

NYMTC Website Redesign to Drupal Platform Contract # C004309

Pre-Proposal Conference

April 17, 2026

[Click here to see the Recording of this Presentation](#)



Agenda/Housekeeping

- This Presentation is being recorded
- Agenda:
 - RFP and Attachment Overview
 - RFP Questions

Designated Contacts

Potential Proposers are advised that under New York State Finance Law Section 139-j, any communications regarding this procurement can be made to the following designated contact persons only:

NYMTC Contract Liaisons: *Seitu Allen & Joomee Lee*

Emails: Seitu.Allen@dot.ny.gov / Joomee.Lee@dot.ny.gov

(212) 383-7200

The Contract Management Specialist: *Shalina Mallory*

Email: Shalina.Mallory@dot.ny.gov

(518) 457-2600

OR

The Office of Contract Management

Non-Architectural/Engineering Unit Supervisor

Assistant Directors, Deputy Director, and Director

Administrative Staff

(518) 457-2600

Contact with anyone else at NYSDOT (NYMTC staff included) regarding this solicitation may result in the disqualification of potential proposers from further participation in the procurement.

RFP Response Form

- All potential proposers should submit the RFP Response Form
- This will enable NYMTC/NYS DOT to send notification of future RFP information releases to proposers who have expressed interest or intend to submit a proposal.

REQUEST FOR PROPOSALS (RFP) INTERESTED PARTY RESPONSE FORM

Contract: C004309

NYMTC Website Redesign to Drupal Platform

Please review this RFP, complete the following information, and email the completed form to the Designated Contact at the email address below, by the earliest date practical.

__ We **DO** intend to submit a Proposal

__ We **DO NOT** intend to submit a Proposal for the following reasons:

Proposer Name: _____

Address: _____

City, State, _____ Zip Code: _____

Telephone: _____

Email Address: _____

Typed Name and Title: _____

Signature: _____ Date: _____

Please email the completed form to Seitu.Allen@dot.ny.gov, Joomee.Lee@dot.ny.gov, and Shalina.Mallory@dot.ny.gov.

Introduction/Background

- The New York State Department of Transportation (“NYSDOT” or the “Department”), on behalf of the New York Metropolitan Transportation Council (NYMTC), is seeking proposals from responsive and responsible consulting firms to build and support a redesigned website for NYMTC.
- The current NYMTC website (NYMTC.org) was launched over 10 years ago. The website uses Evoq Content, developed by DNN Corp, as its Content Management System.
- Goal is to update website on Drupal 11 (This will be updated in RFP Mod 1) or the latest version.
- This project aims to provide NYMTC’s stakeholders with a website that facilitates their ability to find, consume, and act on transportation-related information provided by NYMTC. The website should communicate essential messages relevant to visitors of NYMTC.NY.GOV, regardless of how they access the website.

Contract Objectives

- Select a single responsive and responsible consultant
- Contract Term: Three (3) year initial term with two (2) optional 12- month extensions
- Launch of new website must be completed within nine (9) months of contract award.

There are no DBE nor M/WBE/SDVOB participation goals for this contract.

Scope of Services

- Task 1: Analysis and Research
- Task 2: Information Architecture, Design, and Branding
- Task 3: Development
- Task 4: Migration
- Task 5: Testing and Quality Assurance
- Task 6: Knowledge Transfer and Training
- Task 7: Deployment and Launch
- Task 8: Delivery of Product and Documentation
- Task 9: Support and Maintenance
- Task 10: Additional Support and Enhancements

Detailed descriptions of each task are in Attachment #13: Detailed Scope of Services.

RFP Questions

- All questions must be submitted in writing using Attachment #14: Proposer Questions Template

New York State Department of Transportation						
C004309, NYMTC Website Redesign to Drupal Platform						
Attachment 14 RFP - Proposer's Questions						
Proposer Name:						
Contact Name:						
E-mail Address:						
Question No.	RFP Page No.	RFP Section No.	RFP Paragraph No.	RFP Attachment Name	RFP Appendix Name	Bidder's Question
1						
2						
3						
4						
5						
6						

Proposal Submission:

Part I – Technical and Management Proposal

- The RFP includes a checklist to assist you as you develop and organize the Technical and Management Proposal
- The proposal's contents should be organized in the order shown in the checklist
- Approach, Scope, and Schedule
 - Must detail the proposer's approach to accomplishing all tasks and deliverables included in Attachment 13
- Complete and submit Attachment 18: IT Project, Technical, Security, QAQC Requirements*
- Complete and submit Attachment 19: OnGoing Support and Maintenance*

*Proposer must include detailed responses to meeting each IT requirement.

