



**Office of
General Services**

Cyber Security Risk Assessment

Procurement Options

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Today's focus

Today you will learn:

- Procurement options
- PBITS overview
- Where to find more information

OGS Representatives:

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Discussion Background

Background

- The need for a cyber security risk assessment project has been identified by multiple groups in state and local government.
- The purpose of this conversation is to give you options for how to meet your project deliverables in the timeframe you need.

Project Goals & Deliverables

- Identification and comprehensive assessment of critical data, associated staff, and policies/procedures
- Threat analysis (including vulnerability analysis, level of risks, etc.)
- Security assessment report
- Recommended solutions

How to get what you need

Use PBITS

- As individuals, you can each use the Project Based IT Services (PBITS) contract to get what you need.

Aggregate PBITS Mini-Bid

- The larger group comes together to create a single set of requirements.

Piggybacking

- There may be other existing contracts you can use.

Discretionary spending

- In some cases, the threshold increases to \$200,000 for purchases from a NYS small business, certified minority or women owned business, and a certified service disabled veteran owned business.

Find the Procurement Council Guidelines at:
<http://ogs.ny.gov/BU/PC/Docs/Guidelines.pdf>



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If you use PBITS...

The Benefits

- Streamlines the procurement of IT consulting services.
- Quick turnaround using a mini-bid process.
- Each project has a fixed-price deliverable.

How It Works

There are nine major steps:

1. Identify your need, then follow all federal, state
2. Determine your project-owned business entity
3. Complete the mini-bid
4. Email contractors the contract page.
5. Receive and evaluate
6. Notify all contractors
7. Finalize the award/out
8. As the project begins, bid value and no price
9. Complete your procurement awarded contractor.

Still got questions?
No problem. Email pbits.authorizations@ogss.ny.gov or call 518.457.4272 for help.

The Benefits

There are many advantages using this new contract. It's fast, you save time, money, and it's flexible.

- **Save time:** Contractors have agreed to base bid conditions, and Insuranc requirements. No OSC approval is required.
- **Save money:** With multi-contractors and periodic recruitment this contract increases competition resulting in savings for you.
- **Flexibility:** Now you can IT consultant services to carry out your mission or objectives getting you what you need, when you need it.

Project Based IT Services (PBITS) Contract

Get the consultant services for IT project!

When To Use PBITS

The "P" in PBITS stands for project, which means when you need consultant services to help you develop software or manage an IT project, you should use this contract. Projects are broken into three categories or lots based on the cost of the project:

- Lot 1: For projects less than \$200,000 - It includes only minority, women-owned, and small businesses.
- Lot 2: For projects costing \$200,001 - 7.5 million
- Lot 3: For projects between \$7.5 - 25 million

If you need IT help on an hourly basis for staff augmentation, use the hourly based IT services (HBITs) contract: <http://on.ny.gov/TSN656>

Types of Projects

<p>Projects included:</p> <ul style="list-style-type: none"> • Technical architecture advisory services • System analysis • Proprietary software application development, customization, programming and integration • Data information management migration, conversion • Project management services • Data categorization • Implementation of open source software 	<p>Projects not included:</p> <ul style="list-style-type: none"> • Staff augmentation • Hardware and software purchases and support • Prepackaged training courses • Consulting • Buying equipment or off-the-shelf software • Non-consulting services such as network cabling, voice services, or video imaging • Cloud based or "as a service" offerings including, but not limited to SaaS, IaaS, PaaS, and XaaS
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FIND HELPFUL RESOURCES ONLINE
Templates & Forms: <http://ow.ly/dg5Y303GLps>
Training Videos: <https://on.ny.gov/TSN656>

Turn over to learn more about this new contract

Check out our brochure to learn more about what this contract can do for you!

Templates & Forms:
<http://ow.ly/dg5Y303GLps>

Training Videos:
<https://nyspro.ogs.ny.gov/content/find-training>

If you do an aggregate PBITS mini-bid...

The Benefits

- If you work together to compile requirements into one blended project scope, OGS will issue a mini-bid to get you one contractor.
- Saves each of you time and money.
- Greater collective buying power.
- Consistency across different levels of government by having the same contractor complete the work.

If you piggyback...

- You need to identify what contracts could be used (federal, state, local, etc.).
- The benefit: you don't have to go out to bid on your own.
- If state agencies and NYC government want to piggyback, they must review Guide for Piggybacking in NYS and complete the Contract Use Request Form.
 - Guide: https://nyspro.ogs.ny.gov/sites/default/files/uploaded/PSPiggybackGuide_2.2015.pdf
 - Form: <https://nyspro.ogs.ny.gov/content/piggybacking-using-other-existing-contracts>
- All other local governments and entities wishing to piggyback or use cooperative contracts should refer where appropriate to the guidance from the Office of the State Comptroller.

If you use discretionary spending...

- You can purchase directly from the business of your choice without a formal, competitive bid process if the purchase is beneath your entity's spending threshold and if you can demonstrate:
 - That the purchase meets your needs
 - How and why you selected the vendor
 - The reasonableness of the price
 - That you bought from a responsible vendor
 - That you complied with all your internal policies and procedures
- The benefit:
 - Great for smaller purchases, saving you time.
 - If eligible, your organization can spend more (up to \$200,000) with Service-Disabled Veteran-Owned and Minority and Women-Owned Businesses.

Get the Discretionary Purchasing Guidelines at:
<http://ow.ly/dW9T303GRTJ>



Our recommendation: Use PBITS

This will get you what you need, in the timeframe you need it.

Here's some resources to help you!

- PBITS overview flyer
- Using PBITS for your cyber security project document
- Pre-populated mini-bid template

How-to use training videos, presentations & all of today's handouts will be available on our website by the end of the week:

www.nyspro.ogs.ny.gov/content/find-training

Got questions?

- For contract questions: PBITS.AuthorizedUsers@ogs.ny.gov
- Sean Carroll, Chief Procurement Officer (sean.carroll@ogs.ny.gov)
- Mark Joly, PBITS Team Lead (mark.joly@ogs.ny.gov | 518-474-1557)
- Nancy Dougherty, PBITS Contract Manager (nancy.dougherty@ogs.ny.gov | 518-408-3265)



Where do we go from here?

