



**Office of
General Services**

Project Based Information Technology Consulting Services (Statewide) First Periodic Recruitment

April 29, 2016

Today's Agenda

Order of Events
Restricted Period
Solicitation Documents and Updates
Time for the Solicitation
Administrative Submission
Financial Submission
Technical Submission
Insurance Requirements
Final Thoughts



New York State Procurement Lobbying Act



Restricted Period

New York State Procurement Lobbying Act

- Reference State Finance Law §§139-j and 139-k
- Certain limitations on communications between the state and vendors during the “Restricted Period”
- All communication must be directed to the designated contacts identified in the solicitation, via the following email address:
ITSProcurement@OGS.NY.GOV
- For more info visit:
 - <http://ogs.ny.gov/acpl/>
 - http://www.ogs.ny.gov/aboutOgs/regulations/defaultSFL_139j-k.asp



Solicitation Documents and Updates

How to be notified about updates to the Solicitation

Sign up for NYSCR: <https://www.nyscr.ny.gov>



2	Title:	Project Based Information Technology Consulting Services (Statewide)	View this ad
	Agency:	General Services, NYS Office of Procurement Services	Share this ad
	Issue Date:	03/08/2016	Bookmark this ad
	Due Date:	05/19/2016	Send me notification updates on this
	Category:	Information Technology - Consulting & Other Services	
	Ad Type:	General	
Status:	Open		

Vendor must register on NYSCR website and select "Send me notification updates on this"



Office of General Services

How to find the Documents

- Bookmark the Solicitation on the NYS OGS Online Bid Calendar:
<https://nyspro.ogs.ny.gov/>

**New York State Office of General Services
Procurement Services**

Information for Buyers

Information for Businesses

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Bid Calendar & Notifications

Restricted Periods List

Bid Opening Results

NYS eMarketplace

Tentative Award Updates

**Click Bid
Calendar &
Notifications**



**Office of
General Services**

How to find the Documents (continued)

This is the Link to the Solicitation:

[Project Based Information Technology Consulting Services, 1st Periodic Recruitment \(Statewide\)](#)

[\(BID 22772\)](#)

Bid Opening: May 19, 2016 Bid #: 22772 Group #: 73600

Bid Document Files

Group 73600 - Project Based Information Technology Consulting Services
(Statewide) First Periodic Recruitment

Bid Number: 22772

Bid Opening: May 19, 2016 at 11:00 a.m.

Please review all of the documents carefully and submit completed responses no later than 11:00 a.m. May 19, 2016 to:

New York State Office of General Services
New York State Procurement
38th Floor, Corning Tower, Empire State Plaza
Albany, NY 12242
Attn: Bid Enclosed – RFP 22772

This bid consists of a total of seventeen (17) files, consisting of the main Solicitation document, eleven (11) attachments and Appendices A, B, C, E and H:



Office of
General Services

Solicitation Timeline

Key Events

Event	Date/Time
Solicitation Release	03/08/2016
Closing Date for Vendor Pre-Submission Conference Registration	03/18/2016 11:00 AM Eastern
Vendor Pre-Submission Conference (Optional)	03/24/2016 9:00 AM Eastern
Inquiry and Bid Deviations Due at OGS	03/31/2016 11:00 AM Eastern
Anticipated Posting of Answers to Inquiries by OGS	04/27/2016
Submission Due/Submission Opening	05/19/2016 11:00 AM Eastern
Anticipated Contract Award Notification Begins	07/15/2016

OGS reserves the right to change any of the dates stated in this solicitation.

Solicitation Overview

The Project Based Information Technology Consulting Services Contract:

- Provides a set of standardized terms, conditions, guidelines, and processes for the procurement of Project Based Information Technology Consulting Services on a statewide basis.
- Improve the procurement process by reducing the amount of time and effort required.
- Be used by NY State Agencies and other Authorized Users of NYS Centralized Contracts.
- Will establish additional Centralized Contracts through this First Periodic Recruitment.

Award Lots

Lot #	Award Lots (Based on Project Value)
Lot 1 Limited to M/WBEs and SBs	Up to \$200,000
Lot 2	\$200,001- \$7,500,000
Lot 3	\$7,500,001- \$25,000,000

- Each Lot has its own qualifications.
- A vendor may respond to and receive an award to more than one Lot.

