

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

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



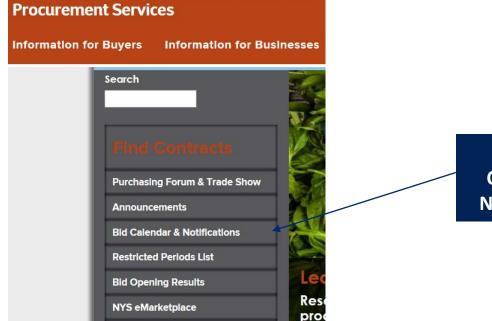


STATE OF OPPORTUNIT



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

Tentative Award Updates

Click Bid
Calendar &
Notifications



How to find the Documents (continued)



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:



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

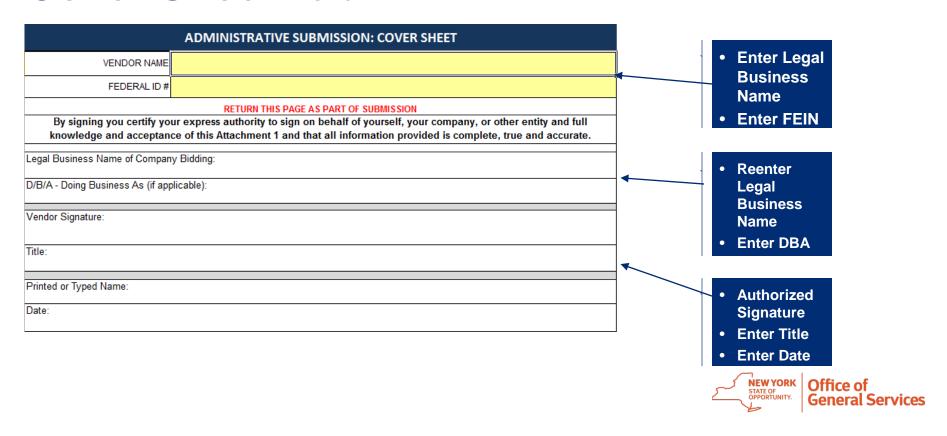


Administrative Submission

- 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



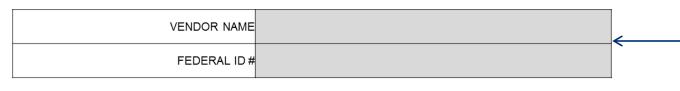
Cover Sheet Tab

INDIVIDUAL, CORPORATION, PARTNERSHIP, OR LLC ACKNOWLEDGMENT
STATE OF } 3 SS.:
COUNTY OF }
On theday 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] [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 ofLLC, 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
 & 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	
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.		<
		K
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? Questions 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? 13 and 19 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 require a below. 16. Governmental Entity: response 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):

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? Will NYS certified SDVOBs be used in the performance of this contract? Select One					Select Yes or No for these two questions
	NYS	- Certified SDVOB 1			
Name:					If \\/a = \\\-
Address:					If Yes is
Control #	Contract #	Total % Work Performed	\$ Amount		selected,
Nature of Participation:					identify the
		business			
					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

egal 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.
/endor Signature:
Title:
Printed or Typed Name:
Date:

Complete all 6 lines when responding to these certifications



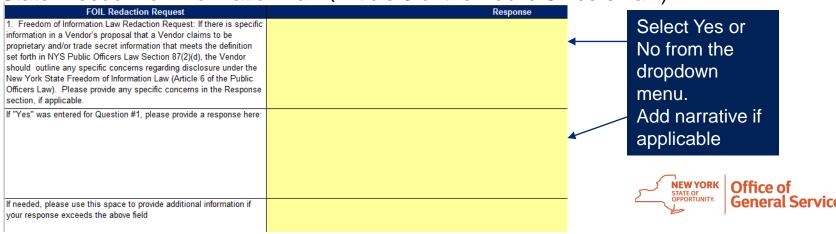
P-Card and Vendor Responsibility Tab

- 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).



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

RETURN THIS PAGE AS PART OF SUBMISSION ng:					
ng:):					
ng:):					
): 					
): 					
authority to sign on behalf of yourself, your company, or other entity and full knowledge and tachment 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

NDIVIDUAL, CORPORATION, PARTNERSHIP, OR LLC ACKNOWLEDGMENT	
STATE OF } } SS.: COUNTY OF }	
·	
On theday 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 so hat _he maintains a business in, and further that:	, ay
Check One]] f an individual):he executed the foregoing instrument in his/her name and on his/her own behalf.	
f 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 execute oregoing instrument in the name of and on behalf of said corporation as the act and deed of said corporation.	d the
f a partnership):he is the of , the partnership described in said nstrument; 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 partnership as the act and deed of said partnership.	
f a limited liability company):he is a duly authorized member ofLLC, the limited liability company lescribed 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 that me of and on behalf of said limited liability company as the act and deed of said limited liability company.	
lotary 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	2001 XML PROGRAMMER SENIOR LEVEL (SAMPLE)		BS. MBA, MCSE, A+ (SAMPLE)	7
1					
2					



