New York State Education Department

89 Washington Ave

Albany, NY 12234

**Mini-Bid # PBITS 21-002**

**PMIS Data Consolidation Services**

|  |
| --- |
| **Contract Category: PROJECT BASED INFORMATION TECHNOLOGY CONSULTING SERVICES** **Group: 73600 Award Number: 22772****Fixed-Price basis only** **Lot # 2** |
| **DESIGNATED CONTACTS** |
| Primary **Contact: Bethany Bennett**E-mail address: **PBITS@nysed.gov** | Secondary Contact: **Jonathan Bottisti** E-mail address: **PBITS@nysed.gov** |
| **Authorized User shall indicate if Procurement Lobbying Law/Restricted Period is in effect: X Yes [ ]  No***Where Procurement Lobbying Law is deemed applicable by the Authorized User, by signing, Contractor affirms that it understands and agrees to comply with the Authorized User’s policies and procedures relative to permissible contacts.  Information may be accessed at:  Procurement Lobbying:*[NYSED's Procurement Lobbying Law Policy Guidelines](http://www.oms.nysed.gov/fiscal/cau/PLL/procurementpolicy.htm) webpage. |

**Questions Submission**

Questions about this Mini Bid MUST be sent electronically to **PBITS@nysed.gov** no later than **10/29/2021**. A Questions and Answers Summary will be posted to <http://www.p12.nysed.gov/facplan/> on or about **11/8/2021**.

**Proposal Submission**

Please complete, attach and deliver the documentation referenced in Section 4.0 Contractor Response to cau@nysed.gov. T**he delivery deadline is 11/26/2021, 5:00 PM: Bids received after the deadline will be disqualified.**

Please DO NOT send questions to CAU@NYSED.GOV.

|  |
| --- |
| Contract Term, Extensions and No Cost Change Requests/Enhancements |
| **Tentative Start Date** *3/1/2022***through** *2/28/2023**.* |
| **Authorized User’s Maximum Enhancement Budget Allowable Percentage** 10% This figure is applied after the negotiations with Tentative Awardee and should not be included with the Contractor’s submission in response to this document.  |

Bidders are requested to submit their bids electronically. Please see the information below for instructions on submitting an electronic bid.

1. Technical and cost proposal documents should be submitted in Microsoft Office. PDF files that are editable and Optical Character Recognition (OCR) searchable are acceptable. Please do not submit the technical or cost proposal as a scanned PDF.
2. Submission documents requiring a signature must be signed using one of the methods listed below, and may be submitted in as a Microsoft Office, PDF, or JPG document. A scanned PDF is acceptable for these documents.
3. The following forms of e-signatures are acceptable:
	1. handwritten signatures on faxed or scanned documents
	2. e-signatures that have been authenticated by a third-party digital software, such as DocuSign and Adobe Sign
	3. stored copies of the images of signatures that are placed on a document by copying and pasting or otherwise inserting them into the documents
4. Unacceptable forms of e-signatures include:
	1. a typed name, including a signature created by selecting a script or calligraphy font for the typed name of the person “signing”
5. To identify the signer and indicate that the signer understood and intended to agree to the terms of the signed document, the signer will sign beside or provide by email the following attestation: "I agree, and it is my intent, to sign this document by [describe the signature solution used] and by electronically submitting this document to [name of recipient individual or entity]. I understand that my signing and submitting this document is the legal equivalent of having placed my handwritten signature on the submitted document and this attestation. I understand and agree that by electronically signing and submitting this document I am affirming to the truth of the information contained therein."
6. In order to ensure the timely receipt of your bid, please use the subject line "BID SUBMISSION PB 21-001" - failure to appropriately label your bid or submitting a bid to any email address other than the one identified above may result in the bid not being received by the deadline and considered for award.
7. **Bids received after 5:00 pm Eastern Time on the due date will be disqualified.**

