

**Project Based Information Technology
Consulting Services (Statewide)
Pre-Submission Vendor Conference**

October 10, 2014



**Andrew M. Cuomo
Governor
State of New York**

**RoAnn M. Destito
Commissioner
Office of General Services**

Today's Agenda

Activity & Panelists

Order of Events
Introduction
RFP Overview
Administrative Submission
Financial Proposal Submission
Technical Submission
Wrap-Up/Closing

Panelist	Organization
Dave Burmaster	OGS NYSPPro
Kathy McAuley	OGS NYSPPro

Ground Rules

New York State Procurement Lobbying Act

- Reference State Finance Law §§139-j and 139-k
- Certain limitations on communications between the state and vendors during the “Restricted Period”
- All communication must be directed to the designated contacts identified in the solicitation, via the following email address:
ITSProcurement@OGS.NY.GOV
- For more info visit:
 - <http://ogs.ny.gov/acpl/>
 - http://www.ogs.ny.gov/aboutOgs/regulations/defaultSFL_139j-k.asp

Solicitation Documents and Updates

How to be notified about updates to the Solicitation.

- Sign up for NYSCR: <https://www.nyscr.ny.gov>



1	Title:	Project Based Information Technology Consulting Services (Statewide)	 View this ad
	Agency:	General Services, NYS Office of New York State Procurement	 Share this ad
	Issue Date:	09/30/2014	 Bookmark this ad
	Due Date:	12/10/2014	 Send me notification updates on this
	Category:	Information Technology - Consulting & Other Services	
	Ad Type:	General	

Vendor must register on NYSCR website and select "Send me notifications on this"

Solicitation Documents and Updates

How to find the Documents

- Bookmark the Solicitation on the NYS OGS Online Bid Calendar:
<https://nyspro.ogs.ny.gov/>

**NEW YORK STATE
PROCUREMENT**



**Click Bid
Calendar &
Notifications**

Solicitation Documents and Updates

How to find the Documents, cont'd

This is the Link to
the Solicitation:

[Project Based Information Technology Consulting Services \(Statewide\)](#)

Bid Opening: December 10, 2014 Bid #: 22772 Group #: 73600

**Group 73600 - Project Based Information Technology Consulting Services
(Statewide)**

Bid Number: 22772

Bid Opening: December 10, 2014 at 11:00 a.m.

Please review all of the documents carefully and submit completed responses no later than 11:00 a.m. December 10, 2014 to:

New York State Office of General Services
New York State Procurement
38th Floor, Corning Tower, Empire State Plaza
Albany, NY 12242
Attn: Bid Enclosed – RFP 22772

This bid consists of a total of twelve (12) files, consisting of one main Solicitation document, ten (10) attachments and Appendix C:

Project Based Information Technology Consulting Services (Statewide)

Solicitation Timeline

Solicitation Timeline

Key Dates

EVENT	DATE
Solicitation release	09/30/14
Pre-vendor submission conference (optional)	10/10/14
First inquiry and bid deviations due to OGS NYSPPro	10/15/14 11:00 AM Eastern
Anticipated posting of answers to inquiries by OGS NYSPPro	10/29/14
Second inquiry due at OGS NYSPPro	11/05/14 11:00 AM Eastern
Anticipated posting of answers to inquiries by OGS NYSPPro	11/19/14
Intent to submit/Vendor Responsibility Certification due (optional)	11/20/14 11:00 AM Eastern
Submission due/submission opening	12/10/14 11:00 AM Eastern
Anticipated contract award notification begins	01/29/15

OGS NYSPPro reserves the right to change any of the dates stated in this solicitation.

Project Based Information Technology Consulting Services (Statewide)

Solicitation Overview

Solicitation Overview

The Project Based Information Technology Consulting Services solicitation will:

- Provide a set of standardized terms, conditions guidelines, and processes for the procurement of Project Based Information Technology Consulting Services on a statewide basis.
- Improve the procurement process by reducing the amount of time and effort required.
- Be used by NY State Agencies and other Authorized Users of NYS Centralized Contracts.

Solicitation Overview

Award Lots

Award Lots Based on Project Value	
Lot 1: Limited to M/WBE's and SBE's	Up to \$200,000
Lot 2:	\$200,001- \$7,500,000
Lot 3:	\$7,500,001- \$25,000,000

- Each Lot has it's own qualifications.
- A vendor may respond to and receive an award to more than one (1) Lot.