Format & Content of Submission

Section 4 – Format & Content of Submission

- This section provides guidance for the vendor's submission.
 - Hard Copy Submission – 2 complete original sets
 - Electronic Submission – 2 separate electronic submissions
 - USB flash drives or CDs
 - Please open all the files and review once saved to the flash drive or CD
 - Submission Checklist provided in Solicitation
 - Submission Checklist provided as an optional attachment

Administrative Submission

Administrative Submission

- The Administrative Submission is made up the following forms:
 - The Cover Sheet
 - Affirmative Statements
 - Vendor Information
 - Encouraging Use of New York State Businesses
 - Use of Service-Disabled Veteran-Owned Business Enterprises
 - NYS Required Certifications
 - P-Card & Vendor Responsibility
 - FOIL Redactions
 - Vendor Designated Personnel



Cover Sheet Tab

ADMINISTRATIVE SUBMISSION: COVER SHEET	
VENDOR NAME	
FEDERAL ID #	
RETURN THIS PAGE AS PART OF SUBMISSION	
By signing you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this Attachment 1 and that all information provided is complete, true and accurate.	
Legal Business Name of Company Bidding:	
D/B/A - Doing Business As (if applicable):	
Vendor Signature:	
Title:	
Printed or Typed Name:	
Date:	

- Enter Legal Business Name
- Enter FEIN

- Reenter Legal Business Name
- Enter DBA

- Authorized Signature
- Enter Title
- Enter Date

Cover Sheet Tab

INDIVIDUAL, CORPORATION, PARTNERSHIP, OR LLC ACKNOWLEDGMENT

STATE OF }
 } SS.:
COUNTY OF }

On the ____day of _____ in the year 20 __, before me personally appeared _____, known to me to be the person who executed the foregoing instrument, who, being duly sworn by me did depose and say that _he maintains a business in _____, and further that:

[Check One]

If an individual): _he executed the foregoing instrument in his/her name and on his/her own behalf.

If a corporation): _he is the _____ of _____, the corporation described in said instrument; that, by authority of the Board of Directors of said corporation, _he is authorized to execute the foregoing instrument on behalf of the corporation for purposes set forth therein; and that, pursuant to that authority, _he executed the foregoing instrument in the name of and on behalf of said corporation as the act and deed of said corporation.

If a partnership): _he is the _____ of _____, the partnership described in said instrument; that, by the terms of said partnership, _he is authorized to execute the foregoing instrument on behalf of the partnership for purposes set forth therein; and that, pursuant to that authority, _he executed the foregoing instrument in the name of and on behalf of said partnership as the act and deed of said partnership.

If a limited liability company): _he is a duly authorized member of _____ LLC, the limited liability company described in said instrument; that _he is authorized to execute the foregoing instrument on behalf of the limited liability company for purposes set forth therein; and that, pursuant to that authority, _he executed the foregoing instrument in the name of and on behalf of said limited liability company as the act and deed of said limited liability company.

Notary Public
Registration No.

- Complete the appropriate Acknowledgement
- Add Notary Stamp
- Add Notary Authorized Signature

Affirmative Statements Tab

VENDOR NAME	
FEDERAL ID #	

- Vendor Name & FEIN will auto-fill from Cover Sheet

DO NOT ADD, REMOVE OR REARRANGE ANY COLUMNS OR ROWS.

Complete all fields in yellow.

Affirmative Statement	Response
1. Vendor affirms that the Submission was signed and executed by an individual with the capacity and legal authority to bind the Vendor in its offer to the State.	
1. Vendor affirms that the Submission was signed and executed by an individual with the capacity and legal authority to bind the Vendor in its offer to the State.	Yes

- All affirmative statements must be contain a "YES" response
- No is not an option
- Blanks are not acceptable

Affirmative Statement Tab (continued)

Disclosures

BIDDER/OFFERER DISCLOSURE OF PRIOR NON-RESPONSIBILITY DETERMINATIONS Pursuant to Procurement Lobbying Law (SFL §139-j)	
13. Has any Governmental Entity in the previous four years made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract?	
14. If yes to Question 13, was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j?	
15. If yes to Question 14, was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a governmental entity? If yes, please provide details regarding the finding of non-responsibility below.	
16. Governmental Entity:	
17. Date of Finding of Non-Responsibility:	
18. Basis of Finding of Non-Responsibility (add additional pages if necessary):	
19. Has any governmental agency terminated or withheld a procurement contract with the above-named individual or entity due to the intentional provision of false or incomplete information? If yes, please provide details below.	
20. Governmental Entity:	
21. Date of Termination or Withholding of Contract:	
22. Basis of Termination or Withholding (add additional pages if necessary):	

Questions 13 and 19 require a response

Vendor Information Tab

- Complete this form to provide your company's specific information.
- This information will be used in the contract attachments if an award will be made.
- Update this information with OGS when necessary via email – ITSProcurement@ogs.ny.gov

Encouraging Use of New York Businesses Tab

ENCOURAGING USE OF NYS BUSINESSES IN CONTRACT PERFORMANCE

Will New York State Businesses be used in the performance of this contract?

