

NASSAU COMMUNITY COLLEGE
Garden City, New York

BOARD OF TRUSTEES' MINUTES

Meeting of March 18, 2014

The five hundred sixty- ninth meeting of the Board of Trustees was held on Tuesday, March 18, 2014 on the eleventh floor of the Administrative Tower.

The meeting was called to order by Chair Gardyn at 7:32 p.m. followed by a salute to the flag.

Present: Jorge L. Gardyn, Chair
Kathy Weiss, Vice Chair
Arnold W. Drucker, Secretary Pro Tem;
Anthony W. Cornachio, Wanda Jackson,
Edward W. Powers, Abigail Champness, Student Trustee.

Absent: Mary A. Adams, John A. DeGrace

Also in attendance: Kenneth Saunders, Chuck Cutolo

Chair Gardyn requested a motion that pursuant to Section 105 of the Open Meetings Law of the State of New York, the Board of Trustees shall enter Executive Session for the following purposes: 1) to discuss matters relating to collective bargaining involving the NCCFT and the AFA; and 2) to discuss matters involving litigation relating to the labor dispute with the AFA. Trustee Weiss moved the motion; seconded by Trustee Drucker. Motion carried 7-0.

Chair Gardyn resumed the open meeting at 8:30 p.m. followed by a salute to the flag.

Present: Jorge L. Gardyn, Chair
Kathy Weiss, Vice Chair
Arnold W. Drucker, Secretary Pro Tem;
Anthony W. Cornachio, Wanda Jackson,
Edward W. Powers, Abigail Champness, Student Trustee.

Absent: Mary A. Adams, John A. DeGrace

Also in attendance: Kenneth Saunders, Maria Conzatti, Chuck Cutolo

Approval of Minutes

Chair Gardyn requested a motion to approve the minutes of November 19, 2013. Trustee Drucker moved the motion; seconded by Trustee Cornachio. Motion does not carry 5-0-2 (Weiss, Champness were not present at the November 19 meeting).

Chair Gardyn requested a motion to approve the minutes of February 25, 2014. Trustee Weiss moved the motion; seconded by Trustee Jackson. Motion carried 7-0.

1. Expenditures over \$100,000

Chair Gardyn made a motion to untable an expenditure that was tabled by the Board of Trustees during the meeting of November 19, 2013. Trustee Weiss moved the motion; seconded by Trustee Powers. Motion carried 7-0.

a) Trustee Weiss introduced the following resolution:

RESOLVED, THAT REQUISITION #59887 IN THE AMOUNT OF \$250,000.00 AS REQUESTED BY GENERAL COUNSEL FOR CONTRACT RENEWAL OF INGERMAN SMITH, LLP FOR PROFESSIONAL SERVICES AND OTHER GENERAL LEGAL ISSUES NECESSARY FOR THE OPERATION OF THE COLLEGE. **(FUNDING SOURCE: OPERATING BUDGET)**

Chair Gardyn requested a motion. Trustee Weiss moved the motion; seconded by Trustee Drucker. Chair Gardyn requested a motion. Trustee Weiss moved the motion; seconded by Trustee Drucker. Motion defeated 4-3 (In favor, Gardyn, Weiss, Jackson, Champness. Opposed, Cornachio, Drucker, Powers).

b) Trustee Cornachio introduced the following resolution:

RESOLVED, THAT THE NASSAU COMMUNITY COLLEGE BOARD OF TRUSTEES APPROVES REQUISITION #63601 IN THE AMOUNT OF \$100,000.00 AS REQUESTED BY VP FACILITIES MANAGEMENT/PHYSICAL PLANT FOR DIESEL FUEL FOR HEATING CAMPUS BUILDING.

Chair Gardyn requested a motion. Trustee Powers moved the motion; seconded by Trustee Cornachio. Motion carried 7-0.

c) Trustee Champness introduced the following resolution:

RESOLVED, THAT THE NASSAU COMMUNITY COLLEGE BOARD OF TRUSTEES APPROVES REQUISITION #63612 IN THE AMOUNT OF \$ 30,000.00 AS REQUESTED BY VP FACILITIES MANAGEMENT/PHYSICAL PLANT FOR SNOW REMOVAL IN THE LARGE PARKING LOTS.

Chair Gardyn requested a motion. Trustee Weiss moved the motion; seconded by Trustee Cornachio. Motion carried 7-0.

2. Donations

a) Trustee Drucker introduced the following resolution:

RESOLVED, THAT THE NASSAU COMMUNITY COLLEGE BOARD OF TRUSTEES ACCEPTS THE DONATION OF FABRIC, ZIPPERS, TRIMS AND NOTIONS FROM CASSANDRA NEUHS-STAMM.

Chair Gardyn requested a motion. Trustee Cornachio moved the motion; seconded by Trustee Drucker. Motion carried 7-0.

b) Trustee Cornachio introduced the following resolution:

RESOLVED, THAT THE NASSAU COMMUNITY COLLEGE BOARD OF TRUSTEES ACCEPTS THE DONATION FROM STANLEY HEALTHCARE.

Chair Gardyn requested a motion. Trustee Powers moved the motion; seconded by Trustee Jackson. Motion carried 7-0.

3. Facilities

a) Trustee Powers introduced the following resolution:

RESOLVED, THAT THE RENTAL FEE BE WAIVED FOR USE OF NASSAU COMMUNITY COLLEGE PHYSICAL EDUCATION COMPLEX FOR THE 2014 NASSAU COUNTY EMPIRE STATE GAMES FOR THE PHYSICALLY CHALLENGED, SCHEDULED FROM THURSDAY, MAY 29 THROUGH SATURDAY, MAY 31, 2014 AND BE IT

FURTHER RESOLVED, THAT ALL ASSOCIATED PERSONNEL AND MAINTENANCE COSTS WILL BE BORNE BY THE USER.

Chair Gardyn requested a motion. Trustee Powers moved the motion; seconded by Trustee Drucker. Motion carried 7-0.

b) Trustee Cornachio introduced the following resolution:

RESOLVED, THAT THE RENTAL FEE BE WAIVED FOR THE USE OF THE NASSAU COMMUNITY COLLEGE MULTIPURPOSE ROOM AND ROOMS 251, 252-253 AND 254 IN THE COLLEGE CENTER BUILDING FOR THE PURPOSES OF A "JOBS/CAREER FAIR" SPONSORED BY COUNTY LEGISLATOR KEVAN ABRAHAMS ON JUNE 23, 2014 FROM 9:30 AM TO 3:30 PM. AND BE IT

FURTHER RESOLVED, THAT ALL ASSOCIATED PERSONNEL AND MAINTENANCE COSTS WILL BE BORNE BY THE USER.

