





# Contract Award Notification Update

## Subject: HBITS Contract Extension

**DATE:** October 10, 2018      **AWARD #:** [22439](#)      **GROUP #:** 73012

**AWARD DESCRIPTION:** Hourly-Based Information Technology Services (HBITS)

**CONTRACT PERIOD:** November 1, 2012 – June 30, 2019

**FOR STATE AGENCIES:** HBITS.StateAgencies@ogs.ny.gov

**FOR NON-EXECUTIVE AGENCIES:** HBITS.NonExecutiveAgencies@ogs.ny.gov

**FOR CONTRACTORS:** HBITS.Contractors@ogs.ny.gov

The NYS Office of General Services, Procurement Services has extended the contracts listed below until June 30, 2019 or until a new contract is awarded, whichever occurs first.

Notwithstanding Contract Section 2.5, *Active and Waitlist Contractors; Contractor Performance Evaluation Process*, all current waitlist contractors will return to active status effective November 1, 2018, and no additional contractors will be waitlisted for the remainder of the extended contract term.

PH65765	Artech Information Systems LLC	PH65767	Currier McCabe & Associates Inc
PH65768	Computer Aid Inc	PH65769	Computer Technology Services Inc
PH65770	Experis US Inc	PH65771	GCOM Software Inc
PH65772	Genesys Consulting Services Inc	PH65773	IIT Inc
PH65774	InfoPeople Corporation	PH65775	NTT Data Inc
PH65776	Knowledge Builders Inc	PH65777	Logic House Ltd
PH65780	MVP Consulting Plus Inc	PH65781	Precision Task Group Inc
PH65782	PSI International Inc	PH65783	QED Inc
PH65951	RMS Computer Corporation	PH65785	Software People Inc
PH65786	System Edge (USA) LLC	PH65787	Tempositions dba Compuforce
PH65788	Universal Technologies LLC	PH65789	US Tech Solutions Inc
PH65950	V Group Inc		

Access the following link to view the HBITS award referenced above:  
<https://www.ogs.ny.gov/purchase/snt/awardnotes/7301222439can.htm>



# Contract Award Notification Update

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## Subject: HBITS Contract Extension

**DATE:** September 5, 2018      **AWARD #:** [22439](#)      **GROUP #:** 73012  
**AWARD DESCRIPTION:** Hourly-Based Information Technology Services (HBITS)  
**CONTRACT PERIOD:** November 1, 2012 – October 31, 2018  
**FOR STATE AGENCIES:** [HBITS.StateAgencies@ogs.ny.gov](mailto:HBITS.StateAgencies@ogs.ny.gov)  
**FOR NON-EXECUTIVE AGENCIES:** [HBITS.NonExecutiveAgencies@ogs.ny.gov](mailto:HBITS.NonExecutiveAgencies@ogs.ny.gov)  
**FOR CONTRACTORS** [HBITS.Contractors@ogs.ny.gov](mailto:HBITS.Contractors@ogs.ny.gov)  
**CONTRACT Nos.:** PH65765      PH65767 – PH65777  
                         PH65780 – PH65783      PH65785 – PH65789  
                         PH65950 – PH65951

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The Hourly Based IT Services (HBITS) Contracts are due to expire on October 31, 2018. The NYS Office of General Services, Procurement Services is planning to offer contractors an eight-month extension until June 30, 2019 or until a new contract is awarded, whichever occurs first.

Notwithstanding Contract Section 2.5, *Active and Waitlist Contractors; Contractor Performance Evaluation Process*, all current waitlist contractors will return to active status effective November 1, 2018, and no additional contractors will be waitlisted for the remainder of the extended contract term.

Access the following link to view the HBITS award referenced above:  
<https://www.ogs.ny.gov/purchase/snt/awardnotes/7301222439can.htm>



# Contract Award Notification Update

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## Subject: HBITS Contract Extension

