

SEED PROCUREMENT INTELLIGENCE

Construction Software Renewal — DPW

ISSUING AGENCY	SOLICITATION TYPE
County of Westchester, New York	RFB — Request for Bid (Formal, Sealed)
SOLICITATION NUMBER	SUBMISSION DEADLINE
RFB-WC-26200 Ref #427707	June 30, 2026 at 2:00 PM EDT
ESTIMATED CONTRACT VALUE	LOCATION
Unit Price × 33 Seats — Architecture Engineering & Construction	White Plains, NY

Construction Software Renewal — DPW

County of Westchester, New York · White Plains, NY

EXECUTIVE SUMMARY

The County of Westchester Bureau of Purchase and Supplies is seeking bids for the annual renewal of construction software licenses currently used by the Department of Public Works (DPW). Specifically, the County requires 33 single-user annual subscription licenses for the Architecture Engineering and Construction Collection (DLT Part 9701-1008733), covering July 21, 2026 through July 20, 2027. This is a renewal procurement — the DPW already uses this software, and this is not an evaluation of competing platforms but a price competition for a named part number under New York State General Municipal Law. Award goes to the lowest responsive bidder. Submission must be a sealed physical bid delivered by 2:00 PM EDT on June 30, 2026; email and fax bids are explicitly not permitted.

SOLICITATION OVERVIEW

ISSUING ORGANIZATION	County of Westchester, Bureau of Purchase and Supplies
SOLICITATION NUMBER	RFB-WC-26200 (DOC ID: RFB-15-WC-26200) Ref #427707
SOLICITATION TYPE	RFB — Request for Bid (Formal, Sealed)
PUBLISHED	June 16, 2026 at 10:54 AM EDT
BID DUE	June 30, 2026 at 2:00 PM EDT (Public Opening)
NO-WITHDRAWAL PERIOD	45 days after bid opening (through approximately August 14, 2026)
RENEWAL PERIOD	July 21, 2026 — July 20, 2027
LINE ITEM	Line 1: DLT Part 9701-1008733, AEC Collection, Govt Single-User Annual Sub, Qty: 33 EACH
CONTRACT NATURE	Annual software subscription renewal — unit price per seat
SUBMISSION METHOD	PHYSICAL BID ONLY — sealed envelope delivered to Bureau of Purchase and Supplies
EMAIL/FAX BIDS	EXPLICITLY NOT PERMITTED — physical sealed envelope required
PAYMENT TERMS	2% 10 NET 30 (County standard; bidder may offer alternates, not used in award)

SCOPE OF WORK

- Renew 33 single-user annual subscription licenses for the Architecture Engineering and Construction Collection (DLT Part 9701-1008733) for Westchester County DPW.
- Ensure uninterrupted software access for the DPW for the period July 21, 2026 through July 20, 2027.
- Deliver licenses FOB Destination to White Plains, NY 10601; shipment fully prepaid by the vendor.
- Comply with New York State General Municipal Law and all applicable labor, lien, and municipal finance statutes.
- Submit a sealed physical bid in its entirety, with company name, bid number, and due date on the outside of the envelope.

- Provide accurate unit pricing per commodity page specifications (Line 1, Qty: 33 EACH).
- Disclose MBE, WBE, or SDVOB certification status as applicable on the bid form.

KEY TECHNICAL REQUIREMENTS

- Must supply exactly DLT Part 9701-1008733 — Architecture Engineering and Construction Collection (Government tier) — or an approved equivalent.
- 33 single-user annual subscription licenses required (not concurrent, not enterprise — individual user seats).
- Delivery: FOB Destination, White Plains NY 10601 — freight prepaid by vendor.
- Physical sealed bid only — no email, no fax, no online portal submission.
- Bid must be received by Bureau of Purchase and Supplies by 2:00 PM EDT June 30, 2026.
- Vendor financial standing may be requested before award; proof of ability to supply must be available.
- No fuel surcharges permitted — Westchester County will not pay any type of fuel surcharge.
- All deliveries guaranteed against faulty materials; Westchester County is exempt from Federal, State, and Local taxes — do not include in pricing.
- Electronic payment (EFT/ACH) via Vendor Direct program required — non-acceptance results in rejection.
- MBE/WBE/SDVOB status disclosure required on bid form.