Chair Gardyn requested a motion. Trustee Cornachio moved the motion; seconded by Trustee Powers. Motion carried 7-0.

4. Personnel, Affirmative Action and Labor

a) Trustee Jackson introduced the following resolution:

RESOLVED, THAT PURSUANT TO THE TERMS OF THE COLLECTIVE BARGAINING AGREEMENT WITH THE NASSAU COMMUNITY COLLEGE FEDERATION OF TEACHERS, AND UPON THE RECOMMENDATION OF THE COLLEGE-WIDE PROMOTION AND TENURE COMMITTEE AND THE COLLEGE ADMINISTRATION, THE FACULTY MEMBERS NAMED HEREIN ARE HEREBY GRANTED PROMOTION AND/OR TENURE AT NASSAU COMMUNITY COLLEGE EFFECTIVE SEPTEMBER 1, 2014.

Tenure & Promotion to Assistant Professor

<u>Name</u>	<u>Department</u>
Shani Bruno	Africana Studies
Maryann Capone	Accounting/Business
Andrew DeJoseph	Accounting/Business
Rosemary DeRiso	Economics & Finance
Alison Guest	Art
Dean J. Holtzman, Jr.	Legal Studies
Elizabeth Hynes-Musnisky	Reading/Basic Ed.
Anne Kopstein	Nursing
Heidi O'Connell	Marketing/Retailing/Fashion
Laura O'Connell	Communications
Stephen Ogumah	Communications
Matthew L. Rotando	English
Paul J. Sheehan	Music
Joanne Taormina	Mathematics/Comp/IT

Tenure and Promotion to Administrative Assistant II

<u>Name</u>	<u>Department</u>
Patricia Chiodo	Facilities Management

Promotion to Administrative Assistant III

<u>Name</u>	<u>Department</u>
Curtis Guillian	HPER
Heather Habibi	Academic Advisement

Tenure

<u>Name</u>	<u>Department</u>
Deneen Cook	Information Technology Services
Gloria Hoerning	Allied Health Sciences
Dorothy Rabbene	Administrative Bus/Tech

Tenure and Promotion to Technical Assistant II

<u>Name</u>	<u>Department</u>
Patricia Goodwin	Allied Health Sciences

**Promotion to Technical Assistant II and
Reclassified as Technologist**

<u>Name</u>	<u>Department</u>
Jeanette Madsen	Administrative Bus/Technology

Tenure and Promotion to Technical Assistant III

<u>Name</u>	<u>Department</u>
Virginia T. Sanchioli	Chemistry
Carole A. Schaaf	Mathematics/Comp/IT
Michael Zito	Physical Sciences

Tenure and Promotion to Technologist II

<u>Name</u>	<u>Department</u>
Nicole Alexander	Information Technology Services
Juan Hinojosa	Distance Education
Andrzej Kempisty	Information Technology Services
Kevin Nakamura	Information Technology Services
John Segreti	Information Technology Services
Imran Shaw	Information Technology Services

Promotion to Technologist III

<u>Name</u>	<u>Department</u>
Paul D. Epstein	Information Technology Services
Gregory Theodore	Information Technology Services

Reclassification as Technologist

<u>Name</u>	<u>Department</u>
Adam Pilipshen	Distance Education

Chair Gardyn requested a motion. Trustee Cornachio moved the motion; seconded by Trustee Powers. Motion carried 7-0.

Chair Gardyn made a motion to untable an expenditure that was tabled by the Board of Trustees during the meeting of October 29, 2013. Trustee Weiss moved the motion; seconded by Trustee Cornachio. Motion carried 7-0.

b) Dr. Gardyn read the following amended resolution:

BE IT RESOLVED THAT THERE IS HEREBY ESTABLISHED THE NASSAU COMMUNITY COLLEGE PRESIDENTIAL SEARCH COMMITTEE, AND

BE IT FURTHER RESOLVED THAT SAID COMMITTEE SHALL BE COMPOSED OF THE FOLLOWING MEMBERS: FORMER TRUSTEE PAUL LEVENTHAL, CHAIR; TRUSTEE ARNOLD DRUCKER; TRUSTEE WANDA JACKSON; TRUSTEE EDWARD POWERS, AND TRUSTEE ABIGAIL CHAMPNESS, AND

BE IT FURTHER RESOLVED THAT THE FOLLOWING ENTITIES SHALL HAVE THE RIGHT TO RECOMMEND ONE REPRESENTATIVE OF THEIR OWN CHOOSING FOR APPOINTMENT AS A

MEMBER OF THE COMMITTEE: THE ACADEMIC SENATE; THE DEPARTMENT CHAIRS; THE NASSAU COMMUNITY COLLEGE FEDERATION OF TEACHERS; THE ADJUNCT FACULTY ASSOCIATION OF NASSAU COMMUNITY COLLEGE; THE CIVIL SERVICE EMPLOYEES ASSOCIATION AT NASSAU COMMUNITY COLLEGE; THE STUDENT GOVERNMENT ASSOCIATION; THE UNGRADED ADMINISTRATORS; THE COUNTY EXECUTIVE; THE MAJORITY CAUCUS OF THE NASSAU COUNTY LEGISLATURE; AND THE MINORITY CAUCUS OF THE NASSAU COUNTY LEGISLATURE, AND

BE IT FURTHER RESOLVED THAT THERE SHALL BE APPOINTED TO THE COMMITTEE ONE COMMUNITY REPRESENTATIVE TO BE CHOSEN BY THE BOARD OF TRUSTEES; AND

BE IT FURTHER RESOLVED THAT THE ENTITIES ENUMERATED HEREIN SHALL HAVE UNTIL 5 PM ON APRIL 11, 2014 TO DESIGNATE THEIR SELECTION OF A REPRESENTATIVE TO THE COMMITTEE AND TO FORWARD SUCH DESIGNEE TO THE SECRETARY OF THE BOARD BY SAID TIME AND DATE, AND IF AN ENTITY ENUMERATED IN THIS RESOLUTION HAS NOT DESIGNATED A REPRESENTATIVE AND SO FORWARDED IT BY SAID TIME AND DATE, THEN SUCH ENTITY SHALL BE EXCLUDED FROM HAVING A REPRESENTATIVE PARTICIPATE AS A MEMBER OF THE COMMITTEE, AND