**DATE:** July 31, 2017      **AWARD #:** [22439](#)      **GROUP #:** 73102

**AWARD DESCRIPTION:** Hourly-Based Information Technology Services (HBITS)

**CONTRACT PERIOD:** November 1, 2012 – October 31, 2018

**FOR STATE AGENCIES:** [HBITS.StateAgencies@ogs.ny.gov](mailto:HBITS.StateAgencies@ogs.ny.gov)

**FOR NON-EXECUTIVE AGENCIES:** [HBITS.NonExecutiveAgencies@ogs.ny.gov](mailto:HBITS.NonExecutiveAgencies@ogs.ny.gov)

**FOR CONTRACTORS** [HBITS.Contractors@ogs.ny.gov](mailto:HBITS.Contractors@ogs.ny.gov)

**CONTRACT Nos.:** PH65765 – PH65778      PH65780 – PH65783

PH65785 – PH65789      PH65950 – PH65951

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The New York State Office of General Services, Procurement Services has extended the Hourly Based IT Services (HBITS) Contracts with the exception of PH65766 (CGI Technologies & Solutions Inc and PH65778 (Logic Technology Inc). This Contract Extension shall cover the period November 1, 2017 through October 31, 2018 in accordance with the Contract terms, or until a new contract is awarded, whichever occurs first.

If you have any questions, please contact the appropriate HBITS Mailbox included above. Thank you.





# Contract Award Notification Update

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## Subject: HOURLY RATE DIFFERENTIAL INCREASE

**DATE:** June 30, 2016                      **AWARD #:** [22439](#)                      **GROUP #:** 73012  
**AWARD DESCRIPTION:** Hourly-Based Information Technology Services (HBITS)  
**CONTRACT PERIOD:** November 1, 2012 – October 31, 2017  
**FOR STATE AGENCIES:** [HBITS.StateAgencies@ogs.ny.gov](mailto:HBITS.StateAgencies@ogs.ny.gov)  
**FOR NON-EXECUTIVE AGENCIES:** [HBITS.NonExecutiveAgencies@ogs.ny.gov](mailto:HBITS.NonExecutiveAgencies@ogs.ny.gov)  
**FOR CONTRACTORS** [HBITS.Contractors@ogs.ny.gov](mailto:HBITS.Contractors@ogs.ny.gov)  
**CONTRACT Nos.:**      PH65765 – PH65778                      PH65780 – PH65783  
                                 PH65785 – PH65789                      PH65950 – PH65951

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To All State Agencies and Others Authorized to Use State Contracts:

Effective April 8, 2016, the 3A Preliminary Candidate Technical Evaluation Form and the 3B Candidate Interview Evaluation Forms were revised to update the Scoring Criteria used in completing the Forms and subsequently forward to the HBITS Team.

Effective June 30, 2016, the 3B Candidate Interview Evaluation Form was revised to include an Authorized User Certification confirming that they have undertaken diligent efforts to verify the Candidate's number of months experience prior to the final selection of a Candidate.

All Authorized Users are expected to use these revised Forms effective for all Task Orders posted on or after July 5, 2016. You can find these revised Forms at <http://www.ogs.ny.gov/BU/PC/hbits/forms.asp>.

If you have any questions, please contact the appropriate HBITS Mailbox included above. Thank you.



# Contract Award Notification Update

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## Subject: HOURLY RATE DIFFERENTIAL INCREASE

**DATE:** September 18, 2015      **AWARD #:** [22439](#)      **GROUP #:** 73012

**AWARD DESCRIPTION:** Hourly-Based Information Technology Services (HBITS)

**CONTRACT PERIOD:** November 1, 2012 – October 31, 2017

**FOR STATE AGENCIES:** HBITS.StateAgencies@ogs.ny.gov

**FOR NON-EXECUTIVE AGENCIES:** HBITS.NonExecutiveAgencies@ogs.ny.gov

**FOR CONTRACTORS** HBITS.Contractors@ogs.ny.gov

**CONTRACT Nos.:** PH65765 – PH65778      PH65780 – PH65783  
PH65785 – PH65789      PH65950 – PH65951

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To All State Agencies and Others Authorized to Use State Contracts:

On January 26, 2015, OGS Procurement Services issued a Contract Award Notification Update to advise that effective February 9, 2015, all HBITS Form 2 submissions from vendors would be scored using an updated methodology to allow Candidates that fall within 3% of the highest passable Hourly Bill Rate to be forwarded on to the Agencies and be included in their review.

