

Office of General Services
New York State Procurement (NYSPro)
Corning Tower, 38th Floor
Empire State Plaza
Albany, New York 12242
<http://nyspro.ogs.ny.gov>

PURCHASING MEMORANDUM

BID SOLICITATION UPDATE

IFB/RFP NUMBER: 22798

DATE: October 22, 2014

GROUP: 76000 - Law Enforcement Records
Management System

**PLEASE ADDRESS INQUIRIES TO
DESIGNATED CONTACTS:**

Dewan Bristo
dewan.bristo@ogs.ny.gov
(518) 474-8855

BID OPENING: October 28, 2014

Karen Fowler
karen.fowler@ogs.ny.gov
(518) 474-6920

Mandatory Notice of Intent to Bid: October 23, 2014
By 5:00 p.m. EST

SUBJECT: Addendum 3 – RFP-22798
• **RFP 22798 Amendments**

TO ALL PROSPECTIVE BIDDERS:

Bidders are required to acknowledge acceptance of this Addendum by completing and signing three (3) original hardcopies of Page 3 and including this with their bid proposal.

Amendments to RFP 22798

- **Section 4.6 – Financial Evaluation Protocol:**
 - Section 4.6 has been revised to provide clarity pertaining to the financial evaluation protocol. Please be advised that there are no changes to the financial evaluation approach, RFP attachments, RFP Appendixes, and other than the revised RFP sections, there are no changes to the documentation that bidders are required to submit.

The original and amended language for section 4.6 is included below:

○ **Original Section 4.6 language:**

“The financial evaluation will be based upon a comparative analysis of all Bidders total cost of ownership computed by adding the total pricing as proposed for the following:

- *Attachment 7 - Proposed Licensing Fees;*
- *Attachment 8 - Proposed Implementation Fees;*
- *Attachment 9 - Proposed Training Fees (Phase 1 only);*
- *Attachment 10 - Proposed Conversion Costs – Contractor;*
- *Attachment 11 - Proposed Conversion Costs – NYS;*
- *Attachment 12 - Proposed Maintenance and Support Fees;*
- *Attachment 13 - Hardware and Software Costs*
- *Attachment 14 - Manufacturer’s Published Pricing*
- *Attachment 25 - Desirable Scenario Pricing*

The Bidder having the lowest total cost of ownership (TCO) will be awarded 25 points. Each of the remaining Bidders will be awarded points based on the following formula:

Twenty-five points times (Lowest Bidders TCO divided by Bidder’s TCO).

Example:

Lowest Bidder has a TCO of \$75,000. This Bidder is awarded 25 points.

Next highest Bidder has a TCO of \$100,000. This Bidder is awarded 18.75 points based on the following:

*25 times (75,000 / 100,000) = 25 * .75 = 18.75.”*

○ **Amended Section 4.6 language:**

“The financial evaluation will be based upon a comparative analysis of Bidders’ costs proposed in the following attachments:

- *Attachment 7 - Proposed Licensing Fees;*
- *Attachment 8 - Proposed Implementation Fees;*
- *Attachment 9 - Proposed Training Fees (Phase 1 only);*
- *Attachment 10 - Proposed Conversion Costs – Contractor;*
- *Attachment 11 - Proposed Conversion Costs – NYS;*
- *Attachment 12 - Proposed Maintenance and Support Fees;*
- *Attachment 13 - Hardware and Software Costs;*
- *Attachment 14 - Manufacturer’s Published Pricing;*
- *Attachment 15 - Proposed Hourly Rates; and*

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ADDENDUM #3

- *Attachment 25 - Desirable Scenario Pricing*

The Bidder having the lowest costs will be awarded up to 25 points. Each of the remaining Bidders will be awarded points based on its costs compared to the lowest Bidder's costs.

Attachment 14 – Manufacturer's Published Pricing will be evaluated, for reasonableness of price only, using a Market Basket approach. (The State reserves the right to require the selected Contractor to add its pricing bid in Attachment 25 – Desirable Scenario Pricing to its price list for the purposes of the contract resulting from this RFP.)"

- Section 6.2 – Required Documentation

- "Proposed Hourly Rates – Attachment 15" was added under Subsection 3 "Financial Proposal".

Bidders are required to acknowledge acceptance of this Addendum by completing and signing three (3) original hard copies of Page 3 of this document and including this with their bid proposal.