BE IT FURTHER RESOLVED THAT ANY OTHER CAMPUS CONSTITUENCY WHICH AS OF MARCH 25, 2014 HAS NOTIFIED THE SECRETARY OF THE BOARD OF ITS DESIRE TO HAVE A REPRESENTATIVE ON THE COMMITTEE SHALL BE NOTIFIED BY THE BOARD OF A MEETING TO TAKE PLACE NO LATER THAN APRIL 11, 2014 IN THE BOARD ROOM OF THE 10TH FLOOR OF THE TOWER BUILDING AND SHALL BE ELIGIBLE TO SEND ONE REPRESENTATIVE TO SAID MEETING, AND

BE IT FURTHER RESOLVED THAT AT SAID MEETING THE PARTICIPANTS SHALL HAVE THE OPPORTUNITY TO CONSIDER WHICH OF THE ENTITIES THEY ARE REPRESENTATING SHALL BE INCLUDED AS MEMBERS OF THE COMMITTEE, WITH THE NUMBER OF ENTITIES SO SELECTED NOT TO EXCEED FIVE, AND

BE IT FURTHER RESOLVED THAT THE BOARD SHALL CONSIDER A RESOLUTION AT ITS REGULARLY SCHEDULED MEETING OF APRIL 2014 CONSISTING OF THE NAMES OF THE REPRESENTATIVE SO DESIGNATED VIA THE PROCESSES HEREIN DESCRIBED.

Chair Gardyn requested a motion. Trustee Weiss moved the motion; seconded by Trustee Jackson. Motion defeated 4-3 (In favor: Gardyn, Weiss, Jackson, Champness,) (Opposed: Cornachio, Drucker, Powers).

6. Policy and Planning

Trustee Champness introduced the following resolution:

RESOLVED, THAT NASSAU COMMUNITY COLLEGE BOARD OF TRUSTEES HEREBY ADOPTS THE "AMENDED NASSAU COMMUNITY COLLEGE PROCUREMENT POLICIES AND PROCEDURES", DATED FEBRUARY 3, 2014, ATTACHED HEREWITH.

Chair Gardyn requested a motion. Trustee Weiss moved the motion; seconded by Trustee Cornachio. Motion carried 7-0.

Chair Gardyn and Trustee Cornachio then entered into an exchange relating to a matter discussed in Executive Session. It was Chair Gardyn's view that a discussion took place during Executive Session but that no vote took place, and it was Trustee Cornachio's view that a vote had taken place during Executive Session regarding the Adjunct Faculty Association that he wished to describe during the Board meeting. (Attached are the minutes from the Executive Session.)

Dr. Saunders reported on the following items:

- Congratulated the faculty who received their promotion and tenure.
- Congratulated Trent Webb and the NCC Speech & Debate who placed 2nd in the International Community College category and placed 4th in the International Overall College classification (both 4-year/community colleges) at the IFA World Championship for Speech and Debate in Paris, France. The following students received individual distinctions for their performance: Joshelle Wright, Gamal Moodie, and Alicia Bagley. Coach Trent Webb is being considered for the International Speech/Debate Coach Hall of Fame.
- Update on State Budget regarding the proposed FTE allocations of a \$50 increase by the Assembly and a \$200 increase by the Senate. Through Chuck Cutolo's leadership and outreach from the president's office we've been in touch with every individual who will ultimately be involved in the decision making process and it is our hopes that the number will be as close to \$200 as possible.
- Congratulated Dr. Gardyn upon receiving the Senator Norman J. Levy Humanitarian Award on March 14, 2014.

Speakers

Ed Boyden, Academic Senate Chair, congratulated Dr. Gardyn the faculty who received their promotion and tenure, and the Speech and Debate team. He also asked for clarification regarding the presidential search: the motion that was made in October was untabled, and there was a proposal to amend it and that proposal was defeated, so as far as the presidential search is concern we are back were we were in September. [He stated the procedural situation correctly].

Margot Gramer, LINCC Instructor, also an editor, writer, and published author of many ESL text books, spoke of recent activities and involvement of the LINCC lecturers and how they're promoting NCC. She spoke of a book called "Q", Skills for Success which she co-wrote for Oxford University Press, this is one book in a twelve book series that is used in programs similar to LINCC. She noted that this book is used around the world and when a student opens up this book, "Q", they will see my name an affiliation with the Language Immersion program at Nassau Community College. She also spoke of Ms. Natalia deCuba and Ms. Ashley Fifer presence at the TESOL (Teaching of English to Speakers of other Languages) International Association conference promoting Nassau Community College, and the accomplishments of several of the Brazilian students who went onto four-year colleges because of the LINCC faculty.

Arakel Torosian, former LINCC Student, spoke of his experiences of coming to America unable to speak the English language. With the support of the LINCC faculty he overcame this obstacle. He is graduating from Columbia University in December in Financial Economics and has signed a job offer with Goldman Sacks. He explained that he owes his accomplishments to Nassau Community College, the LINCC faculty, and the Business Department- with a special thanks to the LINCC program for restoring his American dream.

Debbie DeSanto, NCCFT President, congratulated Dr. Gardyn upon receiving upon receiving the Senator Norman J. Levy Humanitarian Award, thanked the Board for approving the promotion and tenure applications, congratulated Trent Webb and the speech and Debate team, and she noted that these

accomplishments are reflective of the type of faculty at NCC who are so dedicated. In addition, she stated that the NCCFT and the College Administration/Board are still in mediation with respect to the successor collective bargaining agreement and that she is hopeful that by working together it will be possible to maintain this level of faculty. She extended an invitation to the Board to an event on April 24 which showcases the NCC students.

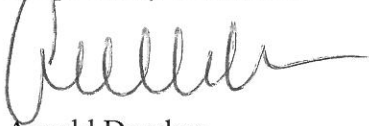
Frank Frisenda, NCCFT Vice President, congratulated Dr. Gardyn. He sought a clarification of the proposed procedure for those additional campus groups that wished to be considered for membership on the search committee. Chair Gardyn recounted how a number of campus groups which were not on the previous search committee had indicated an interest in being on the next search committee. He outlined what he views as a more democratic process (suggested by some members of the faculty) whereby these groups could meet among themselves and choose which of them would have one of the remaining available seats on the search committee. The number of seats that would be available is yet to be determined. It could be 3, 4 or 5.

Chair Gardyn announced the next Capital and Finance BOT Committee meeting is scheduled for Tuesday, April 22, 2014 at 5:00 p.m. followed by the Full Board meeting. The Board will open the public between 6:15 and 6:30 p.m. and resume the public session approximately 7:30 p.m.

Chair Gardyn requested a motion to adjourn the meeting. Trustee Powers moved the motion; seconded by Trustee Weiss. Motion carried 6-0.

Meeting adjourned at 9:10 p.m.

