

June 11, 2018

Dear Prospective Bidder:

In response to the Hourly-Based Information Technology Services (HBITS) RFP #23096 that was released on June 1, 2018, this is to advise prospective bidders that OGS Procurement Services is hosting a pre-bid conference and meet & greet on June 20th at the Empire State Plaza (ESP) in Albany, NY. The pre-bid conference will provide attendees with a better understanding of the HBITS solicitation and highlight changes from our prior award. The meet & greet will offer prospective bidders an opportunity to meet with small businesses, minority/women-owned businesses (S/M/WBE), and service-disabled veteran owned businesses (SDVOB) that may foster potential partnerships.

**Pre-Bid Conference, 9 a.m. – 10 a.m., ESP Meeting Rooms 2, 3 & 4**

* Registration will begin at 8 a.m. near the entrances to Meeting Rooms 2, 3 & 4
* Prospective bidders should provide a business card at the time of registration.

**S/M/WBE & SDVOB Meet & Greet, 10 a.m. – 1 p.m., ESP Convention Center**

* Registration will begin at 8:00 a.m. at the base of The Egg, near the entrance to the Convention Center.
* In order to facilitate registration, each attendee should provide a business card at the time of registration.
* Prospective bidder tables will be organized in alphabetical order. Table assignments will be provided at registration.
* Each prospective bidder will be provided one table and two chairs. Table skirts and signage will not be provided.
* Bidders are reminded they must staff their tables for the duration of the event.

**Bidders are also advised of the following:**

* Prospective bidders are reminded of their obligations under the Procurement Lobbying Law when speaking with State staff. <https://www.ogs.ny.gov/acpl/>
* Directions to the Empire State Plaza can be found at <https://ogs.ny.gov/ESP/ConventionCenter/cc-visit.asp#1>
* Parking is limited around the Empire State Plaza. Information can be found at <https://ogs.ny.gov/ESP/Parking.asp>

Please fill out the below registration and email it to [OGS.sm.PS\_HBITS@ogs.ny.gov](mailto:OGS.sm.PS_HBITS@ogs.ny.gov) (if you haven’t already done so). RSVPs must be received by Thursday, June 14th.

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| BIDDER REGISTRATION | |
| **Company Name (Required)** |  |
| **Attendee 1 Full Name (Required)** |  |
| **Phone Number** |  |
| **Email Address** |  |
| **Attendee 2 Full Name** |  |
| **Phone Number** |  |
| **Email Address** |  |
| **Attendee 3 Full Name** |  |
| **Phone Number** |  |
| **Email Address** |  |

Thank you for your interest in this procurement.

Sincerely,

Sonni D’Andrea

Contract Management Specialist 2

Designated Contact

HBITS RFP # 23096

NYS Office of General Services

Procurement Services

OGS.sm.PS\_HBITS@ogs.ny.gov

*The primary purpose of this event is a pre-bid conference and networking session for SBEs, NYS Certified M/WBEs and SDVOBs to meet and discuss opportunities to partner with Hourly Based Information Technology Services (HBITS) prospective contract holders. As the event is not intended for vendors to raise inquiries regarding the Solicitation, which is in a restricted period under the Procurement Lobbying Law, all inquiries regarding the Solicitation must be submitted to the Designated Agency Contacts listed in the Solicitation in accordance with Solicitation §1.8, RFP Question and Bid Deviations (Inquiry Period). For information on the Procurement Lobbying Law please see Solicitation §1.11, Summary of Policy and Prohibitions on Procurement Lobbying.*