



# Bid Solicitation Update

**Subject:** Response to Bidder Inquiries, Document Modifications, Revised Bid Opening Date

**DATE:** February 11, 2019

**RFP:** 23158

**BID OPENING DATE:** March 5, 2019

**GROUP | TITLE:** 73012 Hourly Based Information Technology Services

**OGS DESIGNATED CONTACTS:**

Terri Karius; Lynn Pinzer; Sonni D’Andrea; Marc Kleinhenz; Karen Fowler; [ogs.sm.ps\\_hbits@ogs.ny.gov](mailto:ogs.sm.ps_hbits@ogs.ny.gov)

The scheduled Bid Opening Date has been changed to March 5, 2019 11:00 A.M. EST.

The following documents have been posted on the OGS Bid Calendar and released through the New York State Contract Reporter:

- Responses to Inquiries
- Updated MWBE-SDVOB Interest in Participation Listing
- Pre-Bid Conference List of Attendees

The following documents have been revised February 2019 and posted on the OGS Bid Calendar and released through the New York State Contract Reporter. Details of the revisions are provided in the charts below:

- Revised Request for Proposals
- Request for Proposals (Redlined Version)
- Revised Attachment 3 – *Mandatory Minimum Qualifications*
- Revised Attachment 5 – *Bidder Submission Checklist*
- Revised Attachment 6 – *Technical Proposal*
- Revised Attachment 8 – *Insurance Requirements*
- Revised Attachment 11 – *HBITS Contract (Forms)*
- Revised Attachment 12 – *HBITS Process*

**A Bidder is reminded to submit the most up-to-date versions of the Solicitation documents as posted on the OGS website and released through the NYS Contract Reporter.**

Redlined Version of Request for Proposals

Page Number	Modification
Page 1	Added “For Procurement Services Use Only” Section Changed Bid Opening Date
Page 10	Section 1.3 Scope
Page 11	Section 1.5 Key Events and Dates
Page 17	Section 2.1.2 IT Staff Placements
Page 18	Section 2.1.3 Verifiable IT Staff Placement Sales
Page 22	Section 2.2.11 NYS Tax Law Section 5-a

Page 23	Section 2.3 Technical Proposal Requirements
Pages 24 & 25	Section 3.2.1.1 Administrative & Technical Proposals
Page 25	Section 3.2.2.1 Administrative & Technical Proposals
Page 27	Section 3.4 Entire Bid Submission

Attachments

Attachment 3 – Mandatory Minimum Qualifications	Modified: <ul style="list-style-type: none"> <li>• Instructions Tab</li> <li>• Verifiable Sales Tab</li> </ul>
Attachment 5 – Bidder Submission Checklist	Modified: <ul style="list-style-type: none"> <li>• Bidder Checklist Tab</li> </ul>
Attachment 6 – Technical Proposal	Modified: <ul style="list-style-type: none"> <li>• Instructions Tab</li> <li>• Technical Proposal Tab</li> </ul> Created: <ul style="list-style-type: none"> <li>• Question 10 Response Tab</li> </ul>
Attachment 8 – Insurance Requirements	Modified: <ul style="list-style-type: none"> <li>• I. 8 Waiver of Subrogation</li> <li>• I. 9 Additional Insured</li> <li>• II. 1 Commercial General Liability Insurance</li> <li>• II.3 Data Breach/Cyber Insurance</li> <li>• II.4 Technology/Professional Errors &amp; Omissions</li> <li>• II.5 Crime Insurance</li> </ul>
Attachment 11 – HBITS Contract (Forms)	Modified: <ul style="list-style-type: none"> <li>• Form 2 Candidate Response Form</li> <li>• Form 2 Candidate Response Form Instructions</li> <li>• HBITS Inactive Contractor 6-Month Evaluation</li> <li>• HBITS Contractor Annual Evaluation</li> </ul>
Attachment 12 – HBITS Process	Modified <ul style="list-style-type: none"> <li>• Section 1.10.1 Evaluation Criteria</li> <li>• Section 1.11 Additional Requirements from Authorized Users</li> </ul>

Bidders are reminded that the restricted period remains in effect regarding this Solicitation. Please refer to Section 1.11 *Summary of Policy and Prohibitions on Procurement Lobbying* and the NYS Procurement Restricted List at <https://nyspro.ogs.ny.gov/content/restricted-periods-list> for a complete listing of all designated contacts.



# Bid Solicitation Update

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**Subject:** Response to Bidder Inquiries (partial)

**DATE:** February 1, 2019

**RFP:** 23158

**BID OPENING DATE:**

February 27, 2019

**GROUP | TITLE:** 73012 Hourly Based Information Technology Services

**OGS DESIGNATED CONTACTS:**

Terri Karius; Lynn Pinzer; Sonni D'Andrea; Marc Kleinhenz; Karen Fowler; [ogs.sm.ps\\_hbits@ogs.ny.gov](mailto:ogs.sm.ps_hbits@ogs.ny.gov)

OGS has posted the following documents on the OGS Bid Calendar and advertised in the New York State Contract Reporter:

- Response to Inquiries (partial)
- Revised Request for Proposals
  - Section 2.1 Mandatory Minimum Requirements
- Revised Attachment 3 – *Mandatory Minimum Qualifications*

OGS anticipates issuing the remaining questions and answers on or around February 6, 2019, as well as, any additional Solicitation and/or Attachment revisions. Please note, the Bid Opening Date remains as scheduled in Section 1.5 Key Events and Dates.

Bidders are reminded that the restricted period remains in effect regarding this Solicitation. Please refer to Section 1.11 *Summary of Policy and Prohibitions on Procurement Lobbying* and the NYS Procurement Restricted List at <https://nyspro.ogs.ny.gov/content/restricted-periods-list> for a complete listing of all designated contacts.