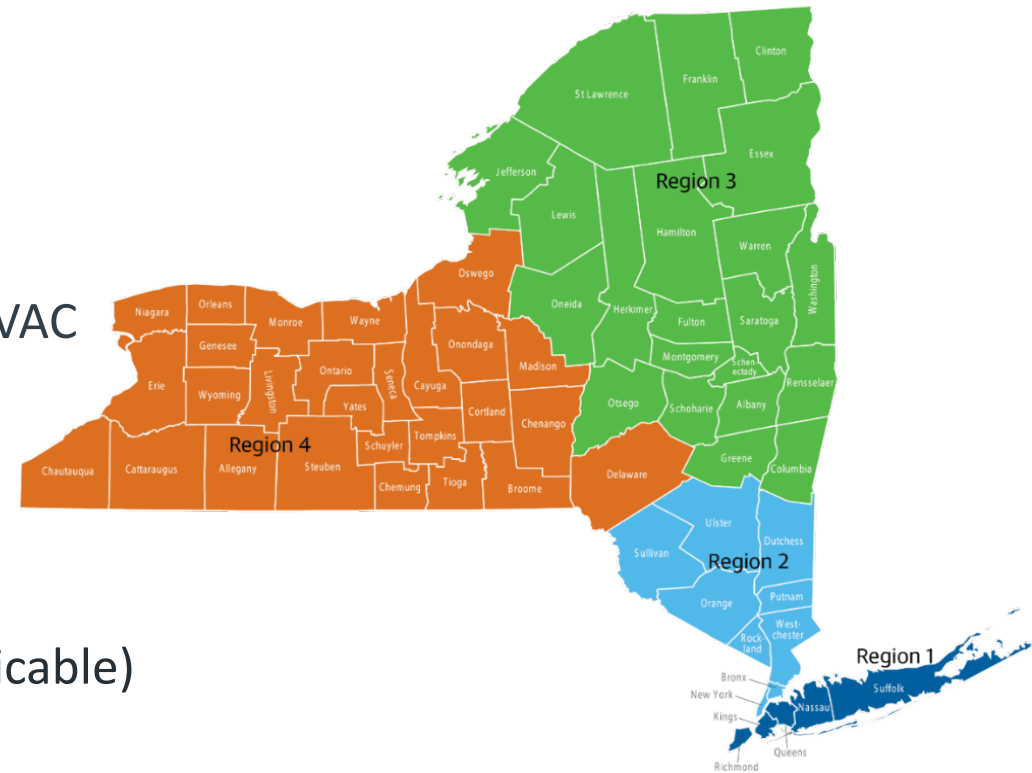
Contract Specifics

Prior to Bidding, NYSED Cannot:

- Identify or Commit to any Specific Project or Location
- Identify or Commit to any Specific CTC Tasks or Quantities

Contract Specifics Include:

- Prime Contracting Opportunities for General Contractor & HVAC
- Geographic Area of Work – (4) Separate Regions
- Estimated Program Value = \$75,000,000
- Contract Term from August 1, 2022 to September 30, 2024
- Payment and Performance Bonds with the Job Order (if applicable)
- Contract Award(s) based on Technical and Cost Scores



Contract Specifics

- Any equipment/materials purchased under the JOC contract must be able to be removed from a non-public school without remodeling the facility.
- For example, a ventilation system that is installed and becomes a capital improvement in a non-public school would not be allowable. Similarly, installing new windows would not be permissible.
- Exception to this is if the non-public school purchases the windows or the ventilation system with its own funds, in which case, the JOC contractor may install the windows or the ventilation system.

