

**Appendix D Procurement Lobbying Policy:  
Restrictions on Contacts During the Procurement Process**



State of New York  
Department of Civil Service  
Albany, NY 12239

**ADMINISTRATION DIVISION**

**Procurement Lobbying Policy: Restrictions  
on Contacts During the Procurement Process**

ADM-982.1 (12/06)

**Policy on Restrictions on Contacts During the Procurement Process  
Procurement Lobbying, Ch.1, L. 2005 State Finance Law (SFL) Sections 139-j and 139-k**

I. Definitions. For the purpose of this policy, the following definitions apply:

“Contacts” means any oral, written, or electronic communication with DCS or any other State governmental entity under circumstances where a reasonable person would infer that the communication was intended to influence the procurement. However, any communications received by DCS from members of the State legislature or legislative staff, when acting in their official capacity, shall not be considered to be a “contact” and shall not be recorded by DCS staff pursuant to this policy.

“Contract” means any contract or other agreement to purchase a service or commodity that involves an estimated annualized expenditure in excess of \$15,000. Grants, contracts entered into under SFL Article 11-B, and intergovernmental agreements shall not be deemed “contracts” for the purpose of this policy,

“Offeror” means any individual or entity, or any employee, agent, consultant, or person acting on behalf of such individual or entity, who contacts DCS or any other State governmental entity about a governmental procurement during that procurement’s restricted period. “Offeror” includes prospective offerors prior to the due date for the submission of offers/bids in response to the solicitation document.

“Procurement” means:

- a) the preparation or terms of the specifications, solicitation documents, or evaluation criteria for a contract;
- b) the solicitation for a contract;
- c) the evaluation of a contract;
- d) the award, approval, denial, or disapproval of a contract;
- e) the approval or denial of an assignment, amendment (other than amendments that were authorized and payable under the terms of the contract as it was awarded or approved by the State Comptroller), renewal or extension of a contract, or any other material change in the contract resulting in a financial benefit to the Offeror/Contractor.

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“Restricted period” means the period of time commencing with the earliest written notice or advertisement of a Request for Proposal or Invitation for Bids, or the issuance of a solicitation document requesting bids or proposals, or any other method for soliciting a response from Offerors intending to result in a procurement contract with DCS, and ending with the final contract award by DCS and, where applicable, approval by the State Comptroller.

- II. For each procurement, DCS shall designate a person or person(s) who may be contacted by Offerors regarding the procurement. Each Offeror who contacts the DCS or any other State governmental entity during a procurement’s restricted period is permitted to contact only the person(s) designated by the DCS for that purpose. Such contacts must comply with the requirements established by SFL sections 139-j and 139-k, and with the requirements set forth by DCS in the solicitation document.
- III. As a threshold requirement to participating in a procurement, DCS shall require each Offeror to provide written confirmation of its understanding of and agreement to comply with the DCS’ policy and procedures regarding permissible contacts during the procurement’s restricted period. This may be done by use of a registration period at the beginning of the procurement, or some other procedure by which written confirmation is received by DCS early in the procurement process.
- IV. Upon any contact during the procurement’s restricted period, DCS staff shall obtain the name, address, telephone number, place of principal employment, and occupation of the person or organization making the contact, and also shall inquire whether the person or organization making the contact was the Offeror or was retained, employed, or designated by or on behalf of the Offeror to appear before or contact the DCS about the procurement. All recorded contacts shall be recorded on the appropriate form(s) and included in the procurement record.
- V. DCS staff shall ensure that all solicitation documents require Offerors to disclose findings of nonresponsibility made within the previous four years by any State governmental entity where such prior finding of non-responsibility was due to:
  - a) a violation of the procurement lobbying requirements established at SFL section 139-j;
  - b) the intentional provision of false or incomplete information to a government entity.
- VI. The failure of an Offeror to timely disclose accurate or complete information to the DCS regarding the above shall be considered by DCS in its determination of the Offeror’s responsibility. No procurement contract shall be awarded to any such Offeror, its subsidiaries, and any related or successor entity with substantially similar function, management, board of directors, officers and shareholders unless the DCS finds that the

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award of the contract to that entity is necessary to protect public property or public health or safety, and that the entity is the only source capable of supplying the required article of procurement within the necessary timeframe, provided however, that the DCS shall include in the procurement record a statement describing the basis for such finding.

- VII. A contract award subject to SFL sections 139-j and 139-k shall contain a certification by the successful Offeror that all information provided to the DCS with respect to the procurement lobbying requirements established by those sections is complete, true and accurate.
- VIII. Each contract shall contain a provision authorizing the DCS to terminate such contract in the event such certification is found to be intentionally false or intentionally incomplete. The DCS shall include in the procurement record a statement describing the basis for such termination.
- IX. Any employee of DCS who becomes aware that an Offeror has made an impermissible contact(s) during the procurement shall immediately notify the DCS Ethics Officer and the DCS Director of Internal Audit. If an Offeror violates these requirements with regard to permissible contacts at a governmental entity other than the DCS, the employee of that entity who becomes aware of the violation shall notify that entity's Ethics Officer, Inspector General, if any, or other official of that entity responsible for reviewing or investigating such matters, who shall in turn notify the DCS Ethics Officer and the DCS Director of Internal Audit.
- X. DCS Review of Alleged Violations and the Imposition of Sanctions
- a) If the DCS Ethics Officer and/or the DCS Director of Internal Audit receive notification of an allegation that an Offeror has made an impermissible contact during the procurement's restricted period as described above, the DCS Director of Internal Audit shall immediately investigate such allegation. If the position of Director of Internal Audit is vacant, the Ethics Officer shall conduct the investigation, or the Commissioner may appoint a designee to investigate the allegation. In no event shall the person conducting the investigation be someone who has participated in the preparation of the solicitation document, the evaluation of Proposals, or the selection decision.
- b) If the investigation indicates that sufficient cause exists to believe that the allegation is true, the DCS shall give the Offeror reasonable notice that an investigation is ongoing and an opportunity to be heard in response to the allegation. At the DCS' discretion, such opportunity to be heard may be provided by giving the Offeror the opportunity to meet with the DCS staff conducting the investigation or by the Offeror's submission of a written statement, or both. The Offeror may, but need not, be represented by counsel during the investigation.

