



# Office of General Services

## DIVISION OF FINANCIAL ADMINISTRATION

### ADDENDUM #1

#### REQUEST FOR INFORMATION # 2659 STATE GOVERNMENT SURPLUS PROPERTY BUSINESS PROCESS REENGINEERING

Date: August 8, 2022

Response Due Date: Tuesday, August 16, 2022

To Prospective Responders: This addendum is being issued to provide site answers to submitted questions.

#### Questions and Answers:

- Q1.** Has SSP contracted similar consulting services in the past or is this a first time requirement being explored?
- A1.** **SSP has never contracted with consulting services for this type of work in the past. This is the first time that SSP has considered these services.**
- Q2.** The RFI mentions SSP being constrained by the existing software system, can I get the system/vendor name and contract number if active?
- A2.** **SSP is a custom proprietary system which was built in-house. The system is a compilation of different applications built for the various components of the system. The application technology ranges from ASP pages to VB6 Applications to .Net Applications. The database is MS SQL. There are several interfaces (API) pushing and pulling data from various sites and reporting is done in MS Access and SSRS.**



## **Request for Information #2659 State Government Surplus Property Business Process Re- engineering**

### **1. Introduction**

#### **1.1 General Information**

The Office of General Services' Agency Procurement Office (APO), is letting Request for Information (RFI) 2659 on behalf of Office of General Services' State Surplus Property Division (SSP). SSP seeks to determine the availability of Business Process Re-Engineering Consultants, and what consideration should be made to ensure that consultation is relevant to the business process being re-engineered.

#### **1.2 Project Background**

The State Surplus Property Division (SSP) is responsible for the disposition of all statewide surplus property that is no longer deemed useful by the state. SSP believes that many steps in their business process could be streamlined, but they are constrained by their existing software system and cannot make the necessary changes to streamline their business. SSP seeks to re-engineer their business processes to align with contemporary best practices and industry standard software solutions.

SSP is considering procuring business process re-engineering consultation services to assist in identifying surplus property industry best practices and what system functionality is required to align with identified best practices identified. Services would include conducting a current state assessment, identifying process waste, and recommending a future state (including system requirements for future software).

### **2. Content of Response**

SSP seeks to gain a comprehensive understanding of the existence, expertise and availability of consulting organizations that perform business process re-engineering. SSP is particularly interested in the above information as it relates to state government surplus property. SSP will consider the responses to any and all of the following questions. Respondents are encouraged, but not required to answer every question.

#### **2.1 Company Information**

Who is the representative submitting response and what is their title?

What is the company's contact information (e.g., address, phone, web address)?

What is your company's overview (functions)?



## Office of General Services

**KATHY HOCHUL**  
Governor

**JEANETTE M. MOY**  
Commissioner

What services does your company offer?

What is your company's project management structure for business process re-engineering consultation?

What about your company would make you best suited to provide the consulting services described herein?

### **2.2 Experience**

Has your company performed business process re-engineering for state government surplus property (vehicle and non-vehicle)?

If yes, kindly provide the following:

List of engagements

High-level description of your clients for similar services

Duration of business process re-engineering projects

Was work done remotely or on premises

High-level workplan for a re-engineering project

Has your company ever created system requirement documentation for a state government surplus property COTS?

Has your company implemented software systems to track state government surplus property?

If yes, provide the following:

List of COTS implementations

Duration of the implementations

List of interfaces that were implemented between on-line auction vendors and COTS

High-level workplan for a surplus property COTS software implementation

On average, what is the cost of a business process re-engineering project engagement with your company?

Please detail cost structure to include breakdown the following (if applicable):



## Office of General Services

**KATHY HOCHUL**  
Governor

**JEANETTE M. MOY**  
Commissioner

Deliverable based or hourly

Any upfront cost

Additional Services (any services not considered at time of engagement)

Material cost

Travel Expenses

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. This RFI is designed as a tool to collect information, shall not result in a procurement contract, 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. We ask that you direct your questions and responses in writing to the OGS point of contact listed below. Please respond by **August 16, 2022**.

Please email responses to:

**Seth Stark**

Contract Management Specialist II

NYS Office of General Services | Financial Administration | Agency Procurement Office

32nd Floor, Corning Tower Building, Empire State Plaza, Albany, NY 12242

518-486-2823 | [Seth.Stark@ogs.ny.gov](mailto:Seth.Stark@ogs.ny.gov)

[www.ogs.ny.gov](http://www.ogs.ny.gov)

**Mary Slusarz**

Contract Management Specialist 3

NYS Office of General Services | Financial Administration | Agency Procurement Office

32nd Floor, Corning Tower Building, Empire State Plaza, Albany, NY 12242

518-486-2771 | [Mary.Slusarz@ogs.ny.gov](mailto:Mary.Slusarz@ogs.ny.gov)

[www.ogs.ny.gov](http://www.ogs.ny.gov)