

Pre-Proposal Conference

FISA and OPA Request for Proposals for
Information Technology and Other Consultant
Services PIN # 127FY1700001

August 31, 2016

Information Technology and Other Consultant Services

PIN # 127FY1700001

▶ **Agenda:**

- ▶ **Introduction**
- ▶ **Purpose of Proposal**
- ▶ **Proposal Elements**
- ▶ **Due Date and Time**
- ▶ **Questions**

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- ▶ **Introduction - Rozaliya Gorelik**
- ▶ Andrea Glick – First Deputy Executive Director
- ▶ Rose-Ellen Myers – First Deputy Executive Director
- ▶ Peter Reddy – Deputy Executive Director
- ▶ Maureen Murphy – General Counsel
- ▶ William Schneck – Lead Project Attorney
- ▶ Hanan Moursi – ACCO
- ▶ Aamer Parvez – ACCO

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▶ **Purpose of Proposal**

The Financial Information Services Agency (“FISA”) and the Office of Payroll Administration (“OPA”) seek to create a pool of vendor firms that will compete to supply qualified and experienced information technology consultants on an as-needed basis in one or more of the areas of expertise to address FISA’s/OPA’s specialized needs.

- ▶ Class A – Custom Systems Development; Customization of Off-the Shelf Systems; Off the-Shelf-Products (e.g., tools, etc.)
- ▶ Class B – Infrastructure
- ▶ Class C – Senior Management
- ▶ Class D – Miscellaneous
- ▶ Class E – IT Security
- ▶ Class F – Security Planning and Assessment

FISA and OPA anticipate that the Pool will contain up to 15 vendor firms in each Class. Each vendor firm selected through this RFP will be awarded a multiple award task order contract.

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▶ **Proposal Elements**

- ▶ **SECTION IV - Format and Content of the Proposal**
- ▶ **Technical Proposal – (pages 18 – 21)**
- ▶ **Price Proposal – (page 20)**
- ▶ **Acknowledgement of Addenda**
- ▶ **Checklist – Proposal Package Contents**

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▶ **Proposal Elements**

- ▶ **SECTION IV – Format and Content of the Proposal**
- ▶ **Technical Proposal – (pages 18 – 21)**
 - Proposal Cover Letter (Attachment N)
 - Proposer Experience
 - References
 - Organizational Capability
 - Proposed Approach
- ▶ **Price Proposal – Attachment O**
- ▶ **Acknowledgement of Addenda**
- ▶ **Checklist – Proposal Package Contents**

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▶ **Proposal Elements**

- ▶ **SECTION IV - Format and Content of the Proposal**
- ▶ **Technical Proposal – (pages 18 – 21)**
- ▶ **Price Proposal - (page 20)**
 - Price Proposal Form (Attachment O)
- ▶ **Acknowledgement of Addenda**
- ▶ **Checklist – Proposal Package Contents**

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▶ **Proposal Elements**

- ▶ **SECTION IV - Format and Content of the Proposal**
- ▶ **Technical Proposal – (pages 18 – 21)**
- ▶ **Price Proposal - (page 20)**
 - Price Proposal Form (Attachment O)
- ▶ **Acknowledgement of Addenda**
 - Acknowledgment of Addenda Form – (Attachment P)
Failure to comply with this requirement will result in your proposal being deemed non-responsive.
- ▶ **Checklist – Proposal Package Contents**

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▶ **Proposal Elements**

▶ **SECTION IV - Format and Content of the Proposal**

▶ **Checklist – Proposal Package Contents (pages 20 – 21)**

a. Proposal Package Contents – sealed envelope labeled “Technical Proposal” containing 1 original set, 10 collated duplicate sets and 1 CD or USB flash drive., each containing all of the documents listed below. The documents shall be presented in the following order:

- Proposal Cover Letter (Attachment N)
- Technical Proposal
- Section I – Experience
- Section II – Organizational Capability
- Section III – Proposed Approach
- Acknowledgement of Addenda (Attachment P)
- Bidder’s Certification of Compliance with Iran Divestment Act
- Copy of latest audit report or certified financial statement or statement as to why no report or statement is available.

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▶ **Proposal Elements**

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- ▶ b. A second sealed inner envelope labeled “Price Proposal, Class ____” (stating the applicable Class letter and name) containing 1 original and 8 duplicates of the Price Proposal Form (Attachment O). Proposers that wish to propose multiple classes must submit a separate, sealed inner envelope for each such class containing the Price Proposal Form (original and copy) for that class.

- ▶ c. A third sealed inner envelope labeled “Section 6-129 Compliance” containing the Subcontractor Utilization Plan (Attachment G, Schedule B, Part II).

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- ▶ **Checklist – Proposal Package Contents (pages 20 – 21)**
- ▶ d. A fourth sealed inner envelope labeled “Doing Business Data Form” containing an original, completed Doing Business Data Form (Attachment I).
- ▶ e. A sealed outer envelope, enclosing the four sealed inner envelopes. The sealed outer envelope should have 2 labels containing:
 - The proposer’s name and address, the title and pin number of this RFP, and the name, e-mail address, and telephone number of the proposer’s contact person.
 - The name, title, and address of the FISA/OPA authorized contact person.

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- ▶ Please be aware that Proposals that fail to meet any of the requirements outlined in this section will be deemed non-responsive.
- ▶ No Contract Exceptions.
 - ▶ We will not consider changes to any provisions of the individual contracts that will be awarded to successful vendors.

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▶ **Due Date and Time**

- September 20, 2016 1:00 PM
- Proposals delivered through commercial delivery service or by hand must be addressed as follows:
 - Financial Information Services Agency/Office of Payroll Administration
 - Attn: Rozaliya Gorelik
 - Re: Information Technology and Other Consultant Services
 - PIN No. 127FY1700001
 - 459 West 31st Street, BAY #18
 - New York, NY 10001
- Proposals sent by U.S. Mail must be addressed as follows:
 - Financial Information Services Agency/Office of Payroll Administration
 - Attn: Rozaliya Gorelik
 - Re: Information Technology and Other Consultant Services
 - PIN No. 127FY1700001
 - 450 West 33rd Street, 10th Floor
 - New York, NY 10001

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