Respectfully submitted,



Arnold Drucker
Secretary Pro Tem

NASSAU COMMUNITY COLLEGE

**PROCUREMENT POLICIES
AND PROCEDURES**

AMENDED AND APPROVED BY THE NASSAU COMMUNITY COLLEGE BOARD OF TRUSTEES
ON MARCH 18, 2014

**NASSAU COMMUNITY COLLEGE
PROCUREMENT POLICIES AND PROCEDURES
(February 3, 2014)**

As a municipal educational corporation, Nassau Community College is committed toward procuring goods and services, as well as negotiating contracts for public improvement works via a process which assures the prudent and economical use of public moneys for the benefit of all constituents of Nassau Community College and Nassau County. This Policy summarizes the procedures the College uses to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost, and sets out the steps to be followed to ensure that the College's procurement process guards against favoritism, improvidence, extravagance, fraud and corruption.

The Nassau Community College Procurement Office is responsible for purchasing commodities and services for the entire College community, and for the College's Physical Plant Department. The Nassau Community College Department of Design and Construction is responsible for the procurement of professional architectural, engineering, construction management and construction contracts.

All purchasing is carried out in strict accordance with State and County ethics codes and public purchasing laws and regulations. All statutory procurement requirements and procedures, including publication, evaluation, and awarding of bids, awarding of contracts, and retention of procurement records, are performed in accordance with Article 5-A, sections 103 et seq., of the General Municipal Law.

I. OVERVIEW OF THE COLLEGE APPROVALS PROCESSES:

- 1) All College purchase requests (requisitions) must have the appropriate approvals based on the anticipated expenditure amount as follows:
 - a) Expenditures up to \$5,000.00 require the approval of a Dean or Administrative Department Head.
 - b) Expenditures greater than \$5,000.00 require the approval of a Dean or Administrative Department Head as well as the Vice President or official Presidential Designee, as evidenced in writing.
 - c) All paper requisitions require the approval of the College Budget Office before Procurement will begin to process the requisition. Electronic requisitions are exempt from this requirement.

- 2) In addition to number one (1), above, all professional and personal service contracts are reviewed and approved by the Nassau County Attorney's Office, the College Attorney, and if for \$5,000.00 or more, a Department Vice President or official Presidential Designee, as evidenced in writing.

- 3) Procurements made by the Department of Design and Construction of professional architectural, engineering, construction management and construction contracts are processed in accordance with Attachment A of this procedure.
- 4) The following College purchases require the approval of the Board of Trustees prior to the execution of the resulting agreement:
 - a) Purchase Orders and Blanket Orders with an anticipated annual expenditure of \$100,000.00 or more that result from a competitive process let by the College. Any increase to an approved Purchase Order or Blanket Order between 10% of the anticipated annual expenditure and \$100,000.00 must be reported to the Board of Trustees. Any increase above \$100,000.00 will require a new approval.
 - b) Professional Service contracts with an anticipated annual expenditure of \$50,000.00 or more that result from a competitive process let by the College. Any increase to an approved Professional Service contract between 10% of the anticipated annual expenditure and \$50,000.00 must be reported to the Board of Trustees. Any increase above \$50,000.00 will require a new approval.
 - c) Personal Service contracts with an anticipated annual expenditure of \$30,000.00 or more. Any increase to an approved Personal Service contract of up to 10% of the anticipated annual expenditure and \$30,000.00 must be reported to the Board of Trustees. Any increase above \$30,000.00 will require a new approval.
 - d) Any Department of Design and Construction professional architectural, engineering, construction management or construction contract with an anticipated annual expenditure of \$250,000.00 or more , requires the approval of the Board of Trustees prior to issuance of the purchase order, delivery order or contract.
 - e) The Department of Design and Construction will report on all contract expenditure activity at each scheduled monthly Board of Trustees Capital Committee meeting regardless of the dollar amount.
- 5) A report listing all Professional and Personal Service contracts and associated costs must be presented to Board of Trustees Finance Committee quarterly regardless of the dollar amount.
- 6) The Department of Design and Construction will report on all contract expenditure activity at each scheduled monthly Board of Trustees Capital Committee meeting regardless of the dollar amount.
- 7) Unless an emergency (as defined in the Glossary) exists, absolutely no Contractor or Vendor shall be given any formal or informal notice to proceed with services or deliver any goods until all required final approvals, written and electronic, and encumbrances of funds have been obtained from the College and County. An official award does not guarantee that the resultant contract or purchase order will be approved

by the College or County and such award is not adequate justification to give notice to proceed or deliver goods.

II. COMPETITIVE PROCEDURES FOR THE PROCUREMENT OFFICE:

- 1) All purchase contracts involving expenditures in excess of \$20,000.00 and contracts for public work involving expenditures in excess of \$35,000.00 are generally awarded to the lowest responsible bidder after advertising an Invitation for Bid (IFB), also called a Formal Sealed Bid in the manner prescribed in General Municipal Law §103(2). Alternatively, purchase contracts including contracts for service work (but excluding any purchase contracts necessary for the completion of a public works project pursuant to article 8 of the Labor Law) may be awarded thru a request for proposal (RFP) process on the basis of best value as defined by the New York State Finance Law §163.
- 2) If an award is made to other than the lowest bidder or highest ranked proposer, the rationale for accepting the higher bid or a lower ranked proposer must be documented in the procurement record.
- 3) With regard to purchases under \$20,000.00, where it is known, or can be reasonably expected, that the aggregate amount to be spent on particular supplies or equipment will exceed \$20,000.00 in a fiscal year, then formal sealed bids or a competitive request for proposals to determine the best value is required.
- 4) Bid and proposal responses may be received in writing or electronically in accordance with the requirements of the specific solicitation documents. Electronic bids and offers shall be transmitted by the bidders or proposers to the receiving device designated by Nassau Community College. The method used for receipt of bids and proposals shall comply with the New York State Technology Law §3.
- 5) Any award made pursuant to a formal sealed bid must be documented in an affidavit (Exhibit 1) stating that the award was made in accordance with Nassau Community College Procurement Policies and Procedures. The award affidavit must be approved and signed by the Procurement Director or if for construction contracts, the Director for Design & Construction and included in the procurement record.
- 6) Any award made pursuant to a Request for Proposals must be documented in an affidavit (Exhibit 2) stating that the award was made in accordance with Nassau Community College Procurement Policies and Procedures. The award affidavit must have signed evaluation committee rating forms from each member attached. The award affidavit must be approved and signed by the Procurement Director or if for professional architectural, engineering, construction management contracts, the Director for Design & Construction and included in the procurement record.
- 7) Every Formal Sealed Bid and Request for Proposal submitted for advertisement must include documented results of a Minority and Women Owned Business Enterprise (M/WBE) vendor search from the Empire State Development Minority and Women-owned Business Searchable Database located at [HTTP://WWW.EMPIRE.STATE.NY.US](http://www.EMPIRE.STATE.NY.US).