Contract Specifics: Types of Projects

Types of projects include but not limited to:

HVAC

- Mechanical ventilation system repair
- HVAC air system control corrections
- Boiler/furnace repair
- Duct cleaning
- Air filter replacement
- Air balancing

Window

- Repairs to existing windows
- Leak detection
- Caulking/sealing
- Sash repair
- Windowpane replacement

Contract Specifics

Criteria for Evaluating Bids

Technical Criteria (70 Points)

- Safety (10 points)
- Comparable Project Experience (40 points)
- Key Personnel (20 points)

Financial Criteria (30 Points)

- Cost Proposal (Award Criteria Figure)

Contract Specifics

Method of Award

The aggregate score of all the criteria listed will be calculated for each proposal received. The contracts issued pursuant to this proposal will be awarded to the vendor whose aggregate technical and cost score is the highest among all the proposals rated and to the vendors whose aggregate score is within 20% of the highest score. The maximum number of contracts issued and volume of work are listed in the tables below.

<u>REGION</u>	<u># OF MAXIMUM CONTRACT AWARDS</u>	
	General Contractor	HVAC
Region #1	4	3
Region #2	4	3
Region #3	2	2
Region #4	2	2

Contract Specifics

- M/WBE Plan with Each Job Order Proposal
- Differing Site Conditions or Changes in Scope
 - Priced from Construction Task Catalog[®]
 - Supplemental Job Order - No Negotiated Change Orders
- Liquidated Damages
 - On a Job Order-by-Job Order Basis
 - Sliding Scale Based on Job Order Price
- Filings and Permits
 - Fees paid for all Permits reimbursed 100% - **No Markup**

Contract Specifics

- Award Based on Competitive Bid
 - Must Bid two (2) Adjustment Factors:
 - **Normal Working Hours:** 7:00 am to 5:00 pm Monday to Friday
 - **Other Than Normal Working Hours:** 5:01 pm to 6:59 am Monday to Friday, and all-day Saturday, Sunday, and New York State Holidays
 - ***Other than Normal Hours Adjustment Factor Must be Equal to or Greater than the Normal Working Hours Factor***
 - Adjustment Factors Apply to All Tasks in the CTC
 - Each Adjustment Factor is Weighted to Create an Award Criteria Figure
 - Lowest Award Criteria Figure is Determined to be the Lowest Price
- NYSED intends to distribute the Job Orders on a rotational basis to performing Contractors

Contract Specifics

ders						
Search...						
	Job Order Name	Contract Name	Status	Price Proposal Total	Last Updated ▾	Last Updated By
ctionTest001	ReportActionTes...	ReportActions001	Project Initiation		03/14/2019	r.yenugu@thegordiangroup.com
	job2n	Release Demo Contract	Proposal Due		03/14/2019	procontractor@gmail.com
	job1	ecc9a903-67a4-45a4-86e8-6d100d6682d7	Project Initiation		03/14/2019	procontractor@gmail.com
pProject	NewNPpProject	Release Demo Contract	Proposal Due		03/14/2019	k.krishnamurthy@thegordiangr
KT	AdarshKT	AdarashKTJOC	Proposal Due		03/14/2019	k.krishnamurthy@thegordiangr
issue2	modifierissue2	2A520BA9-0157-47BB-9D7D-6D307A022A95	Proposal Approved		03/14/2019	k.krishnamurthy@thegordiangr
ction_Test111	ReportAction_Te...	Release Demo Contract	Project Initiation		03/13/2019	r.yenugu@thegordiangroup.com
	jotoapprove	Release Demo Contract	Proposal Approved		03/13/2019	k.krishnamurthy@thegordiangr
CheckVersionTotalls...	NewJOCheckVer...	Release Demo Contract	Proposal Approved		03/12/2019	k.krishnamurthy@thegordiangr
1 2 3 4 ▶ 1 - 50 of 17						

Internet Based Software Provided with Contract

- JOC Management Software Expedites the Job Order Process
 - Price Proposals
 - Subcontractor Lists
 - Tracking Dates
 - Required Job Order Forms
- Training provided