The NYS Office of the State Comptroller subsequently required OGS Procurement Services to formalize this change as an Amendment to the Contract. These contracts were approved by NYS OSC on September 15, 2015. Specifically, this Amendment (referred to as SECOND AMENDMENT) was modified as follows:

- Repeals and replaces Section 2.2.1 (a) and (b) to modify the Hourly Bill Rate Differential from 1% to 3%.
- Repeals and replaces Section 2.2.2 (1) and (2) to modify the Hourly Bill Rate Differential from 1% to 3%.
- Modifies the address set forth for the remittance of the Administrative Fee to:  
New York State Office of General Services  
Division of Financial Administration  
RE: HBITS Administrative Fee Payment  
PO Box 2166 – ESP Station  
Albany, NY 12220
- Repeals and replaces Appendix A dated December 11, 2011 with Appendix A dated January 2014

If you have any questions, please contact the appropriate HBITS Mailbox included above. Thank you.



# Contract Award Notification Update

## Subject: HOURLY RATE DIFFERENTIAL INCREASE

**DATE:** January 26, 2015      **AWARD #:** [22439](#)      **GROUP #:** 73012

**AWARD DESCRIPTION:** Hourly-Based Information Technology Services (HBITS)

**CONTRACT PERIOD:** November 1, 2012 – October 31, 2017

**FOR STATE AGENCIES:** HBITS.StateAgencies@ogs.ny.gov

**FOR NON-EXECUTIVE AGENCIES:** HBITS.NonExecutiveAgencies@ogs.ny.gov

**FOR CONTRACTORS** HBITS.Contractors@ogs.ny.gov

**CONTRACT Nos.:** PH65765 – PH65778      PH65780 – PH65783  
    PH65785 – PH65789      PH65950 – PH65951

To All State Agencies and Others Authorized to Use State Contracts:

Effective February 9, 2015 all HBITS Form 2 submissions from vendors will be scored using an updated methodology. Procurement Services will be increasing the current 1% Hourly Bill Rate differential to 3%. This will allow Candidates that fall within 3% of the highest passable Hourly Bill Rate to be forwarded on to the Agencies and be included in their review. OGS believes that by increasing the pool of viable Candidates, both the Agencies and the HBITS Contractors will benefit in terms of more successful placements.

Procurement Services has heard from both the Agencies and HBITS Contractors on ways to improve the HBITS process, and we believe this will be beneficial to all involved. Thank you for your continued participation in the HBITS process.

If you have any questions, please contact the appropriate HBITS Mailbox included above. Thank you.



New York State Office of General Services  
Procurement Services Group  
Corning Tower Building  
Empire State Plaza  
Albany, New York 12242  
<http://nyspro.ogs.ny.gov>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [22439](#)

**DATE:** November 3, 2014

**GROUP:** 73012 - HOURLY-BASED INFORMATION  
TECHNOLOGY SERVICES (HBITS)  
(Statewide)

**PLEASE ADDRESS INQUIRIES TO:**

For State Agencies:

[HBITS.StateAgencies@ogs.ny.gov](mailto:HBITS.StateAgencies@ogs.ny.gov)

For Non-Executive Agencies:

[HBITS.NonExecutiveAgencies@ogs.ny.gov](mailto:HBITS.NonExecutiveAgencies@ogs.ny.gov)

For Contractors:

[HBITS.Contractors@ogs.ny.gov](mailto:HBITS.Contractors@ogs.ny.gov)

**CONTRACT PERIOD:** November 1, 2012 to  
October 31, 2017

**OTHER AUTHORIZED USERS**

Customer Services

(518) 474-6717

[customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)

**CONTRACTORS/** All

**CONTRACT NOS.:** All

**SUBJECT: HBITS YEAR 3 CONTRACTORS POSTED/UPDATED HOURLY BILL RATES**

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

The HBITS contracts require that each year, OGS-NYSPro evaluate and rank the twenty (20) active vendors to determine which fifteen (15) vendors will remain active Contractors for the upcoming year. The lowest scoring five (5) Contractors are placed on the waitlist for the upcoming year, and the previous year's waitlist vendors become active Contractors. The HBITS Team has completed its Year 2 evaluations and the list of "Active" vs. "Waitlisted" Contractors for Year 3 of the Contract can be found here:

<http://www.ogs.ny.gov/BU/PC/hbits/docs/contractorstatus.pdf>

HBITS Contractors were given the opportunity to exercise the CPI Adjustment clause as per the Contract. Thirteen Contractors utilized the clause and adjusted their rates effective Year 3. The Team has posted new Appendix D Rates for all Contractors effective for Task Orders issued on or after November 1, 2014. Task Orders issued prior to November 1, 2014 are still subject to the rates in effect at the time of the Task Order posting and are not affected by the Year 3 CPI Adjustments.