Solicitation Overview

The Project Based Information Technology Consulting Services solicitation will:

- Provide a set of standardized terms, conditions guidelines, and processes for the procurement of Project Based Information Technology Consulting Services on a statewide basis.
- Improve the procurement process by reducing the amount of time and effort required.
- Be used by NY State Agencies and other Authorized Users of NYS Centralized Contracts.

Project Based Information Technology Consulting Services (Statewide)

Format & Content of Submission

Format and Content of Submittal

All Vendor submissions must include the following:

- Three (3) separately labeled and sealed packets:
 1. **Administrative Submission Packet** (containing 2 electronic and 2 hard copies)
 2. **Technical Submission Packet** (containing 2 electronic and 2 hard copies) **and,**
 3. **Financial Submission Packet** (containing 2 electronic and 2 hard copies)

- To ensure fairness in the evaluation process:
 - Vendors must not include cost information in the Technical or Administrative Proposals.
 - Vendors must not include any technical or administrative information in the Financial Proposal.

- Section 4 of the Solicitation contains all submission instructions.

Project Based Information Technology Consulting Services (Statewide)

Administrative Submission

Administrative Submission

The Administrative submission must contain the following forms:

- Attachment 1 Cover Sheet
- Affirmative Statements
- Encouraging NYS Businesses
- EEO 100
- Insurance Requirements with Applicable Forms/Proof of Compliance
- NYS Required Certifications
- FOIL Redaction
- Designated Personnel

All Administrative forms found in Attachment 1 must be completed, signed and notarized where indicated.

Administrative Submission

Cover Sheet

ADMINISTRATIVE SUBMISSION: COVER SHEET

VENDOR NAME

FEDERAL ID #

RETURN THIS PAGE AS PART OF SUBMISSION

By signing you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this Attachment 1 and that all information provided is complete, true and accurate.

Legal Business Name of Company Bidding:

D/B/A - Doing Business As (if applicable):

Vendor Signature:

Title:

Printed or Typed Name:

Date:

- Enter Legal Business Name
- Enter FEIN

- Reenter Legal Business Name
- Enter DBA

- Authorized Signature
- Enter Title
- Enter Date

Administrative Submission

Notary Public

INDIVIDUAL, CORPORATION, PARTNERSHIP, OR LLC ACKNOWLEDGMENT

STATE OF }
 } SS.:
COUNTY OF }

On the ____ day of _____ in the year 20 __, before me personally appeared _____, known to me to be the person who executed the foregoing instrument, who, being duly sworn by me did depose and say that _he maintains a business in _____, and further that:

[Check One]

If an individual): __he executed the foregoing instrument in his/her name and on his/her own behalf.

If a corporation): __he is the _____ of _____, the corporation described in said instrument; that, by authority of the Board of Directors of said corporation, __he is authorized to execute the foregoing instrument on behalf of the corporation for purposes set forth therein; and that, pursuant to that authority, __he executed the foregoing instrument in the name of and on behalf of said corporation as the act and deed of said corporation.

If a partnership): __he is the _____ of _____, the partnership described in said instrument; that, by the terms of said partnership, _he is authorized to execute the foregoing instrument on behalf of the partnership for purposes set forth therein; and that, pursuant to that authority, _he executed the foregoing instrument in the name of and on behalf of said partnership as the act and deed of said partnership.

If a limited liability company): __he is a duly authorized member of _____ LLC, the limited liability company described in said instrument; that _he is authorized to execute the foregoing instrument on behalf of the limited liability company for purposes set forth therein; and that, pursuant to that authority, _he executed the foregoing instrument in the name of and on behalf of said limited liability company as the act and deed of said limited liability company.

Notary Public
Registration No.

- Complete Corporate Acknowledgement
- Add Notary Stamp
- Add Notary Authorized Signature

Administrative Submission

Affirmative Statement

VENDOR NAME	
FEDERAL ID #	

- Vendor Name & FEIN will auto-fill from Cover Sheet

DO NOT ADD, REMOVE OR REARRANGE ANY COLUMNS OR ROWS.

Complete all fields in yellow.

