

ADDENDUM #2



**ROOSEVELT ISLAND OPERATING CORPORATION
STATE OF NEW YORK**

RFP# 16-32331

Operator for the Roosevelt Island Youth Center

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To Bidders:

Kindly note the following changes to the RFP:

Extension of bid due date: The due date, originally scheduled for November 4, 2016 at 3:00 PM, is now extended until November 10, 2016. The deadline will remain 3:00 PM on November 10th.

Attachment C: Attachment C in the RFP document indicates the use of NYS Owned Businesses in Contract Performance. The actual documents annexed were related to the implementation of Article 15-A of the NYS Executive Law with respect to the use of Minority and Women-Owned Business Enterprises.

RIOC will issue further instructions with respect to the submission of documents contained in Attachment C after proposal submission.

Checklist: As specified in the original RFP documents please find a checklist for use in putting together the proposal. Bidders are asked to provide a copy of this checklist with their proposal submission.

The below is NOT meant to be a substitution for the bidders responsibility to read and satisfy all requirements of the RFP, nor is it meant to be an exhaustive list of all items that a bidder must or should include in order to submit a complete proposal. Please review the RFP documents thoroughly.

Include with Bid Submission:

- Certificate and Articles of Incorporation or other certification by New York State of business/legal status
- 501(c)(3) or 501(c)(4) tax exempt certification
- Most recently filed IRS 990 Form
- CHAR 500 or CHAR 410
- Current Financial Statement Signed by Treasurer (or comparable position)
- Most recent Audited Statement (as applicable)
- Board Profile, including names of board members, a brief profile of each, their employer or affiliation, years on the board, office held and committee participation

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Include with Bid Submission:

- By-laws, or other rules, regulations, guidelines internally adopted as governing the Operator
- Resume or CV for each member of senior leadership
- Most recent detailed budget identifying all sources of funding
- List of staff required for proposed programming (including titles, job descriptions, salaries, and special licenses/requirements)
- Certifications listed on page 2-3 of the RFP document
- Detailed description of proposed programs and implementation plan for the Youth Center, including the required items mentioned in Section V. "Proposal Requirements"
- Proposal should include the questions, as well as answers to, the questions raised under Additional Proposal Response Requirements in the original RFP document.
- Attachment A
- Attachment B
- Attachment D
- Items listed in Proposal Content
- Encouraging Use of New York State Businesses in Contract Performance (Annexed Below)

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ENCOURAGING USE OF NEW YORK STATE BUSINESSES IN CONTRACT PERFORMANCE

New York State businesses have a substantial presence in State Contracts and strongly contribute to the economies of the state and the nation. In recognition of their economic activity and leadership in doing business in New York State, Bidders for this contract for commodities, services or technology are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the Contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles.

Bidders need to be aware that all authorized users of this Contract will be strongly encouraged, to the maximum extent practical and consistent with legal requirements, to use responsible and responsive New York State businesses in purchasing commodities that are of equal quality and functionality and in utilizing services and technology. Furthermore, Bidders are reminded that they must continue to utilize small, minority and women-owned businesses, consistent with current State law.

Utilizing New York State businesses in State Contracts will help create more private sector jobs, rebuild New York’s infrastructure, and maximize economic activity to the mutual benefit of the Contractor and its New York State business partners. New York State businesses will promote the Contractor’s optimal performance under the Contract, thereby fully benefiting the public sector programs that are supported by associated procurements.

Public procurements can drive and improve the State’s economic engine through promotion of the use of New York businesses by its Contractors. The State therefore expects Bidders to provide maximum assistance to New York businesses in their use of the Contract. The potential participation by all kinds of New York businesses will deliver great value to the State and its taxpayers.

Bidders can demonstrate their commitment to the use of New York State businesses by responding to the question below:

Will New York State Businesses be used in the performance of this Contract? _____ Yes _____
No

If yes, identify New York State Business(es) that will be used; (Attach identifying information).

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RFP#16-32331

Receipt of Addendum 2

Date issued: **November 3, 2016**

Addendum No. 2 receipt

Project Number: 16-32331

RFP: Operator for the Roosevelt Island Youth Center

(Kindly complete this document and return with your proposal). I have received, read and considered the issues that were raised in Addendum No. 2.

Signature

Print Name

Print Title

Print Company Name