



REQUEST FOR QUALIFICATIONS

Parking Management Services / Parking Management Technology

Pursuant to State Finance Law §139-j and §139-k, the Schenectady Metroplex Development Authority (“Metroplex” or the “Authority”) is requesting qualifications for a professional parking management company to oversee and maintain the Authority’s parking system in downtown Schenectady. The Authority owns or controls eleven (11) surface lots and a parking garage totaling 2,200+ parking spaces in the downtown business district.

A complete set of the instructions, forms and exhibits for prospective respondents may be examined and obtained at no cost on or about **May 15, 2025** by email request to dhogenkamp@schenectadymetroplex.org or jmedler@schenectadymetroplex.org or in person at the Metroplex office at 433 State Street, Center City Plaza, 4th Floor, Schenectady, NY 12305 from 9:00 a.m. to 4:00 p.m. Prospective respondents that obtain the instructions, forms and exhibits from a source other than the Authority must notify the Authority in order to be placed on the official Plan Holders List to receive Addenda and other related correspondence. Responses will only be accepted from firms listed on the official Plan Holders List.

Responses should focus on parking experience and qualifications. Respondent’s submission is not a Bid. The Authority’s Board of Directors will make the final determination and award. The Authority reserves the right to reject any or all submissions, to waive technicalities or to accept any response which, in its judgment, will be in the best interest of the public. Responses may not be modified after submittal. Only submissions responsive to the instructions and exhibits will be considered.

Questions regarding this RFQ should be submitted by **4:00 p.m. on June 5, 2025** via e-mail to Jennifer Medler, Project Manager, at jmedler@schenectadymetroplex.org. Questions to any other individual may not be considered for response. If any prospective Respondent finds discrepancies, omissions or has doubt as to the true meaning of any part of this RFQ, a written request for a clarification or interpretation shall be submitted to Metroplex at the above email address. In turn, Metroplex shall endeavor to notify all Plan Holders of such clarifications.

Responses are due at the Authority’s office located at 433 State Street, Center City Plaza, 4th Floor, Schenectady, NY 12305 by **10:00 a.m. on June 19, 2025** and may be submitted via email to dhogenkamp@schenectadymetroplex.org or jmedler@schenectadymetroplex.org, or via mail or hand-delivery to the address below:

David J. Hogenkamp, Executive Director
Schenectady Metroplex Development Authority
433 State Street, 4th Floor
Schenectady, NY 12305

1. INTRODUCTION

Located in Schenectady, New York, the Schenectady Metroplex Development Authority (“Metroplex” or the “Authority”) is an economic development organization dedicated to the revitalization of downtown Schenectady. The Authority owns or controls **eleven (11)** surface parking lots and **a structured garage** totaling 2,200+ parking spaces in the downtown business district (collectively, the “Facilities”). Metroplex manages its parking operations to support economic development by providing parking facilities that are available, safe, convenient, and affordable for downtown workers, shoppers, patrons of the arts, and visitors to the City of Schenectady. The Facilities generate parking revenue of approximately \$1,000,000 annually through approximately 1,500 monthly pass-holders, 75,000+ visitor transactions and 17,000+ special event parking transactions.

To support Metroplex in this parking endeavor, a qualified commercial parking operating firm is being sought to provide day-to-day parking operation and management of the Facilities. **This Request for Qualifications contains two components: (1) Parking Management Services and (2) Parking Management Technology.** Respondents may respond to **one or both** components.

#1 Parking Facilities and Management Staffing Services: General management of the Facilities including cleaning, general maintenance and smalls repairs (qualified repairs requiring specialized contractors should be excluded), landscaping services and limited winter maintenance of pedestrian infrastructure. In general, this involves staffing the Facilities during work hours, during downtown events, and as needed to ensure the safety of the Facilities; collecting revenues and maintaining the Authority’s parking budget; and maintaining all parking related infrastructure including gates, pay stations, and other technology required to manage the parking management system that now exists. The scope of work is described in more detail herein.