HBITS Contracts and other relevant information may be found by visiting the OGS HBITS Website:

<http://www.ogs.ny.gov/BU/PC/hbits/default.asp>

New York State Office of General Services  
New York State Procurement  
Corning Tower Building  
Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.ny.gov>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [22439](#)

**DATE:** August 15, 2013

**GROUP:** 73102 - HOURLY-BASED INFORMATION  
TECHNOLOGY SERVICES (HBITS)  
(Statewide)

**PLEASE ADDRESS INQUIRIES TO:**

For State Agencies:

[HBITS.StateAgencies@ogs.ny.gov](mailto:HBITS.StateAgencies@ogs.ny.gov)

For Non-Executive Agencies:

[HBITS.NonExecutiveAgencies@ogs.ny.gov](mailto:HBITS.NonExecutiveAgencies@ogs.ny.gov)

For Contractors:

[HBITS.Contractors@ogs.ny.gov](mailto:HBITS.Contractors@ogs.ny.gov)

**CONTRACT PERIOD:** November 1, 2012 to  
October 31, 2017

**OTHER AUTHORIZED USERS**

Customer Services

(518) 474-6717

[customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)

**CONTRACTORS/** All

**CONTRACT NOS.:** All

**SUBJECT:** HBITS Voluntary Rates Reduction Approved

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

Since HBITS went live on November 1, 2012, the OGS HBITS Team has received multiple inquiries from the HBITS Contractors about lowering their current HBITS rates in order to be more competitive within the HBITS market. As the potential additional cost savings to NYS and the additional competition amongst the HBITS vendors within the Cost Methodology are in the best interests of the State, the Team has worked with the Contractors and OSC to have the Voluntary Rate Amendments processed and approved.

On August 7, 2013, OGS NYSPRO received approval from the NYS Office of the State Comptroller on the Voluntary Rate Reduction Amendments for the 17 participating HBITS vendors.

As a result, OGS NYSPRO has established the date of Tuesday, September 3, 2013, for the amended rates to take effect. Task Order Requests issued to the Contractor pool prior to September 3, 2013 will be subject to the rates in effect at the time of Contract Award. Task Orders issued to the Contractor pool on September 3, 2013 or thereafter, will be subject to the newly approved rates. New rates will be published to the HBITS website just prior to the September 3, 2013 start date.

HBITS Contracts and other relevant information may be found by visiting the OGS HBITS Website:  
<http://ogs.ny.gov/BU/PC/hbits/default.asp>

New York State Office Of General Services  
New York State Procurement  
Corning Tower Building  
Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.ny.gov>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [22439](#)

**DATE:** May 6, 2013

**GROUP:** 73102 - HOURLY-BASED INFORMATION  
TECHNOLOGY SERVICES (HBITS)  
(Statewide)

**PLEASE ADDRESS INQUIRIES TO:**

For State Agencies:

[HBITS.StateAgencies@ogs.ny.gov](mailto:HBITS.StateAgencies@ogs.ny.gov)

For Non-Executive Agencies:

[HBITS.NonExecutiveAgencies@ogs.ny.gov](mailto:HBITS.NonExecutiveAgencies@ogs.ny.gov)

For Contractors:

[HBITS.Contractors@ogs.ny.gov](mailto:HBITS.Contractors@ogs.ny.gov)

**CONTRACT PERIOD:** November 1, 2012 to  
October 31, 2017

**OTHER AUTHORIZED USERS**

Customer Services

(518) 474-6717

[customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)

**CONTRACTORS/** All

**CONTRACT NOS.:** All

**SUBJECT: HBITS COMMUNICATION – Updated Contract Numbers/Payment Processing**

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

We are aware of the payment delays that HBITS Contractors have been experiencing and we have been working to resolve them.

As you know, New York State recently implemented a new statewide financial system (SFS). This system has led to some unintended delays to payment processing. Specifically, the Hourly Based Information Services (HBITS) contracts have been an issue within the system and now require some modification. As part of the solution, New York State has modified the HBITS contract numbers by adding a prefix of “PH” to the 5-digit contract number. The contract numbers will remain the same. Below is a list of the adjusted contract numbers for your reference.