Affirmative Statement	Response
1. Vendor affirms that the Submission was signed and executed by an individual with the capacity and legal authority to bind the Vendor in its offer to the State.	
1. Vendor affirms that the Submission was signed and executed by an individual with the capacity and legal authority to bind the Vendor in its offer to the State.	Yes

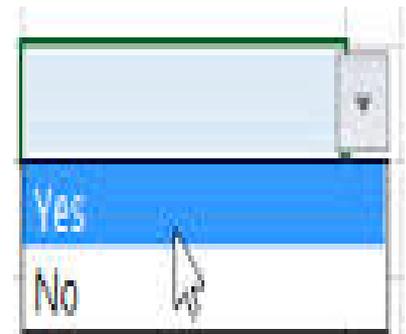
- All affirmative statements must be contain a "YES" response
- No is not an option
- Blanks are not acceptable

Administrative Submission

ENCOURAGING USE OF NYS BUSINESSES IN CONTRACT PERFORMANCE

Will New York State Businesses be used in the performance of this contract?
If yes, please identify below the New York State Business(es) that will be used:

- Vendor must choose Yes or No from the dropdown



Administrative Submission

EEO 100



EQUAL EMPLOYMENT OPPORTUNITY STAFFING PLAN

SUBMIT WITH BID OR PROPOSAL or within a reasonable time thereafter as requested by OGS, but prior to Contract Award.

Solicitation No.:	Reporting Entity: <input type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor	Report includes Contractor's <input type="checkbox"/> Contractor's work force to be utilized on this contract <input type="checkbox"/> Contractor's total work force <input type="checkbox"/> Subcontractor's work force to be utilized on this contract <input type="checkbox"/> Subcontractor's total work force
Contractor/Subcontractor's Name:		
Contractor/Subcontractor's Address:		
FEIN:		

- EEO100 Staffing Plan must be completed by all Vendors
- Exceptions will not be considered

Enter the total number of employees for each classification.

EEO Job Category	Total Work Force	Work force by Gender		Work force by Race/Ethnic Identification					Veteran		
		Total Male (M)	Total Female (F)	White (M) (F)	Black (M) (F)	Hispanic (M) (F)	Asian (M) (F)	American Indian or Alaskan Native (M) (F)	(M)	(F)	

Find this forms on the OGS Website at:
<http://www.ogs.ny.gov/MWBE/Forms.asp>

OFFICE OF MINORITY/WOMEN OWNED BUSINESSES AND COMMUNITY RELATIONS
COMPLIANCE AND REPORTING FORMS

Contractors are encouraged to make every good faith effort to promote and assist the participation of New York State Certified Minority and Women-owned Business Enterprises (MWBE) as subcontractors and suppliers on this contract. The provision of services and materials. To locate New York State Certified MWBEs, the directory of Certified Businesses can be viewed at: www.ogs.ny.gov/MWBE.html

- Commodity & Service Contracts
 - BDC 333 - Request for Waiver
 - EEO 100 - Staffing Plan
 - EEO 100 - Instructions for completing EEO100
 - EEO 101 - Utilization/Compliance Report
 - MWBE 100 - Instructions for completing EEO100
 - MWBE 100 - Utilization Plan
 - MWBE 100 - Commodity and Service Contracts Monthly Payment Report
 - MWBE 100 - Instructions for Completing MWBE 100
- Consultant Contracts
 - BDC 25.1 - Monthly Affirmation of Income Payments to MBE/MWBE Subcontractor or Supplier
 - BDC 25.1 - Consultant's Cumulative Monthly Payment Statement
 - BDC 25.1 instr - Instructions for Completing BDC 25.1
 - BDC 377 - MWBE Certified Listing Request Form
 - BDC 377 instr - Consultant's Utilization Plan
- Construction Contracts
 - BDC 29 - Cumulative Monthly Employment Utilization Report
 - BDC 29 - Monthly Affirmation of Income Payments to MBE/MWBE Subcontractor or Supplier
 - BDC 29 - Instructions for Completing BDC 29
 - BDC 323 - MWBE Certified Listing Request Form
 - BDC 323 instr - Consultant's Utilization Plan
 - BDC 329 - Contractor's List of Subcontractors/Suppliers
 - BDC 329 - Contractor's Monthly Payment Report
 - BDC 329 instr - Instructions for Completing the Contractor's Monthly Payment Report
 - BDC 333 - Joint Venture Form/Agmt