- 8) All solicitations for bids and proposals as well as the resulting contracts and purchase orders in excess of \$100,000.00 for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon, and any other procurement of goods or services in excess of \$25,000.00 are subject to Nassau County Local Law No. 14-2002, entitled "Participation by Minority Group Members and Women in Nassau County Contracts."
- 9) Aggregate Buy: when practical, as determined by the Procurement Director, the College shall initiate an "aggregate buy" whereby the total estimated campus-wide demand for a commodity or service is bid collectively in order to achieve the lowest possible pricing. An aggregate buy is generally conducted on an annual, biannual, or quarterly basis.
- 10) The following purchase authorities satisfy competitive bidding requirements in lieu of Nassau Community College bids:
 - a) Any contract let by the United States of America or any agency, state or other political subdivision or district, if such contract was let to the lowest bidder or on the basis of best value and made available for use by other governmental entities (see New York General Municipal Law §103, subsection 16).
 - b) Any consortium agreement awarded as a result of a competitive process and in compliance with General Municipal Law §103, subsection 16, as described above.
 - c) Educational & Institutional Cooperative Purchasing (E&I) contracts

However, a buyer may decide to, or be directed to, obtain competitive bids or proposals if it is felt that lower prices or a best value can be obtained.

III. EXCEPTIONS TO COMPETITIVE BIDDING REQUIREMENTS and PROCUREMENT PROCEDURES FOR SUCH PURCHASES:

The following purchases are exempt from competitive bidding requirements of General Municipal Law §103.

- 1) Under State Finance Law §162, purchases of commodities and services from preferred sources are given the highest priority and are exempt from the competitive bidding requirements. The New York State preferred sources include:
 - a) New York State Department of Correctional Services Division of Industries (Corcraft);
 - b) Industries for the Blind of New York State, Inc. (IBNYS);
 - c) New York State Industries for the Disabled, Inc. (NYSID);
 - d) Office of Mental Health

- 2) Professional Services requiring licensing, special technical skill, training or expertise and personal services for visiting lectures, artists, etc. are not subject to competitive bidding. Procurement of such contracts will be done in accordance with the procedures outlined in the section entitled “Professional/Personal Service Contracts”, below.
- 3) Sole source procurements, wherein only one vendor is capable of supplying the required commodities and services, are exempt from competitive bidding requirements. See N. Y. State Finance Law §163(1) (g); N.Y. General Municipal Law §103, Note 76.
- 4) Emergencies, in accordance with General Municipal Law §103 (4) declared by the College President documenting the facts upon which the declaration is made and describing the action to be taken.

IV. DOLLAR THRESHOLD/PROCESS TABLE:

The definition of each term used below (“Purchase Order”, “Blanket Order”, etc.) may be found in the “Glossary” section of this Policy.

1) PURCHASE ORDERS

Up to \$2,000.00, require:

- Requisition with requisite approvals
- Any expenditure of less than \$2,000.00 are awarded at the discretion of the Director of Procurement in accordance with the Nassau Community College Board of Trustees Resolution, dated June 8, 1999, which references Nassau County Resolution No. 928-1993. However, if it is felt that lower prices can be obtained, competitive bids may be called for.

Over \$2,000.00 to \$20,000.00, require:

- Requisition with requisite approvals
- Awarded to the lowest responsible bidder after at least three (3) written or electronic quotes or proposals are received or requested. If, after every attempt was made to obtain at least three quotes or proposals, the buyer is unsuccessful, then the name and contact information of the vendor(s) to which the requests were made must be documented on the procurement record.

Over \$20,000.00, require:

- Requisition with requisite approvals
- Awarded to the lowest responsible bidder or highest ranked proposer based on a Formal Sealed Bid or a Request for Proposals process in the manner prescribed in General Municipal Law, Section 103.

Over \$100,000.00, require:

- Requisition with requisite approvals.
- Approval of the Board of Trustees as appropriate, in accordance with Section I.4 of this policy:
- Awarded to the lowest responsible bidder or highest ranked proposer based on a Formal Sealed Bid or a Request for Proposals process in the manner prescribed in General Municipal Law, Section 103.

NOTES:

- a) With regard to Purchase Orders under \$20,000.00, where it is known, or can be reasonably expected that the aggregate amount to be spent on particular supplies or equipment will exceed \$20,000.00 in a fiscal year, then a Formal Sealed Bid or Request for Proposals is required.
- b) Amendments will be submitted to the Board of Trustees in accordance with the thresholds established under Section I.4 of this policy.

2) BLANKET ORDERS

With anticipated usage up to \$2,000.00 in a fiscal year, require:

- Requisition with requisite approvals
- Any expenditure of less than \$2,000.00 is awarded at the discretion of the Director of Procurement in accordance with the Nassau Community College Board of Trustees Resolution, dated June 8, 1999, which references Nassau County Resolution No. 928-1993. However, if it is felt that lower prices can be obtained, competitive bids may be called for.
- Blanket Order is restricted to an annual dollar usage of \$2,000.00

With anticipated usage over \$2,000.00 to \$20,000.00 in a fiscal year, require:

- Requisition with requisite approvals
- Awarded to the lowest responsible bidder after at least three (3) written or electronic quotes or proposals are received or requested. If, after attempting to obtain at least three quotes or proposals, the buyer is unsuccessful, then the name and contact information of the vendors to which the requests were made must be documented for the procurement record.
- Blanket Order is restricted to an annual dollar usage of \$20,000.00.

With anticipated usage over \$20,000.00 in a fiscal year, require:

- Requisition with requisite approvals
 - Awarded to the lowest responsible bidder or highest ranked proposer based on a Formal Sealed Bid or a Request for Proposals process in the manner prescribed in General Municipal Law, Section 103.
 - Approval of the Board of Trustees as appropriate, in accordance with Section I.4 of this policy.
- 3) **DELIVERY ORDERS** (encumbrances of funds against duly awarded Blanket Orders)

Up to \$100,000.00, require:

- Delivery Order Requisition with requisite approvals
- Processed in accordance with the terms and conditions of the Blanket Order.

Over \$100,000.00, require:

- Delivery Order Requisition with requisite approvals.
- Processed in accordance with the terms and conditions of the Blanket Order.