Part I – Technical Proposal – Submit electronically in Adobe PDF Format.

☐	Signed Cover Letter on Official Company Letterhead
☐	Table of Contents identifying each major section and page numbers
☐	Narrative Description
☐	Experience
☐	Approach, Scope of Services and Schedule
☐	Organization and Staffing
☐	Attachment 11: Key Personnel References
☐	Attachment 16: Staffing Table/Level of Effort
☐	If applicable - CAIQ or CAIQ-Lite, FISMA Authorization to Operate Certificate, FedRamp Authorization Certificate, ISO 27001 Certificate, SOC2 Type 2 Report
☐	Attachment 18: ITS Project, Technical, Security, QAQC Requirements
☐	Attachment 19: OnGoing Support and Maintenance

Part I – Technical and Management Proposal

For Cloud/Hybrid-Based Environment Solutions submit the following:

- CAIQ or CAIQ-Lite
- FISMA Authorization to Operate Certificate
- ISO 27001 Certificate
- SOC2 Type 2 Report

Include a narrative statement if the proposer does not have authorization/certificates above

Part I – Technical Proposal – Submit electronically in Adobe PDF Format.

☐	Signed Cover Letter on Official Company Letterhead
☐	Table of Contents identifying each major section and page numbers
☐	Narrative Description
☐	Experience
☐	Approach, Scope of Services and Schedule
☐	Organization and Staffing
☐	Attachment 11: Key Personnel References
☐	Attachment 16: Staffing Table/Level of Effort
☐	If applicable - CAIQ or CAIQ-Lite, FISMA Authorization to Operate Certificate, FedRamp Authorization Certificate, ISO 27001 Certificate, SOC2 Type 2 Report
☐	Attachment 18: ITS Project, Technical, Security, QAQC Requirements
☐	Attachment 19: OnGoing Support and Maintenance

Part II – Cost and Administrative Proposal

- The RFP includes a checklist to assist you as you develop and organize Cost and Administrative Proposal
- The proposal's contents should be organized in the order shown in the checklist

Part II – Cost and Administrative Proposal – Submit Electronically in Adobe PDF Format, except where noted.

☐	Signed Cover Letter on Official Company Letterhead
☐	Attachment: 15 - Cost Proposal Workbook (Excel)
☐	Vendor Responsibility Questionnaire – online certification or a scan of the hard copy questionnaire
☐	Attachment 2: Consultant Information
☐	Attachment 3: Procurement Lobbying Act Certification Form
☐	Attachment 4: Consultant Certification Form

Part II – Cost and Administrative Proposal

Required for the Prime Proposer Only:

- Attachment 2: Consultant Information
- Attachment 3: Procurement Lobbying Law Act Certification Form
- Attachment 4: Consultant Certification Form

Vendor Responsibility Questionnaire:

All Proposers of contracts valued at \$100,000 or more, and subconsultants with services valued at \$100,000 or more shall be required to submit a Vendor Responsibility Questionnaire through the Office of the State Comptroller at:

<http://osc.state.ny.us/vendrep/index.htm>

Part II – Cost and Administrative Proposal – Submit Electronically in Adobe PDF Format, except where noted.

☐	Signed Cover Letter on Official Company Letterhead
☐	Attachment: 15 - Cost Proposal Workbook (Excel)
☐	Vendor Responsibility Questionnaire – online certification or a scan of the hard copy questionnaire
☐	Attachment 2: Consultant Information
☐	Attachment 3: Procurement Lobbying Act Certification Form
☐	Attachment 4: Consultant Certification Form

Proposal Submission

Proposer must send an email to the NYSDOT Designated Contact requesting a MySend Link to submit a proposal:

Shalina.Mallory@dot.ny.gov

Link will be sent via email no earlier than 14 days prior to the proposal due date.

