

**Reference:** EQUAL OPPORTUNITY  
**Section:** GENERAL  
**Title:** REQUEST FOR PROPOSALS & BID SPECIFICATIONS - AFFIRMATIVE ACTION REQUESTS  
**Policy Number:** 05-01-04  
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**Revision Date:** 05-14-2021

## **I. PURPOSE**

The purpose of this policy is to set forth the position by the Niagara Frontier Transportation Authority and the Niagara Frontier Transit Metro System, Inc. (collectively referred to as "NFTA" or "Authority") on Requests for Proposals (RFPs) as they relate to Affirmative Action requests.

## **II. POLICY**

All RFPs and Bid Specifications shall be sent to the Authority's Equal Opportunity Department for compliance with applicable Disadvantaged Business Enterprises/Equal Employment Opportunities (DBE/EEO) and Civil Rights Regulations prior to public advertisement and distribution. The RFPs and Bid Specifications will be forwarded to the Equal Opportunity Department at the 75% or better completion level for review and sign off. In no instances will RFPs and Bid Specifications be advertised and disseminated to the public without the Equal Opportunity Department having signed off on the document.

Once all RFPs and Bid Specifications have been cleared for advertising and distribution, the Equal Opportunity office will be furnished with an emailable copy of the completed RFP and the Bid Specifications and Plans. This will enable the department to continue to assist Minority and/or Women Business Enterprises (MWBEs) as it has in the past. Any deviation from the policy is not permitted without the express approval of the Executive Director.

All formal competitive procurements, Requests for Proposals (RFP) and Invitation for Bids (IFB), are assessed for diversity goals. For federally funded projects, The Office of Equal Opportunity/Diversity Development determines the availability of certified DBE's and/or ACDBEs based on the scope of work to set the appropriate diversity goal. For New York State Funded projects, the Procurement Department determines the availability of NYS certified MWBEs and SDVOBs based on the scope of work to determine the appropriate diversity goals. Article 19 on the NFTA Procurement Guidelines outlines the responsibilities of both the Office of Equal Opportunity/Diversity Development and Procurement Department as it relates to diversity goal setting.

On an annual basis, RFP and IFB boilerplates are reviewed and updated (if needed) to ensure all necessary clauses and required forms are included in the solicitation documents. For each procurement opportunity, the Designated Procurement Official will update the specific boilerplate based on the established diversity goals.