1. Introduction

1.1 General Information

The Office of General Services, on behalf of the New York State Board of Elections (NYSBOE) and the New York State Public Campaign Finance Board (PCFB), is requesting information on technology solutions to develop and implement a Web Content Accessibility Guidelines (WCAG) 2.0 AA-compliant web-based platform that will provide information hosting, process flow implementation, education, data entry, business rule enforcement, notifications, auditing, and reporting for New York State’s new Public Campaign Finance Matching Funds program. The PCFB is seeking technology solutions that are modern, flexible, fully accessible, and can support configurable, complex, and potentially evolving business rules that are required to support what will be one of the largest public campaign finance programs in the nation. PCFB is also looking for solutions that can be deployed rapidly and managed efficiently, preferably in a cloud environment, while still meeting business requirements.

1.2 Project Background/Current Condition

On April 3, 2020, Chapter 58 of the laws of 2020 (S7508B/A9508B) was enacted to authorize a new program to provide public financing of candidates running for certain offices. The NYS Public Campaign Finance Board program will provide matching public funds to qualifying candidates that chose to participate in the program for four statewide offices (Governor, Lieutenant Governor, Attorney General, and State Comptroller) and 213 legislative offices including 63 State Senators and 150 Members of the Assembly. The statewide offices are on a four-year election cycle and the legislative offices are on a two-year election cycle. The PCFB program needs to be available for candidates to enter the program on November 9, 2022 when the election cycle starts for the first election for the program in June of 2024.

1.3 Brief Project Overview/Vision

The PCFB intends to implement a WCAG 2.0 AA-compliant website and web-based application that will be the central interface for a variety of stakeholders. The website will provide a publicly accessible site for education, viewing reported filings, and program transparency. The web application will be developed from business rules developed to implement the program/processes and comply with the regulations.
will also be a portal to one or more web applications that will be used for data input, business rules engine, processing, scheduling, auditing, reporting, and notifications (public and private). PCFB is seeking information on the existing software alternatives, or potentially completely new system development, and looking for vendor recommendations as to why one approach may be superior to others within a solution space that includes but is not limited to:

- Custom developed solutions.
- Commercial-off-the-Shelf (COTS) solutions.
- Modified-off-the-Shelf (MOTS) solutions.
- Opensource or shared source solutions.
- Software-as-a-Service (SaaS) solutions.

Stakeholders will interact with and use the website and portal functions as described in the table below.

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<tr>
<th>Stakeholders</th>
<th>Interaction</th>
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| NYS Public / Candidates / Voters / Media Representatives | The website and web application will be designed to ensure the public has access to timely and current campaign finance disclosure reports. Specifically, the public should be able to:
  - Access the information via a public website, where no user account will be required.
  - Obtain certain information about participating candidates running for the elected offices covered by the program. (e.g., office and district)
  - See contributions made to each candidate.
  - See the expenditures of the candidates or authorized committees.
  - See what contributions were matched and how public funds were disbursed.
  - Search and sort the data by office, district, candidate, and election cycle.
  - Create reports from the data.
  - Access summary reports by office, district, candidate, and election cycle.
  - Access enforcement activity including penalties, violations, and Commissioner votes on enforcement activities.
  - See the rules and regulations for the PCFB program. |
| Candidates for Elected Offices and Committee Treasurers | The web application will be designed to help campaigns track, record, and disclose their campaign finance data in compliance with all of the rules and regulations of the financing program. Specifically, campaigns should be able to:
- Create a user account with password and multi-factor authentication.
- Submit required information to enroll in the PCFB program.
- Complete mandatory training.
- Submit required campaign financial disclosures including but not limited to contributions and expenses.
- See the rules and regulations for the PCFB program.
- Upload documentation to the system (PDFs).
- See their status in the process, which steps have been completed and which steps remain.
- Track aggregate contributions from a single source received in an election cycle.
- Submit and track (in the aggregate) public matching claims.
- Validate eligibility requirements and check for ineligibility (e.g., lobbyist or vendor contribution).
- Receive notifications on status and completed or outstanding steps.
- Receive public fund disbursements via the existing Statewide Financial System (SFS). |
| PCFB Staff | The back-office (internal) portion of the application should assist PCFB staff in reviewing claims for eligibility as well as performing audit, payment, and enforcement activities. Specifically, PCFB staff should be able to:
- Authenticate against internal directory with multi-factor authentication.
- Publish information and rules for the PCFB program. |
- Estimate New York State Campaign Finance Funds.
- Disclosure Filing and Payment Schedules for each election cycle.
- Publish a Training Calendar
- Develop and publish training modules.
- Monitor and review candidate information, including compliance with training requirements.
- Conduct compliance reviews of candidate eligibility, threshold checklists, etc.
- Track all interactions with each candidate & candidate authorized committees.
- Review and authorize public funds disbursements to move through the approval process.
- Submit payment / auditing material to the Statewide Financial System (SFS)/Office of the State Comptroller (OSC).
- Validate whether each contribution is eligible to be matched or not (such as confirming the residence of the contributor is in the district and is from an eligible source or is disqualified due to a statutory prohibition on eligibility).
- Calculate the match for each qualified contribution based upon statutory formula and contributor prior giving history.
- Aggregate election cycle contributions, expenditures and public matching funds issued.
- Create searchable and sortable reports on candidates by office, district, and election cycle, disclosures, and disbursements.
- Create summary reports by office, district, candidate, and election cycle.
- Conduct audits of candidates, financial disclosures including receipts and disbursements.
- Conduct post-election audits of committees.
### NYS Agencies Staff including Office of the New York State Comptroller (OSC), and the Statewide Financial System (SFS)

