

New York State Office Of General Services
New York State Procurement
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.ny.gov>

PURCHASING MEMORANDUM

BID SOLICITATION UPDATE

RFP NUMBER: 22763

DATE: March 7, 2014

GROUP: 73500 - Hosted MarketPlace Catalog
and eInvoicing Solution

**PLEASE ADDRESS INQUIRIES TO
DESIGNATED CONTACTS:**

Sheila Long / Marc Kleinhenz
Contract Management Specialist
(518) 474-0293

NYSPro.Catalog.eInvoicing@ogs.ny.gov

BID OPENING: March 20, 2014

SUBJECT: ADDENDUM #5: Responses to Questions, Posting of Pre-Bid Conference Attendees and
Reminder of Bid Opening Date

TO PROSPECTIVE BIDDERS:

RFP Section	Page #	Revision/Update
		Posted Responses to Questions (http://www.ogs.ny.gov/purchase/biddocument/22763rfp_QnA.pdf)
		Posted Pre-Bid Conference Attendees (http://www.ogs.ny.gov/purchase/biddocument/22763rfp_PreBidAttendees.pdf)

REMINDER: The Bid Opening Date for this Solicitation is **March 20, 2014 at 11:00 AM.**

BIDDER ACKNOWLEDGEMENT OF SOLICITATION UPDATES

All Bidders must acknowledge receipt and agreement to all RFP amendments, Purchasing Memos and solicitation updates by answering "Yes" to the applicable questions in Attachment 8 – *Proposal Checklist*.

As M/WBE firms express interest in working with potential bidders to fulfil the requirements of this RFP, they will be added to the list. It is recommended that bidders check this list routinely.

All RFP documents can be found at the following link: <http://www.ogs.ny.gov/purchase/biddocument/22763BID.asp>

All other terms and conditions remain the same.

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PURCHASING MEMORANDUM

BID SOLICITATION UPDATE

RFP NUMBER: 22763

DATE: February 13, 2014

GROUP: 73500 - Hosted MarketPlace Catalog
and eInvoicing Solution

**PLEASE ADDRESS INQUIRIES TO
DESIGNATED CONTACTS:**

Sheila Long / Marc Kleinhenz
Contract Management Specialist
(518) 474-0293
NYSPro.Catalog.eInvoicing@ogs.ny.gov

BID OPENING: March 20, 2014

SUBJECT: ADDENDUM #4: RFP Updated, Updated Attachment 4, Update to Key Dates,
Updated List of MWBE Vendors Interested in Partnership Posted, and Posted the Pre-
Bidder's Conference Presentation dated 2/13/2014.

TO PROSPECTIVE BIDDERS:

REMINDER:

RFP Section	Page #	Revision/Update
		Updated list of M/WBE firms* (MWBE Vendors Interested In Partnership)
		Posted the Pre-Bidder's Conference Presentation dated 2/13/2014.
2.2	8	Added on-site Solution Demonstration dates
8.2.4	25	Added "Please use the Comment box to first respond "yes" or "no", and then continue with description."
Attachment 4	3	Updated slide #3; updated graphic by adding FileNet between the suppliers and the Statewide Financial System (SFS)
Attachment 8	2	Added a new section "Solicitation Updates"

BIDDER ACKNOWLEDGEMENT OF SOLICITATION UPDATES

All Bidders must acknowledge receipt and agreement to all RFP amendments, Purchasing Memos and solicitation updates by answering "Yes" to the applicable questions in Attachment 8 – *Proposal Checklist*.

*As M/WBE firms express interest in working with potential bidders to fulfil the requirements of this RFP, they will be added to the list. It is recommended that bidders check this list routinely.

