NY GovBuy

PBITS, HBITS, and Umbrella Contracts

The Contract Trifecta for Optimizing Your IT Service Procurements

May 4 & 5, 2022
Your Presenters

Steven Charles

Sean McManus
Agenda

- Procurement portfolio overview
- The IT contract trifecta
  - How to get R.E.A.L.
- Overview of each contract in the trifecta
  - Benefits/considerations for success
- How to use the trifecta to optimize IT projects
Restricted Periods Currently In Effect

- Information Technology Umbrella Contract: Manufacturer Base (Statewide) Periodic Recruitment

What is a restricted period?

- This is the time between when a solicitation is released and the contract is awarded
- During this time, make sure to direct your questions to the designated contacts

https://ogs.ny.gov/procurement/restricted-period-lists
IT within Procurement

Over 8,000 active customers spend ~$5.2B annually

Portfolio Overview
Awards: 112
Value: $30.4B
Contracts: 1,530
We’ve Got You Covered

The contracts are designed to:

- Offer a wide variety of products and services
  - Whatever you need in IT – we have it here for YOU!

- Save you time
  - Solicitations, contract negotiations, and contract administration done for you

- Save you money
  - Maximum pricing and minimum discounts established for you
We’ve Got You Covered

The contracts are designed to:

- **Ensure safer procurements**
  - Terms are created and negotiated with your best interest in mind

- **Level the playing field**
  - Terms and conditions for all contractors in each contract group are the same

- **Provide process efficiencies**
  - Uniform templates and forms to make the request for quote (RFQ) process easy for YOU!
IT Contract
Trifecta

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IT Trifecta: Putting the Pieces Together

• What comes to your mind when you think of an IT project?

• Can you identify the core elements of any IT project?
Core Elements of an IT Project – the Project Plan

Identify the parameters, action steps, timing, budget, roles, and resources required to satisfy goals of the project.
Core Elements of an IT Project – People

Determine staffing needs (quantity, titles, skill levels, duration) to successfully implement the project.
Core Elements of an IT Project – Products

**PRODUCTS**

Identify the hardware, software, cloud offerings, and product implementation services needed for the project
IT Contract Trifecta

PROJECT PLAN
Hire a deliverable-based IT Consultant to analyze needs and identify resources required to satisfy goals of the project

PRODUCTS
Solicit Manufacturers and/or Distributors to procure IT product needs (hardware, software, cloud, product implementation services)

PEOPLE
Hire hourly-based IT staff to augment staffing needs to successfully implement the project
How Do I Know How to Put the Pieces Together?

Develop your scope, then get R.E.A.L.

**R** – REVIEW your scope

**E** – Qualitatively **EVALUATE** yourself using the same criteria

**A** – Objectively **ASSESS** your in-house capabilities in each area

**L** – **LEVERAGE** in-house strengths/LEAN on OGS contracts for the rest
Every Project Starts with Unidentified Pieces
Get R.E.A.L. and See the Picture Unfold
Hourly Based IT Services (HBITS)
Hourly Based Information Technology Services (HBITS)

• This contract is used to secure quality IT consulting services on an hourly basis for staff augmentation for up to 30-month engagements

• Payments are based on fixed hourly pricing according to job titles, skill levels, and region
HBITS Contract Structure

- Qualified candidates are selected based on job title, skill level, and region
HBITS: Process Overview

1. **Agency**
   - Identifies need/Obtains Internal Approvals

2. **Agency** Submits Position Info to **OGS** (Form 1)

3. **OGS** Solicits **Contractors** for Candidates (Form 1 finalized)

4. **Contractors**
   - Provide Possible Candidates to **OGS** (Form 2 - 10 days)

5. **OGS** Determines Qualified Candidate Pool for **Agency** Consideration

6. **Agency**
   - Chooses Qualified Candidates to Interview (Form 3A - 5 days)

7. **Agency**
   - Interviews, Evaluates, Selects Candidate(s) (Forms 3B)