#2 Parking Management Enforcement and Payment Technology: Metroplex currently is under contract with Passport Labs Inc. (“Passport”) to provide mobile payment and enforcement services to be utilized by the Parking Management staff at the Facilities. Through a cooperation agreement that Metroplex has entered, Passport is also used by the City of Schenectady for on-street parking enforcement and payment (Enforcement managed separately and not the responsibility of the Respondent.) Respondents should detail their proposal to continue the current system and/or provide a proposal for the use and implementation of a pay-by-smartphone technology or mobile app that allows parking users to supplement or as an alternative to the current system of cash and manual credit card transactions. The respondent should detail any/all capital investments that will be required to be made to utilize the technology and what if any of the planned investment is proposed to be the responsibility of the respondent.

2. FACILITIES

The Facilities include 2,270 parking spaces in the following parking lots and the parking garage:

Facility Name <small>payment method accepted</small>	Entrance	Spaces
Amtrak Lot ^{P, K}	320 Liberty Street	153
Broadway North Lot ^{P, K}	102 Broadway	62
Broadway South Lot <small>gated lot, pass only</small>	305 Broadway	210
Center City Lot ^{P, K}	424 Franklin St	124
City Hall Lot ^{P, K}	407 Liberty St	159
Clinton North Lot ^{P, K}	128 Clinton St	59
Clinton South Lot ^P	308 Clinton St	179
Franklin & Liberty Lot ^{P, K}	422 Liberty St	56
Schenectady Municipal Parking Garage <small>cc only</small>	407 Hamilton St	1,200
South College Street Lot ^P	111 South College St	21
601 Union Street Lot ^P	Barrett St	25
Gateway Lot ^P	106 South Church St	22
		2,270

^{P, K} Passport and Kiosk (cash or credit card)

^P Passport only

For additional information regarding the Facilities, please refer to www.parkschenectady.com.

3. SCOPE OF WORK

Component #1: PARKING MANAGEMENT SERVICES

Metroplex seeks to retain a knowledgeable, accomplished Operator with proven experience in coordinated parking operations. Metroplex will negotiate a contract with the selected Operator for labor services and labor-related expenses, including insurance, plus profit, for day-to-day operating of the downtown parking system. The general operating requirements include the following elements:

1. **Staffing** - The Operator will consult with Metroplex to provide onsite staff coverage at the Schenectady Municipal Parking Garage weekdays as necessary to provide a regular presence during the workday, during events, and to review garage cameras for general safety. Additional coverage may be required on weekends or holidays, including for special events. The Operator will also provide attendants to oversee event parking (150+/- events per year), generally from noon to 2:00 p.m. for matinee performances and 5:00 p.m. to 8:00 p.m. for evening events. Maintenance and parking enforcement staff

shall be assigned to work from the Schenectady Municipal Parking Garage, however other parking management staff may be assigned to work from office space provided by the Authority.

2. **Financial Operations (current procedures)** - The Operator will make all disbursements relating to budgeted operating expenses including, but not limited to, payroll, benefits, taxes, insurance, minor maintenance and repairs (other than capital items or maintenance contracted by Metroplex), operating supplies, and banking and credit card fees. Note: Metroplex will consider alternate procedures proposed by the Respondent.
3. **Annual Operating Budget (current procedures)** - The Operator will prepare a proposed annual budget for the operation of Facilities, including estimates of collection of parking fees and general operating expenses in a format provided by Metroplex. The budget must be approved annually by the Metroplex Board of Directors on or about October 1 each year for the next calendar year's operations. Note: Metroplex will consider alternate procedures proposed by the Respondent.
4. **General Parking Operations** - The Operator will collect, safe-keep and deposit all parking fees handled; provide regular accounting and reporting for daily, weekly and monthly parking activities; monitor usage of monthly parkers in all of the individual Facilities; report to Metroplex on all issues and complaints; manage staff; and periodically consult with Metroplex with respect to hours of operation, rates, staffing levels, and other related issues. Timely submission of monthly accounting of revenues and expenses with supporting documentation in pdf format must accompany monthly submissions.
5. **Property Maintenance** - The Operator is responsible for landscaping and clean-up activities such as mulching, weeding, mowing, removing debris, and emptying trash receptacles at all Facilities. The Operator is directly responsible for snow removal on sidewalks located around the perimeter of the Schenectady Municipal Parking Garage. Metroplex retains an outside vendor to plow and remove snow at all other Facilities including periphery sidewalks. Metroplex will entertain proposals for the Operator to take on additional snow removal or maintenance tasks if they show evidence of experience. The Operator is expected to keep Metroplex notified about repairs, maintenance and clean-up needed. The Authority owns and makes available a 2009 Chevy Silverado and a 2022 Ford Escape (enforcement vehicle).
6. **Revenue Control Systems** - The Operator should possess familiarity and understanding with the existing gates, pay kiosks, and other parking management systems in the Schenectady Municipal Parking Garage and other parking facilities.