Vendor Price List Tab (continued)

(Proposed NYS Contract Price Not to Exceed Hourly Rate, clusive of Travel)	Ent	overnment ity Contract or Invoice ourly 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)
igsqcup						



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 appli	cable):							
	ess authority to sign on behalf of yourself, your company, or other entity and full knowledge and his Attachment 3 and that all information provided is complete, true and accurate.							
Vendor Signature:								
Title:	Title:							
Printed or Typed Name:								
Date:	ate:							

Enter Legal Business Name And FEIN

Re-enter Legal Business name and DBA

Enter Signature, Title and Date



Cover Sheet Tab

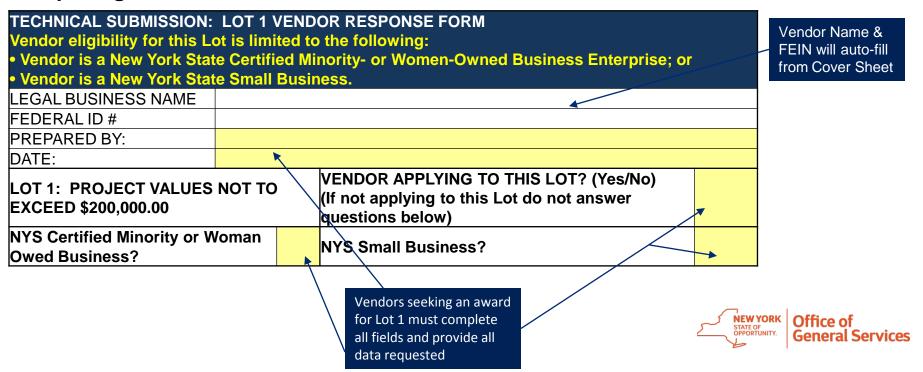
NDIVIDUAL, CORPORATION, PARTNERSHIP, OR LLC ACKNOWLEDGMENT	
STATE OF } } SS.: COUNTY OF }	
·	
On theday of in the year 20, before me personally appeared known to me to be the person who executed the foregoing instrument, who, being duly sworn by me did depose and s hat _he maintains a business in, and further that:	iy'
Check One]] f an individual):he executed the foregoing instrument in his/her name and on his/her own behalf.	
f 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 execute oregoing instrument in the name of and on behalf of said corporation as the act and deed of said corporation.	d the
f a partnership):he is the of , the partnership described in said nstrument; 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 partnership as the act and deed of said partnership.	
f a limited liability company):he is a duly authorized member ofLLC, the limited liability compan lescribed 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 that and on behalf of said limited liability company as the act and deed of said limited liability company.	
lotary 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 (continued)

Requirement	Requested Input	Vendor Response
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. (Date must be entered in (MM/DD/YYYY) format.)	Continuous Operation Period Start Date
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. (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 1 (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 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

data requested

TE	CHNICAL SUBMISSION: LOT	2 VENDOR RESP	PONSE FORM					
LE	GAL BUSINESS NAME							
FE	DERAL ID #							
PR	EPARED BY:							
DA	TE:							
LO	T 2: PROJECT VALUES BETWEE	N \$200,001.00 AND	\$7,500,000.00					
	NDOR APPLYING TO THIS LOT? (not applying to this Lot, do not a							
	Requirement		Requested Input				Vendo	r 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	continuous operat	e a start date for the period of the Vendor's tion which demonstrates that this experience met for this Lot. (Date must be entered in (MM/DD/YYYY) format.)	Continuo Operation F Start Da	Period			
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.	requirement. (Plea	arrative explaining how Vendor meets the ase insert all data in the response field. Use exceed the field size. Attachments are not acceptable.)	Enter respons	se here			
		for any Lo	eeking an award t must complete nd provide all			~ ,	NEW YORK STATE OF OPPORTUNITY.	Office of General Servi

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.

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.



Technical Submission-Lot 3 Tab

data requested

TE	CHNICAL SUBMISSION: LOT	3 VENDOR RESPONSE FORM				
LE(GAL BUSINESS NAME					
FE	DERAL ID #					
PR	EPARED BY:					
DA	TE:					
LO	T 3: PROJECT VALUES BETWE	EN \$7,500,001.00 AND \$25,000,000.00				
	NDOR APPLYING TO THIS LOT? not applying to this Lot, do not ar	•				
	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 continuous operation which demonstrates requirement is met for this Lot. (Date remode) (MM/DD/YYYY) format	that this experience must be entered in Opera	ntinuous ation Period art 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 \ requirement. (Please insert all data in the caution not to exceed the field size. Att acceptable.)	response field. Use	esponse here		
	I	Vendors seeking an award			NEWYORK	0111
		for any Lot must complete			NEW YORK STATE OF OPPORTUNITY.	Office of General Servi
		all fields and provide all			- Contonin	General Servi

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.

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
									<u>'</u>



NYS Vendor Identification Number



AC 3237-S (11/11)

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

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



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



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