Contract Specifics: JOC System License Fee

- Access to JOC Management Software, Construction Task Catalog[®], other proprietary materials
 - Most advanced technology and data in the marketplace.
 - Paperless
 - Efficient
 - Tasks and prices input directly... no fishing through old files and estimating books for costs
- JOC process training
- Software training
- Software support: 8AM to 8PM EST Monday - Friday
- Included in the Contractor's Adjustment Factors
 - Consider with the Bid as an Overhead cost
 - **1% of the Job Order Price**

Calculating the Adjustment Factors: Method to Calculate

- **Use Historical Project Data**
 - Select a Completed Project
 - You Know Scope and Direct Costs
 - Price Project From CTC
 - Add on Overhead and Profit
 - Calculate the Adjustment Factor

Calculating the Adjustment Factors: Sample Project: Detailed Scope of Work

- Sample Project Detailed Scope of Work: Interior Renovation
 - Doors and Hardware
 - Replace 12 interior doors, hinges and hardware
 - Doors shall be 3x7, solid core wood doors
 - Grade 2 locksets with knobs
 - Replace 2 push bar exist devices and door closers on exit doors
 - Interior Lighting
 - Replace all lay-in troffer fixtures on first and second floors. 48 in total
 - Replace 4 exit fixtures
 - Replace 12 industrial fixtures in shop area
 - Plumbing Fixtures
 - Replace 8-bathroom sinks, 8 faucets, and 8 toilets in men's and women's bathroom in admin building and shop area
 - Replace 4 water fountains
 - Replace Boiler
 - Demo existing boiler and as much piping and venting to accommodate new boiler. Install a new 1028 MBH oil-fired cast-iron boiler. No access for packaged boiler. Must field assemble sections. Provide new piping as required.
 - Normal Working Hours

Calculating the Adjustment Factors: Sample Project: Price Proposal

Contractor's Price Proposal Summary - Category

Work Order #:

000001 Florida 2014

Title:

Florida Sample Renovation

Contractor:

The Gordian Group

Proposal Value:

\$66,344.12

Proposal Name:

Florida Sample Renovation

Boiler:

\$33,055.73

Doors and Hardware:

\$8,282.09

Lighting:

\$13,119.77

Plumbing:

\$11,886.53

Work Order Proposal Total

\$66,344.12

Contractor's Price Proposal Detail - Category

Date:

February 05, 2012

Contract Number:

FW4258

Work Order Title:

NO202012-498880

Contractor:

The Gordian Group

Proposal Value:

\$74,754.78

Proposal Name:

4 Trade Renovation

Item	Qty	Unit	Desc	Unit Price	Factor	Line Total
Category - Boiler						
1	28	EA	100' Standard x 7' Long Water Heater Expansion Set	\$1194.13	1.0000	\$33,435.64
2	1	EA	100' Standard x 7' Long Water Heater Expansion Set	\$8,282.09	1.0000	\$8,282.09
3	1	EA	100' Standard x 7' Long Water Heater Expansion Set	\$13,119.77	1.0000	\$13,119.77
4	1	EA	100' Standard x 7' Long Water Heater Expansion Set	\$11,886.53	1.0000	\$11,886.53

Subtotal for Category - Lighting: \$13,119.77

Subtotal for Category - Plumbing: \$11,886.53

Subtotal for Category - Doors and Hardware: \$8,282.09

Subtotal for Category - Boiler: \$33,055.73

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Date:

February 05, 2012

Contract Number:

FW4258

Work Order Title:

NO202012-498880

Contractor:

The Gordian Group

Proposal Value:

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Proposal Name:

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Calculating the Adjustment Factors: Sample Price: CTC vs. Quote

Sample Price: CTC vs. Quote

Direct Cost of Work from CTC

- Replace Boiler \$ 33,055.73
- Doors/Hardware \$ 8,282.09
- Lighting \$ 13,119.77
- Plumbing \$ 11,886.53

