**Template for T+G RFP April 2022**



[Requestor logo(s) here]

**[Name of Requestor’s] Town+Gown Request for Proposals**

**under the Consortium Contract**

**[Research Project Name]**

* *Note: Town+Gown RFPs issued by any Requestor that is a City Agency alone or with other City Agencies or Public Entities must comply with the requirements of PPB Rules Section 3-03. Pursuant to Sections 2.3 of the Consortium Contract, Town+Gown:NYC will review the Town+Gown RFP before releasing it to the Consultants in the Academic Consortium vendor pool to assure that it complies with the terms of the Consortium Contract.*

**I. General Items**

A. Invitation to Submit Proposals in Response. [*Name of Requestor*] (the “Requestor”) invites the Consultants under the Town+Gown Master Academic Consortium Contract (the “Consortium Contract”), to submit Proposals in Response for [*Research Project Name*] (the Town+Gown RFP), pursuant to the terms and provisions of the Consortium Contract and this Town+Gown RFP. All defined terms used herein but not defined have the meanings assigned to them in the Consortium Contract.

B. Due Date for Receipt of Proposals in Response. Consultants shall submit their Proposals in Response ONLY via email, no later than \_\_:\_\_ \_\_.M., \_\_\_\_\_\_\_\_\_\_\_\_ \_\_, 202\_, to [Name], [Title] at [email address]. Please note that there is a \_\_ MB file size limit. [ *Note: Insert if Requestor’s email has a file size limit.*] If a Consultant chooses not to submit a Proposal in Response, such Consultant shall submit a No Bid Response form (which is attached to this document as Attachment A for the purpose of convenience and is downloadable from the Town+Gown website at (<http://www1.nyc.gov/site/ddc/about/town-gown-advisory-council.page>) no later than \_\_:\_\_, \_.M, \_\_\_\_\_\_\_\_\_\_\_ \_\_, 202\_, [* Note: it should be same as return date above*] to [Name], [Title] at [email address].

 *Note re: Due Dates:*  *A value behind the PPB Rule provisions governing due dates for receipt of Proposals in Response is to provide enough time for a fair competition. While the Consortium Contract aims at reducing procurement timeframes to speed up the process, it is important to strike the appropriate balance in order to get the value of academic input as anticipated by the Consortium Contract. PPB Rule 3-03 provides guidelines. PPB Rule Section 3-03 for Competitive Sealed Proposals (which Town+Gown RFPs are closest to) requires a minimum of 20 days (or, if Section 6-129 of the City Code applies, 27 days). PPB Rule Section 3-08 for Small Purchases (not more than $100,000) is silent on the length of the response period. The general policy for a Proposal in Response return date is at least a minimum of 30 calendar days, which can be shortened under certain circumstances, such as a pressing need for expert panel advice, and may need to be lengthened when Town+Gown RFPs are released before the Academic Consortium institutions are in full academic session.*

C. Inquiries and Requests from Consultants for Clarification or Explanation. If a Consultant wishes to make an inquiry or request a clarification or explanation with respect to this Town+Gown RFP, such Consultant must make such inquiry or request in writing sent via email ONLY to [name], [title] at [email address], no later than \_\_:\_\_ \_.M., \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_, 202\_. In the event the Requestor determines that it is necessary to respond to such inquiry or request in writing, such response will be furnished as an addendum to this Town+Gown RFP (an Addendum) and will be sent to all Consultants as described below. If the Requestor deems it necessary, it may arrange a meeting or conference call with all interested parties prior to the submission date to address questions or concerns.

 *Note re: Potential Town+Gown-RFP Clarification Meeting(s). PPB Rule Section 3-03(f) also permits agencies,* ***after the Town+Gown RFP is released,*** *to invite**all Academic Consortium institutions to a meeting (or meetings, if necessary), which could be convened in conjunction with the Gown Advisory Council, to explain the research project in greater detail.   While the Town+Gown RFP is open, all questions would need to be answered as an Addendum to the Town+Gown RFP and released to all Academic Consortium institutions (whether they attended the meeting or not, unless the meetings were “mandated in the Town+Gown RFP”, which would trigger another set of requirements).  The key to the applicable PPB Rules is to be sure that all potential proposers are informed of all questions and all answers in an Addendum.]*

D. Addenda to Town+Gown RFP. If the Requestor determines that it is necessary to respond to an inquiry or request for clarification or explanation from a single or several Consultants in writing, such writing will be in the form of an Addendum to this Town+Gown RFP, which will become part of the requirements for such Town+Gown RFP, and sent by Town+Gown/DDC to all the Consultants to which the Town+Gown RFP was issued. In addition, it will be necessary for such Consultants to acknowledge receipt of an Addendum to a Town+Gown RFP by attaching an original signed copy of the Addendum to its Proposal in Response.