CONTACT
 Office of Minority/Women Owned Businesses and Community Relations
 New York State Office of General Services
 Corning Tower, Empire State Plaza
 Albany, NY 12242
 E-Mail: MWBE@ogs.ny.gov
 Tel: (518)480-9254
 Fax: (518)480-9255

Administrative Submission

Insurance Requirements for Lots 1 and 2

Insurance Type	
Commercial General Liability	Not less than \$2,000,000 each occurrence
General Aggregate	\$2,000,000
Products – Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Comprehensive Business Automobile Liability Insurance	Not less than \$2,000,000 each occurrence
Worker's Compensation	
Disability Benefits	
Professional/Technology Errors and Omissions	Not less than \$1,000,000 each occurrence Not less than \$2,000,000 in aggregate
Crime Insurance	Not less than \$50,000

Required at Time of Vendor Submission

Required at Time of 1st Authorized User Agreement

Administrative Submission

Insurance Requirements for Lot 3

Insurance Type	
Commercial General Liability	Not less than \$5,000,000 each occurrence
General Aggregate	\$2,000,000
Products – Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Comprehensive Business Automobile Liability Insurance	Not less than \$5,000,000 each occurrence
Worker's Compensation	
Disability Benefits	
Professional/Technology Errors and Omissions	Not less than \$5,000,000 each occurrence, Not less than \$10,000,000 in aggregate
Crime Insurance	Not less than \$500,000

**All Coverage
Required at
Time of Vendor
Submission**

Administrative Submission

NYS Required Certifications

- The following have been consolidated into 1 document with one signature block:
 - Nondiscrimination in Employment in Northern Ireland MacBride Fair Employment Principles
 - Non-Collusive Bidding Certification
 - Diesel Emission Reduction Act

Legal Business Name of Company Bidding:	<ul style="list-style-type: none">• Enter Legal Business Name• Enter DBA• Authorized Signature• Enter Title• Print or Type Name• Enter Date
D/B/A - Doing Business As (if applicable):	
Vendor Signature:	
Title:	
Printed or Typed Name:	
Date:	

Administrative Submission

FOIL Redaction Request

- Vendors must address the Freedom of Information Law (FOIL) Redaction Request.
- If there is specific information in a vendor's proposal that a vendor claims to be proprietary and/or trade secret information that meets the definition set forth in NYS Public Officers Law Section 87(2)(d), the vendor should outline any specific concerns regarding disclosure under the New York State Freedom of Information Law (Article 6 of the Public Officers Law).

FOIL Redaction Request	Response
1. Freedom of Information Law Redaction Request: If there is specific information in a Vendor's proposal that a Vendor claims to be proprietary and/or trade secret information that meets the definition set forth in NYS Public Officers Law Section 87(2)(d), the Vendor should outline any specific concerns regarding disclosure under the New York State Freedom of Information Law (Article 6 of the Public Officers Law). Please provide any specific concerns in the Response section, if applicable.	
If "Yes" was entered for Question #1, please provide a response here:	
If needed, please use this space to provide additional information if your response exceeds the above field	

- Select "yes" or "no" from the drop down
- Add narrative if applicable

Administrative Submission

Designated Personnel

- OGS requires provision of specific designated contacts.
- Contractor/Company Information
- Account Manager
- Billing Contact

If possible, please do not list the same person for both positions.

Project Based Information Technology Consulting Services (Statewide)

Financial Submission

Financial Submission

Components

- Cover Sheet
- Affirmative Statements
- Vendor Price List Form

FINANCIAL SUBMISSION: AFFIRMATIVE STATEMENTS	
LEGAL BUSINESS NAME	
FEDERAL ID #	
DO NOT ADD, REMOVE OR REARRANGE ANY COLUMNS OR ROWS.	
<p>Complete all fields in yellow for each Lot applicable. A "YES" reponse is required in the fields below. NOTE: A Vendor may respond to 1, 2 or 3 Lots, but is not required to respond in all three (3) lots.</p>	
Lot 1 Vendors	Response
Vendor affirms its understanding that there is a dollar value cap on each Lot 1 transaction of \$200,000. The dollar value cap is calculated to include all costs under the transaction, including any costs associated with the Mini-Bid, extensions, amendments, and the 10% change order. Vendor affirms its understanding that the resulting contract shall prohibit any payment(s) for a transaction under Lot 1 that exceeds \$200,000. Vendor affirms its understanding that any Mini-Bid response submitted that exceeds the dollar value cap shall be automatically disqualified from consideration.	
Vendor affirms its understanding that there is a dollar value cap on each Lot 1 transaction of \$200,000. The dollar value cap is calculated to include all costs under the transaction, including any costs associated with the Mini-Bid, extensions, amendments, and the 10% change order. Vendor affirms its understanding that the resulting contract shall prohibit any payment(s) for a transaction under Lot 1 that exceeds \$200,000. Vendor affirms its understanding that any Mini-Bid response submitted that exceeds the dollar value cap shall be automatically disqualified from consideration.	
	Yes