If yes, please identify below the New York State Business(es) that will be used:

Vendor must choose Yes or No from the drop down menu



Use of Service-Disabled Veteran-Owned Business Enterprises Tab

Are you a bidder/proposer that is a NYS certified SDVOB?				Select One
Will NYS certified SDVOBs be used in the performance of this contract?				Select One
NYS - Certified SDVOB 1				
Name:				
Address:				
Control #	Contract #	Total % Work Performed	\$ Amount	
Nature of Participation:				
NYS - Certified SDVOB 2				

Select Yes or No for these two questions

If Yes is selected, identify the business enterprise(s)

New York Required Certifications Tab

- The following have been consolidated into 1 document with 1 signature block:
 - Nondiscrimination in Employment in Northern Ireland MacBride Fair Employment Principles (requires at least 1 Yes or No response on the document)
 - Non-Collusive Bidding Certification
 - Diesel Emission Reduction Act

Legal Business Name of Company Bidding:
D/B/A - Doing Business As (if applicable):
By signing you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this Attachment 1 and that all information provided is complete, true and accurate.
Vendor Signature:
Title:
Printed or Typed Name:
Date:

Complete all 6 lines when responding to these certifications

P-Card and Vendor Responsibility Tab

- New York State Procurement Card (P-Card)
 - Will your company accept payments via a P-Card and if so
 - Enter the dollar limit on orders, if any
- New York State Vendor Responsibility Questionnaire
 - Check the appropriate boxes in the three sections
 - Online or Paper
 - If Online
 - If on Paper

Foil Redaction Request Tab

- Vendors must address the Freedom of Information Law (FOIL) Redaction Request.
- If there is specific information in a vendor’s proposal that a vendor claims to be proprietary and/or trade secret information that meets the definition set forth in NYS Public Officers Law Section 87(2)(d), the vendor should outline any specific concerns regarding disclosure under the New York State Freedom of Information Law (Article 6 of the Public Officers Law).

FOIL Redaction Request	Response
1. Freedom of Information Law Redaction Request: If there is specific information in a Vendor's proposal that a Vendor claims to be proprietary and/or trade secret information that meets the definition set forth in NYS Public Officers Law Section 87(2)(d), the Vendor should outline any specific concerns regarding disclosure under the New York State Freedom of Information Law (Article 6 of the Public Officers Law). Please provide any specific concerns in the Response section, if applicable.	
If "Yes" was entered for Question #1, please provide a response here:	
If needed, please use this space to provide additional information if your response exceeds the above field	

Select Yes or No from the dropdown menu.
Add narrative if applicable



Designated Personnel Tab

- Please provide contact information for the following:
 - An Account Manager
 - A Billing Contact
 - An Emergency Contact
 - A Designated Email Address for this contract to receive Mini-Bids
 - Consider the use of a shared mailbox

Financial Submission



Financial Submission

- The Financial Submission is made up the following:
 - Cover Sheet
 - Affirmative Statements
 - Instructions
 - Vendor Price List Form



Cover Sheet Tab

FINANCIAL SUBMISSION: COVER SHEET	
LEGAL BUSINESS NAME	
FEDERAL ID #	
RETURN THIS PAGE AS PART OF SUBMISSION	
Legal Business Name of Company Bidding:	
D/B/A - Doing Business As (if applicable):	
By signing you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this Attachment 2 and that all information provided is complete, true and accurate.	
Vendor Signature:	
Title:	
Printed or Typed Name:	
Date:	

Enter Legal
Business Name
And FEIN

Re-enter Legal
Business name
and DBA

Enter Signature,
Title and Date



Cover Sheet Tab

INDIVIDUAL, CORPORATION, PARTNERSHIP, OR LLC ACKNOWLEDGMENT

STATE OF }
 } SS.:
COUNTY OF }

On the ____day of _____ in the year 20 __, before me personally appeared _____, known to me to be the person who executed the foregoing instrument, who, being duly sworn by me did depose and say that _he maintains a business in _____, and further that:

[Check One]

If an individual): _he executed the foregoing instrument in his/her name and on his/her own behalf.