We expect payments to begin immediately. Should you have any questions, please contact:

[PS\\_CM\\_ITServices@ogs.ny.gov](mailto:PS_CM_ITServices@ogs.ny.gov) and [BSC@ogs.ny.gov](mailto:BSC@ogs.ny.gov);  
or contact the NYS OGS’ Business Service Center at: (518) 457-4272

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## Hourly Based information Technology Services (HBITS) Contractors

As of May 3, 2013

New PREFIX	CONTRACT #	CONTRACTORS	
PH	65765	Artech Information Systems	<i>Joint Venture Partner: Unique Comp Inc</i>
PH	65766	CGI Technologies and Solutions Inc	
PH	65767	CMA Consulting Services	
PH	65768	Computer Aid, Inc.	<i>Joint Venture Partner: Linium LLC</i>
PH	65769	Computer Technology Services Inc	
PH	65770	Experis US Inc	
PH	65771	GCOM Software Inc	
PH	65772	Genesys Consulting Services Inc	
PH	65773	IIT Inc	
PH	65774	In6people Corporation Inc	<i>Joint Venture Partner: Mitchell Martin Inc</i>
PH	65775	NTT Data	
PH	65776	Knowledge Builders Inc	
PH	65777	Logic House Ltd	
PH	65778	Logic Technology Inc	
PH	65780	MVP Consulting Plus Inc	
PH	65781	Precision Task Group Inc	
PH	65782	PSI International Inc	
PH	65783	QED Inc	
PH	65785	Software People Inc	
PH	65786	System Edge (US) LLC	
PH	65787	Tempositions Inc	<i>dba Compuforce</i>
PH	65788	Universal Technologies LLC	
PH	65950	V Group Inc	
PH	65951	RMS Computer Corporation	
PH	65789	US Tech Solutions Inc	

HBITS Contracts and other relevant information may be found by visiting the OGS HBITS Website:  
<http://ogs.ny.gov/BU/PC/hbits/default.asp>

New York State Office of General Services  
New York State Procurement  
Corning Tower Building  
Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.ny.gov>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [22439](#)

**DATE:** March 26, 2013

**GROUP:** 73102 - HOURLY-BASED INFORMATION  
TECHNOLOGY SERVICES (HBITS)  
(Statewide)

**PLEASE ADDRESS INQUIRIES TO:**

For State Agencies:  
[HBITS.StateAgencies@ogs.ny.gov](mailto:HBITS.StateAgencies@ogs.ny.gov)  
For Non-Executive Agencies:  
[HBITS.NonExecutiveAgencies@ogs.ny.gov](mailto:HBITS.NonExecutiveAgencies@ogs.ny.gov)  
For Contractors:  
[HBITS.Contractors@ogs.ny.gov](mailto:HBITS.Contractors@ogs.ny.gov)

**CONTRACT PERIOD:** November 1, 2012 to  
October 31, 2017

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)

**CONTRACTORS/** All  
**CONTRACT NOS.:** All

**SUBJECT: HBITS COMMUNICATION – Updated Review Process**

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

Based upon feedback from our agency users and the HBITS contract vendor pool, OGS has implemented a modification to the candidate review process as defined by section 2.2.1 of the Contract (HBITS Process for Executive Agencies).

Based on the review process of the submitted Form 2s, Candidates were passed onto the requesting Agency or released from consideration according to a “Pass/Fail” of the Mandatory Requirement and the Cost Methodology (defined in section 2.2.1 of the Contract). Candidates who passed both the Mandatory and Cost Methodology would then be forwarded onto the requesting Agency, regardless of the content within the Requested Qualifications section. There have been issues with Form 2 submissions where, despite most of or all of the Requested Qualifications being left blank, not enough experience, or even “N/A”, candidates were being passed onto the requesting Agency because the candidate passed both reviews. Virtually all of these candidates failed the technical scoring and/or interview process. As stated in Section 2.2.1 of the HBITS contracts, the MSP (OGS) may elect to perform additional screening of Candidate Response Forms. OGS has elected to exercise its right to perform additional screening of the Candidate Response Forms beyond the mandatory requirements.

