

## Hourly Based Information Technology Services (HBITS) RFP (23158)

**Pre-Bid Conference Webinar** 

#### **General Information**

- If you have not already done so, please mute your phones
- Please note, questions will not be taken before, during, and/or after this webinar presentation
- All questions regarding this solicitation must be submitted through the standard Q&A process using Attachment 2: Bidder Questions Form



### **Restricted Period Currently In Effect**

#### **Designated Contact Email**

- Hourly Based Information Technology Services (HBITS): OGS.sm.PS\_HBITS@ogs.ny.gov
- OGS Restricted Periods List
  <a href="https://nyspro.ogs.ny.gov/content/restricted-periods-list">https://nyspro.ogs.ny.gov/content/restricted-periods-list</a>

## What is a restricted period?

This is the time between when a solicitation is released and the contract is awarded. During this time, make sure to direct your questions to the designated contacts.



## What is HBITS?



#### **HBITS Overview**

- Hourly Based Information Technology Services
- Provides Authorized Users with information technology staff to support their information technology needs through hourly-based staff augmentation
- Gives the Authorized Users the ability:
  - Perform a preliminary Candidate technical evaluation
  - Interview
  - Perform a post interview evaluation
  - Hire IT staff based on their position requirements



## **HBITS Overview (cont'd)**

- The new Centralized Contracts will:
  - Replace the current Centralized Contracts
  - Be awarded for five (5) years with a five (5) year extension option
  - Be awarded statewide



# HBITS Solicitation 23096 Update



## **HBITS Solicitation 23096 Update**

- HBITS Solicitation 23096
  - Has been cancelled
  - No awards were made
  - If you submitted a bid under 23096 and would like to pick up your bid package, you will need to make arrangements with OGS Procurement Services Customer Services by sending them an email to:
    - OGS.sm.customer.services@ogs.ny.gov



## HBITS Solicitation 23158



### **HBITS Solicitation 23158**

- Modified the following:
  - Mandatory Minimum of IT Staff Placements
  - Mandatory Minimum of Verifiable IT Staff Placement Sales
  - Technical Proposal Requirements
  - Addition of NYS Finance Law 139-I



## Solicitation Documents



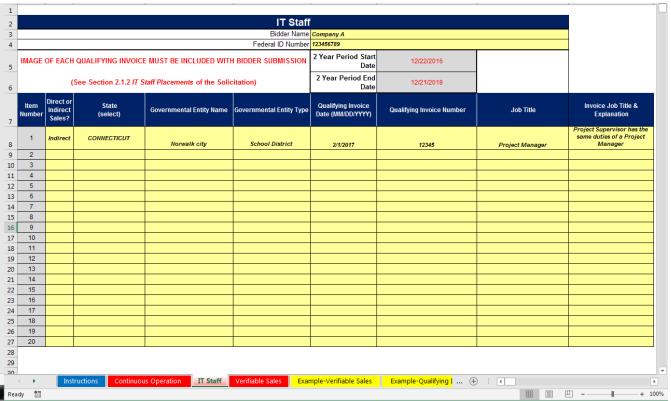
### **Solicitation Documents**

 All solicitation documents and forms can be found at:

NYS Contract Reporter website: <a href="https://www.nyscr.ny.gov/">https://www.nyscr.ny.gov/</a>



### Solicitation Documents – Attachment 3 (IT Staff)



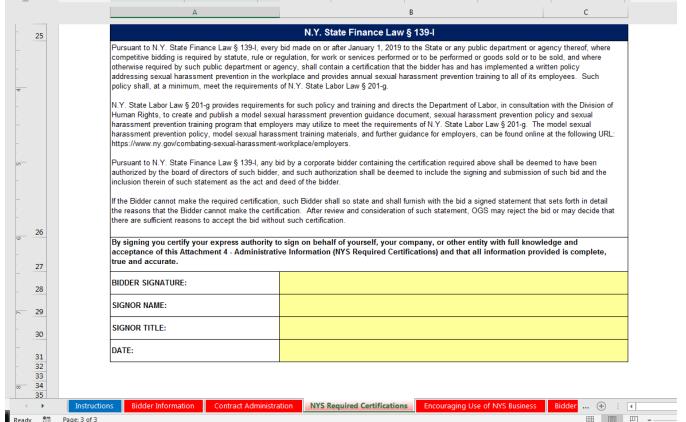


#### Solicitation Documents – Attachment 3 (Verifiable Sales)

2					Verifiab	le Sales			
3		Bidder Name				Coompany A			
4					Federal ID Number	123456789			
5	IMAGE (	OF EACH QU	JALIFYING INVOICE	CE MUST BE INCLUDED WIT	H BIDDER SUBMISSION	2 Year Period Start Date	12/22/2016		
6						2 Year Period End Date	12/21/2018		
7	(See Section 2.1.3 Verifiable IT Staff Placement Sales of the Solicitation)					Tot	al of Qualifying Invoices		
8						\$	1,200,000.00		
9	Item Number	Direct or Indirect Sales?	State	Governmental Entity Name	Governmental Entity Type	Invoice Date (MM/DD/YYYY)	Qualifying Invoice Number		Invoice Total
10	1	Direct	NEW_YORK	Painted Post village	Municipality	3/1/2017	12345	\$	1,200,000.00
11	2		NEW_YORK						
12	3		NEW_YORK						
13	4		NEW_YORK						
14	5		NEW_YORK						
15	6		NEW_YORK						
16	7		NEW_YORK						
17	8		NEW_YORK						
18	9		NEW_YORK						
19	10		NEW_YORK						
20	11		NEW_YORK						
21	12		NEW_YORK						
22	13		NEW_YORK						
23	14		NEW_YORK						
24	15		NEW_YORK						
25	16		NEW_YORK						
26	17		NEW_YORK						
27	18		NEW_YORK						
28	19		NEW_YORK						
29	20		NEW_YORK						
30	21		NEW_YORK						
31	22		NEW_YORK						
32	23		NEW_YORK						
22	24	Instruc	NEW YORK	ous Operation IT Staff	Verifiable Sales Exa	ample-Verifiable Sales E	Example-Qualifying I (+)	: 4	