TOTAL = \$ 66,344.12

Direct Cost of Work from Quotes or Estimates

- Replace Boiler \$ 34,500.00
- Doors/Hardware \$ 7,250.00
- Lighting \$ 12,750.00
- Plumbing \$ 10,500.00

TOTAL = \$ 65,000.00

Calculating the Bid: Putting it All Together

• A.	Direct Cost of Work from Quotes	\$65,000.00
• B.	Overhead 10%*	<u>\$ 6,500.00</u>
• C.	Subtotal (Cost & O/H)	\$71,500.00
• D.	Profit 10%*	<u>\$ 7,150.00</u>
• E.	Subtotal (Cost & O/H & Profit)	\$78,650.00
• F.	Price From CTC	\$66,344.12
•	Adjustment Factor (= E / F) = 1.1855	

*Sample Only. Contractor to determine O/H & Profit.

Prepare this calculation for more than one sample project.

Completing the Cost Proposal Form

Line Number	Adjustment Factor Name	Bid Adjustment Factor	Weighted Multipliers For Evaluation Purposes Only	Extended Total
1)	Normal Working Hours Adjustment Factor	1.1855	50%	0.5928
2)	Other than Normal Working Hours Adjustment Factor	1.2105	50%	0.6053
3)	AWARD CRITERIA FIGURE:			1.1980

***SAMPLE ONLY – Complete Cost Proposal Form in the MS Excel File**

Considerations

- New Construction Task Catalog® Issued Annually
 - CTC Issued with RFP in Effect for (12) Months
 - On the Anniversary of the Contract Start Date, a New Construction Task Catalog® will be Furnished
 - New Construction Task Catalog® Effective for a Twelve (12) Month Period
 - Adjustment Factors are Fixed for the Duration of the Contract

Considerations

- Contractors Should Expect To
 - Prepare Incidental Drawings or Sketches for Some Projects
 - Justify Quantity Calculations
 - Explain Detail of Work
 - Prepare Proposals for Some Projects That Might be Canceled
 - Margins on CTC Tasks Vary
 - Some Projects are More Profitable than Others
 - Maintain a Fully Functioning Office
 - Hold Required Licenses
 - Include 1% JOC System License Fee for All Job Orders Issued

Considerations

Importance of Contractor's Adjustment Factors

- Determines Lowest Bidder AND
- Used to Price Individual Job Orders
- Price Proposal Total Becomes the Lump Sum Job Order Price

	Unit Price	x	Quantity	x	Adjustment Factor	=	Total for Task
+	Unit Price	x	Quantity	x	Adjustment Factor	=	Total for Task
+	Unit Price	x	Quantity	x	Adjustment Factor	=	Total for Task
							<hr/>
							Total Job Order Price

Considerations

Bid Realistic Adjustment Factors

Unrealistic Adjustment Factors Lead to:

- Arguments in Proposal Review
 - Unsupportable Tasks
 - Exaggerated Quantities
- Delays in Job Order Development
 - Takes Longer to Review Proposals
- Adversarial Relationship
 - Reduced Volume of Work
 - Will Shorten Contract
 - Lost Profitability

There is No Second Chance to Improve your Margin

Review of Key Points

- Focus on Total Potential Value of Contract
- Evaluate Construction Task Catalog[®]
 - Analyze Unit Prices
 - Know the General Guidelines for Using the CTC
- Contractor Performance Drives Volume
 - Ability to Market Program and Services
 - Responsive Service
 - Accurate Proposals
 - Safe and Clean Project Sites
 - High Quality Construction
 - On-Time Completion & Close Out
 - Achieve a High Level of M/WBE Participation

Proposal Submission:

Project Submission

The proposal submitted in response to this RFP must include the following documents submitted by email to cau@nysed.gov in Microsoft Office or editable PDF per the electronic proposal submission procedures outlined above, preferably with each of the following sets of documents attached as a single file (i.e. one email with four attachments):

1. Submission Documents bearing signature
2. Technical Proposal bearing signature
3. Cost Proposal bearing signature
4. M/WBE Contracting Plan bearing signature

The proposal must be received by **July 12, 2022, by 3:00 PM** by email to cau@nysed.gov. If submitting a proposal for more than one region or contract type, a separate proposal must be submitted for each response.