Effective January 21, 2013, The OGS HBITS Team has applied additional screening on the Requested Qualifications to ensure that the majority of fields were not left blank, meet the minimum length of experience, or list simply do not list “N/A” for a candidate, and to remove these candidates prior to finalizing candidate lists that are passed on to the requesting agency.

HBITS Contracts and other relevant information may be found by visiting the OGS HBITS Website:  
<http://ogs.ny.gov/BU/PC/hbits/default.asp>

New York State Office of General Services  
Procurement Services Group  
Corning Tower Building  
Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.ny.gov>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [22439](#)

**DATE:** November 7, 2012

**GROUP:** 73012 - HOURLY-BASED INFORMATION  
TECHNOLOGY SERVICES (HBITS)  
(Statewide)

**PLEASE ADDRESS INQUIRIES TO:**

For State Agencies:

[HBITS.StateAgencies@ogs.ny.gov](mailto:HBITS.StateAgencies@ogs.ny.gov)

For Non-Executive Agencies:

[HBITS.NonExecutiveAgencies@ogs.ny.gov](mailto:HBITS.NonExecutiveAgencies@ogs.ny.gov)

For Contractors:

[HBITS.Contractors@ogs.ny.gov](mailto:HBITS.Contractors@ogs.ny.gov)

**CONTRACT PERIOD:** November 1, 2012 to  
October 31, 2017

**OTHER AUTHORIZED USERS**

Customer Services

(518) 474-6717

[customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)

**CONTRACTORS/** All

**CONTRACT NOS.:** All

**SUBJECT: HBITS COMMUNICATION**

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

It has come to the attention of the HBITS Team that there has been some misinformation and confusion on the part of State agencies, as well as the vendor community, regarding the HBITS process. Although an HBITS resource request does not require OSC approval or a Restricted Period, OSC requires that the process be conducted in a competitive manner.

Once an agency files a Task Order Request (Form 1), the HBITS team is required to conduct a thorough review of the form prior to submission to the HBITS active vendor pool. In addition to checking the form for accuracy, the HBITS team also reviews the Skill Level and Skill Demand to see if they are in line with the Requested Qualifications listed. We work with the Authorized User during this review in order to help ensure they receive the most qualified candidates for the position and we cannot approve task orders that are so narrowly drawn that it is likely to result in a failed process. Any Task Order where the requested Skill Level is "Expert" is also reviewed to ensure that this is the appropriate level for the requested position and justification may be required. **The HBITS team will not issue Task Orders that appear to be written specifically for an incumbent.** Under Public Officers Law and State Finance Law, Authorized Users are prohibited from working with vendors to develop bid specifications. Authorized Users are also reminded that they should not be directing incumbent candidates to apply via certain Contractors.

Once approved by the HBITS Team, Form 1 is forwarded to the active Contractors for a response. Under the HBITS contract, vendors have 10 business days (not including the day of transmission) to respond with their completed Form 2, the Candidate Response Form. These are held by the Team until the deadline has passed. The HBITS team then applies the contractual cost methodology using only those responses that pass the mandatories from the Task Order Request. The Team then forwards on the appropriate number of responses onto the requesting Agency for their review and technical scoring based on the Requested Qualifications (the contract dictates the number of responses that are forwarded based upon the size of the overall response).

Once scored, only the top ranking individuals can be chosen for interviews by the agency. If a candidate has been removed based on the cost methodology, the candidate will not be forwarded onto the agency. Once interviewed, only the candidate with the highest technical/interview score can be offered the position; an agency cannot offer the position to a lower ranked candidate unless the higher ranked candidate declines the offer. If no candidates meet the agency's technical requirements, or if after completing the interviews an agency does not wish to hire any of the interviewed candidates, the agency must restart the HBITS process.

Authorized Users and vendors should also familiarize themselves with the terms "Bill Rates" vs. "Wage Rate" vs. "Markup" in Appendix D of the contract. These are all contractually defined terms and it is recommended that end users and consultants review the contract to gain an understanding of the differences between these terms.