8. **Agency and Contractor**
   - Onboard Selected Candidate(s)

9. **Agency**
   - Provides **OGS** Details to Release Non-Selects
HBITS Considerations for Success

• Read the How to Use & HBITS Process documents
• Use measurable qualifications
• Fill out the forms accurately - we can’t alter your entries
• Onboarding TIP- don’t waste time! Strategize/plan ahead
• Maximize knowledge transfer opportunities
HBITS Onboarding Process in Days

HBITS Onboarding Processing in Days
Beginning of Contract to Present

Total Time, Request to Onboard

0.7  3.4  14.4  1.6  45.3

- Received to Reviewed
- Reviewed to Posted
- Contractor Recruitment
- Internal Review
- Agency Hiring Process

NY GovBuy
Available Resources for HBITS

Contract Specifics Summary

Updated: August 11, 2021

Group 73012 – HOURLY-BASED INFORMATION TECHNOLOGY SERVICES (HBITS) (STATEWIDE)

Award Number: 23158  Contract Period: July 01, 2019 – June 30, 2024

TEMPLATE CONTRACT

APPENDIX A

APPENDIX B

INSURANCE REQUIREMENTS (Attachment 3)

JOB TITLES, SKILL LEVELS, REGIONS (Attachment 4)

HOW TO USE HBITS CONTRACT (Attachment 5)

HBITS CONTRACT FORMS (Attachment 6)

HBITS PROCESS (Attachment 7)

Revised 08/11/2021
HBITS in the Trifecta
Avoid Turning a Trifecta into a Try Again!
Project Based IT Services (PBITS)

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Project Based Information Technology Services (PBITS)

• This contract is used to obtain IT consulting services for individual IT projects
• Payments are made for accepted fixed priced deliverables, not on an hourly basis

Examples of Eligible Projects:
• Project management support services
• Data categorization
• Data information management (migration, conversion, manipulation, integration)
• Implementation of open-source software
PBITS Contract Structure

- The contract is divided into lots based on anticipated project cost

PBITS Contractor

Lot 1
<$200K

Lot 2
$200K - $7.5M

Lot 3
$7.5M - $25M
PBITS: Process Overview

1. Develop scope of work and other project documents
2. Receive internal approvals
3. Collect mini-bid participation interest forms (optional)
4. Develop mini-bid document using PBITS mini-bid template
5. Release the mini-bid to contractors & collect responses
6. Evaluate responses & make determination
7. Notify all contractors who responded
8. Finalize mini-bid with the contractor
9. Change your project budget & duration (if needed)
PBITS Benefits to You

- Contractor responsible for producing a viable product
- Diversity of contractors
- Up to 36-month engagements at transaction level
- Ability to require additional insurance at transaction level
- Enhancement budget is available
PBITS Considerations for Success

• Read the How to Use

• Clearly define your scope of work

• Don’t be intimidated - use the templates

• Use measurable deliverables

• Maximize knowledge transfer opportunities
The PBITS Landing Page

<table>
<thead>
<tr>
<th>Project Based Information Technology Consulting Services (PBITS)</th>
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<tbody>
<tr>
<td><strong>Award Document</strong> (Updated: Revised)</td>
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<tr>
<td><strong>Contract Period:</strong> September 06, 2015 - September 08, 2024</td>
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<td><strong>Contract Updates</strong></td>
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<tr>
<td><strong>Group:</strong> 73000 Award 22772</td>
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<tr>
<td><strong>Use of Contracts:</strong> All State Agencies and Non-State Agencies</td>
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<td><strong>Template Page</strong></td>
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<tr>
<td><strong>Contact Person:</strong> Charles Strickland</td>
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<tr>
<td><strong>Telephone:</strong> (518) 473-8710</td>
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<tr>
<td><strong>Mailing List By Lot</strong></td>
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<td><strong>Contract Issued:</strong> September 17, 2015</td>
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<td><strong>Contract Updated:</strong> March 23, 2022</td>
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<td><strong>Contractor Template Page</strong></td>
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<tr>
<td><strong>How To Use</strong></td>
</tr>
<tr>
<td><strong>Historical Information</strong></td>
</tr>
<tr>
<td><strong>Customer Service</strong></td>
</tr>
</tbody>
</table>