Financial Submission

The Components of the Financial Price Sheet:

- Item Number(s)
- Proposed SKU
- Job Title
- Job Description
- Minimum Education/Certification Level
- Minimum Years of Experience
- Proposed Not to Exceed NYS Contract Price (Hourly Rate Exclusive of Travel)
- Government Contract Number
- Prior Government Customer Entity Name
- Government Contract Price (Hourly Rate)
- Government Contract Price Exclusive of Travel (Hourly Rate)
- Location of Price List (Web Link) or Name of Field Attached

Financial Submission

Vendor Form Example

Proposed Not to Exceed NYS Contract Price (Hourly Rate Exclusive of Travel)	Government Contract Number	Prior Government Customer Entity Name	Government Contract Price (Hourly Rate)	Government Contract Price Exclusive of Travel (Hourly Rate)	Location of Price List (Web Link) or Name of File Attached
\$164.92	XXX0123 456789	NYS Department of XXX	No	\$164.92	http://www.mydocument.org/pricelistexample.pdf



- 1) These rates must either match; or
- 2) The proposed NYS price is lower than the Government Contract price.

Project Based Information Technology Consulting Services (Statewide)

Technical Submission

Technical Submission

- Cover Sheet
- Sample
- Lot 1 Response Form
- Lot 2 Response Form
- Lot 3 Response Form

Technical Submission

Vendors seeking award in Lot 1 are required to follow all instructions when completing this form

TECHNICAL SUBMISSION: LOT 1 VENDOR RESPONSE FORM

Vendor eligibility for this Lot is limited to the following:

- Vendor is a New York State Certified Minority- or Women-Owned Business Enterprise; or
- Vendor is a New York State Small Business.

• Vendor Name & FEIN will auto-fill from Cover Sheet

LEGAL BUSINESS NAME			
FEDERAL ID #			
PREPARED BY:			
DATE:			
LOT 1: PROJECT VALUES NOT TO EXCEED \$200,000.00	VENDOR APPLYING TO THIS LOT? (Yes/No) (If not applying to this Lot do not answer questions below)		
NYS Certified Minority or Woman Owned Business?		NYS Small Business?	

• Vendors seeking an award for Lot 1 must complete all fields and provide all data requested

Technical Submission

Vendors seeking award in Lot 1 are required to follow all instructions when completing this form

Requirement	Requested Input	Vendor Response
Vendor must be a NYS Certified Minority or Woman Owned Business, or qualified as a NYS Small Business with at least two (2) years of continuous operation in the two (2) years prior to and including the Solicitation Due Date.	Provide brief narrative explaining how Vendor meets the requirement. <i>(Please insert all data in the response field. Use caution not to exceed the field size. Attachments are not acceptable.)</i>	Enter response here Continue response here
Vendor must be a NYS Certified Minority or Woman Owned Business, or qualified as a NYS Small Business with at least two (2) years of relevant experience which was obtained by delivering Information Technology Consulting Service Projects to Governmental entities for which Vendor was the Prime Contractor.	Provide brief narrative explaining how Vendor meets the requirement. <i>(Please insert all data in the response field. Use caution not to exceed the field size. Attachments are not acceptable.)</i>	Enter response here Continue response here

• Subcontracting experience may be used for requirements 1 & 2

• Vendors seeking an award for Lot 1 must complete all fields and provide all data requested

Technical Submission

Vendors seeking award in Lot 1 are required to follow all instructions when completing this form

- Provide details of IT Project Consulting Services (active or complete) where Vendor served as the Prime Contractor for Government Entities.
 - Attach a copy of Contract documents as evidence of the engagement and stated contract values.
- List at least two (2) separate IT Consultant Service Projects with a start date on or after 01/01/2007, for which you were the Prime Contractor.
 - IT Consulting Service Value must be at least \$25,000 per project.
 - Project values for hardware and software may not be included in your calculation.