If a corporation): _he is the _____ of _____, the corporation described in said instrument; that, by authority of the Board of Directors of said corporation, _he is authorized to execute the foregoing instrument on behalf of the corporation for purposes set forth therein; and that, pursuant to that authority, _he executed the foregoing instrument in the name of and on behalf of said corporation as the act and deed of said corporation.

If a partnership): _he is the _____ of _____, the partnership described in said instrument; that, by the terms of said partnership, _he is authorized to execute the foregoing instrument on behalf of the partnership for purposes set forth therein; and that, pursuant to that authority, _he executed the foregoing instrument in the name of and on behalf of said partnership as the act and deed of said partnership.

If a limited liability company): _he is a duly authorized member of _____ LLC, the limited liability company described in said instrument; that _he is authorized to execute the foregoing instrument on behalf of the limited liability company for purposes set forth therein; and that, pursuant to that authority, _he executed the foregoing instrument in the name of and on behalf of said limited liability company as the act and deed of said limited liability company.

Notary Public
Registration No.

- Complete the appropriate Acknowledgement
- Add Notary Stamp
- Add Notary Authorized Signature

Affirmative Statements Tab

- Lot 1 – Four statements requiring responses
- Lot 2 – Three statements requiring responses
- Lot 3 - Three statements requiring responses
- If the vendor provides a response of “No”, to the first question for any lot, no additional responses are required for that lot.

Instructions Tab

- Information is provided to assist the vendor with the specific information to be entered into each of the 14 columns.

Vendor Price List Tab

Item Number	Proposed SKU	Job Title	Job Description	Minimum Education / Certification Level	Minimum Years of Experience
Example 1	PK123456789	Project Manager IV	Lead project manager for project lifecycle	PMP certification, Masters Degree	10+
Example 2	P00001	XML PROGRAMMER SENIOR LEVEL	LEADS APPLICATION DEVELOPMENT ACTIVITIES (SAMPLE)	BS. MBA, MCSE, A+ (SAMPLE)	7
1					
2					

Vendor Price List Tab (continued)

Proposed NYS Contract Price (Not to Exceed Hourly Rate, Exclusive of Travel)	Government Entity Contract or Invoice Hourly Rate	Is the Government Entity Contract or Invoice Hourly Rate (Column H) Inclusive of Travel?	Government Entity Name	Government Entity Contract or Invoice Number
\$ 164.00	\$ 170.00	Yes	NYS Agency Name	CXXXXXX
\$ 80.00	\$ 100.00	No	Federal Agency Name	GSA-9999 (SAMPLE)

Vendor Price List Tab (continued)

Price List Location or File Name	Page Number	Comments
CXXXXXX_Contract.pdf	68, 71, 73, 99	
ABC_Contract.docx attached	70-77	

Technical Submission

Technical Submission

- The Technical Submission is made up the following:
 - Cover Sheet Tab
 - Instructions Tab
 - Sample Tab
 - Lot 1 Response Form Tab
 - Lot 2 Response Form Tab
 - Lot 3 Response Form Tab

Technical Submission-Cover Sheet Tab

TECHNICAL SUBMISSION: COVER SHEET	
LEGAL BUSINESS NAME	
FEDERAL ID #	
RETURN THIS PAGE AS PART OF SUBMISSION	
Legal Business Name of Company:	
D/B/A - Doing Business As (if applicable):	
By signing you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this Attachment 3 and that all information provided is complete, true and accurate.	
Vendor Signature:	
Title:	
Printed or Typed Name:	
Date:	

Enter Legal
Business Name
And FEIN

Re-enter Legal
Business name
and DBA

Enter Signature,
Title and Date



Cover Sheet Tab

INDIVIDUAL, CORPORATION, PARTNERSHIP, OR LLC ACKNOWLEDGMENT

STATE OF }
 } SS.:
COUNTY OF }

On the ____day of _____ in the year 20 __, before me personally appeared _____, known to me to be the person who executed the foregoing instrument, who, being duly sworn by me did depose and say that _he maintains a business in _____, and further that:

[Check One]

If an individual): _he executed the foregoing instrument in his/her name and on his/her own behalf.