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PURCHASING MEMORANDUM

BID SOLICITATION UPDATE

RFP NUMBER: 22763

DATE: February 6, 2014

GROUP: 73500 - Hosted MarketPlace Catalog
and eInvoicing Solution

**PLEASE ADDRESS INQUIRIES TO
DESIGNATED CONTACTS:**

Sheila Long / Marc Kleinhenz
Contract Management Specialist
(518) 474-0293
NYSPro.Catalog.eInvoicing@ogs.ny.gov

BID OPENING: March 20, 2014

SUBJECT: ADDENDUM #3: Updated RFP and Key Date, Replaced Appendix A, and
Added List of MWBE Vendors Interested in Partnership

TO PROSPECTIVE BIDDERS:

REMINDER: The Pre-Bid Conference is scheduled to be held in Albany, New York on February 13th, 2014 at 1:00 PM in the Empire State Plaza Meeting Room #5. **A Bidder must register for the Pre-Bid Conference by sending an email to NYSPro.Catalog.eInvoicing@ogs.ny.gov. Bidders may attend in person or may attend the webinar remotely, but must register no later than Wednesday, February 12th, at 3:00 PM.** Participation in the Pre-Bid Conference is not mandatory, but it is strongly recommended. Please indicate the names of the people who will be in attendance and/or participating via webinar. Bidders who choose not to attend in person will be sent the webinar information after registration and prior to the conference.

RFP Section	Page #	Revision/Update
		Added list of M/WBE firms* (MWBE Vendors Interested In Partnership)
2.5	9	Added Pre-Bid Conference registration deadline of February 12, 2014 at 3:00 PM
12.5	35	Added Appendix A revision date of January 2014
12.26	45	Deleted Section 12.26 Iran Divestment Act and renumbered accordingly
Appendix A	47-53	Replaced Appendix A dated December 2012 with Appendix A dated January 2014

*As M/WBE firms express interest in working with potential bidders to fulfil the requirements of this RFP, they will be added to the list. It is recommended that bidders check this list routinely.

All RFP documents can be found at the following link: <http://www.ogs.ny.gov/purchase/biddocument/22763BID.asp>

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PURCHASING MEMORANDUM

BID SOLICITATION UPDATE

RFP NUMBER: 22763

DATE: February 6, 2014

GROUP: 73500 - Hosted MarketPlace Catalog
and eInvoicing Solution

**PLEASE ADDRESS INQUIRIES TO
DESIGNATED CONTACTS:**

Sheila Long / Marc Kleinhenz
Contract Management Specialist
(518) 474-0293
NYSPro.Catalog.eInvoicing@ogs.ny.gov

BID OPENING: March 20, 2014

SUBJECT: ADDENDUM #3: RFP Updated, Replaced Appendix A, Update to Key Date,
Added List of MWBE Vendors Interested in Partnership

TO PROSPECTIVE BIDDERS:

REMINDER: The Pre-Bid Conference is scheduled to be held in Albany, New York on February 13th, 2014 at 1:00 PM in the Empire State Plaza Meeting Room #5. **A Bidder must register for the Pre-Bid Conference by sending an email to NYSPro.Catalog.eInvoicing@ogs.ny.gov. Bidders may attend in person or may attend the webinar remotely, but must register no later than Wednesday, February 12th, at 3:00 PM.** Participation in the Pre-Bid Conference is not mandatory, but it is strongly recommended. Please indicate the names of the people who will be in attendance and/or participating via webinar. Bidders who choose not to attend in person will be sent the webinar information after registration and prior to the conference.

RFP Section	Page #	Revision/Update
		Added list of M/WBE firms* (MWBE Vendors Interested In Partnership)
2.5	9	Added Pre-Bid Conference registration deadline of February 12, 2014 at 3:00 PM
12.5	35	Added Appendix A revision date of January 2014
12.26	45	Deleted Section 12.26 Iran Divestment Act and renumbered accordingly
Appendix A	47-53	Replaced Appendix A dated December 2012 with Appendix A dated January 2014

*As M/WBE firms express interest in working with potential bidders to fulfil the requirements of this RFP, they will be added to the list. It is recommended that bidders check this list routinely.