Proposal Submission:

Bidders are requested to submit their bids electronically. The following documents should be submitted by email as detailed in the Submission section of the RFP, and must be received at NYSED no later than **July 12, 2022 by 3:00 PM Eastern Time**:

1. Submission Documents labeled **[name of bidder] Submission Documents RFP #22-016, Region #XX**
2. Technical Proposal labeled **[name of bidder] Technical Proposal RFP #22-016, Region #XX**
3. Cost Proposal labeled **[name of bidder] Cost Proposal RFP #22-016, Region #XX**
4. M/WBE Contracting Plan labeled **[name of bidder] M/WBE Contracting Plan RFP #22-016, Region #XX**

The email address for all the documentation is cau@nysed.gov.

Proposal Submission – Technical Proposal:

The completed Technical Proposal should be emailed and labeled **[name of bidder] Technical Proposal – RFP #22-016, Region #XX** and include the following:

- A. **Safety**: Attach a letter from the firm's insurance company, on the insurance carrier's letterhead, stating the firm's Experience Modification Rate (EMR) for the past three calendar years: 2021, 2020, and 2019. If, during any year, the EMR is greater than 1.0, attach an explanation as to why the EMR is greater than 1.0 and steps taken to reduce the EMR. (10 points)

Proposal Submission – Technical Proposal:

Comparable Project Experience: The NYSED is seeking to obtain the services of experienced general and HVAC contractors. For each project submitted, attach an additional sheet to describe this project, clearly indicating the scope of work for which the Bidder was responsible.

- i. Submit a minimum of (3) projects up to a maximum of (10) repair and rehabilitation projects whose scope of work is comparable to the scope of work statement included in this RFP. Prime Contracting experience is preferred. *Submit projects that have achieved final acceptance after January 1, 2017.*
 - ii. Complete a separate **Attachment A** (*located in Submission Documents*) for each project submitted and attach an additional sheet describing the project's scope of work.
 - iii. JOC may involve projects of varying size, scope, and complexity. To demonstrate the Bidder's ability to perform a wide variety of projects, submit a variety of projects.
- (40 points)

Proposal Submission – Technical Proposal:

Key Personnel: Provide resumes documenting qualifications of key personnel who will be assigned to the Contract. At a minimum:

- i. **Project Manager:** Complete ***Attachment B*** (*located in Submission Documents*) and attach a resume for the proposed Project Manager.
- ii. **General Field Superintendent(s):** Complete ***Attachment C*** (*located in Submission Documents*) and attach a resume for the proposed General Field Superintendent.
(20 points)

Proposal Submission – Cost Proposal:

Cost Proposal

(30 points)

The completed Cost Proposal should be emailed and labeled **[name of bidder] Cost Proposal – RFP #22-016, Region #XX** and include the following:

- 1.) Completed the Cost Proposal Form

Proposal Submission – Cost Proposal:

M/WBE Contracting Plan

Provide the Bidder's plan to meet or exceed the M/WBE participation goals set forth in this Contract. Provide examples of past contracts in which the M/WBE goals were achieved and how the Bidder intends to meet the goals set for in this RFP.

The M/WBE Contracting Plan should be emailed and labeled **M/WBE Contracting Plan – RFP #22-016, Region #XX**.

Bid Submission:

- All questions concerning this solicitation must be received via email no later than:
 - No later than June 23, 2022 by Close of Business
- Submit questions to:
 - EANSprocurement@nysed.gov
- **Proposals Due:**
 - July 12, 2022 by 3:00 PM (Eastern Time)

Questions