V. PROFESSIONAL / PERSONAL SERVICE CONTRACTS

A “PROFESSIONAL SERVICE CONTRACT” is a contract with a company, partnership or corporation, or a professionally licensed individual to provide services requiring licensing, special technical skills, training or expertise.

A “PERSONAL SERVICE CONTRACT” is a contract for services which are unique to an individual, such as, but not limited to, a visiting lecturer, art model, artist, etc.

Personal and Professional Service contracts are not subject to competitive bidding requirements. Personal service contracts for service which are unique to an individual will be procured by the Director of Procurement and awarded to the individual who, based on the documented opinion of the appropriate College official and documented approval of the area Vice President, is the only qualified provider.

Personal Service contracts for academic departments are selected by departmental committees under the following guidelines:

- a) Requests for contracts of \$2,000.00 or less must include documentation identifying the departmental committee members making the selection.

- b) Requests for contracts greater than \$2,000.00 or more must include documentation that a departmental committee considered at least three potential contractors and identify same with associated costs.

Professional Service contracts are awarded after a Request for Proposals (RFP) is advertised and awarded by an RFP evaluation committee to the responsive and responsible proposer offering the best value.

Professional / Personal Service Contracts up to \$5,000.00 require:

- Requisition with requisite approvals, and are processed as follows:
- After contract is awarded and executed by the Contractor, it is presented for approval by the Nassau County Attorney's Office, the College Comptroller's Office, and the College Attorney, and is executed by the President.

Professional / Personal Service Contracts greater than \$5,000.00 require:

- Requisition with requisite approvals.
- Approval of a Department Vice President, or official Presidential Designee, as evidenced in writing and are processed as follows:
- After contract is awarded and acknowledged by Contractor, it is presented for approval by the Nassau County Attorney's Office, the Nassau County Comptroller's Office, the College Attorney, and is executed by the President.

VI. POLICY FOR PROCURING GOODS AND SERVICES WITH PURCHASING CARDS (P-CARDS)

Purchasing cards (p-cards) may be used to procure low dollar goods and services, such as office, building maintenance, laboratory and classroom supplies, etc.

- 1) The College establishes a contract with a procurement/purchasing (p-card) card issuer. Standard Purchases Orders will not be used for purchases made with the p-card. Orders will be placed by utilizing the p-card account number.
- 2) The College will not issue actual p-cards to any individual for the purchase of goods or services. Instead, a "ghost card", which cannot be used as a standard credit card, will be utilized to prevent a card from being used by an unauthorized individual. A ghost card identifies an account number with a particular authorized College department.
- 3) A ghost card may be issued to the College Procurement Department for individual purchases not to exceed \$2,000.00, and to the College Accounts Payable Department to process "direct pay" charges such, but not limited to, institutional memberships and conference registrations.

- 4) Individual commodity purchases are to be made in accordance with the general procurement policy, and limited to \$2,000.00.
- 5) Cash advances for any purpose are strictly forbidden.
- 6) P-card usage controls will be established in consultation with the Internal Auditor that will include budgetary and payment accountability, user training, and purchase activity documentation procedures.
- 7) Certain p-card programs will be funded from an annual institution-wide budget established by the College Budget Office for the intended program whereby using departments will be allocated an annual dollar amount which cannot be increased without Budget Office approval. Individual purchases under such programs will require departmental approval but will not require a purchase requisition, the approval of a Department Head, a Vice President or Presidential Designee, or the College Budget Office.
- 8) P-Cards may also be used for Gasoline purchases, as follows:
 - a. P-Cards may be used to pay for gasoline purchases for College employees using College owned vehicles on official College business. A card, limited to a single commodity, in this case, gasoline, is presented to the vendor for payment.
 - b. Actual cards will be assigned to the College Physical Plant Motor Fleet section to be issued to College employees that sign out vehicles for official College business.
 - c. Claims for invoices submitted to Accounts Payable are approved by Physical Plant.

VII. INDIVIDUALS RESPONSIBLE FOR PURCHASING

See Exhibit 3, (attached)

Glossary:

Aggregate Buy – A procurement method whereby the total estimated campus-wide demand for a commodity or service is bid collectively in order to achieve the lowest possible pricing. An aggregate buy is generally conducted on an annual, biannual, or quarterly basis.

Blanket Order (BO) – A written pricing agreement between the College or County (the Buyer) and a seller (the vendor). These documents specify various terms and conditions to which the parties must adhere. Some examples of these terms and conditions include, but are not limited to, price, delivery terms, description of the commodity or service being procured, payment terms, duration of the contract, and liability clauses and any other requirements of either the buyer or seller.

Construction Contract – A contract awarded to the lowest responsible bidder after advertising an Invitation for Bid (IFB), also called a Formal Sealed Bid in the manner prescribed in General Municipal Law §103(2) for capital improvements to the College's infrastructure.

Contractor / Vendor – Any person or entity receiving an award to perform services or provide goods.

Delivery Order (DO) – Funding encumbrance document, issued by the Procurement Office, pursuant to terms and conditions of a blanket order. A DO usually consists of the vendor's name/address, a description of the item, quantity, cost per item, shipping terms, total cost and some data for College use (BO number, responsibility code, object code, and ordering department).

Discretionary Purchase – Purchases below an established dollar level authorized by the Board of Trustees to be made without a formal competitive process.

Emergency – An urgent and unexpected situation where health and public safety or the conservation of public resources are at risk. Such situations may create a need for an emergency contract. (See State Finance Law §163(1) (b)). A department's failure to properly plan in advance, which results in a situation where the procurement procedures outlined in this Policy document cannot be followed, does not constitute an emergency.

Formal Sealed Bid – A competitive solicitation seeking bids for a specified commodity or service, pursuant to which award is made to the responsive and responsible bidder(s) submitting the lowest price.

Informal Bid – A competitive solicitation in lieu of an IFB for purchases below an established dollar level (currently \$20,000.00) awarded to the lowest responsible bidder after at least three (3) written or electronic quotes are received or requested. If, after every attempt was made to obtain at least three quotes, the buyer is unsuccessful, then the name and contact information of the vendor(s) to which the requests were made must be documented on the procurement record.

Minority or Women Owned Business Enterprise (M/WBE) – A business certified under Article 15-A of the Executive Law that is independently owned, operated and authorized to do business in New York State; and is owned and controlled by at least fifty-one percent women or minority group members who are citizens of the U.S. or permanent resident aliens. Such ownership must be real, substantial and continuing; and the minorities or women must have and exercise the authority to control independently the day-to-day business decisions of the enterprise.