#### **Solicitation Documents – Attachment 4 (NYS Required Certs)**





#### **Solicitation Documents – Attachment 6 – Technical Proposal**

	Α	D	C	U
	9	Within the last 24 months (December 22, 2016 through		
		December 21, 2018), have you hired subcontractors to		
		provide IT Staff placements within the scope of this		
		Solicitation?		
		(If yes, answer questions 10 - 14. If no, then leave		
		questions 10 - 14 blank and proceed to question 15.)		
	10	Within the last 24 months (December 22, 2016 through	1.	
		December 21, 2018), provide a list of ALL subcontractors you	2.	
		hired to provide IT Staff placements. Provide ONE invoice	3.	
		from EACH subcontractor relationship. Numbers 1-20 have	1.	
		been provided for your convenience, however, if you have	5.	
		additional subcontractors, this field is formatted to input	5.	
		more lines.	7.	
			3.	
		(All invoices must have the following information: name of	Э.	
		Bidder, name of subcontractor, name of business entity,	10.	
		business entity contact person name and phone number.	11.	
		This will be scored based on the number of invoices	12.	
		provided. No more than 1 invoice per subcontractor is	13.	
		allowed.)	14.	
			15.	
			16.	
			17.	
			18.	
			19.	
			20.	
	11			
		Within the last 24 months (December 22, 2016 through		
		December 21, 2018), for each of the below NYS regions,		
		enter the total number (rounded to the nearest whole		
		number) of IT Staff placements made through subcontractors		
		to any business entity in each of these regions below.		
Instructions	Techical P	roposal (+)	: [4]	

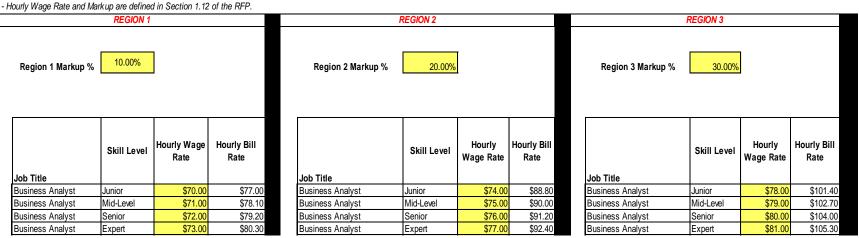


#### Solicitation Documents – Attachment 7 – Financial Proposal

Bidder Name:	Company A
Federal ID#:	123456789

#### Instructions:

- A Bidder must enter a single Hourly Wage Rate (rounded to two (2) decimal places) for each and every Job Title and Skill Level in each of the three (3) Regions.
- An Hourly Wage Rate of zero (0) or a range will result in disqualification as non-responsive.
- Failure to bid all Job Titles and Skill Levels in all Regions will result in disqualification as non-responsive.
- A Bidder must enter a Markup percentage (rounded to two (2) decimal places) that shall apply to each Job Title and Skill Level within each Region.
- A Bidder shall provide one Markup percentage per Region, not to exceed a total of three (3) Markup percentages.
- Failure to bid Markup percentages in all Regions will result in disqualification as non-responsive.





## **Post Award - Cost Methodology**

- We modified the cost methodology to:
  - Increase competition
  - Increase the pool of qualified candidates sent to the Authorized Users



### Don't Forget...

- Respond only to solicitation number 23158 as 23096 was cancelled.
- Carefully read the solicitation, all appendices & attachments
- Take advantage of the inquiry period
- Don't modify the format of the documents
- Any deviations/exceptions requested must be submitted through Attachment 2 – Bidder Questions Form to be considered

## Don't Forget... (cont'd)

- Ensure your bid submittal is complete, signed with a wet ink signature and notarized
- Make sure your bid submittal only contains documents for Solicitation number 23158
- Submit only what is requested, and ensure it is clear and legible
- Be sure the vendor name and FEIN are consistent and accurate on all documents
- Be responsive and timely to clarification questions from OGS



## **Tentative Key Events**

EVENT	DATE	TIME
RFP Re-Release	12/24/18	N/A
Pre-Bid Conference Webinar	1/7/19	10:00 AM EST
Submission of RFP Questions Due	1/16/19	N/A
Responses to RFP Questions by OGS Procurement Services Due	2/6/19 (Tentative)	N/A
Submission of MWBE/SDVOB Subcontracting Interest Email	2/6/19	N/A
Bid Opening/Due Date for Responses	2/27/19	11:00 AM EST
Tentative Awards	6/28/19	N/A



# Thank you for attending.