3. SCOPE OF WORK (continued)

Component #2: PARKING MANAGEMENT TECHNOLOGY

In 2020, Metroplex implemented a mobile parking payment and citation management platform with Passport Labs Inc. (“Passport”) to be utilized by the parking management staff at the Facilities. The Authority owns a 2022 Ford Escape equipped with LPR (license plate reader) technology, compatible with Passport, for use by parking management staff for enforcement. This LPR technology should be compatible with any other proposed services. Through a cooperation agreement that Metroplex has entered with the City of Schenectady, Passport is also used by the City for the payment and enforcement of approximately 800 on-street parking spaces. Any new proposal should include these spaces. On-street parking enforcement, however, is managed by the City and will not be the responsibility of the Respondent.

Respondents should propose (1) to continue to utilize the current platform and/or (2) provide a proposal for the implementation and use of another pay-by-smartphone technology or mobile app.

Any proposed platform should allow for parking-on-the-go technology, making it simple for customers to (1) identify available Facilities parking locations, (2) easily make mobile payments for Facilities parking, and (3) extend parking sessions at Facilities. It should also allow for the purchase of digital monthly parking permits at Facilities. The Authority would consider offering downtown merchants parking validation codes and pricing discounts and those options should be available. The parking platform should also allow for enforcement management and generally improve operational efficiencies.

Proposals should include detailed information on the proposed technology service, including (1) general fee structure proposed, (2) capital investments that will be required to utilize the technology, and (3) what if any of the planned investment is proposed to be the responsibility of the Authority and/or Operator.

4. QUALIFICATIONS REQUIREMENTS

The Authority is seeking the following qualifications to perform the services needed based on the capacity of the Facilities, operational complexity, and revenue volume (current and potential).

1. Five (5) years minimum experience operating public or quasi-public parking facilities in comparable downtown, urban settings with documented case history and client references.
2. Such documented experience must include management and operation of one or more parking garages with a combined portfolio minimum of 2,000 parking spaces, generating at least 15,000 ticketed transactions annually and generating a minimum of \$500,000 in annual revenue.
3. Operation of parking revenue control systems similar to or comparable with existing parking equipment in the Facilities.

The Authority in its sole discretion determines whether a Respondent has clearly evidenced minimum qualifications and may determine responses to be considered non-responsive and disqualified from further consideration.

5. RESPONSE FORMAT

All responses to this RFQ must contain the **Statement of Qualifications** in the following order:

1. Indicate if you are responding to the **Parking Management Services** and/or the **Parking Management Technology** components.
2. Provide business history/company résumé.
3. Indicate experience in similar cities.
4. Indicate experience with variety of revenue control systems.
5. Provide a summary of how your company can meet our insurance requirements as detailed on Exhibit G.
6. Provide a minimum of three references.
7. Provide a general framework of fee structures and any proposed capital investment that would be made by the applicant to further improve the Facilities.
8. Review and sign Exhibits A through F (pages 10-16).

For **Parking Management Technology** responses:

1. Describe the smart parking platform that you would like the Authority to consider.
2. Describe any hardware requirements and identify the upfront cost (budget) for installation and implementation and what, if any, of that investment would be the responsibility of the Authority.
3. Quantify the additional fees incurred by parkers for using the platform.
4. Provide the cost for an annual service contract with the Authority.

6. EVALUATION CRITERIA

Submissions should focus on experience and qualifications. Responses will be evaluated on (1) completeness and clarity, (2) the respondent's understanding of Metroplex's parking needs, and (3) the respondent's professional qualifications and related experience. Respondents must demonstrate experience and creativity in paid parking programs and success in the parking management business. While the Authority sets pricing and controls the parking budget, it seeks a partner that can optimize parking, provide an enjoyable parking experience in downtown Schenectady, and work together with local businesses, the City of Schenectady, and visitors.