If a corporation): _he is the _____ of _____, the corporation described in said instrument; that, by authority of the Board of Directors of said corporation, _he is authorized to execute the foregoing instrument on behalf of the corporation for purposes set forth therein; and that, pursuant to that authority, _he executed the foregoing instrument in the name of and on behalf of said corporation as the act and deed of said corporation.

If a partnership): _he is the _____ of _____, the partnership described in said instrument; that, by the terms of said partnership, _he is authorized to execute the foregoing instrument on behalf of the partnership for purposes set forth therein; and that, pursuant to that authority, _he executed the foregoing instrument in the name of and on behalf of said partnership as the act and deed of said partnership.

If a limited liability company): _he is a duly authorized member of _____ LLC, the limited liability company described in said instrument; that _he is authorized to execute the foregoing instrument on behalf of the limited liability company for purposes set forth therein; and that, pursuant to that authority, _he executed the foregoing instrument in the name of and on behalf of said limited liability company as the act and deed of said limited liability company.

Notary Public
Registration No.

- Complete the appropriate Acknowledgement
- Add Notary Stamp
- Add Notary Authorized Signature

Technical Submission-Lot 1 Tab

Vendors seeking award in Lot 1 are required to follow all instructions when completing this form

TECHNICAL SUBMISSION: LOT 1 VENDOR RESPONSE FORM			
Vendor eligibility for this Lot is limited to the following:			
• Vendor is a New York State Certified Minority- or Women-Owned Business Enterprise; or			
• Vendor is a New York State Small Business.			
LEGAL BUSINESS NAME			
FEDERAL ID #			
PREPARED BY:			
DATE:			
LOT 1: PROJECT VALUES NOT TO EXCEED \$200,000.00	VENDOR APPLYING TO THIS LOT? (Yes/No) (If not applying to this Lot do not answer questions below)		
NYS Certified Minority or Woman Owed Business?		NYS Small Business?	

Vendor Name & FEIN will auto-fill from Cover Sheet

Vendors seeking an award for Lot 1 must complete all fields and provide all data requested



Technical Submission-Lot 1 (continued)

Requirement		Requested Input	Vendor Response		
1	Vendor must either be a NYS Certified Minority or Woman Owned Business, or qualified as a NYS Small Business. Vendor must have at least two (2) years of continuous operation in the two (2) years prior to and including the Solicitation Release Date for the First Periodic Recruitment.	Please provide a start date for the period of the Vendor's continuous operation which demonstrates that this experience requirement is met for this Lot. <i>(Date must be entered in (MM/DD/YYYY) format.)</i>	Continuous Operation Period Start Date		
2	Vendor must be a NYS Certified Minority or Woman Owned Business, or qualified as a NYS Small Business. Vendor must have at least two (2) years of relevant experience which was obtained by delivering Information Technology Consulting Service Projects to Government Entities.	Provide brief narrative explaining how Vendor meets the requirement. <i>(Please insert all data in the response field. Use caution not to exceed the field size. Attachments are not acceptable.)</i>	Enter response here		

Vendors seeking an award for any Lot must complete all fields and provide all data requested



Technical Submission-Lot 1 (continued)

3 **Instructions:** Please complete the following chart by providing details of IT Project Consulting Services (active or complete) where your company served as the Prime Contractor for Government Entities. Submit an electronic copy of each executed Contract document as evidence of the engagement and stated contract values. See SAMPLE Tab for additional guidance on qualifying contract value.
For Lot 1:
 -List 2 (two) IT Consultant Service Contracts for which you were the Prime Contractor, with an execution date **on or after 06/01/2011**.
 -Government Contract Qualifying Contract Value (value entered in Column E) must be **at least \$25,000** per project.
 -Project values for hardware, software, maintenance, travel, construction, and renovations may not be included in your calculation for the Government Contract Qualifying Contract Value.

Government Contract Name	Government Contract Number	Government Contract Execution Date	Government Contract Qualifying Contract Value	Government Contract Total Contract Value	Government Entity Name	Government Entity Contact Name	Government Entity Contact Phone	Government Entity Contact E-Mail	Attached Contract Document File Name

Complete all fields for each contract listed.

Remember: Vendors must include an electronic copy of each contract as evidence of the engagement and stated contract value.

