



**Office of
General Services**

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

Pre-Bid Conference Webinar

January 7, 2019

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

<https://nyspro.ogs.ny.gov/content/restricted-periods-list>

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

January 7, 2019

HBITS Solicitation 23096 Update



Office of
General Services

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



January 7, 2019

HBITS Solicitation 23158



Office of
General Services

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



January 7, 2019

Solicitation Documents

Solicitation Documents

- All solicitation documents and forms can be found at:

NYS Contract Reporter website: <https://www.nyscr.ny.gov/>

Solicitation Documents – Attachment 3 (IT Staff)

1	IT Staff									
2	Bidder Name <i>Company A</i>									
3	Federal ID Number <i>123456789</i>									
4	IMAGE OF EACH QUALIFYING INVOICE MUST BE INCLUDED WITH BIDDER SUBMISSION									
5	<i>(See Section 2.1.2 IT Staff Placements of the Solicitation)</i>						2 Year Period Start Date	12/22/2016		
6							2 Year Period End Date	12/21/2018		
7	Item Number	Direct or Indirect Sales?	State (select)	Governmental Entity Name	Governmental Entity Type	Qualifying Invoice Date (MM/DD/YYYY)	Qualifying Invoice Number	Job Title	Invoice Job Title & Explanation	
8	1	<i>Indirect</i>	<i>CONNECTICUT</i>	<i>Norwalk city</i>	<i>School District</i>	<i>2/1/2017</i>	<i>12345</i>	<i>Project Manager</i>	<i>Project Supervisor has the same duties of a Project Manager</i>	
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Solicitation Documents – Attachment 3 (Verifiable Sales)

Verifiable Sales							
Bidder Name			Company A				
Federal ID Number			123456789				
IMAGE OF EACH QUALIFYING INVOICE MUST BE INCLUDED WITH BIDDER SUBMISSION			2 Year Period Start Date	12/22/2016			
			2 Year Period End Date	12/21/2018			
(See Section 2.1.3 Verifiable IT Staff Placement Sales of the Solicitation)						Total of Qualifying Invoices	
						\$	1,200,000.00
Item Number	Direct or Indirect Sales?	State	Governmental Entity Name	Governmental Entity Type	Invoice Date (MM/DD/YYYY)	Qualifying Invoice Number	Invoice Total
1	Direct	NEW_YORK	Painted Post village	Municipality	3/1/2017	12345	\$ 1,200,000.00
2		NEW_YORK					
3		NEW_YORK					
4		NEW_YORK					
5		NEW_YORK					
6		NEW_YORK					
7		NEW_YORK					
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34		NEW_YORK					

Solicitation Documents – Attachment 4 (NYS Required Certs)

A	B	C
N.Y. State Finance Law § 139-I		
<p>Pursuant to N.Y. State Finance Law § 139-I, every bid made on or after January 1, 2019 to the State or any public department or agency thereof, where competitive bidding is required by statute, rule or regulation, for work or services performed or to be performed or goods sold or to be sold, and where otherwise required by such public department or agency, shall contain a certification that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of N.Y. State Labor Law § 201-g.</p> <p>N.Y. State Labor Law § 201-g provides requirements for such policy and training and directs the Department of Labor, in consultation with the Division of Human Rights, to create and publish a model sexual harassment prevention guidance document, sexual harassment prevention policy and sexual harassment prevention training program that employers may utilize to meet the requirements of N.Y. State Labor Law § 201-g. The model sexual harassment prevention policy, model sexual harassment training materials, and further guidance for employers, can be found online at the following URL: https://www.ny.gov/combatting-sexual-harassment-workplace/employers.</p> <p>Pursuant to N.Y. State Finance Law § 139-I, any bid by a corporate bidder containing the certification required above shall be deemed to have been authorized by the board of directors of such bidder, and such authorization shall be deemed to include the signing and submission of such bid and the inclusion therein of such statement as the act and deed of the bidder.</p> <p>If the Bidder cannot make the required certification, such Bidder shall so state and shall furnish with the bid a signed statement that sets forth in detail the reasons that the Bidder cannot make the certification. After review and consideration of such statement, OGS may reject the bid or may decide that there are sufficient reasons to accept the bid without such certification.</p>		
By signing you certify your express authority to sign on behalf of yourself, your company, or other entity with full knowledge and acceptance of this Attachment 4 - Administrative Information (NYS Required Certifications) and that all information provided is complete, true and accurate.		
BIDDER SIGNATURE:		
SIGNOR NAME:		
SIGNOR TITLE:		
DATE:		

Ready Page: 3 of 3

Instructions Bidder Information Contract Administration **NYS Required Certifications** Encouraging Use of NYS Business Bidder



Solicitation Documents – Attachment 6 – Technical Proposal

<p>9</p>	<p>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.)</p>		
<p>10</p>	<p>Within the last 24 months (December 22, 2016 through December 21, 2018), provide a list of ALL subcontractors you hired to provide IT Staff placements. Provide ONE invoice from EACH subcontractor relationship. Numbers 1-20 have been provided for your convenience, however, if you have additional subcontractors, this field is formatted to input more lines. (All invoices must have the following information: name of Bidder, name of subcontractor, name of business entity, business entity contact person name and phone number. This will be scored based on the number of invoices provided. No more than 1 invoice per subcontractor is allowed.)</p>	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 	
<p>11</p>	<p>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.</p>		

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.
- Hourly Wage Rate and Markup are defined in Section 1.12 of the RFP.

REGION 1				REGION 2				REGION 3			
Region 1 Markup %		10.00%		Region 2 Markup %		20.00%		Region 3 Markup %		30.00%	
Job Title	Skill Level	Hourly Wage Rate	Hourly Bill Rate	Job Title	Skill Level	Hourly Wage Rate	Hourly Bill Rate	Job Title	Skill Level	Hourly Wage Rate	Hourly Bill Rate
Business Analyst	Junior	\$70.00	\$77.00	Business Analyst	Junior	\$74.00	\$88.80	Business Analyst	Junior	\$78.00	\$101.40
Business Analyst	Mid-Level	\$71.00	\$78.10	Business Analyst	Mid-Level	\$75.00	\$90.00	Business Analyst	Mid-Level	\$79.00	\$102.70
Business Analyst	Senior	\$72.00	\$79.20	Business Analyst	Senior	\$76.00	\$91.20	Business Analyst	Senior	\$80.00	\$104.00
Business Analyst	Expert	\$73.00	\$80.30	Business Analyst	Expert	\$77.00	\$92.40	Business Analyst	Expert	\$81.00	\$105.30

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.**