E. The Name and Contact Information of the Requestor’s Procurement Process Contact. All Proposals in

Response, Inquiries or Requests for Clarification or Explanation, and receipts of any Addenda, shall be sent via email ONLY to:

[Name]

[Title], [Agency]

[Email address]

 *Note: The name of the person in this section will be the only person at the Requestor to whom Consultants should direct (a) Proposals in Response, (b) Inquiries or Requests for Clarification or Explanation, (c) receipt of any Addendum.*

**II. Scope of Work**

A. General Research Project Description.  *Note: The Requestor must describe Research Project, in the body of the Town+Gown RFP and/or as an attachment to the Town+Gown RFP.*

B. Research Project Objectives.  *Note: This is where the Requestor moves from the general objectives outlined above and provides a more detailed scope of the Research Project, outlining, in greater detail, the Requestor’s Project requirements in order to provide the Consultants with a good foundation for their respective Proposals in Response, one of which will eventually become the contracted scope of work for the Project in the awarded Task Order. It is important for the Requestor to be as concrete as possible in this section about time, budget and any other parameters that will express the Requestor’s research needs and constraints, to the extent known. In addition, if the Requestor intends to make confidential certain data it or other entities will provide to the researchers to accomplish the Research Project, in order to comply with Law or as a matter of agency practice, the Requestor should also specifically note what data sources it will make confidential in this Section II B.*

**III. Format and Contents of the Proposal in Response**

The Proposal in Response must be in a form that conforms to Appendix B-2 to the Consortium Contract, which template form is attached to this document as Attachment B for the purpose of convenience. That template form is also downloadable from the Town+Gown:NYC website at (<http://www1.nyc.gov/site/ddc/about/town-gown-advisory-council.page> ). The Consultants shall not make changes to the Proposal in Response template form.

 *Note: The Proposal in Response from the Consultants must be in a form that conforms to Appendix B-2 to the Town+Gown Consortium Contract. The template form for the Proposal in Response is downloadable from the Town+Gown website* (<http://www1.nyc.gov/site/ddc/about/town-gown-components.page#funded>). *The template form of the Proposal in Response makes it clear to the Consultants that they are not to make changes to the form Proposal in Response since, as anticipated in Appendix B-3, it becomes the Task Order, which template form is also available on the Town+Gown website above. Agencies receiving proposals that do not follow the template form may deem such proposals to be non-responsive.*

**IV. Evaluation Criteria and Evaluation Procedures**

A. Criteria. The Proposals in Response will be evaluated on the basis of criteria set forth below:

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| --- | --- | --- |
| *Criteria* | *Weight*eye *Notes—see below* | *Explanation* |
| *Experience* | 40% | Background and experience with respect to the disciplines and issues covered in the Research Project. |
| *Organizational Capability* | 20% | Organizational capability and the clear definition of roles and duties of the members of the Academic Team, as well as clear lines of communication among them, particularly with regard to interdisciplinary and practitioner input. |
| *Approach and Methodology* | 30% | Approach to the Research Project and methodologies proposed. |
| *Cost*  | 10% | Cost proposals will be evaluated competitively.The Requestor has allocated $­­­­­­­­­\_\_\_\_\_\_\_\_\_\_ for this research project. [Alternative: Proposals are expected to be in the range of $ \_\_\_\_\_\_\_\_ to $\_\_\_\_\_\_\_\_\_\_.]* *Note: The nature of faculty-directed research requires the Requestor to indicate either the budgeted amount for the Research Project or a range where the budgeted amount represents the higher bound.*
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 *Note: The Requestor must specify, in the Town+Gown RFP, the qualitative and quantitative criteria, including price, and the respective weights attached to such criteria that it will use to evaluate all Proposals in Response it receives. The Consultants in the Consortium Contract were not selected on the basis of any competition. The necessary competition was deferred to the Task Order phase and was intended to be based on proposals in response to Town+Gown RFPs. Price needs to be considered in the context of this “Evaluation Criteria and Evaluation Procedures” section, subject to the Charter and PPB Rules. The evaluation criteria and procedures text above, the Other Considerations and Basis of Award text below are suggestions that the Requestor may alter in its discretion subject to the Charter, PPB Rules and the Consortium Contract.*

B. Other Considerations.

* *Note: In consultation with the City Law Department, city agencies may omit certain insurance required under Appendix A to the Consortium Contract. In order to permit Consultants to decline to field a Proposal in Response due to the insurance required by the Requestor and instead provide a No Bid Response, it is necessary for the Requestor to indicate here in the Town+Gown RFP what Appendix A insurance it will require and what Appendix A insurance, if any, it will omit. Insurance required by statute cannot be omitted.*

*1. Insurance.* If awarded the Task Order resulting from this T+G RFP, the Consultant and all of its subconsultants must not commence performing any services under the resulting Task Order until all insurance required by this T+G RFP, and the resulting Task Order, is in effect and provided satisfactorily to the Requestor. The Consultant must ensure uninterrupted and continuous insurance coverage in the manner, form, and limits required by this T+G RFP, and the resulting Task Order, throughout the entire duration of the Task Order.