**Description:**
The Project Based Information Technology (IT) Consulting Services Contracts streamline the procurement of IT Consulting Services for Authorized Users of NYS OGS Centralized Contracts. Services required by an Authorized User can be obtained via an expedited competitive Mini-Bid process. Authorized User Agreements awarded as a result of Mini-Bids under this Centralized Contract will result in fixed-price deliverable-based agreements for Consulting Services.

**Authorized Users Contact:** PBITS.AuthorizedUsers@ogs.ny.gov
**Contractors Contact:** PBITS.Contractors@ogs.ny.gov

http://www.ogs.ny.gov/purchase/snt/awardnotes/7360022772can.HTM
Resources for PBITS

TITLE: 73800 - PROJECT BASED INFORMATION TECHNOLOGY CONSULTING SERVICES (PBITS) (STATEWIDE)

AWARD: 22772

CONTRACT PERIOD:
Contract Approval & End Dates
(Various – See Contractor Information Page)

HOW TO USE THIS CONTRACT

Mini-Bid Participation Interest

Mini-Bid Template

Mini-Bid Financial Response Template

No Cost Change Request Template

Enhancement Request Template

SAMPLE SCOPES

Cyber Security Risk Assessment Sample Scope
PBITS in the Trifecta
Umbrella Contracts: Manufacturer and Distributor

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Umbrella Manufacturer and Distributor Contracts

- These contracts are used to obtain IT products from the manufacturer or one of their designated resellers for the contract, or from the distributor in cases where the items are not available from the manufacturer
  - Manufacturer Umbrella - hardware, software, cloud and implementation services
  - Distributor Umbrella – only hardware and software
# Umbrella Manufacturer and Distributor Contracts

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<th></th>
<th>Manufacturer Umbrella</th>
<th>Distributor Umbrella</th>
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<tr>
<td><strong>Vendor Type</strong></td>
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<td>Distributors only</td>
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<td><strong>Vendor Pool</strong></td>
<td>125+ Manufacturers/600+ Resellers</td>
<td>4 Distributors (infinite manufacturers)</td>
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<td><strong>Lots/Products</strong></td>
<td>4 Lots - Hardware, Software, Cloud, Implementation</td>
<td>2 Lots – Hardware, Software</td>
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<tr>
<td><strong>Pricing Model</strong></td>
<td>Discount from List</td>
<td>Cost-plus</td>
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<td><strong>Purchasing Benefits</strong></td>
<td>A single transaction can be made within any of the Lots individually or across multiple Lots</td>
<td>A single transaction can be made within each Lot or across both Lots</td>
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</tbody>
</table>
Umbrella Manufacturer Structure

- The contract is divided into lots based on product type.
Umbrella Distributor Structure

- The contract is divided into lots based on product type
Manufacturer & Distributor: Process Overview

1. Identify IT need
2. Complete sourcing
3. Conduct RFQ
4. Award RFQ
5. Receive product

YOU DID IT!
Umbrella Considerations for Success

- Read the How to Use
- Use the templates
- Clearly define technology needs
- Maximize knowledge transfer opportunities
Resources for Umbrella Contracts

