



**NEW YORK STATE
OFFICE OF GENERAL SERVICES
NEW YORK STATE STRATEGIC SOURCING**

With the publication of this announcement, the Office of General Services is formally entering a restricted period for the procurement of Hourly-Based IT Services. This advertisement is NOT announcing the release of a Request for Proposals.

Pursuant to State Finance Law §§139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between OGS and an Offerer/bidder during the procurement process. An Offerer/bidder is restricted from making contacts from the earliest notice of intent to solicit offers/bids through final award and approval of the Procurement Contract by OGS and, if applicable, the Office of the State Comptroller (“restricted period”) to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j (3) (a). Designated staff, as of the date hereof, is identified below.

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No Phone Inquiries Will Be Accepted

OGS employees and Designated Contacts are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offerer/bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four-year period; the Offerer/bidder is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found on the OGS website:

<http://www.ogs.ny.gov/aboutOgs/regulations/defaultAdvisoryCouncil.html>

Information for Prospective Bidders

The Office for General Services, in conjunction with the Strategic Sourcing Team, is issuing this announcement to notify interested bidders that a Request for Proposal will be issued in the coming weeks. The exact release date for this RFP is undetermined but it is expected to be released in early November.

As mentioned in Governor Andrew M. Cuomo’s October 12th press release, which can be found at the following site: <http://www.governor.ny.gov/press/10122011ImproveGovernmentEfficiency>, Governor Cuomo has initiated sweeping changes to the state government procurement process that focus on implementing best practices and identifying opportunities for savings. The upcoming RFP will be a part of this effort.

Prospective bidders are strongly encouraged to review the four sections below in full.

- 1) Relevant items from the upcoming RFP’s tentative procurement schedule are listed below. This list will provide prospective bidders the opportunity to begin preparations prior to the issuance of an RFP.**
 - A. It is expected that the time from RFP issuance to the date when bids are due will total six weeks.
 - B. There are three specific mandatory events that will appear in this RFP that prospective bidders should acquaint themselves with:
 1. Mandatory Letter of Intent to Bid;
 2. Mandatory Pre-Bid Conference; and



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3. Mandatory S/M/WBE Meet and Greet (to be held the same day as the Pre-Bid Conference).
 - C. The initial Question and Answer (Q/A) period will end two (2) weeks after RFP issuance. Three business days will be provided for clarifying questions, based on the answers provided by the State.
 1. Prospective bidders are required to raise any potential assumptions, exceptions, caveats, etc. to the terms and conditions, specifications, and requirements during the Question and Answer phase of the RFP.
- 2) Prospective bidders will have a series of administrative requirements which can be addressed prior to the issuance of an RFP wherever possible. Bidders are strongly encouraged to begin addressing these items now in advance of RFP issuance. Please review and address the following items:**
- A. Vendor Responsibility Registration (VendRep)
 1. OGS intends to use the For-Profit, Non-Construction Questionnaire for the upcoming RFP. If registered on VendRep, prospective bidders will be required to recertify their VendRep questionnaires prior to submitting a bid. Prospective bidders who have not registered for VendRep are strongly encouraged to do so.
 - B. Register for Vendor Self-Service with the Office of the State Comptroller to obtain a NYS Vendor ID (http://www.osc.state.ny.us/vendor_management/).
 1. New York State's implementation of a Statewide Financial System (SFS) provides many benefits to the State and its vendors. One of the benefits of SFS is the establishment of the New York State Vendor File, a centralized repository to maintain timely and reliable information on all vendors registered to do business with the State. The Office of the State Comptroller's Bureau of State Expenditures created the Vendor Management Unit (VMU) to manage this file.
 - C. Enroll in the Office of the State Comptroller's E-Payment System which can be found at the following site (<http://www.osc.state.ny.us/epay/>).
 - D. Register with New York State Department of State to do business in NY
 1. To be eligible to participate in the upcoming RFP, prospective bidders must register with the NYS Department of State as an entity authorized to conduct business in New York State.
 - E. The Workers Compensation Board (<http://www.wcb.state.ny.us>) database must reflect that any Prospective Bidder has up-to-date Workers Compensation and Disability Benefits coverage or has a valid exemption. Please confirm with your insurance carrier that the following items are up to date:
 1. Workers' Compensation Coverage
 2. Disability Benefits Coverage
 - F. Register for OGS' Online Vendor Registration for Bidder Notification Service under classification codes 43, 80, 81, 82, 83, 84, and 86 (<http://ogs.ny.gov/ovr/Default.asp>)
 - G. Update your Contract Reporter registration to include the following categories:
 1. Consulting- Consulting Services
 2. Technology- Technology Services
 - H. Prospective MWBE bidders should ensure they are certified by visiting <http://www.esd.ny.gov/MWBE/Certification.html>
- 3) The pricing model will be different from the previous IT Services Back-Drop contract (Group 73012, Award# S960275E.1).**
- A. The State will not be requesting maximum not-to-exceed rates.
 - B. Pricing is anticipated to be based on region, such as upstate vs. downstate.
 - C. Prospective bidders will be asked to bid rates for industry standard and hardware/software specific skill sets.
 - D. Prospective bidders will be asked to account for skill sets that are in high-demand.



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- E. The State will be considering benefitted vs. non-benefitted hourly rates when reviewing prospective bidders' proposals.
- F. The financial weight of this RFP is expected to be above 40 percent.

4) The upcoming RFP will not fully replace all services under the previous IT Services “backdrop” contract.

The current IT Services backdrop contract (Group 73012, Award# S960275E.1) can be found at the following site: <http://ogs.state.ny.us/purchase/snt/awardnotes/73012S960275can.HTM>. The services below, which are currently found on the IT Services backdrop, will fall outside the scope of the upcoming Hourly-Based IT Services RFP:

Service	Details
Acquisition/sale of Hardware and /or Software	Available on alternate OGS contract
Consulting or other installation work which is considered Public Works	Projects should be competitively bid on an as needed basis
Maintenance of an Authorized User’s local area networks (LANs)	Available on alternate OGS contract
Maintenance of telecommunications equipment and telecommunication services	Available on alternate OGS contract
Maintenance of Information Security systems	Available on alternate OGS contract
Imaging Services, including paper to image and microfilm/fiche to image	Available through the Preferred Source Program
Web Hosting Services	Under future consideration by the Strategic Sourcing and/or the IT Transformation projects
Webcasting Services	Under future consideration by the Strategic Sourcing and/or the IT Transformation projects
Equipment Maintenance Services	Available on alternate OGS contract
All services previously categorized under “Ancillary Services”	Minimal demand identified for Authorized Users during analysis
Computer-based training	Available on alternate OGS contract
Video-based training	Available on alternate OGS contract
Year 2000 Services	Minimal demand identified for Authorized Users during analysis
Training Services	Under future consideration by the Strategic Sourcing and/or the IT Transformation projects
Webinars	Available on alternate OGS contract
Systems Integration	Projects should be competitively bid on an as needed basis; services available on certain alternate OGS contracts