Project/Contract Name	Project Start Date	Qualifying Contract Value	Total Contract Value	Government Entity Name	Government Entity Contact Name	Contact Phone	Contact E-Mail	Attached Contract Document File Name

• Remember: Vendors must include a copy of the contract as evidence of the engagement and stated contract value

Technical Submission

Vendors seeking award in Lot 2 are required to follow all instructions when completing this form

TECHNICAL SUBMISSION: LOT 2 VENDOR RESPONSE FORM			
LEGAL BUSINESS NAME			
FEDERAL ID #			
PREPARED BY:			
DATE:			
LOT 2: PROJECT VALUES BETWEEN \$200,001.00 AND \$7,500,000.00			
VENDOR APPLYING TO THIS LOT? (Yes/No)			
(If not applying to this Lot do not answer questions below)			
	Requirement	Requested Input	Vendor Response
1	Vendor must document at least four (4) years of continuous operation in the four (4) years prior to and including the Solicitation Due date.	Provide brief narrative explaining how Vendor meets the requirement. <i>(Please insert all data in the response field. Use caution not to exceed the field size. Attachments are not acceptable.)</i>	Enter response here Continue response here
2	Vendor must document at least four (4) years of relevant experience which was obtained by delivering Information Technology Consulting Service Projects to Governmental entities for which Vendor was the Prime Contractor.	Provide brief narrative explaining how Vendor meets the requirement. <i>(Please insert all data in the response field. Use caution not to exceed the field size. Attachments are not acceptable.)</i>	Enter response here Continue response here

• Vendor Name & FEIN will auto-fill from Cover Sheet

• Vendors seeking an award for Lot 2 must complete all fields and provide all data requested

• Subcontracting experience may be used for requirements 1 & 2

Technical Submission

SAMPLE TECHNICAL PROPOSAL: LOT 1 SAMPLE DATA SAMPLE

Minimum Qualifications:	Lot 1– For projects up to \$200,000 total Vendor Eligibility for this Lot is limited to the following: <ul style="list-style-type: none"> • Vendor is a New York State Certified Minority- or Women-Owned Business Enterprise; or • Vendor is a Small Business. 	SAMPLE
	1. At least 2 years' continuous operation	
	2. At least 2 years' experience delivering consulting services for IT projects	
	3. Awarded at least 2 IT projects as a Prime Vendor <ul style="list-style-type: none"> a. After 01/01/2007 with Governmental Entities b. At least \$25,000 per Project 	

Awarded Projects for Sample Vendor: Full Contract value is required with costing components detailed as provided in Project 1 and Project 2.

Project 1: Design a Business Continuity Plan for US XXX
 Total Project Value: \$130,000
 Business Continuity Plan, Design and Test: \$70,000 (**Qualifying Project Value**)
 Purchase Hardware: \$40,000 (**Non-Qualifying**);
 Purchase COTS Software: \$20,000 (**Non-Qualifying**)

Project 2: Design a Disaster Recovery Site for NYS XXX
 Total Project Value: \$170,000
 Disaster Recovery Plan, Design and Test: \$30,000 (**Qualifying Project Value**)
 Purchase Hardware: \$120,000 (**Non-Qualifying**);
 Purchase COTS Software: \$20,000 (**Non-Qualifying**)

IT Project/Contract Name	Project/Contract Start Date*	QUALIFYING Contract Value	Total Contract Value	Gov't Entity Name	Gov't Entity Contact Name	Contact Phone	File/Contract Name As Attached
US XXX Business Continuity Plan	9/25/2010	\$70,000	\$130,000	US XXX	MB Worker	516-266-xxxx	US XXX Contract.pdf
NYS XXX Disaster Recovery Site	8/25/2013	\$30,000	\$170,000	NYS XXX	MB Worker	518-771-xxxx	NYS XXX Contract.pdf

Project Based Information Technology Consulting Services (Statewide)

Intent to Submit

Intent to Submit

Completing the Intent to Submit OGS NYSPRO Solicitation

- A vendor may submit a completed form to the OGS NYSPRO Designated Contact at ITSPurchase@ogs.ny.gov by **November 20, 2014 at 11:00 AM ET**.
- **Please Note:** By submitting this form, a vendor is **not** obligated to submit a Vendor Submission.