Technical Submission-Lot 2 Tab

TECHNICAL SUBMISSION: LOT 2 VENDOR RESPONSE FORM	
LEGAL BUSINESS NAME	
FEDERAL ID #	
PREPARED BY:	
DATE:	
LOT 2: PROJECT VALUES BETWEEN \$200,001.00 AND \$7,500,000.00	
VENDOR APPLYING TO THIS LOT? (Please choose Yes or No) (If not applying to this Lot, do not answer any questions below)	

	Requirement	Requested Input	Continuous Operation Period Start Date	Vendor Response
1	Vendor must document at least four (4) years of continuous operation in the four (4) years prior to and including the Solicitation Release date for the First	Please provide a start date for the period of the Vendor's continuous operation which demonstrates that this experience requirement is met for this Lot. (Date must be entered in (MM/DD/YYYY) format.)		
2	Vendor must document at least four (4) years of relevant experience which was obtained by delivering Information Technology Consulting Service Projects to Government Entities.	Provide brief narrative explaining how Vendor meets the requirement. (Please insert all data in the response field. Use caution not to exceed the field size. Attachments are not acceptable.)	Enter response here	

Vendors seeking an award for any Lot must complete all fields and provide all data requested



Technical Submission-Lot 2 Tab

Instructions: Please complete the following chart by providing details of IT Project Consulting Services (active or complete) where your company served as the Prime Contractor on projects let by Government Entities. Submit an electronic copy of each executed Contract document as evidence of the engagement and stated contract values. See SAMPLE Tab for additional guidance on qualifying contract value.

3

For Lot 2:

- List 5 (five) IT Consultant Service Contracts for which you were the Prime Contractor, with an execution date **on or after 06/01/2010**.
- Government Contract Qualifying Contract Value (value entered in Column E) must be **at least \$125,000** per project.
- Project values for hardware, software, maintenance, travel, construction, and renovations may not be included in your calculation for the Government Contract Qualifying Contract Value.

Government Contract Name	Government Contract Number	Government Contract Execution Date	Government Contract Qualifying Contract Value	Government Contract Total Contract Value	Government Entity Name	Government Entity Contact Name	Government Entity Contact Phone	Government Entity Contact E-Mail	Attached Contract Document File Name

Complete all fields for each contract listed.

Remember: Vendors must include an electronic copy of each contract as evidence of the engagement and stated contract value.



Office of General Services

Technical Submission-Lot 3 Tab

TECHNICAL SUBMISSION: LOT 3 VENDOR RESPONSE FORM					
LEGAL BUSINESS NAME					
FEDERAL ID #					
PREPARED BY:					
DATE:					
LOT 3: PROJECT VALUES BETWEEN \$7,500,001.00 AND \$25,000,000.00					
VENDOR APPLYING TO THIS LOT? (Yes/No)					
(If not applying to this Lot, do not answer any questions below)					
Requirement	Requested Input	Vendor Response			
1	Vendor must document at least eight (8) years of continuous operation in the eight (8) years prior to and including the Solicitation Release date for the First Periodic Recruitment.	Please provide a start date for the period of the Vendor's continuous operation which demonstrates that this experience requirement is met for this Lot. (Date must be entered in (MM/DD/YYYY) format.)	<table border="1"> <tr> <th>Continuous Operation Period Start Date</th> <td></td> </tr> </table>	Continuous Operation Period Start Date	
Continuous Operation Period Start Date					
2	Vendor must document at least eight (8) years of relevant experience which was obtained by delivering Information Technology Consulting Service Projects to Government Entities.	Provide brief narrative explaining how Vendor meets the requirement. (Please insert all data in the response field. Use caution not to exceed the field size. Attachments are not acceptable.)	Enter response here		

Vendors seeking an award for any Lot must complete all fields and provide all data requested



Technical Submission-Lot 3 Tab (continued)

Instructions: Please complete the following chart by providing details of IT Project Consulting Services (active or complete) where your company served as the Prime Contractor on projects let by Government Entities. Submit an electronic copy of each executed Contract documents as evidence of the engagement and stated contract values. See SAMPLE Tab for additional guidance on qualifying contract value.

3

For Lot 3:

- List 5 (five) IT Consultant Service Contracts for which you were the Prime Contractor, with an execution date **on or after 06/01/2006**.
- Government Contract Qualifying Contract Value (Column E) must be **at least \$5,000,000** per project.
- Project values for hardware, software, maintenance, travel, construction, and renovations may not be included in your calculation for the Government Contract Qualifying Contract Value.