All RFP documents can be found at the following link: <http://www.ogs.ny.gov/purchase/biddocument/22763BID.asp>

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PURCHASING MEMORANDUM

BID SOLICITATION UPDATE

RFP NUMBER: 22763

DATE: January 31, 2014

GROUP: 73500 - Hosted MarketPlace Catalog
and eInvoicing Solution

**PLEASE ADDRESS INQUIRIES TO
DESIGNATED CONTACTS:**

Sheila Long / Mark Kleinhenz
Contract Management Specialist
(518) 474-0293
NYSPro.Catalog.eInvoicing@ogs.ny.gov

BID OPENING: March 20, 2014

SUBJECT: ADDENDUM #2: RFP Updates

TO PROSPECTIVE BIDDERS:

Reminder for potential bidders:

- All questions must be submitted in writing using Attachment 7 – “Inquiries” and citing the applicable RFP document section and page number. The completed “Inquiries” must be emailed to NYSPro.Catalog.eInvoicing@ogs.ny.gov by the “Closing Date for Inquiries” indicated in this RFP
- Only the most currently published RFP documents and attachments will be accepted as part of a Bidder’s submission.

RFP Section	Page #	Revision/Update
2.2	8	Added time for the Pre-Bid Conference to the RFP Schedule.
2.5	8	Added time and meeting room information for the Pre-Bid conference.
10.2	31	Removed reference to Tab 1, Tab 2 and Tab 3 under <i>Section 2.1 Completed Attachment 2</i> (Note: Attachment 2 contains only the Tab labeled Requirements).
12.10	41	Added a paragraph regarding M/WBE partnership.
		A recurring list of all M/WBE vendors who have expressed interest in working with other potential Bidders to fulfill this RFP will be posted through the publication of continuing Purchasing Memorandums. OGS will not post areas of expertise. <u>Current M/WBE Vendors Interested in Partnerships:</u> The Camry Group, INC. 200 Corporate Plaza Unit 201 Islandia, NY 11749 Phone: (631) 963-0060, ext. 11749 Fax: (631) 963-0063

All RFP documents can be found at the following link: <http://www.ogs.ny.gov/purchase/biddocument/22763BID.asp>

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PURCHASING MEMORANDUM

BID SOLICITATION UPDATE

RFP NUMBER: 22763

DATE: January 24, 2014

GROUP: 73500 - Hosted MarketPlace Catalog
and eInvoicing Solution

**PLEASE ADDRESS INQUIRIES TO
DESIGNATED CONTACTS:**

Sheila Long / Mark Kleinhenz
Contract Management Specialist
(518) 474-0293
NYSPro.Catalog.eInvoicing@ogs.ny.gov

BID OPENING: March 20, 2014

SUBJECT: ADDENDUM #1: RFP Updates

TO PROSPECTIVE BIDDERS:

RFP Section	Page #	Revision
1.1	6	LOT II "forthcoming" sentence was removed.
1.2	7	LOT II defined.
2.2	8	Updated event calendar changing LOT II Addendum release date from 2/3/2014 to 1/24/2013.
2.4	8	Added Intent to Bid paragraph.
2.5	9	Original section number of 2.4 became 2.5
2.6	9	Original section number 2.5 became 2.6
8.3	27	LOT I and LOT II Cost Proposal requirements defined.
9.8	31	Statement of Work for LOT II defined
10.2	32	Required documentation clarified
12.7	37	Added sentence: <i>Section 5 (Definitions), the definition of "Authorized User" is deleted and replaced with the following language: "Authorized User" shall have the same meaning as that term is defined in State Finance Law Section 163(1)(k).</i>
Attachment 5	1	Added sentence: <i>In addition to the provisions below, the Bidder's proposed solution will be expected to comply with any and all applicable policies, standards or guidelines developed by the New York State Office of Information Technology Services which are in effect at the time of contract award, to be incorporated into the resulting contract upon mutual agreement of the parties.</i>
Attachment 6	Tab 1 and 3	Tab 1, directions for completing Cost Proposals for LOT I and LOT II, added. Tab 3, LOT II, was added and defined.
Attachment 8	2	Added a sentence under Financial Proposal Requirements: <i>Have you included the supporting documentation (full-price list and hourly rates) for LOT I and LOT II?</i>

All RFP documents can be found at the following link: <http://www.ogs.ny.gov/purchase/biddocument/22763BID.ASP>

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