Metroplex reserves the right to reject any or all responses and to waive informalities or minor irregularities. Metroplex may interview some or all of the Respondents to this RFQ to obtain additional information or clarify responses.

The submission of a Statement of Qualifications is not a bid. The RFQ provides for a submission of anticipated staffing costs, hourly rates, a proposed fee schedule and any capital investment that the respondent would make in the Facilities during the contract period as a basis for negotiated contract for services. The Authority will consider up to a 5-year contract beginning January 2026 with two additional 1-year extensions (or a maximum of 7 years).

7. SUBMISSION DEADLINE & CONTACT INFORMATION

Submissions are due by **June 19, 2025 at 10:00 a.m.** and may be delivered by mail, by hand, or via email in PDF format. Any material received after the due date and time will be considered late and will be returned to the Respondent unopened. Responses will be time stamped by Metroplex.

Responses submitted via mail or delivered by hand must be in a sealed envelope with the exterior identified as: ***Response to RFQ: Statement of Qualifications.***

Mail or hand-deliver to: David J. Hogenkamp, Executive Director
Schenectady Metroplex Development Authority
433 State Street, 4th Floor
Schenectady, NY 12305

Responses submitted via email should be sent to dhogenkamp@schenectadymetroplex.org and identified in the subject line as: ***Response to RFQ: Statement of Qualifications.***

INSURANCE REQUIREMENTS

The insurance requirements below are meant to serve as an example of preferred coverage. The Authority will further negotiate and consider alternative coverage that considers Metroplex's existing liability coverage that is required to be maintained by Metroplex. Metroplex's coverage can be shared with potential respondents upon request.

- a. Commercial General Liability Insurance** on an occurrence basis, including premises operations, Facilities operations, personal injury liability, broad form property damage, independent contractors and broad form contractual liability for all contracts with limits not less than a minimum TWO MILLION (\$2,000,000) DOLLARS per occurrence, Combined Single Limit for Bodily Injury and Property Damage and FIVE MILLION (\$5,000,000) DOLLARS for Personal Injury.
- b. Garage Keepers Legal Liability Insurance** covering fire, theft and malicious mischief with a limit of liability of ONE MILLION (\$1,000,000) DOLLARS per accident arising out of a claim from a vehicle owner while the vehicle was in the care, custody and control of Contractor.
- c. Worker's Compensation Insurance:**
 - i. Coverage A: STATUTORY.
 - ii. Coverage B: \$500,000/\$500,000/\$500,000.
- d. Employee Dishonesty/Defalcation/Fidelity Coverage** with a limit of TWO HUNDRED FIFTY THOUSAND (\$250,000) DOLLARS per occurrence subject to a maximum deductible of ONE THOUSAND (\$1,000) DOLLARS for a loss of money or material caused by an employee of Contractor.
- e. Money and Securities Coverage** for losses caused by other than an employee or Contractor and subject to a maximum deductible of ONE THOUSAND (\$1,000) DOLLARS with limits as follows:
 - i. Inside: TEN THOUSAND (\$10,000) DOLLARS.
 - ii. Outside: TEN THOUSAND (\$10,000) DOLLARS.
- f. Excess Liability Umbrella:** TWENTY MILLION (\$20,000,000) DOLLARS.

Such coverages maintained by Contractor shall be primary to any coverages maintained by the Authority.

RESTRICTED PERIOD AND EXHIBITS A-F

Pursuant to State Finance Law §§139-j and 139-k, Request for Qualifications, Statement of Qualifications, Solicitations and Proposals include and impose certain restrictions on communications between Metroplex and a Respondent during the procurement process. A Respondent is restricted from making contacts from the earliest notice of intent to Request for Quotes, Statement of Qualifications, Solicitation and Proposals through final award and approval of the contract by Metroplex (“Restricted Period”) to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). Designated staff, as of the date hereof, is David Hogenkamp, Executive Director, and Jennifer Medler, Project Manager. The Restricted Period is now in effect and will continue until a final award of contract has been made and approved by the Metroplex Board of Directors, if applicable.

All Respondents must agree to comply with all procedures of Metroplex related to permissible contacts. Please review and complete Exhibits A-F and submit with your Statement of Qualifications.