The Consultant must provide the insurance as indicated below:

|  |
| --- |
| **Article 7 – Insurance** |
| **Types of Insurance** | **Minimum Limits and Special Conditions** |
| **■** Workers’ Compensation **■** Disability Benefits Insurance **■** Employers’ Liability   | Statutory amounts  |
| **□** Commercial General Liability  | $\_\_\_\_\_\_\_\_ per occurrence $\_\_\_\_\_\_\_\_\_ personal & advertising injury $\_\_\_\_\_\_\_\_\_ aggregateAdditional Insureds:1. City of New York, including its officials and employees, and2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **□** Commercial Auto Liability  | $\_\_\_\_\_\_\_\_ per accident combined single limit If vehicles are used for transporting hazardous materials, the Contractor shall provide pollution liability broadened coverage for covered vehicles (endorsement CA 99 48) as well as proof of MCS 90 |
| **□** Professional Liability/Errors & Omissions  | $1,000,000.00 per claim |

* *Note: Questions about joint proposals and subcontracting always come up. The text below, which is recommended to include in the Town+Gown RFP, is intended to provide the individual researchers at the Academic Consortium institutions with references to the Consortium Contract so that they may contact their Gown Advisory Council representative to obtain a copy of the Consortium Contract and review these provisions as they prepare their Proposals in Response.*

2. *Subcontracting.*The Consortium Contract, under which this T+G RFP has been issued, permits Consultants to join with one or more other Consultants to prepare a Proposal in Response (see Section 3.3 (b)) as well as to utilize Subcontractors (as defined in the Consortium Contract) as part of a Proposal in Response (see Sections 3.3(b) and 3.3(e)(8)). Consultants should refer to the Consortium Contract if they wish to consider joint proposals with researchers at other Academic Consortium institutions or include Subcontractors as part of their Proposal in Response. Individual researchers developing Proposals in Response should contact the Gown Advisory Council representative for the respective Academic Consortium institution to obtain a copy of the Consortium Contract, the form of which is also downloadable from the Town+Gown website (<http://www1.nyc.gov/site/ddc/about/town-gown-advisory-council.page>). 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 Consortium Contract and Appendix C to the Consortium Contract.

3. *Elections.*

* *Note: If the Requestor wishes to exercise any or all of the options to revert to standard City provisions for Sections 5.05, 5.08 and 6.01B, Town+Gown:NYC, must consent, and those election(s) need to be stated explicitly here in the Town+Gown RFP. Town+Gown will supply the text for such elections.*

*Faculty-directed research in the context of the Consortium Contract and Town+Gown’s action research methodology is intended to provide needed knowledge in an open context. As noted in Section 3.2(f), there are several provisions in Appendix A (Sections 5.05 (Removal of Records), 5.08 (Confidentiality), 6.01A (Copyrights) and 6.02 (Patents)) that reflect standard academic practice with federal contracting agencies and Town+Gown:NYC’s action research principle that both practitioner and academic are equal partners in knowledge creation (the* ***standard academic practice****). Sections 5.05, 5.08, 6.01A and 6.02 reverse the pattern of rights on standard City contracts, so that the standard academic practice applies.*

*If, in Section II B above, the Requestor indicates that it intends to make confidential certain data it or other entities will provide to the researchers to accomplish the Research Project, in order to comply with Law or as a matter of agency practice, the Requestor should also repeat that intent here with a cross-reference to Section II B above.*

C. Basis of Award. The Requestor, [ *Note: if a City agency*] will award the Research Project to the responsive and responsible Consultant whose Proposal in Response is determined to be the most advantageous to and in the best interest of the City, taking into consideration all the criteria and considerations which are set forth above in this Town+Gown RFP. Award of the resulting Task Order is subject to successful negotiation of terms of the Task Order as provided in the Consortium Contract and the PPB Rules.

Attachment A

**Form of No Bid Response**

**NO BID RESPONSE**

submit by RFP response due date

|  |  |  |
| --- | --- | --- |
| RFP Name | Requestor | Proposal in Response Due Date |
|  |  |  |

To: [Requestor Agency]

Secretary, Gown Advisory Council

Town+Gown/DDC, as Consortium Contract Administrator

This is to certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a Consultant academic institution under the city-wide Town+Gown Master Academic Consortium Contract, will not be submitting a Proposal in Response to the above referenced solicitation document prepared by the listed Requestor.

Reason(s) for No Submission:

\_\_\_ Unavailability of required resources

\_\_\_ Prior commitments

\_\_\_ Inadequate anticipated funding Level

\_\_\_ Project duration

\_\_\_ Potential conflict of interest

\_\_\_ Duplication of ongoing effort

\_\_\_ Other (please explain)

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Authorized Representative:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_/ \_\_\_/ 20\_\_

Attachment B

**Form of Proposal in Response Template with Instructions Memo**

[to be attached in actual Town+Gown RFP]