



## **ALBANY COUNTY AIRPORT AUTHORITY**

### **NEW YORK STATE SERVICE-DISABLED VETERAN-OWNED BUSINESS**

### **MASTER GOAL PLAN FOR NYS FISCAL YEAR 2026-2027**

This plan and more information can be found on the Authority's web site at:

<https://www.albanyairport.com/airport-authority>

## **DESCRIPTION OF PROCUREMENT STRATEGY**

### **SDVOB PROCUREMENT STRATEGY**

The Authority is striving to achieve the 6% SDVOB goal as projected in our goal plan. The difficulty is due to the limited certified SDVOB firms. With the increasing number of SDVOB firms that are certified every month, we anticipate an increase in SDVOB utilization. Attending VETCON has enabled the Authority to meet and connect with certified SDVOB firms for increased SDVOB participation as well.

During the last two quarters of State fiscal year 2024-25 and first two quarters of State fiscal year 25-26, the utilization rate is 1.265% which is below the 6% projected goal in the 25-26 Goal Plan. This is below the goal and indicates the goal may be more difficult to obtain than anticipated; however, we continue to look for ways to increase SDVOB participation.

The Authority's procurement guidelines require it follow a competitive process for procurements that are not awarded to a sole source provider.

The Authority continues to evolve its solicitation, goal setting and monitoring efforts to improve SDVOB participation. The Authority has had limited progress towards meeting its goals in its SDVOB implementation and sharing a quarterly progress report with the Authority Purchasing Department and evaluate strategy success and strategy modification on a quarterly basis.

The Authority will assist certified SDVOB firms identify procurement opportunities and understand procurement processes, policies and procedures. The Authority seeks to increase the pool of available SDVOB firms by encouraging uncertified firms that meet the criteria to get certified as SDVOB by applying for SDVOB certification. The Authority will assist firms that may be eligible for certification understand the requirements and the advantages of becoming certified, and will assist firms meeting the criteria understand the certification requirements and navigate the application process.

The Authority will work closely with prime contractors to ensure that they comply with requirements to report payments to subcontractors and that they make good faith efforts to meet the utilization goals established for the contract. Assistance to prime contractors includes providing them with lists of certified SDVOB's able to perform specific types of work that falls within the scope of the contract. This intensive effort maximizes the likelihood that the prime contractors will be able to meet the utilization goals. The Albany County Airport Authority SDVOB utilization can be viewed by visiting the OGS website using the following link: <https://ogs.ny.gov/system/files/documents/2022/01/sdvob-2021-report.pdf>. The Albany County Airport Authority's Master Goal Plan for NYS Fiscal Year 2026-2027 can be viewed by visiting the Airport website using the following link: [https://www.albanyairport.com/application/files/9417/6797/2433/SDVOB\\_Master\\_Goal\\_Plan\\_2026-2027.pdf](https://www.albanyairport.com/application/files/9417/6797/2433/SDVOB_Master_Goal_Plan_2026-2027.pdf).

The best opportunities available for SDVOB's based upon the current list of SDVOB's certified for either Albany County or Statewide are: sales of commodities and safety supplies, flooring contracting; and construction subcontracting. An analysis indicates after considering Exemptions and Exclusions and spending subject to Federal Goals, the Authority's total 2026 Budget, a little more than \$32 million in spending is available for purchases from SDVOB's. The Authority has established an SDVOB purchase goal of 6% of available spending. The Authority's methodology for determining exclusions and exemptions is based upon applying the Operational Guidance furnished by OGS for exemptions and exclusions including federal contracts to our budget and identifying what spending remains available for the SDVOB goal. Our Calculation of spending available for purchases from SDVOB's based upon our 2025 Adopted Budget.

All procurement staff are trained on the SDVOB Procurement Strategy. The SDVOB liaison officer, purchasing agent and deputy purchasing agent do attend the annual Veterans in Economic Transition Conference, VETCON.

The Authority sets a SDVOB goal participation requirement for each procurement that does not include federal spending and is not exempt or excluded for there is not SDVOB opportunity. When participation requirements are not achieved by bidders and proponents on individual procurements they must submit evidence good faith efforts along with a waiver request. All waiver requests are given a due diligence review to enable a determination to grant or deny the waiver request. All waivers granted are reported to the Office of General Services.