On-Call Agreements – System where multiple contracts, limited to architectural/engineering and construction management services are established after and RFP has been published, evaluated by committee, and awarded. When services are required, the Department of Design and Construction issues task orders to all firms on contract to respond to based on the fees and terms of the contract. The Department of Design and Construction evaluates task order responses and selects the firm most qualified to provide the required services.

P-Card (purchasing card) – is a College credit card that allows goods and services to be procured without utilizing a traditional purchasing process.

Personal Service Contract – is a contract for services which are unique to an individual, such as, but not limited to, a visiting lecturer, art model, artist, etc.

Preferred Source – In order to advance special social and economic goals, State Finance Law §162 requires that a governmental entity purchase commodities and services from designated organizations when the commodities or services meet the "form, function and utility" requirements of the governmental entity. Under State Finance Law §162, purchases of commodities and services from preferred sources are given the highest priority and are exempt from the competitive bidding requirements. The New York State preferred sources include: Corcraft; Industries for the Blind of New York State, Inc.; New York State Industries for the Disabled; and the Office of Mental Health. These requirements apply to a state agency, political subdivision and public benefit corporation (including most public authorities).

Procurement Record – Documentation of the decisions made and the approach taken in the procurement process (State Finance Law §163 (f)). The Procurement Record, including the solicitation documents, should contain all the materials necessary for contract review purposes and must include each amendment to a contract and the justification for the same.

Professional Service Contract – is a contract with a company, partnership, corporation, or a professionally licensed individual to provide services requiring licensing, special technical skills, training or expertise.

Public Work – Construction projects on municipal property where improvements become municipal property, project is subject to municipal control and approval, and contractor will receive consideration from the municipality for the cost of the project.

Purchase Order (PO) – Basic contractual document issued by the Procurement Office, which is generally for a "one time" purchase. A PO usually consists of the vendor's name/address, a description of the item, quantity, cost per item, shipping terms, total cost and some data for College use (PO number, responsibility code, object code, and the applicable purchasing authority). The PO solidifies the terms of the purchase. POs are used to procure from preferred sources, and open market purchases.

Request for Proposals (RFP) – A competitive solicitation seeking proposals for a specified service or technology which is exempt from competitive bidding requirements of the General Municipal Law §103, pursuant to which an award is made by an RFP evaluation committee to the responsive and responsible proposer(s) offering the best value and skill set.

Request For Qualifications (RFQ) – A document used obtain qualifications of firms when the College is seeking services to address a particular need. This process is used to develop a “short list” of qualified firms to be invited to respond to an RFP.

Sole Source – A procurement in which only one offerer is capable of supplying the required commodities or services (State Finance Law §163(1) (g)).

Attachment A

NASSAU COMMUNITY COLLEGE PROCUREMENT POLICIES AND PROCEDURES

For Construction Projects

I. OVERVIEW:

- 1) In reference to Nassau Community College's Procurement Policies and Procedures, this Attachment A is specific to the procurement of professional architectural, engineering and construction management services as well as other construction contracts.
- 2) The NCC Department of Design and Construction (DDC) is responsible for the procurement of professional architectural, engineering and construction management services as well as other construction contracts.
- 3) Regarding professional architectural, engineering and construction management services as well as other construction contracts, the NCC Procurement Office will perform duties relative to advertising and receiving RFP's and ITB's.
- 4) The NCC Department of Design and Construction (DDC) will be the custodian of record for all original Procurement Records for projects initiated therein.

II. PROCESSING AND APPROVALS:

A. PROFESSIONAL SERVICES:

- 1) When retaining a firm for a project-specific professional service contract relative to professional architectural, engineering and construction management services, the Department of Design and Construction will prepare an RFP to be advertised and received by the Procurement Office. When received, an evaluation committee will evaluate the technical proposals; such committee shall include representatives from the Procurement Office, the Department of Design and Construction and the department requesting the services (optional). Regardless of the specific departments, at least three (3) individuals must evaluate an RFP.
- 2) An exception to issuing an RFP is if the Department of Design and Construction has determined that the requested services are unique to an individual, or are to be provided by a person or firm who, in the documented opinion of the Director of the Department of Design and Construction and documented approval of the Vice President of Administration & Planning, is the only qualified provider.
- 3) If the requested services are unique in nature and it is believed that the services can only be provided by a limited number of firms, the Department of Design and Construction may issue a Request for Qualifications (RFQ) (as defined in the Glossary) prior to the RFP. The RFQ will similarly be evaluated by an evaluation committee and a limited number of firms will be selected (short-listed). Those firms will be issued an RFP directly, without further publication. Similarly, if it is anticipated that the response to a particular RFP will be too broad and will solicit too many unqualified responses, the Department of Design and Construction may decide to issue an RFQ

first. An RFQ is NOT a required step in the procurement of professional services but an option afforded to lessen the number of unqualified responses to an RFP.

- 4) The Procurement Office will retain all cost proposals until after technical proposals are rated by the rating committee. At that time, Procurement will open cost proposals and give the original copies to the Department of Design and Construction for review and inclusion into the Procurement Record. In the case any further negotiations are required, the Department of Design and Construction will conduct such negotiation and document the same for the Procurement Record.
- 5) When requested by the professional services consultant, the Department of Design and Construction will confer with the Vice President of Administration & Planning on all increases in fees and/or amendments to a professional services contract. If approved, the Department of Design and Construction will prepare the requisite amendment and encumbrance documentation for approval by the College and County.
 - a) The College Office of General Counsel will review and approve all proposed amendments to a contract before the document is forwarded to the consultant.

B) ON-CALL ARCHITECTURAL/ ENGINEERING AND CONSTRUCTION MANAGEMENT CONTRACTS:

- 1) All work undertaken utilizing On-Call Agreements (as defined in the Glossary) will be in the format of a task order, to be requested from all On-Call firms and evaluated by the Department of Design and Construction. Task Orders will be evaluated based on qualifications.
- 2) After the most qualified proposal is selected, the Department of Design and Construction will negotiate with the firm to obtain the best cost for the College.
- 3) A recommendation letter will be forwarded to the Vice President of Administration & Planning documenting the selection and negotiation process. Upon approval, the Department of Design and Construction will process encumbrance documentation for required approvals.
- 4) On-Call RFP's will be reissued at least every five (5) years to allow additional firms to compete for on-call contracts.

C) CONSTRUCTION CONTRACTS:

- 1) All construction contract IFB's will be prepared by the Department of Design and Construction. Complete IFB documents will be forwarded to the Procurement Office for publication and receipt of same. The Department of Design and Construction will be responsible for evaluating all bids and apparent low bidders, including pre-award meetings, reference checks, etc. The Department of Design and Construction will make IFB awards for projects initiated therein.
- 2) After award, the Department of Design and Construction will be responsible for managing, preparing and approving all construction contract documentation in conjunction with the College Office of General Counsel.