Government Contract Name	Government Contract Number	Government Contract Execution Date	Government Contract Qualifying Contract Value	Government Contract Total Contract Value	Government Entity Name	Government Entity Contact Name	Government Entity Contact Phone	Government Entity Contact E-Mail	Attached Contract Document File Name




NYS Vendor Identification Number

NYS Vendor Identification Number

In addition to a valid FEIN, all Vendors must have a NYS Vendor Identification Number

- See Solicitation Section 3.5 **New York State Vendor File Registration** for details

AC 3237-S (11/11)

	NEW YORK STATE OFFICE OF THE STATE COMPTROLLER SUBSTITUTE FORM W-9: REQUEST FOR TAXPAYER IDENTIFICATION NUMBER & CERTIFICATION
<i>TYPE OR PRINT INFORMATION NEATLY. PLEASE REFER TO INSTRUCTIONS FOR MORE INFORMATION.</i>	
Part I: Vendor Information	
1. Legal Business Name: <input type="text"/>	2. If you use a DBA, please list below: <input type="text"/>
3. Entity Type (Check one only): <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Co. <input type="checkbox"/> Business Corporation <input type="checkbox"/> Unincorporated Association/Business <input type="checkbox"/> Federal Government <input type="checkbox"/> State Government <input type="checkbox"/> Public Authority <input type="checkbox"/> Local Government <input type="checkbox"/> School District <input type="checkbox"/> Fire District <input type="checkbox"/> Other <input type="text"/>	
Part II: Taxpayer Identification Number (TIN) & Taxpayer Identification Type	
1. Enter your TIN here: (DO NOT USE DASHES) <input type="text"/>	
2. Taxpayer Identification Type (check appropriate box): <input type="checkbox"/> Employer ID No. (EIN) <input type="checkbox"/> Social Security No. (SSN) <input type="checkbox"/> Individual Taxpayer ID No. (ITIN) <input type="checkbox"/> N/A (Non-United States Business Entity)	

Links for this form can be found in Section 3.5 as well

Inquiry and Bid Deviation Template

Inquiry and Bid Deviations-Attachment 4

- Vendors may submit inquiries and bid deviations relative to the Project Based IT Consulting Services Solicitation as the first periodic recruitment using Attachment 4.
- Questions (inquiries), comments and deviations should be clearly stated and must include the Solicitation section and page as a reference.
- Inquiries and Bid Deviations due date is March 31, 2016 by 11:00 A.M. (Eastern). Also found in the Key Events and Dates table in Section 1.4 of the Solicitation.
- Attachment 4 should be emailed to ITSProcurement@ogs.ny.gov



Inquiry and Bid Deviations-Attachment 4

ATTACHMENT 4 - Inquiry and Bid Deviation Template

Legal Business Name
 Contact Person Name
 Contact Person Email

List questions, comments and bid deviations related to the First Periodic Recruitment for Solicitation 22772 Project Based Information Technology Consulting (Statewide) using the format below. All questions of a substantive nature that are submitted will be answered and returned to all vendors for full transparency. Please be clear with questions, comments and bid deviations and list the Solicitation document and section number which it refers to. If the question, comment or bid deviation does not refer to a particular section in the solicitation, then list the "Document Section (Name or Number)" as "general." All questions, comments and bid deviations must be submitted by the [deadline stated in Solicitation Section 1.4 - Key Events and Dates](#) to the designated contacts at ITSProcurement@ogs.ny.gov. Prior to sending this file to NYS OGS, Vendors shall name the file "(Vendor Name) - 22772 Inquiry - First Periodic Recruitment". Vendors shall also annotate the subject of their e-mail as "Attachment 4 - Solicitation 22772 - First Periodic Recruitment - Inquiry."

A Vendor **SHALL ONLY** raise any potential assumptions, exceptions, caveats, etc. to the terms and conditions, and requirements of this Solicitation during the Inquiry and Bid Deviation phase of the procurement. OGS will not entertain any exceptions to Appendix A (New York State Standard Clauses). OGS will also not entertain exceptions to this Solicitation and Appendix B that are of a material and substantive nature. Vendor Submissions that contain material changes to the terms and conditions and requirements set forth throughout this Solicitation may be disqualified as non-responsive.