Vendor's Federal Tax Identification Number <i>(Do Not Use Social Security Number)</i>			NYS Vendor Identification Number	
Legal Business Name of Vendor Intending to Respond:				
D/B/A - Doing Business As (if applicable):				
Street	City	State	County	Zip Code
Printed Name	Title		Signature	Date
Phone	Extension		E-mail Address	
Please indicate the Lot(s) for which the Vendor intends to submit a response (check all that apply):				
Lot 1 (up to \$200,000) limited to MBE, WBE and SBE Lot 2 (\$200,001 – \$7,500,000) Lot 3 (\$7,500,001 – \$25,000,000)				
Vendor has completed and certified the NYS Vendor Responsibility Questionnaire on-line: Yes No				
Date of most recent NYS Vendor Responsibility On-Line Certification:				

Project Based Information Technology Consulting Services (Statewide)

NYS Vendor Identification Number and Federal Employee Identification Number

NYS Vendor Identification Number

In addition to a valid FEIN, all Vendors must have a NYS Vendor Identification Number

- See Solicitation Section 3.5 **New York State Vendor File Registration** for details

AC 3237-S (11/11)

	NEW YORK STATE OFFICE OF THE STATE COMPTROLLER SUBSTITUTE FORM W-9: REQUEST FOR TAXPAYER IDENTIFICATION NUMBER & CERTIFICATION
<i>TYPE OR PRINT INFORMATION NEATLY. PLEASE REFER TO INSTRUCTIONS FOR MORE INFORMATION.</i>	
Part I: Vendor Information	
1. Legal Business Name: <input type="text"/>	2. If you use a DBA, please list below: <input type="text"/>
3. Entity Type (Check one only): <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Co. <input type="checkbox"/> Business Corporation <input type="checkbox"/> Unincorporated Association/Business <input type="checkbox"/> Federal Government <input type="checkbox"/> State Government <input type="checkbox"/> Public Authority <input type="checkbox"/> Local Government <input type="checkbox"/> School District <input type="checkbox"/> Fire District <input type="checkbox"/> Other <input type="text"/>	
Part II: Taxpayer Identification Number (TIN) & Taxpayer Identification Type	
1. Enter your TIN here: (DO NOT USE DASHES) <input type="text"/>	
2. Taxpayer Identification Type (check appropriate box): <input type="checkbox"/> Employer ID No. (EIN) <input type="checkbox"/> Social Security No. (SSN) <input type="checkbox"/> Individual Taxpayer ID No. (ITIN) <input type="checkbox"/> N/A (Non-United States Business Entity)	

The form can be found at the following link:

http://www.osc.state.ny.us/vendors/forms/ac3237_fe.pdf

Project Based Information Technology Consulting Services (Statewide)

Inquiry and Bid Deviations

Inquiry and Bid Deviations

First Inquiry and Bid Deviation Attachment 4

- Vendors may submit inquiries and bid deviations relative to Project Based Information Technology Consulting Services Contract (Statewide) using the formatted sheet(s) in Attachment 4.
- Questions, comments and deviations should be clearly stated and must include the Solicitation section and page as a reference.
- First Inquiry questions, comments and deviations are to be submitted on the form provided.
- The First Inquiry period timeline can be found in the Solicitation 1.4 Key Events and Deadlines.
- Inquiries and Bid Deviations should be e-mailed to ITSProcurement@ogs.ny.gov

Inquiry and Bid Deviations

First Inquiry and Bid Deviation

- A vendor SHALL ONLY raise any potential assumption, exceptions, caveats, etc. to the terms and conditions, and requirements of this solicitation during the First Inquiry and Bid Deviation period of the procurement.
- OGS NYSPro will not entertain any exceptions to Appendix A. OGS NYSPro will not entertain changes to this Solicitation and Appendix B that are of a material and substantive nature.