- Receive audit information from PCFB for each candidate/committee.
- Receive claim for payment from PCFB for each candidate/committee.
- Review and authorize public funds disbursements previously approved by the PCFB Commissioners.
- Obtain reports on candidates, disclosures and disbursements.
- Provide SBOE/PCFB with balance in the NYS Campaign Finance Fund.
- Receive request for allocation of funds for payment.
- Notification of Bank Account “Penny Test” to ensure candidate bank account is accurate.
- Enable wire transfer/ACH of public funds to candidate committee.

### 2. Desired Knowledge Areas

The PCFB seeks to gain a comprehensive understanding of the technology solutions that are available to implement the described functionality for the stakeholders or the ease of building a system to meet these specifications. Specific information and knowledge being sought includes:

1. What technology, tools and solutions, preferably cloud-hosted, can you provide to deliver the described functionality?
2. Identity and Access Management (IAM) and Multifactor Authentication (MFA) will be required for some users. What existing IAM and MFA capabilities does your solution support, or would you recommend?
3. Do any of your technology, tools, and solutions offer:
a. Modular development functionality that avoids developing code from scratch?
b. Pre-designed or pre-built “blocks” to expedite web site development?
c. Low-code or no-code capabilities to expedite development?
d. Integration connectors to popular SaaS applications and data sources?

4. How your solution is flexible to support an existing integration, automation, and software development life cycle (SDLC).

5. What analytics and reporting tools do you provide that are flexible, easy to use and easy to support?

6. What tools are available to quickly develop and publish web-based training modules or how does your solution integrate with existing digital training content?

7. What messaging and notification capabilities does your solution support?

8. What audit, logging, tracking, investigation, ticketing, and reporting capabilities does your solution support that would assist with the above requirements?

9. Is there a solution that provides for contributions to be provided to a candidate through a third party service that captures required contribution information per Article 14, Title 2?

10. What Business Rules processing does your solution provide and are they customizable by PCFB for future changes?

11. What PCFB staff skills and abilities are necessary to implement the technology, tools, and solutions and to maintain and support them going forward?

12. What security features do you offer to protect sensitive and personal data both at rest and in transit?

13. What solutions such as digital signing (digital signatures) does your solution offer to enable non-repudiation?

14. What are the biggest challenges or risks to successful implementation?

15. Which of your proposed solutions are currently being used? For each, please specify by approximately how many organizations.

16. What are best practices for development or implementation based on your experience with other similar client initiatives?

17. What is necessary to ensure accessibility needs are incorporated from the beginning of the project?

3. Questions

Responders have an opportunity to pose questions that may help in preparation of their responses to this RFI. Questions regarding this RFI should be submitted in writing by November 15, 2021 to the OGS Primary and Secondary Contacts listed at the end of this document.

All questions and answers to the questions will be posted via Addendum to the OGS Bid Calendar website found at https://ogs.ny.gov/procurement/bid-opportunities.
4. Content of Response

OGS requests that vendors include the following information in their written responses to this RFI:

1. Company Background – Provide general background information regarding your company, including its location, a summary of previous experience in similar types of projects that your current staff has a history of, a contact person, title, address, phone number and email address.

2. Contract Information – Include your NYS Contract Number (PTXXXXX), if applicable. Indicate what products and services may be available under the contract as well as what products and services may not be available under the contract.

3. Responses to each Desired Knowledge Area as described above.

4. Product Information – Provide information regarding any products and/or technology solutions that could be implemented for this scope, including any applicable names, manufacturers, specifications and relevant information, such as products used in similar situations.

5. Demonstration - Indicate if the vendor is agreeable to providing a demonstration for NYS.

6. Additional Information – Provide any additional information and/or any other parameters that should be considered or required for bidders to respond to a formal solicitation.

7. Identify key staffing requirements to implement the project.

Please respond to the information above and provide the name of your company, its location, a contact person, phone number, and email address when replying to this RFI. A response does not bind or obligate the vendor to any agreement of provision or procurement of services referenced.

Since this RFI is designed as a tool to collect information and shall not result in a procurement contract, it does not fall under the requirements of State Finance Law §§139-j and 139-k (the Procurement Lobbying Law) and there is no restricted period.

Provide responses to this RFI via email to the contacts listed below by December 10, 2021:

Primary Contact
Dan Schenkman, Contract Management Specialist 1
Office of General Services, Financial Administration Agency Procurement Office
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Secondary Contact
Paige Corning, Contract Management Specialist 2
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