EXHIBIT A
**AGREEMENT TO ABIDE BY EQUAL EMPLOYMENT OPPORTUNITY POLICY
STATEMENT REQUIREMENTS**

I, _____ am the authorized representative of
Name of Representative

_____ and I hereby certify that
Respondent (Name of Business)

_____ will abide by the
Respondent (Name of Business)

employment opportunity (EEO) policy statement provisions outlined below:

- (i) A statement that the Respondent will not discriminate on the basis of race, creed, color, national origin, sex, age, disability, or marital status against any employee or applicant for employment, will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination and will make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on contracts relating to the Project.
- (ii) An agreement that all of Respondent's solicitations or advertisements for employees will state that, in the performance of the contract relating to this Project, all qualified applicants will be afforded equal employment opportunities without discrimination on the basis of race, creed, color, national origin, sex, age, disability or marital status.
- (iii) An agreement to request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union, or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the contractor's obligations herein.
- (iv) An agreement to comply with the provisions of the Human Rights Law (Article 15 of the Executive Law), including those relating to non-discrimination on the basis of prior criminal conviction and prior arrest, and with all other State and federal statutory constitutional non-discrimination provisions.

Failure to submit an EEO policy statement consistent with the provisions set forth above in clauses (i), (ii), (iii) and (iv) may declare the Statement of Qualifications submission to be null and void.

Signature of Representative

Date

EXHIBIT B

RESPONSIBILITY QUESTIONNAIRE

Answer each of the following questions. “Yes” answers require a written explanation attached to the questionnaire, submitted on company letterhead and signed by an officer of the company.

Within the past five years, has your firm, any affiliate, any owner or officer or major stockholder (5% or more shares) or any person involved in the Statement of Qualifications or contracting process been the subject of any of the following:

	YES	NO
A. a judgment or conviction or any business-related conduct constituting a crime under local, state or federal law, including, but not limited to, fraud, extortion, bribery, racketeering, price-fixing, or Statement of Qualifications collusions?		
B. a criminal investigation or indictment for any business-related conduct constituting a crime under local, state or federal law, including, but not limited to, fraud, extortion, bribery, racketeering, price-fixing, or Statement of Qualifications collusions?		
C. an unsatisfied judgment, injunction or lien obtained by a government agency including, but not limited to, judgments based on taxes owed and fines and penalties assessed by any government agency?		
D. an investigation for a civil violation by any local, state or federal agency?		
E. a grant of immunity for any business-related conduct constituting a crime local, state or federal law, including, but not limited to, fraud, extortion, bribery, racketeering, price-fixing, or Statement of Qualifications collusions?		
F. a local, state or federal suspension, debarment or termination from the contract process?		
G. a local, state or federal contract suspension or termination for cause prior to the completion of the term of a contract?		
H. a local, state or federal denial of award for non-responsibility?		
I. an agreement to a voluntary exclusion from Statement of Qualifications/contracting?		
J. an administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state or federal contract?		
K. a State Labor Law violation deemed willful?		
L. a firm-related bankruptcy proceeding?		
M. a sanction imposed as a result of judicial or administrative proceedings relative to any business or professional license?		

	<u>YES</u>	<u>NO</u>
N. a denial, decertification, revocation or forfeiture of Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise status?	_____	_____
O. a rejection of a low Statement of Qualifications on a local, state or federal contract for failure to meet statutory affirmative action or M/WBE requirements on a previously held contract?	_____	_____
P. a consent order with the New York State Department of Environmental Conservation, or a federal, state or local government enforcement determination involving a violation of federal, state or local government laws?	_____	_____
Q. a citation, notice, violation order, pending administrative hearing or proceeding or determination for violations of: <ul style="list-style-type: none"> • federal, state or local health laws, rules or regulations • unemployment insurance or workers' compensation coverage or claim requirements • ERISA (Employee Retirement Income Security Act) • federal, state or local human rights laws • federal or state security laws • federal INS and Alienage laws • Sherman Act or other federal anti-trust laws 	_____	_____
R. agency complaints or reports of contract deviation received within the past two years for contract performance issues arising out of a contract with any federal, state or local agency?	_____	_____
S. disputes within the past two years concerning your company's failure to provide commodities or services to political subdivisions within the past two years pursuant to centralized contracts with the New York State Office of General Services?	_____	_____
T. Is your Employee Identification Number, Social Security Number, Name, DBA, trade name or abbreviation previously or currently used by your business different from that listed on your mailing list application form?	_____	_____