The Table on the following pages summarizes the Authority's:

- Total Estimated spending
- Estimated Exemptions and Exclusions
- Spending Available for SDVOB vendors
- SDVOB spending by category and allocation of Goal between prime contractors and subcontractors.

**SDVOB 2026-2027 Goal Plan Projected Spending based upon 2026 Budget Document**

|   |                     |
|---|---------------------|
| Project Budget                              | \$132,845,393       |
| Projected Exempt Contract & Expenditures    | (67,991,419)        |
| Projected Excluded Contracts & Expenditures | <u>(32,715,974)</u> |
| Available for Budget Goals                  | \$32,138,000        |
| Total SDVOB Goal (6%)                       | \$1,928,280         |

## **Organizational Chart**

### **Albany County Airport Authority Board Members**

Samuel A. Fresina, Chairman  
Kevin Hicks, Sr., Member  
Steven Heider, Member  
Sari O'Connor, Member  
John-Raphael Pichardo, Member  
Janet M. Thayer, Esq., Member  
Harold N. Iselin, Esq., Member

### **Albany County Airport Authority Office Staff**

Peter F. Stuto, Esq., Chief Executive Officer  
Margaret Herrmann, Acting Chief Financial Officer  
Christine C. Quinn, Esq., Authority Counsel  
Bobbi Matthews, Purchasing Agent  
Jenn Munger, DMWBE Liaison Officer

## **CONTRACTING OR PROCUREMENT UNIT'S RESPONSIBILITIES**

### **ADMINISTRATIVE RESPONSIBILITY**

A. The DMWBE Liaison Officer shall report directly to the Albany County Airport Authority's CEO and shall be responsible for developing, managing, and implementing this SDVOB on a day-to-day basis; for carrying out technical assistance activities for SDVOBs; and for disseminating information on available business opportunities so that SDVOBs are provided an equitable opportunity to bid on Airport contracts. The DMWBE Liaison Officer shall develop and use affirmative action techniques to facilitate SDVOB participation in contracting activities. These techniques shall include, but not be limited to:

1. Gathers and reports statistical data and other information as required;
1. Reviews third party contracts and purchase requisitions for compliance;
2. Works with all departments to set overall annual goals;
3. Ensures that bid notices and request for proposals are available to SDVOB's in a timely manner;
4. Identifies contracts and procurements so that SDVOB's are included in solicitation;
5. Analyzes the Authority's progress toward goal attainment and identifies way to improve progress;
6. Participates in pre-bid meetings;
7. Advises the CEO on SDVOBs matters and achievements;
8. Participates with the legal counsel and project director to determine contractor compliance with good faith efforts;
9. Works with the Purchasing Department to ensure Vendor files reflect current SDVOB certification status;
10. Works with purchasing to ensure Vendor interest files are periodically updated to include newly certified SDVOBs;
11. Acts as liaison to Office of General Services.

### **RESPONSIBILITY OF OTHER PARTIES**

B. The Authority's consultants and contractors shall cooperate with the DMWBE Liaison Officer to ensure maximum opportunity for SDVOB participation. Such cooperation shall include, but not be limited to:

1. Providing information on contracting and leasing opportunities, together with a breakdown of subcontracting opportunities;
2. Consulting with the DMWBE Liaison Officer in establishing, design, number, size and content of bid packages;
3. Furnishing information, assistance, and reports to, and otherwise cooperating with, the DMWBE Liaison Officer in the performance of duties assigned to the DMWBE Liaison Officer hereunder;

4. When so requested by the DMWBE Liaison Officer, shall have primary and continuing responsibility for the participation and cooperation of that agency, consultant or contractor in matters concerning SDVOB's;
5. Review and report to the DMWBE Liaison Officer on the policies and programs effecting the SDVOB Program, and keep the DMWBE Liaison Officer informed of all proposed budgets, plans and programs of that consultant or contractor affecting this SDVOB Program;
6. To the extent required by contractor's agreement with the Authority, report to the DMWBE Liaison Officer on any activity that falls within the scope of this SDVOB Program; and
7. Within constraints of law and funding, continue and expand current efforts to foster and promote SDVOBs, support the Program herein set forth, and cooperate with the DMWBE Liaison Officer in increasing the total SDVOB effort.