I acknowledge acceptance of **ADDENDUM #03** of RFP 22798 – Law Enforcement Records Management System.

BID OF (COMPANY): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

SIGNATURE OF BIDDER: _____

PRINTED NAME: _____ DATE: _____

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PURCHASING MEMORANDUM

BID SOLICITATION UPDATE

RFP NUMBER: 22798

DATE: October 10, 2014

GROUP: 76000 - Law Enforcement Records
Management System

(REVISED)

BID OPENING: October 28, 2014

**PLEASE ADDRESS INQUIRIES TO
DESIGNATED CONTACTS:**

Dewan Bristo
dewan.bristo@ogs.ny.gov
(518) 474-8855

Karen Fowler
karen.fowler@ogs.ny.gov
(518) 474-6920

SUBJECT: Addendum 2 – RFP-22798

- **Amended RFP 22798, New Bid Opening Date,**
- **New/Revised Attachments and Appendices**

TO ALL PROSPECTIVE BIDDERS:

Bidders are required to acknowledge acceptance of this Addendum by completing and signing three (3) original hardcopies of Page 3 and including this with their bid proposal.

Amendments to RFP 22798 Issued September 4, 2014

- Section 1.2 – Definitions:
- The following paragraphs have been deleted from the RFP:

“The term “Bidder” shall be defined as an individual, organization, or company that is external to the State of New York and submits a bid for this procurement opportunity. For the purposes of this RFP, the following terms shall be used interchangeably: Bidder, Consultant, Firm, Proposer, Contractor, and Vendor.”

For the purposes of this RFP, the term “RMS” shall be defined as a Law Enforcement Records Management System.”

Definitions for certain terms in the RFP, its appendices and attachments, can be found in Appendix D–Glossary of Terms and Appendix B – General Specifications.

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ADDENDUM #2

- Section 1.7 – Key Events and Dates
 - The Proposal Submission Deadline has been changed to October 28, 2014, 11:00 a.m. EST.
 - The deadline for the **MANDATORY Notice of Intent to Submit a Proposal** has been extended to October 23, 2014, 5:00 p.m. EST.
- Section 5.2.1 – Executive Summary
 - Descriptions for “Project Manager” and “Engagement Manager” were added to Section 5.2.1 of the RFP.

Revisions to RFP Attachments and Appendixes:

- Attachment 1.1 – Functional Requirements
 - Amended text boxes to allow for pasting of tables, screenshots, diagrams, etc. In addition, Requirement 13.23 has been changed from “Mandatory” to “Desirable”.
- Attachment 1.2 – RMS Integration Requirements
 - Reference to “HTC” has been changed to “HTE” (SunGard-HTE).
- Attachment 23 – Statement of Work Procedures
 - References to “travel cost” were removed from the document. In addition, the highlighted portion of the below paragraph was added:

Statement of Work Procedures

New York State Executive Agencies and non-Executive Agency Authorized Users shall follow the process outlined below to acquire Contractor consulting services not included in Project Phases 1 and 2, including those steps New York State agencies follow to secure Office of Information Technology Services (ITS) and the Division of the Budget (DOB) approvals. **Only job titles provided for under the Contract, at fully loaded hourly rates at or below the fully loaded hourly rates provided for under the Contract, may be used for such consulting services.**

- Attachment 27 – Additional Pages for Requirement Responses
 - If the space provided for narrative requirement responses is not adequate for Bidder responses, additional pages should be used to allow for a comprehensive but concise response. The text boxes provided for each narrative response allow for sufficient expansion for multiple pages. If a Bidder finds it necessary to attach additional information beyond the capacity of the text box provided, please use new Attachment 27. If you use attachment 27, clearly indicate the specific attachment and requirement you are referencing, use separate pages for each requirement and reference additional pages in the narrative text box of each requirement.
- Appendix R – Demonstration Scenarios
 - The following changes, identified through “tracked changes” were made to the first paragraph of the document:

The following scenarios have been created for the purpose of evaluating the usability of the proposed solution’s functionality; evaluating aspects of the design and user interface of both the station and mobile applications; comprehending the process required of law enforcement members to document, investigate, audit, and generate reports from the records management

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ADDENDUM #2

system. Each scenario represents common incidents which law enforcement officers are required to document and should provide context regarding many of the functional requirements located in Attachment 1.1 of this Request for Proposal. Scenarios may be completed in multiple ways, however, due to time constraints; the vendor is encouraged to demonstrate the solution that provides the greatest clarity for the scorers. ~~Upon concluding demonstration of the final scenario, and~~ time permitting, the vendor may, at their discretion, ~~revisit scenarios to demonstrate additional functions or~~ alternate solutions to the respective scenarios. However, it is up to each vendor to ensure their demos do not exceed the total allotted time frame. The vendor should be aware; demonstrations can only be scored on elements pertaining to the documented scenarios.