EVALUATION CRITERIA

CRITERIA	WEIGHT / SCORE	POINTS
Unit Price — Lowest Responsive Bid (sole award criterion)	100/100	100
Delivery Schedule (may factor if items required promptly)	0/100	0
MBE/WBE/SDVOB Status (disclosure required; preference noted)	0/100	0

SUBMISSION SCHEDULE & METHOD

PUBLISHED	June 16, 2026 at 10:54 AM EDT
QUESTIONS CHANNEL	Call Martin O'Sullivan (914-231-1315) — no online Q&A; window
PROTEST DEADLINE	Must be received in writing 3 working days before bid opening (approx. June 25, 2026)
BID DUE	June 30, 2026 at 2:00 PM EDT (Public Opening at Bureau of Purchase)
NO-WITHDRAWAL PERIOD	45 days post-opening (through approx. August 14, 2026)
RENEWAL START	July 21, 2026
RENEWAL END	July 20, 2027

SUBMISSION ADDRESS

148 Martine Avenue, Room 713, White Plains, NY 10601

RISK REGISTER

#	Risk	Mitigation
1	Physical sealed bid deadline — mail/courier delays disqualify late bids without exception	Ship 3–5 business days early; require signature confirmation of delivery before deadline
2	Envelope labelling error (missing bid number, date, or company name) causes rejection	Follow Tender Abstract mock envelope labelling instructions precisely; double-check before sealing
3	Vendor not authorized to supply DLT Part 9701-1008733 at government tier pricing	Confirm government-tier authorization with the software publisher before bidding
4	EFT/ACH Vendor Direct requirement — vendor must enroll before award payment	Pre-register with Westchester County Vendor Direct to avoid post-award payment rejection
5	County may source lower pricing through another channel (Clause 17 risk — no-award right)	Price aggressively; confirm government-tier pricing represents true lowest available cost

NEXSTAIR WIN STRATEGY (RSP FRAMEWORK)

- This is a named-part-number price competition — the only winning variable is unit price at or below current market government-tier rate for DLT Part 9701-1008733.
- Confirm your prime is authorized to supply the AEC Collection at Government Single-User tier before submitting pricing.
- Physical bid logistics: use a courier with tracking, deliver 3–5 days early, obtain confirmation of receipt from Bureau of Purchase staff.
- EFT enrollment: register for Westchester County Vendor Direct (ACH) before award — non-enrollment equals rejection.
- Nexstair RSP Value: Coordinate with prime for bid form completion, envelope assembly checklist, and delivery logistics support. Prepare pricing analysis comparing Government tier sources.
- MBE/WBE/SDVOB status disclosure is required — if prime holds any certification, ensure it is stated on the bid form; it may support tie-breaking.
- Review Clause 17 of Instructions and Conditions — County may no-award if it locates lower pricing through Empire State Purchasing Group.

CONTACT DIRECTORY

PRIMARY CONTACT	Martin O'Sullivan, Bureau of Purchase and Supplies
PHONE (PRIMARY)	914-231-1315
SECONDARY CONTACT	Valerie Clark
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EMAIL (SECONDARY)	vvc5@westchestercountyny.gov

SUBMISSION ADDRESS	148 Martine Avenue, Room 713, White Plains, NY 10601
AGENCY WEBSITE	https://www.westchestercountyny.gov

COMPETITIVE LANDSCAPE & MARKET INTELLIGENCE

- 21 companies accessed bid documents; 17 highly relevant (direct software/IT suppliers), 4 partially relevant.
- ePlus Technology and HGS CX Technologies are identified as enterprise-tier prime candidates — likely have existing Government AEC licensing agreements.
- 8 New York-based companies hold proximity advantage: Mars Bear Tech Inc, K Systems Solutions, Troy Monroe — local presence may be a minor factor in relationship-stage outreach.
- This is a renewal — the DPW already uses this software, which means switching cost risk for competitors is zero; the incumbent relationship doesn't protect the current supplier on price.
- Westchester County runs this procurement under General Municipal Law — all bids are publicly opened and read aloud on June 30; competitor pricing will be visible immediately.
- Revenue opportunity: \$1,200 (bid prep) to \$5,000 (full package) per prime engagement; 17 highly relevant primes identified.
- Note: This is the same Westchester County Bureau of Purchase (Martin O'Sullivan) that issued RFQ-WC260459 for Document Management Upgrade — same buyer, different department.

NAICS / NIGP CLASSIFICATION

NAICS CODE	511210 — Software Publishers
NIGP CODE(S)	920-45 (Software Maintenance/Support); 208-00 (Computer Software, Cloud-Based/Preprogrammed)
SET-ASIDE	Full and Open — No Set-Aside; MBE/WBE/SDVOB encouraged
AWARD METHOD	Lowest Responsive Bidder (Price Only)

This case study was prepared by Nexstair Technologies LLC as internal procurement intelligence for white-label RSP operations. For prime contractor use only. Not for public distribution. All source data derived from publicly issued solicitation documents. Verify all details against the official solicitation before submission. — info@nexstair.com