- 3) All proposed construction change orders are to be reviewed and approved by the Department of Design and Construction and forwarded to the Vice President of Administration & Planning for preliminary approval.
 - a. After final costs are determined, a complete change order package (replicating a Nassau County Change Order Package) is to be reviewed and authorized by the College Change Order Committee, comprised of the Vice President of Administration, the College Attorney, the College Comptroller and the College Budget Office who will meet regularly to evaluate the need for and appropriateness of construction change orders.
 - b. After approval, the Department of Design and Construction will route the change order for encumbrance and payment.

D) JOB ORDER TRADE CONSTRUCTION CONTRACTS:

- 1) To establish initial contracts, the procedures above for construction contracts will be followed.
- 2) After initial award of zero-dollar trade contracts, all task orders issued to the on-call construction trade contractors are to be prepared and issued by the Department of Design and Construction. Task Order proposals will be evaluated and negotiated by the Department of Design and Construction with a recommendation of award approved by the Vice President of Administration.
- 3) Encumbrance and management of such Task Order and related construction work will be the responsibility of the Department of Design and Construction.

E) BLANKET ORDERS / DELIVERY ORDERS:

- 1) If using capital funds for any delivery orders against established blanket orders, the requesting department must route the delivery order document to the Department of Design and Construction before processing through to the Office of Procurement. Design and Construction will review the appropriateness of the proposed work against the identified capital project, will review the available balance in the project and will appropriately code the document for use of capital funds. The Department of Design and Construction will also review the delivery order request for completeness in regards to the scope of work being requested.

FORMAL SEALED BID AWARD AFFIDAVIT

Bid Number: _____

Opening Date: _____

Bid Title: _____

Date: _____

Buyer: _____

THIS AFFIDAVIT TOGETHER WITH THE SUMMARY OF BIDS, FILE AND REQUISITION MUST BE MAINTAINED IN THE PROCUREMENT RECORD.

TO: **SUPERVISOR** DATE: _____

RECOMMENDED AWARD IN ACCORDANCE WITH THE ATTACHED SUMMARY OF BIDS AND EXPLANATION ARE NOTED IN COLUMN AT RIGHT. IF APPLICABLE, THE REASON FOR AWARD TO OTHER THAN LOW BIDDER IS INDICATED.

Exceptions to the bid specifications by the recommended bidders have been noted, please review.

BUYER

DATE: _____

TO: **DIRECTOR**

CONCUR DISAGREE

Exceptions, if any, have been resolved. See attached documentation.

SUPERVISOR

DATE: _____

TO: **BUYER**

- APPROVED FOR AWARD
- HOLD AWARD PENDING DISCUSSION
- NOT APPROVED FOR AWARD

BID RESULTS
Supervisor Comments:
Director Comments:

_____ hereby certifies that this bid has been awarded in accordance with Nassau Community College Procurement Policies and Procedures.

DATE

DIRECTOR



RFP AWARD AFFIDAVIT

To: Beatriz Castaño
Director of Procurement

From: Buyer's Name
Buyer I, Procurement

Re: RFP No. 022114-0186
Description of Services

Date: March 5, 2014

1. Purpose

To obtain your approval of the Selection Committee's decision and recommendation that the College awards an agreement for the referenced services with the following firms:

- 1) Firm

A total of one (1) agreement is to be awarded in the not-to-exceed amount of \$100,000. The firm will provide the College's Engineering Department with services in connection with general description of services.

2. Justification

In accordance with the Request for Proposal (RFP 022114-0186), the College requires the services of one (1) qualified consulting firm to perform services for the College's Engineering Department with regard to general description of services.

The Contractor shall provide enter a more detailed description of the services to be provided based on the scope of work or requirements.

Currently, the College does not have the in-house capability to conduct the required services.

3. Facts and Discussion

A requisition for the referenced service was initiated by Name, Title on September 27, 2013 and approved by Name, Title on October 7, 2013. The final Scope of Services, distribution list and evaluation criteria was received by the Procurement Department on February 7, 2014.

The Engineering Department requested that Procurement negotiate a contract with up to one (1) qualified firm which the Selection Committee deems as possessing appropriate experience and capabilities to perform the referenced services.

The RFP was issued to the following ten (10) firms on February 10, 2014:

1. Firm
2. Firm
3. Firm.
4. Firm
5. Firm
6. Firm
7. Firm
8. Firm
9. Firm
10. Firm

The RFP was also advertised in Newsday for one day beginning February 12, 2014.

4. Proposal Submission

The following five (5) firms submitted proposals on February 28, 2014 for the referenced services:

1. Firm.
2. Firm.
3. Firm.
4. Firm.
5. Firm.

5. Voting Representation

The Selection Committee consisting of the following members met and voted on March 4, 2014.

	<u>Name</u>	<u>Title</u>
1.	Name	Title
2.	Name	Title
3.	Name	Title
4.	Name	Title
5.	Name	Title

6. Voting Results

On March 4, 2014, the College's Selection Committee met to review the five (5) proposals received, and determine the appropriateness, qualifications, and experience of the firm to provide the required services. Summarized below are the Selection Committee's voting results. The evaluation summary sheets are attached to this Award Affidavit.

The tally of the voting results scores are as follows:

<u>Firm</u>	<u>Score</u>	<u>Ranking</u>
Firm	XX.XX	1
Firm	XX.XX	2
Firm	XX.XX	3
Firm	XX.XX	4
Firm	XX.XX	5

7. **Board of Trustees** (if anticipated annual expenditure is over \$100K)

The RFP Proposal was presented to and approved by the Board of Trustees on
Date.

8. **Committee's Recommendation**

Based on the voting results, the Selection Committee has recommended that the College enter into an agreement with the following firm for the referenced services:

1) Name of Firm

9. **PROCUREMENT APPROVAL**

I hereby certify that this RFP has been awarded in accordance with Nassau Community College Procurement Policies and Procedures.

Approved [] Disapproved []

Beatriz Castaño,
Director of Procurement

Date

INDIVIDUALS RESPONSIBLE FOR PURCHASING

PROCUREMENT DEPARTMENT

Beatriz Castaño	Director of Procurement
Susan Krein	Purchasing Supervisor
Denise Gunn	Buyer I
Toni Ann Rego	Buyer I
Gary Rothermel	Buyer I
Willette Smyth	Buyer I
Maureen King	Buyer I

OFFICE OF DESIGN AND CONSTRUCTION

Carol Friedman	AVP Design and Construction
Susan Richer	Capital Budget Administrator