- Appendix X – NY.gov ID Specifications
 - A new Appendix, titled “Appendix X – NY.gov ID Specifications”, has been added to the RFP.

Bidders are required to acknowledge acceptance of this Addendum by completing and signing three (3) original hard copies of Page 3 of this document and including this with their bid proposal.

I acknowledge acceptance of **ADDENDUM #02** of RFP 22798 – Law Enforcement Records Management System.

BID OF (COMPANY): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

SIGNATURE OF BIDDER: _____

PRINTED NAME: _____ DATE: _____

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PURCHASING MEMORANDUM

BID SOLICITATION UPDATE

RFP NUMBER: 22798

DATE: September 25, 2014

GROUP: 76000 - Law Enforcement Records
Management System

**PLEASE ADDRESS INQUIRIES TO
DESIGNATED CONTACTS:**

Dewan Bristo
dewan.bristo@ogs.ny.gov
(518) 474-8855

BID OPENING: October 22, 2014

Karen Fowler
karen.fowler@ogs.ny.gov
(518) 474-6920

SUBJECT: Addendum 1 – RFP-22798

- **RFP 22798 Clarifications**
- **Revised Attachments and Appendices**

TO ALL PROSPECTIVE BIDDERS:

Bidders are required to acknowledge acceptance of this Addendum by completing and signing three (3) original hardcopies of Page 3 and including this with their bid proposal.

Clarification to RFP 22798 Issued September 4, 2014

- Section 6.2 – Required Documentation:
- Under Subsection 3 - Financial Proposal, Attachment 15 must be included.

- Section 7.27
- The title of this section should be “New York State Vendor Responsibility Questionnaire For-Profit Business Entity”

Revisions to RFP Attachments and Appendixes Issued September 4, 2014:

- Attachment 1.1 - amended language in Requirement 60.1 to remove any reference to pricing information.
- Attachment 1.3 - Deleted the following note under Table 1: “this hardware must be on OGS contract”
- Attachment 3 - Formatting adjustments made.
- Attachment 5 - Formatting adjustments made.
- Attachment 7 - Formatting adjustments made to allow for modifications to tables.
- Attachment 8 - Formatting adjustments made to allow for modifications to tables.
- Attachment 9 - Formatting adjustments made to allow for modifications to tables.
- Attachment 10 - Formatting adjustments made to allow for modifications to tables.
- Attachment 11 - Formatting adjustments made to allow for modifications to tables.
- Attachment 12 - Formatting adjustments made to allow for modifications to tables.
- Attachment 13 - Formatting adjustments made to allow for modifications to tables, and added a column for product part numbers.
- Attachment 14 - Formatting adjustments made.
- Attachment 15 - Formatting adjustments made.
- Attachment 16 - Deleted a component of the instructions: “Number of RMS Users included in implementation”.
- Attachment 17 - Added Attachment 26 under the Administration Proposal Requirements and added Attachment 25 under the Financial Component Requirements.
- Attachment 21 - Formatting adjustments made.
- Attachment 22 - Formatting adjustments made.

RFP 22798, Group 76000 - Law Enforcement Records Management System
ADDENDUM #1

- Attachment 25 - Formatting adjustments made to allow for modifications to tables.
- Attachment 26 - Formatting adjustments made.
- Appendix C - Formatting adjustments made.
- Appendix K - Formatting adjustments made.
- Appendix M - Formatting adjustments made.
- Appendix O - Formatting adjustments made.
- Appendix V - Formatting adjustments made.
- Appendix W - Formatting adjustments made.

Bidders are required to acknowledge acceptance of this Addendum by completing and signing three (3) original hard copies of Page 3 of this document and including this with their bid proposal.

I acknowledge acceptance of **ADDENDUM #01** of RFP 22798 – Law Enforcement Records Management System.

BID OF (COMPANY): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

SIGNATURE OF BIDDER: _____

PRINTED NAME: _____ DATE: _____