C. Albany County Airport Authority Purchasing Department shall:

1. Arrange solicitations on requests for proposals, times for presenting bids on proposals, quantities, specifications and delivery schedules so as to facilitate SDVOBs participation;
2. Consult with the DMWBE Liaison Officer on procurement policies, including bonding, licenses and other requirements;
3. Insure that solicitations contain all clauses and goals required by this Program;
4. Provide information to SDVOB firms about the Albany County Airport Authority's organization, functions, and full range of contractual needs;
5. Offer instructions and clarification on bid specifications, the Authority's procurement policy, procedures, and general bidding requirements;
6. Place bid notices in the Dodge Bulletin, DBE trade association newsletters, major local newspapers, as well as periodicals of interest to the disadvantaged community;
7. Make bid specifications available to SDVOBs contractor associations and technical assistance agencies;
8. Provide SDVOB organizations with lists of plan holders and majority firms expected to bid as prime contractors; and
9. Allow a lead time of at least twenty (20) days, when possible, for advertisement of all invitations for bid so that all firms have ample time to develop a complete bid package or proposal and secure necessary assistance;
10. The Purchasing Department will periodically update the "Lists of Interested Vendors" to include newly certified SDVOBs found in the Directory of NYS Certified SDVOBs as updated from time to time.

D. Albany County Airport Authority's Counsel shall:

1. Review contracts clauses for legal sufficiency; and

2. Provide legal support as appropriate.

E. Albany County Airport Authority's Chief Financial Officer shall thoroughly investigate the full extent of services offered by banks owned and controlled by minorities or women in the Albany area and make the greatest feasible use of these banks. The Chief Financial Officer will refer to the Recommendations in the Governor's Executive Order regarding Best Practices in Financial Services: Accounting Services; Broker-Dealers; Certificates of Deposit and Money Market Fund Investments; Financial Advisory Services; Risk Management and Insurance Brokerage Services and seek to implement as feasible under the circumstance.

## **CONTRACT COMPLIANCE UNIT'S RESPONSIBILITIES**

### **Administrative and Contract Compliance Units Responsibilities**

The Albany County Purchasing Agent is responsible for sending out Request for Bids, Proposals and Request for Quotations for services and construction contracts. Notification is sent to Affirmation Action offices and agencies listed in the outreach section for all service and construction contracts, RFP's and RFQ's.

#### **1. Service Contracts:**

- Are procured in accordance with the Authority's Procurement Guidelines.
- The Purchasing Agent, along with evaluation committee, evaluates Proposals/Bids and makes their recommendations to the Chief Financial Officer who advances it to the Chief Executive Officer, and the board if required by the Procurement Guidelines.
- The Department Head and Purchasing Agent are responsible for overseeing all aspects of contract compliance.

#### **2. Construction Contracts:**

- Construction Contracts are developed by the Airport Authority, Engineering Department and Engineer/Architect.
- Selection committee negotiates and evaluates proposals.
- Pre-Award Submittals - Construction managers letter of recommendations, including SDVOB Compliance & Form A, insurance certification, schedule of values, schedule of compliance submittals and work schedule.
- The Albany County Airport Authority Board reviews and approves all contracts over \$50,000.
- A written Notice of Award is issued by the Authority to the apparent successful Bidder stating that upon compliance by the apparent successful Bidder with the conditions precedent enumerated therein, within the time specified, Authority will sign and deliver the

Agreement to be followed by the written Notice to Proceed authorized by the Authority to Contractor.

- The Engineer/Architects status during construction is to act as the Authority's Representative - monitoring of compliance, work performance, scheduling and payment schedule.
- Application for Payments and supporting documentation is forwarded to the Airport Authority Engineer for review and approval. SDVOB information is verified and the application is forwarded to the Chief Executive Officer and Chief Financial Officer for approval for payment.