



New York State Office of General Services

Hourly-Based IT Services (HBITS) RFP (#22439) Pre-Bid Conference

Wednesday, December 21, 2011



Topic	Speaker
Welcome	Dave Burmaster, NYS HBITS Lead
Opening Remarks	Commissioner RoAnn Destito, Office of General Services
Introduction	John Traylor, Director of Enterprise Shared Services, Division of the Budget
Legal Remarks	Lisa Fox, Office of General Services
HBITS Background	Dave Burmaster, NYS HBITS Lead
HBITS RFP Clarifications	Dave Burmaster, NYS HBITS Lead

HBITS Background

SST Hourly-Based IT Services Findings



SST conducted a detailed data gathering exercise with vendors and Executive Agencies to create a profile of NYS's spend in this category.

- The Strategic Sourcing Team (SST) gathered data from vendors and Executive Agencies
- SST analyzed this data to determine the breakdown between Hourly-Based IT Services (HBITS) and non-hourly IT Services
- HBITS Executive Agency spend in FY10-11 was approximately \$140M
- There are currently 629 suppliers on the IT Services Backdrop Contract
- An RFI was issued and responded to by 123 vendors
 - Hosted a Vendor Roundtable for responsive vendors on August 30, 2011
- Agencies and vendors both find that the procurement process proved to be costly in this category



The HBITS model is different from the current IT Services Back Drop.

- This will not be a continuous recruitment contract; **the current IT Services back drop contract is expiring on December 31, 2011 and will not be renewed**
- The HBITS RFP is asking for actual Hourly Bill Rates (no Not-To-Exceed rates)
- A Managed Services Provider (MSP) team will be built within the state to manage the resultant HBITS contracts
- Services that were formerly offered on the IT Services back drop contract will not be offered on the HBITS contracts – HBITS contracts are specifically for Hourly-Based IT Services
 - Deliverable-based IT Services will continue to be procured at the Agency level at this time
 - Federal GSA contracts are available for use by localities
 - Agencies will be able to do specific Hourly-Based IT Services contracts for needs that fall outside the scope of the HBITS RFP
 - Discretionary purchases will continue to be utilized in accordance with State Finance Law
- MWBE goals have been set on the HBITS RFP and will be tracked and monitored on a State-wide level



Please note the following:

- Specific answers to all RFP Questions raised in the QA will not be provided during today's session
- Due to the volume of questions received, the QA responses will not be posted today (12/21/11)
- Official QA responses along with an Amendment to the HBITS RFP will be issued in the coming days to address topics that will be discussed today and/or that were raised in the QA



Discussion Topics:

- RFP Section 1: Procurement Schedule
 - Dates and Definitions
 - Please register with OGS Bidder Notification System (<http://ogs.ny.gov/ovr/Default.asp>) and the Contract Reporter (<http://www.nyscr.org/Public/Index.aspx>)

- RFP Section 2: Introduction
 - Scope of HBITS is only Hourly-Based IT Services (does not includes Deliverable-Based projects)



Discussion Topics:

- RFP Section 3: Statement of Work
 - Managed Services Provider (MSP) will be a State-run organization
 - Waitlist Process
 - Candidate Selection Process (transaction level)

- RFP Section 4: Administrative Proposal
 - Vendor Responsibility, Department of State registration, Worker's Compensation and Disability
 - MWBE Forms (MWBE 100 and EEO 100)
 - Affirmative Statements
 - Exceptions to Terms and Conditions
 - NOTE: If your company plans to be a sub-contractor to the eventual HBITS Contactors, you are not required to participate in any Bidding activities



Discussion Topics:

- RFP Section 4: Technical Proposal
 - Joint Ventures
 - Regions

- RFP Section 4: Financial Proposal
 - No deviations from the contracted Bill Rate at the time of candidate placement
 - Bidding of Wage Rate and Markup for direct and indirect employees
 - Markup across Job Titles and Regions
 - CPI adjustment



Discussion Topics:

- RFP Section 5: Procurement and Administrative Background
 - OGS will post the list of all bidders after bid-opening is completed
 - Please inform OGS if you do not intend to bid by emailing ITSProcurement@ogs.ny.gov

- RFP Section 6: Format and Content of Bid Submittal
 - Late bids will be REJECTED; bidders are responsible for bids arriving on time
 - See Section 6.6 of the RFP for important information on building access



Discussion Topics:

- RFP Section 7: Method of Award/Evaluation Process
 - HBITS bids will be evaluated with a 40/60 Technical/Financial allocation
 - State staff are developing specific evaluation criteria and weighting

- RFP Section 8: Terms and Conditions
 - OGS/MSP will centrally invoice HBITS Contractors and make payments on behalf of the Executive Agencies
 - Non-State Agencies (including localities) use of the HBITS contracts
 - Travel reimbursement
 - Federal language added to the RFP



Discussion Topics:

- RFP Section 9: IT Services Terms and Conditions
 - Webcasting for candidate interviews
 - Background checks
 - Administrative Fee
 - Performance Criteria (Section 9.4) is meant to encourage vendor performance throughout life of contract
 - Candidate replacement terms (liquidated damages)
 - Section 9.3 outlines the State's expectations around candidates from vendors
 - HBITS RFP includes expectations on the State users as well as the vendors
- Appendix A
 - December 2011 version of Appendix A will be included in the forthcoming HBITS Amendment