#	Solicitation Document Name (Select From Dropdown List)	Document Section (Name or Number)	Page Number	Comment / Question / Bid Deviation
1				
2				
3				



Insurance Requirements

Insurance Requirements

- All insurance requirements are found in Appendix H
 - 8 page document that contains very detailed information on what is required
 - Recommend sharing Appendix H with your insurance professional as soon as possible to ensure proper coverage
- Attachment 11 is an Insurance Checklist provided as an informational tool to help Vendors when completing their insurance submission

Insurance Requirements-Lots 1 & 2

Lot 1 and Lot 2		
Insurance Type		Proof of Coverage is Due
Commercial General Liability	Not less than \$2,000,000 each occurrence	At time of Vendor Submission and updated in accordance with Contract
General Aggregate	\$2,000,000	
Products – Completed Operations Aggregate	\$2,000,000	
Personal and Advertising Injury	\$1,000,000	
Business Automobile Liability Insurance	Not less than \$2,000,000 each occurrence	
Workers' Compensation		
Disability Benefits		
Technology Errors and Omissions	Not less than \$1,000,000 each claim Not less than \$2,000,000 in aggregate	At the time of the first transaction with an Authorized User and updated in accordance with Contract
Crime Insurance	Not less than \$50,000	



Insurance Requirements-Lot 3

Lot 3		
Insurance Type		Proof of Coverage is Due
Commercial General Liability	Not less than \$5,000,000 each occurrence	At time of Vendor Submission and updated in accordance with Contract
General Aggregate	\$2,000,000	
Products – Completed Operations Aggregate	\$2,000,000	
Personal and Advertising Injury	\$1,000,000	
Business Automobile Liability Insurance	Not less than \$5,000,000 each occurrence	
Workers' Compensation		
Disability Benefits		
Technology Errors and Omissions	Not less than \$5,000,000 each claim, Not less than \$10,000,000 in aggregate	
Crime Insurance	Not less than \$500,000	



Insurance Requirements (continued)

- To demonstrate that insurance requirements are met, provide the following documents:
 - A certificate of Insurance for CGL, Auto (all Lots), Technology Errors & Omissions, and Crime Insurance (Lot 3) – Acord 25
 - Proof of compliance with Workers' Compensation Coverage requirements (all Lots)
 - Proof of compliance with Disability Benefits Coverage Requirements (all Lots)
 - Additional insured provisions / endorsements for CGL and Automobile Liability policies (all Lots)

Final Thoughts

Periodic Recruitment Timeline

Event	Date/Time
Solicitation Release	03/08/2016
Closing Date for Vendor Pre-Submission Conference Registration	03/18/2016 11:00 AM Eastern
Vendor Pre-Submission Conference (Optional)	03/24/2016 9:00 AM Eastern
Inquiry and Bid Deviations Due at OGS	03/31/2016 11:00 AM Eastern
Anticipated Posting of Answers to Inquiries by OGS	04/27/2016
Submission Due/Submission Opening	05/19/2016 11:00 AM Eastern
Anticipated Contract Award Notification Begins	07/15/2016

You are here

Reminders

The New York State Contract Reporter
NYS official source of connecting opportunities
Bringing business and government together

Title	Project Based Information Technology Consulting Services (Statewide)	View this ad
Agency	General Services, NYS Office of New York State Procurement	Share this ad
Issue Date	09/30/2014	Bookmark this ad
Due Date	12/30/2014	Send me notifications on this
Category	Information Technology - Consulting & Other Services	
Ad Type	General	

Vendor must register on NYSCR website and select "Send me notifications on this"

Remember to visit NYSCR and sign up to receive updates for this solicitation

Remember to visit the OGS Bid Calendar to find the latest version of the Solicitation, amendments, forms and attachments

Solicitation Documents and Updates

- Bookmark the Solicitation on the NYS OGS Online Bid Calendar: <https://nyspro.ogs.ny.gov/>

NEW YORK STATE PROCUREMENT

Click Bid Calendar & Notifications

Information for Buyers

Contracts

2014 State Purchasing Forum

Bid Calendar & Notifications

Announcements

Restricted Periods List

Vehicle Marketplace

This is the Link to the Solicitation:

Project Based Information Technology Consulting Services (Statewide)
Bid Opening: December 30, 2014 Bid #: 22772 Group #: 73600

Remember this is a restricted period and we are all required to follow NYS Finance Law §139-j and §139-k (Procurement Lobbying)