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## Contracting Opportunity

**Title:** Microsoft SharePoint Services  
**Agency:** Hugh L. Carey Battery Park City Authority  
Procurement  
**Contract Number:** TBD  
**Contract Term:** 3 years  
**Date of Issue:** 02/10/2016  
**Due Date/Time:** 03/18/2016 3:00 PM  
**County(ies):** All NYS counties  
**Location:** Battery Park City  
**Classification:** Information Technology - *Consulting & Other Services*  
**Opportunity Type:** General  
**Entered By:** Robert Nesmith  
**Description:** Battery Park City Authority d/b/a Hugh L. Carey Battery Park City Authority ("BPCA") requests proposals (each individually, a "Proposal" or collectively, the "Proposals") from Consultants (each individually, a "Proposer" or collectively, the "Proposers") to provide on-call Microsoft SharePoint Services, as requested by BPCA during the contract term described in Section IV.B. below.

The selected Proposer or Proposers will provide Microsoft SharePoint Services for design and implementation of a SharePoint environment for BPCA. The Microsoft SharePoint Services will include, but not be limited to, projects which are relatively straightforward and/or lower cost (generally less than \$200,000, although sometimes more) or which are performed in response to design, implementation, configuration, and troubleshooting needs. It is anticipated that the total contract value of any single three-year contract for Microsoft SharePoint services shall not exceed \$800,000; however, BPCA may award on-call Microsoft SharePoint Services contracts to more than one Proposer.

BPCA currently uses a paper-based filing system for most of its procurement documentation, though it has started generating PDF files for new documents, which are housed on BPCA's shared drive. Legal documents are stored in Open Text. BPCA tracks project data via a customized excel tool. Microsoft Great Plains is utilized for BPCA's financial system and Paramount Workplace is used for processing purchase orders. Additional information on

BPCA's information technology infrastructure can be found in Exhibit F.

Minority-Owned Business Enterprises ("MBE") and Women-Owned Business Enterprises ("WBE") are encouraged to submit Proposals.

This request for proposals, the attachments and any additional information submitted herewith, (collectively, the "RFP") does not obligate BPCA to complete the selection and contract award process. BPCA reserves the right to: 1) accept or reject any and all Proposals; 2) request additional information from any or all Proposers to assist BPCA in its evaluation process; 3) amend or withdraw this RFP prior to the announcement of the selected firm; and 4) award the proposed services, in whole or in part, to one or more firms. In case of an amendment to the RFP, all Proposers will be provided with a copy of any such amendment(s) and will be afforded the opportunity to revise their Proposals in response to the RFP amendment.

Interested parties may download the complete request for proposals ("RFP") via the link provided below or by visiting BPCA's website at [www.bpcas.ny.gov](http://www.bpcas.ny.gov) and clicking on the "Apply" tab and then selecting "RFP Opp". All Proposals must meet the requirements listed in the RFP.

As stated in the RFP, firms interested in responding to the RFP must complete the Mandatory Forms Packet located on BPCA's website at <http://bpcas.ny.gov/wp-content/uploads/2015/03/Vendor-Responsibility-Questionnaire.pdf>. The completed forms must accompany the firm's proposal.

#### Restricted Period

Proposers are restricted from making contact with anyone other than the Designated Contacts (identified below) during the period from the time of publication of this advertisement through approval of the procurement contract by BPCA (the "Restricted Period"). Employees of BPCA are required to record certain contacts during the Restricted Period, including, but not limited to, 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 governmental procurement, and to make a determination of responsibility based, in part, upon any such contact. Failure to abide by this process may result in a finding of non-responsibility.

Minority-Owned Business Enterprises ("MBE") and Women-Owned Business Enterprises ("WBE") are encouraged to submit Proposals. All Proposers must submit with their proposal a copy of its Equal Employment Opportunity or Diversity policy along with a breakdown of all company staff by job classification, race and gender. For questions on M/WBE participation, joint ventures and sub-contracting goals ONLY, please contact "Diversity Designated Contact": Mr. Anthony Peterson at 212.417.2337.

**M/WBE UTILIZATION GOAL REQUIREMENTS FOR BPCA CONTRACTS: In**

accordance with Article 15-A of the New York State Executive Law and regulations adopted pursuant thereto, BPCA has established separate goals for participation of New York State Certified minority and women-owned business enterprises for all state contracts. BPCA is required to implement the provisions of Article 15-A and 5 NYCRR Part 143 for all state contracts (1) in excess of \$25,000 for labor, services, equipment, materials or any combination for the foregoing and (2) in excess of \$100,000 for real property renovations and construction. For purposes of this procurement, the Organization hereby establishes a goal of 15% for Minority-owned Business Enterprises (MBE) participation and 15% for Women-owned Business Enterprises (WBE) participation. (We are happy to work with you to help you identify opportunities for M/WBE participation, joint ventures and sub-contracting). As a condition of this procurement, the Proposer and BPCA agree to be bound by the provisions of §316 of Article 15-A of the Executive Law regarding enforcement. Proposers must document "good faith efforts" to provide meaningful participation by certified M/WBE subcontractors or suppliers in the performance of the awarded contract. For guidance on how BPCA will determine a Proposer's "good faith efforts," refer to 5 NYCRR § 143.8. Additionally, Proposers must refer to Mandatory Forms of this document for a list of forms that must be provided in order to fully comply with Article 15-A of the New York State Executive Law and 5 NYCRR Part 143.

BPCA reserves the right to cancel or withdraw in whole or in part this RFP at its sole discretion. Proposers will be notified in the event the RFP is cancelled via the BPCA website.

**Minority Owned Sub-Contracting Goal: 15%**

**Women Owned Sub-Contracting Goal: 15%**

## Contact Information

**Primary contact:** Hugh L. Carey Battery Park City Authority  
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Supporting document shown below:

The following supporting documents are available for download:

Document title	Description	Type
Microsoft SharePoint Services		pdf

To download these documents, please visit the New York State Contract Reporter website: <http://www.nyscr.ny.gov>

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