Proposal Evaluation Process

- Pre-screening of proposals
- Written Proposal Evaluation/Cost Proposals Evaluations
- Reference Checks, if necessary
- Written Technical Proposal Clarifications, if necessary
- Initial Evaluation Scores, Shortlisting, Invitation to Technical Demonstrations
- Technical Demonstrations
- Best & Final Offer (BAFO; optional and Cost Only)
- Final Best Value Evaluation
- Consultant Selection Recommendation and Tentative Contract Award

Technical Evaluation

- The Technical Proposal will be scored and will represent 55% of the total score for a Proposal. The major evaluation criteria are listed below:
 1. Experience of the Firm and Key Personnel (Up to 35 points)
 - A. Overall quality, extent and relevance of experience of the firm and key personnel during the past five (5) years relevant to the scope of services for this project (Up to 20 points)
 - B. Quality, extent and relevance of the education and training of key personnel (Up to 15 points)
 2. Approach to Scope of Services and Schedule (Up to 10 points)
 - A. Quality of the proposed approach to the scope of services and degree to which it reflect an understanding of the project scope and deliverables (Up to 5 points)
 - B. Quality of a Proposer's resources relative to the needs of the project (Up to 3 points)
 - C. Completeness and reasonableness of the project schedule (Up to 2 points)
 3. Organization and Staffing (Up to 10 points)
 - A. Quality of the project organization chart showing the names of all key personnel, subconsultants, and lines of communication (Up to 4 points)
 - B. Quality of the organization and staffing plan describing the specific need for subconsultants, phasing personnel into the project, interaction with NYSDOT, measures to retain key personnel/supporting staff, maintaining full staffing, screening and hiring new staff, and minimizing staff turnover (Up to 3 points)
 - C. Reasonableness of staff/task allocations for each task and total effort (Up to 3 points)

Cost Proposal Evaluation

- The Cost portion of Part II: Cost and Administrative Proposal will be point scored and will represent 25% of the total score for a Proposal. The calculation of a cost score will be based on the following method:
 1. The Proposal with the overall lowest total proposed cost will receive the full amount of points.
 2. Proposals with higher overall total proposed costs will receive proportionately lower Cost Proposal scores.
 3. This point total will be calculated by dividing the lowest proposed Cost Proposal total cost by the total proposed cost of each Proposal, multiplied by the maximum weight for the Cost Proposal 25%.
 4. Cost Proposal scoring results shall be used to determine which Proposals are to be shortlisted and/or mathematically eligible for contract award.

Technical Demonstrations/Interviews

Weighted written technical proposal scores will be added to the perfected cost scores to calculate initial best value scores

Any responsive proposer within 20 points of the top initial best value score will be shortlisted and invited to participate in technical demonstrations/interviews.

The Technical Demonstrations/Interviews will be scored and will represent 20% of the total score for a Proposal. The major evaluation criteria are listed below:

1. Ability of the presenting consultant team to address and answer the committee's clarifying questions (Up to 10 points)
2. Ability to address the committee's follow-up questions and concerns (Up to 10 points)

Best and Final Offers

- NYSDOT reserves the right to request Best and Final Offers (Cost Only) from all responsive/shortlisted proposers
- Cost Proposal scores will be recalculated after received all Best and Final Offers.
- The weighted written technical proposal score and weighted technical demonstration/interview score will be added to the perfected cost proposal score for each firm to calculate the tentative final best value proposal score by proposer
- Consultant with the highest best value proposal score will be recommended for tentative designation

Contract Requirements

- Final Contract Sent to Designated Consultant with instructions and additional documents needed
- Consultant Review, Signature, and Notarization, and completion of additional documents
- NYSDOT Contract Management Signature
- NYS Attorney General Approval
- Office of State Comptroller Review & Approval
- Notice to Proceed
- Purchase Order Dispatching

Tentative RFP Schedule

Milestone	Date
RFP Release Date	April 6, 2026
Pre-Proposal Webinar/Conference	April 17, 2026
Question Submittal Deadline	May 7, 2026
Question Response Deadline	May 18, 2026
Proposals Due	July 13, 2026 @ 10 AM (ET)
Shortlist Notification	September 15, 2026
Technical Demonstrations	October 6 & 7, 2026
Recommendation & Designation	October 26, 2026
Contract Finalization	November 23, 2026
Contract Award	March 15, 2027

RFP Questions

- Reminder: All RFP questions must be submitted in writing using Attachment 14: Proposer Question Template by May 7, 2026, to the RFP's designated contacts.
 - **It's OK to submit your questions early!**
- Thank you for attending this Pre-Proposal Webinar!