CERTIFICATION:

The undersigned recognizes that this questionnaire is submitted for the express purpose of assisting Metroplex to make a determination regarding an award of a contract or approve a subcontract; acknowledges that Metroplex may in its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; acknowledges that the intentional submission of false or misleading information may constitute a felony; and states that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

Respondent (Name of Business)

Signature of Representative

Printed Name of Signatory

Date

EXHIBIT C

CERTIFICATION OF UNDERSTANDING AND COMPLIANCE

Respondent affirms that it understands and agrees to comply with the procedures of the Government Entity relative to permissible contacts as required by State Finance Law §139-j (3) and §139-j (6) (b).

Respondent (Name of Business)

Signature of Representative

Printed Name of Signatory/Title

Date

EXHIBIT D

MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES (M/WBEs) AND SERVICE-DISABLED VETERAN-OWNED BUSINESS ENTERPRISES (SDVOBs) WORKFORCE UTILIZATION PLAN

The Respondent certifies and affirms that it will comply with all duly promulgated and lawful rules and regulations of the Department of Economic Development's Division of Minority and Women's Business Development pertaining hereto. **Metroplex's goal for this project is 30 percent for MWBE participation: 15 percent for MBE participation and 15 percent for WBE participation.** The Respondent agrees to provide meaningful participation by MWBEs as subcontractors or suppliers. Metroplex reserves the right under the Contract to withhold payment pending receipt of the required MWBE documentation.

Article 17-B of the Executive Law enacted in 2014 acknowledges that Service-Disabled Veteran-Owned Businesses (SDVOBs) strongly contribute to the economies of the State and the nation. Respondents for this contract are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles. **Metroplex's goal for SDVOBs is 6 percent.** The Respondent agrees to evidence good faith efforts to consider SDVOBs.

The Respondent shall complete and submit the MWBE/SDVOB Utilization Plan with their Statement of Qualifications.

Respondent (Name of Business)

Signature of Representative

Printed Name of Signatory/Title

Date

EXHIBIT E

**STATEMENT OF NON-COLLUSION IN STATEMENT OF QUALIFICATIONS
State Finance Law § 139-D**

“(a) By submission of this Statement of Qualifications, each Respondent and each person signing on behalf of any Respondent certifies, and in the case of a joint Statement of Qualifications each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

(1) The prices in this Statement of Qualifications have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating such prices with any other Respondent or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this Statement of Qualifications have not been knowingly disclosed by the Respondent and will not knowingly be disclosed by the Respondent prior to opening, directly or indirectly, to any other Respondent or to any competitor; and,

(3) No attempt has been made or will be made by the Respondent to induce any other person, partnership or corporation to submit or not to submit a Statement of Qualifications for the purpose of restricting competition.”

Respondent (Name of Business)

Signature of Representative

Printed Name of Signatory/Title

Date

EXHIBIT F

IRAN DISINVESTMENT ACT AND EXECUTIVE ORDER 14 PROHIBITING STATE AGENCIES AND AUTHORITIES FROM CONTRACTING WITH BUSINESSES CONDUCTING BUSINESS IN RUSSIA

Effective on April 12, 2012, the law known as the "Iran Divestment Act of 2012" (the "Act"), § 165-a of the NY State Finance Law, imposes limitations on "persons" that are determined to be engaged in investment activities in the Iranian energy sector, as defined in the Act. The list of entities defined as non-responsive Respondents/Respondents is available [here](#).

On February 27, 2022, the Governor signed Executive Order 14, prohibiting State Entities from contracting or investment with businesses headquartered in Russia or with their principal place of business in Russia. In order to comply, any Affected State Entities must obtain a certification from Respondents as part of a solicitation for a new contract or extension of an existing contract.

The Respondent affirms that it understands the conditions of the Iran Divestment Act and further that the Respondent is not an entity conducting business operations in Russia.

Respondent (Name of Business)

Signature of Representative

Printed Name of Signatory/Title

Date