**INFORMATION TECHNOLOGY UMBRELLA CONTRACT – MANUFACTURER BASED (STATEWIDE)**

**IMPORTANT**

PLEASE [CLICK HERE] BEFORE USING THIS CONTRACT

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Contract Updates</td>
<td>Group: 73600 Award: 22802</td>
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<tr>
<td>Contractor Information</td>
<td>Use of Contracts: All State Agencies &amp; Non-State Agencies</td>
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<tr>
<td>How To Use &amp; Template Page</td>
<td>Contact Person: Alexis Bredenke or Jordan Flores</td>
</tr>
<tr>
<td></td>
<td>Telephone: 518-474-1368 or 518-474-3166</td>
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<tr>
<td>Base Contract &amp; Appendices</td>
<td>Authorized Users: <a href="mailto:MfUmbrella.AuthorizedUsers@ogs.ny.gov">MfUmbrella.AuthorizedUsers@ogs.ny.gov</a></td>
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<td>Listing of Contractors &amp; Resellers</td>
<td>Contractor: <a href="mailto:MfUmbrella.Contractors@ogs.ny.gov">MfUmbrella.Contractors@ogs.ny.gov</a></td>
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<tr>
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<td>Contract Updated: April 7, 2022</td>
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**Information Technology Umbrella Contract – Distributor Based (Statewide)**

Awards Document [Updated / Revised]

Contract Period: December 07, 2016 – December 06, 2026

Group: 73600 Award: 22876

Use of Contracts: All State Agencies and Non-State Agencies

Contact: Sean McManus
Telephone: (518) 473-5617

**Contractor Mailing List**

Contractor: Ogs.sm.ps.DisUmbrella.Contractors@ogs.ny.gov

Authorized Users:
Ogs.sm.PsDistUmbrella.AuthorizedUsers@ogs.ny.gov

**Contractor Templates**

Contractor: Ogs.sm.PsDistUmbrella.Contractors@ogs.ny.gov

Authorized Users:
Ogs.sm.PsDistUmbrella.AuthorizedUsers@ogs.ny.gov

**Base Contract & Appendices**

Contract Issued: December 14, 2016
Contract Updated: March 15, 2022

**Historical Details**

**Customer Service**

**PROHIBITED LISTS:** Hardware and/or Software

**Description:**
The Information Technology Umbrella Contracts – Distributor Based Software and Hardware Contracts streamline the procurement of certain Software, Hardware and Related Services not listed as excluded from the scope of this Contract for Authorized Users of NYS OGS Centralized Contracts. Products required by an Authorized User can be obtained via an expedited competitive Request for Quotes process. Authorized User Agreements awarded as a result of RFQs under this Centralized Contract will be awarded based on Lowest Price.

**THIS CONTRACT PROHIBITS THE SALE AND PURCHASE OF ALL CLOUD PRODUCTS.**

Install Free Adobe Acrobat Reader for PDF Documents
Umbrellas in the Trifecta
The IT Trifecta
Trifecta - the Big Picture

• The three elements of the IT Contracting Trifecta are:
  ▪ Project Plan (PBITS)
  ▪ People (HBITS)
  ▪ Products (Umbrellas)

• Be R.E.A.L. about your in-house expertise and resources

• Use the right contracts and their respective How to Use docs

• Maximize knowledge transfer opportunities from contractors
We’re Here to Help!

- Hourly Based IT Services - HBITS:
  - State Agencies: HBITS.StateAgencies@ogs.ny.gov
  - Non-Executive Agencies: HBITS.NonExecutiveAgencies@ogs.ny.gov

- Project Based IT Consulting Services - PBITS:
  - PBITS.AuthorizedUsers@ogs.ny.gov

- Manufacturer Based IT Umbrella:
  - MfrUmbrella.AuthorizedUsers@ogs.ny.gov

- Distributor Based IT Umbrella:
  - PSDistUmbrella.AuthorizedUsers@ogs.ny.gov
Additional Resources

How to Write a Good Scope of Work (2019 GovBuy)

Specifications and Scopes of Work Made Easy (2018 GovBuy)

How to Procure using PBITS (2018 GovBuy)

For all GovBuy material visit: [https://ogs.ny.gov/nygovbuy](https://ogs.ny.gov/nygovbuy)
Additional Resources

How to Procure using HBITS (2019 GovBuy)

How to Procure using Umbrella contracts (2019 GovBuy)

How to Procure using Umbrella contracts (2018 GovBuy)

For all GovBuy material visit: https://ogs.ny.gov/nygovbuy
Questions?

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