- **"Hourly Bill Rate"** refers to the hourly fee that the Contractor will receive for the Services provided under each engagement. The Hourly Bill Rate is calculated by multiplying the Markup times the Hourly Wage Rate. The Contractor's Hourly Bill Rate is set forth in Appendix D.
- **"Hourly Wage Rate"** refers to the hourly rate that the Consultant will receive for services provided under each engagement, regardless of potential sub-contracting layers. The Contractor's Hourly Wage Rate is set forth in Appendix D.
- **"Markup"** shall mean all costs a Contractor will incur beyond the hourly wage rate paid to a Consultant. This may include, but is not limited to, statutory requirements (e.g., FICA, FUTA, SUTA, Worker's Compensation, etc.), overhead, recruiting costs, training, visa sponsorship, and profit. The Contractor's Markup is set forth in Appendix D.
- **"Slight Deviation"** shall mean a deviation of no greater than 5% below the Hourly Wage Rate and any percentage above the Hourly Wage Rate, provided that the Hourly Bill Rate remains unchanged. This term shall only apply to the Hourly Wage Rate.

HBITS Contracts and other relevant information may be found by visiting the OGS HBITS Website: <http://ogs.ny.gov/BU/PC/hbits/default.asp>



New York State Office of General Services  
 Procurement Services Group  
 Corning Tower Building  
 Empire State Plaza  
 Albany, New York 12242  
<http://www.ogs.ny.gov>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [22439](#)

**DATE:** October 25, 2012

**GROUP:** 73012 - HOURLY-BASED INFORMATION  
 TECHNOLOGY SERVICES (HBITS)  
 (Statewide)

**PLEASE ADDRESS INQUIRIES TO:**

For State Agencies:  
[HBITS.StateAgencies@ogs.ny.gov](mailto:HBITS.StateAgencies@ogs.ny.gov)  
 For Non-Executive Agencies:  
[HBITS.NonExecutiveAgencies@ogs.ny.gov](mailto:HBITS.NonExecutiveAgencies@ogs.ny.gov)

**CONTRACT PERIOD:** November 1, 2012 to  
 October 31, 2017

**OTHER AUTHORIZED USERS**

Customer Services  
 (518) 474-6717  
[customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)

**CONTRACTORS/** All  
**CONTRACT NOS.:** All

**SUBJECT: LIST OF ACTIVE and WAITLISTED HBITS CONTRACTORS**

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

In accordance with the Terms and Conditions of the HBITS Contract, only those Contractors identified as “Active” may respond to Task Order Requests from Authorized Users. Authorized Users are reminded that Active or Waitlisted Contractors are prohibited from subcontracting through any other HBITS Contractor.

**The following Contractors are ACTIVE for Contract Year 1 (Effective November 1, 2012):**

CONTRACT NO.	CONTRACTOR NAME
PR65765	Artech Information Systems <i>Joint Venture Partner:</i> Unique Comp Inc.
PR65766	CGI Technologies and Solutions Inc.
PR65767	CMA Consulting Services
PR65768	Computer Aid Inc. <i>Joint Venture Partner:</i> Linium LLC
PR65770	Experis US Inc.
PR65771	GCom Software Inc.
PR65772	Genesys Consulting Services Inc.
PR65773	IIT Inc.
PR65774	Infopeople Corporation <i>Joint Venture Partner:</i> Mitchell Martin Inc.
PR65775	NTT Data Inc.

CONTRACT NO.	CONTRACTOR NAME
PR65776	Knowledge Builders Inc.
PR65777	Logic House Ltd.
PR65778	Logic Technology Inc.
PR65780	MVP Consulting Plus Inc.
PR65781	Precision Task Group Inc.
PR65782	PSI International Inc.
PR65786	System Edge (US) LLC
PR65787	Tempositions Inc. d/b/a Compuforce
PR65788	Universal Technologies LLC
PR65789	US Tech Solutions Inc.

CONTINUED



In accordance with the Terms and Conditions of the HBITS Contract, a Contractor that is designated as a Waitlisted Contractor may not accept or respond to Task Order Requests while on the Waitlist. No Authorized Users shall be permitted to solicit Contractors on the Waitlist for new services under this Contract.

**The following Contractors are WAITLISTED for Contract Year 1 (Effective November 1, 2012):**

<b>CONTRACT NO.</b>	<b>CONTRACTOR NAME</b>
PR65769	Computer Technology Services Inc.
PR65783	QED Inc.
PR65785	Software People Inc.

HBITS Contracts and other relevant information may be found by visiting the OGS HBITS Website:  
<http://ogs.ny.gov/BU/PC/hbits/default.asp>