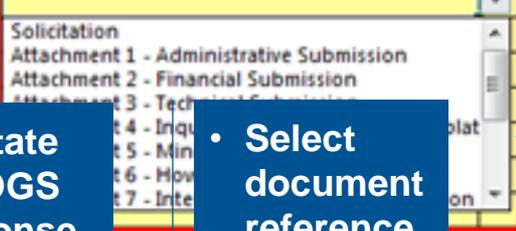
#	Solicitation Document Name(Select From Dropdown List)	Document Section (Name or Number)	Page Number	Comment / Question / Bid Deviation
1	Solicitation	1.1 Overview and Purpose of this Solicitation	6	How many vendors will be awarded for each service lot?
2	Solicitation	1.5 Key Events and Dates	8	Will proposals submitted from regions outside the Eastern Time Zone be given an allowance for the time difference?
3				
4				

Solicitation
 Attachment 1 - Administrative Submission
 Attachment 2 - Financial Submission
 Attachment 3 - Technical Submission
 Attachment 4 - Inquiry and Bid Deviation Templat
 Attachment 5 - Mini-Bid Template
 Attachment 6 - How to Use This Contract
 Attachment 7 - Intent to Submit OGS Solicitation

Inquiry and Bid Deviation

Second Inquiry and Bid Deviation

- Questions submitted in the Second Inquiry and Bid Deviation period may only be based upon the answers provided by OGS during the first inquiry period.
 - This includes questions about solicitation language altered as a result of the first inquiry period.
- Second Inquiry and Bid Deviations must reference the question number from official OGS response to first inquiry period

Question Number From Official OGS Response to First Inquiry Period	First Inquiry (Original Question)	OGS Response to First Inquiry	Second Inquiry Reference Solicitation Document Name	Second Inquiry
				
<p>1. Enter the First Inquiry reference number</p>	<p>2. Re-state the First Inquiry Question (Copy & Paste)</p>	<ul style="list-style-type: none"> • Re-state the OGS response to the First Inquiry 	<ul style="list-style-type: none"> • Select document reference from the dropdown 	<ul style="list-style-type: none"> • State the Second Inquiry or Bid Deviation

Project Based Information Technology Consulting Services (Statewide)

Wrap-up and Closing

Solicitation Timeline

Key Dates

EVENT	DATE
Solicitation release	09/30/14
Pre-vendor submission conference (optional)	10/10/14
First inquiry and bid deviations due to OGS NYSPPro	10/15/14 11:00 AM Eastern
Anticipated posting of answers to inquiries by OGS NYSPPro	10/29/14
Second inquiry due at OGS NYSPPro	11/05/14 11:00 AM Eastern
Anticipated posting of answers to inquiries by OGS NYSPPro	11/19/14
Intent to submit/Vendor Responsibility Certification due (optional)	11/20/14 11:00 AM Eastern
Submission due/submission opening	12/10/14 11:00 AM Eastern
Anticipated contract award notification begins	01/29/15

OGS NYSPPro reserves the right to change any of the dates stated in this solicitation.

Reminders

The New York State Contract Reporter
NYS' official source of contracting opportunities
Bringing business and government together

Title: Project Based Information Technology Consulting Services (Statewide)
Agency: General Services, NYS Office of New York State Procurement
Issue Date: 09/30/2014
Due Date: 12/10/2014
Category: Information Technology - Consulting & Other Services
Ad Type: General

Buttons: View this ad, Share this ad, Bookmark this ad, Send me notification updates on this

Vendor must register on NYSCR website and select "Send me notifications on this"

Remember to visit NYSCR and sign up to receive updates for this solicitation

Remember to visit the OGS Bid Calendar to find the latest version of the Solicitation, amendments, forms and attachments

Solicitation Documents and Updates

- Bookmark the Solicitation on the NYS OGS Online Bid Calendar: <https://nyspro.ogs.ny.gov/>

NEW YORK STATE PROCUREMENT

Click Bid Calendar & Notifications

Information for Buyers

Contracts

2014 State Purchasing Forum

Bid Calendar & Notifications

Announcements

Restricted Periods List

Vehicle Marketplace

This is the Link to the Solicitation:
Project Based Information Technology Consulting Services (Statewide)
Bid Opening: December 10, 2014 Bid #: 22772 Group #: 73600

DESIGNATED CONTACTS

David Burmaster
Jonathan Davis
Sergio Paneque

All inquiries shall be submitted to the following e-mail address: ITSPurchasement@ogs.ny.gov

Remember this is a restricted period and we are all required to follow NYS Finance Law §139-j and §139-k (Procurement Lobbying)