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Any and all issues concerning the manner in which the investigation process is conducted shall be determined solely by the DCS staff conducting the investigation.

- c) If it is found that an Offeror has knowingly and willfully made an impermissible contact in violation of these requirements, then the DCS staff making such findings shall report to the President of the Civil Service Commission related instances, if any, of any DCS employee's violation of Public Officers Law sections 73(5) and 74.

XI. Sanctions

- a) A finding that an Offeror has knowingly and willfully made an impermissible contact shall result in a determination of non-responsibility for such Offeror. Concomitantly, such Offeror and its subsidiaries, and any related or successor entity with substantially similar function, management, board of directors, officers and shareholders, shall not be awarded the procurement contract, unless the DCS finds that the award of the procurement contract to that entity is necessary to protect public property or public health or safety, and that the entity is the only source capable of supplying the required article of procurement within the necessary timeframe. If such in the case, the DCS shall include in the procurement record a statement describing the basis for such a finding.
- b) Any subsequent determination of an Offeror's non-responsibility due to violation of these requirements within four years of a prior determination of non-responsibility due to a violation of these requirements shall result in the Offeror being rendered ineligible to submit a proposal on or be awarded any procurement contract for a period of four years from the date of the second non-responsibility determination.

- XII. DCS staff shall ensure that the model language set forth below is included in all solicitation documents issued by DCS, subject to final review by the Office of Counsel.

(Model language for solicitation documents):

Restrictions on Contacts Between Offerors and State Staff During the Procurement Process

- a) Pursuant to State Finance Law sections 139-j and 139-k, this solicitation imposes certain procurement lobbying limitations. Offerors are restricted from making contacts during the procurement's "Restricted Period" (from the issuance of the solicitation document until the date of the contract's final approval by the State

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Comptroller) to other than designated staff of the DCS and the Executive Branch of New York State government, unless the contact falls within certain statutory exceptions (“permissible contacts”). Staff are required to obtain certain information from Offerors and others whenever there is a contact about the procurement during the Restricted Period, and are required to make a determination of the Offeror’s responsibility that addresses the Offeror’s compliance with the statutes’ requirements. Findings of non-responsibility result in rejection for contract award, and if an Offeror is subject to two non-responsibility findings within four years the Offeror also will be determined ineligible to submit a proposal on or be awarded a contract for four years from the date of the second non-responsibility finding. The DCS’ policy and procedures are attached as Exhibit XXX to this RFP. Further information about these requirements can be found at:

<http://www.ogs.state.ny.us/aboutOGS/regulations/defaultAdvisoryCouncil.html>

- b) In order to ensure public confidence and integrity in the procurement process, DCS will control strictly all communications between any Offeror and participants in the evaluation process from the date the RFP is released until the end of the procurement. “Offeror” includes prospective offerors prior to the due date for the submission of offers/bids in response to the solicitation document. All contacts and inquiries concerning the procurement must be made to the Procurement Manager. DCS shall disqualify any Offeror who fails to comply with this requirement.

(Name of Procurement Manager)  
(Name of Division)  
NYS Department of Civil Service  
Alfred E. Smith State Office Building  
Albany, NY 12239  
Telephone: xxx-xxx-xxxx  
Fax: xxx-xxx-xxxx  
E-mail: (special email address for procurement)

Additionally, any Offeror is strictly prohibited from making any contacts or inquiries concerning the procurement with any member, officer or employee of any governmental entity other than the DCS from the date the RFP is released until the end of the procurement, subject only to the specific exceptions listed below. Further, any Offeror shall not attempt to influence the procurement in any manner that would result in a violation or an attempted violation of Public Officers Law sections 73(5) or 74.

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- c) The following contacts are exempted from the provisions of paragraph (b):
- (1) the submission of written proposals in response to the solicitation document;
  - (2) the submission of written questions as set forth in the solicitation document when all written questions and responses are to be distributed to all Offerors who have expressed an interest in the procurement;
  - (3) participation in a conference provided for in the solicitation document;
  - (4) complaints by an Offeror regarding the failure of the DCS Procurement Manager to respond an Offeror's authorized contacts, when such complaints are made in writing to the DCS' Office of the General Counsel, provided that any such written complaints shall become a part of the procurement record;
  - (5) communications by a successful Offeror(s) who has been tentatively awarded a contract and is engaged in communications with DCS solely for the purpose of negotiating the terms of the contract after having been notified of tentative award;
  - (6) contact by an Offeror to request the review of a procurement award when done in accordance with the procedure specified in the solicitation document;
  - (7) (a) contacts by an Offeror in protests, appeals or other review proceedings (including the apparent successful Offeror and its representatives) before DCS seeking a final administrative determination, or in a subsequent judicial proceeding; or  
  
(b) complaints of alleged improper conduct in the procurement when such complaints are made to the State Attorney General, Inspector General, District Attorney, or to a court of competent jurisdiction; or  
  
(c) written protests, appeals or complaints to the State Comptroller's office during the process of contract approval, where the State Comptroller's approval is required by law, and where such communications and any responses thereto are made in writing and shall be entered in the procurement record pursuant to State Finance Law section 163.