|  |
| --- |
| MWBE Goals, Utilization and Staffing Plans |
| **Minority and Women-Owned Business Enterprise (M/WBE) Participation Goals Pursuant to Article 15-A of the New York State Executive Law**For purposes of this procurement, NYS Education Department hereby establishes an overall goal of 30% of the total contract amount for M/WBE participation, in any percentage combination for Minority-Owned Business Enterprises (“MBE”) participation and for Women-Owned Business Enterprises (“WBE”) participation based on the current availability of qualified MBEs and WBEs. All bidders must document good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of this Contract. Minority and Women-Owned Business Enterprise (M/WBE) participation includes any and all services, materials or supplies purchased from New York State certified minority and women-owned firms. Utilization of certified Minority and Women-Owned firms will be applied toward the goals. Bidders can achieve compliance with NYSED’s Minority and Women-Owned Business Enterprise goals as described below.**ACHIEVE FULL COMPLIANCE WITH PARTICIPATION GOALS (PREFERRED)**Bidders should submit subcontracting/supplier forms that meet or exceed NYSED’s participation goals for this procurement. All subcontracting/supplier forms must be submitted with the bid proposal. In addition, bidders must complete and submit M/WBE 100: Utilization Plan, M/WBE 102: Notice of Intent to Participate and EEO 100: Staffing Plan. Instructions and copies of these forms are located in the Submission Documents. All firms utilized must be certified with the NYS Division of Minority and Women Business Development before beginning any work on this contract. For additional information and a listing of currently certified M/WBEs, see the [NYS Directory of Certified Minority and Women-Owned Business Enterprises](https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=4687).The contact person on M/WBE matters is available throughout the application and procurement process to assist bidders in meeting the M/WBE goals. NYSED reserves the right to approve the addition or deletion of subcontractors or suppliers to enable bidders to comply with the M/WBE goals, provided such addition or deletion does not impact the technical proposal and/or increase the total cost of the bid proposal.**DOCUMENTATION OF GOOD FAITH EFFORTS**Bidders must undertake a good faith effort to solicit NYS Certified M/WBE firms as subcontractors and/or suppliers in fulfillment of this procurement. Means of solicitation may include but are not limited to: advertisements in minority centered publications; solicitation of vendors found in the [NYS Directory of Certified Minority and Women-Owned Business Enterprises](https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=4687); and the solicitation of minority and women-oriented trade and labor organizations. Bidders will be required to certify and attest to their good faith efforts by completing NYSED’s Certification of Good Faith Efforts (Form M/WBE 105). See the M/WBE Submission Documents for detailed examples of and required forms to document good faith efforts.NYSED reserves the right to reject any bid for failure to document “good faith efforts” to comply with the stated M/WBE goals.In the event Bidders cannot comply with NYSED designated participation goals, said bidders must document their “good faith efforts” to comply and submit one of the following requests:**REQUEST A PARTIAL WAIVER OF PARTICIPATION GOALS**In order to request a partial waiver of the participation goals for this procurement, Bidders must provide documentation of their good faith efforts to obtain the use of certified M/WBE enterprises along with their bid proposal forms. The subcontracting forms must include the participation percentage(s) for which they seek approval. Bidders will be required to certify and attest to their good faith efforts. Bidders should submit a request for a partial waiver (Form M/WBE 101) and document their Good Faith Efforts (Form M/WBE 105) at the same time as the bid is submitted. Bidders must also complete and submit M/WBE 100: Utilization Plan, M/WBE 102: Notice of Intent to Participate and EEO 100: Staffing Plan. The M/WBE Coordinator is available throughout the procurement process to assist in all areas of M/WBE compliance.**REQUEST A COMPLETE WAIVER OF PARTICIPATION GOALS**In order to request a complete waiver of the participation goals for this procurement, Bidders must provide documentation of their Good Faith Efforts to obtain the use of certified M/WBE enterprises along with their bid proposal forms. Bidders will be required to certify and attest to their good faith efforts. Bidders should submit a request for a complete waiver on Form M/WBE 101 and document their Good Faith Efforts (Form M/WBE 105) at the same time as they submit their bid. The M/WBE Coordinator is available throughout the procurement process to assist in all areas of M/WBE compliance.All payments to Minority and Women-Owned Business Enterprise subcontractor(s) must be reported to NYSED M/WBE Program Unit using M/WBE 103 Quarterly M/WBE Compliance Report. This report must be submitted on a quarterly basis and can be found at NYSED’s [M/WBE Forms and Compliance Forms](http://www.oms.nysed.gov/fiscal/MWBE/forms.html) webpage.**Service-Disabled Veteran-Owned Business (SDVOB) Participation Goals Pursuant to Article 17-B of New York State Executive Law**Article 17-B of Executive Law was enacted to ensure that certified SDVOBs are provided opportunities for meaningful participation in the performance of state contracts. To this end, NYSED strongly encourages bidders to make maximum possible use of SDVOBs as subcontractors and/or suppliers under this contract, consistent with the requirements of State Finance Law and State procurement guidelines, as well as NYSED policies and procedures. Bidders should consider fulfilling the requirements of this contract through the participation of SDVOBs at a rate of 6%. For additional information about this program, including a list of SDVOBs, please visit the [Office of General Services, Division of Service-Disabled Veterans’ Business Development website](http://www.ogs.ny.gov/Core/SDVOBA.asp).**M/WBE AND EQUAL EMPLOYMENT OPPORTUNITIES REQUIREMENTS CONTRACTOR REQUIREMENT AND OBLIGATION UNDER NEW YORK STATE EXECUTIVE LAW, ARTICLE 15-A (PARTICIPATION BY MINORITY GROUP MEMBERS AND WOMEN WITH RESPECT TO STATE CONTRACTS)**In an effort to eradicate barriers that have historically impeded access by minority group members and women in State contracting activities, Article 15-A, of the New York State Executive Law §310-318, (Participation By Minority Group Members and Women With Respect To State Contracts) was enacted to promote equality of economic opportunities for minority group members and women.The New York State Education Department (“NYSED”) has enacted its policies Equal Opportunity, Non-Discrimination and Affirmative Action and on Minority and Women-Owned Business Enterprise Procurements, consistent with the requirements as set forth under the provisions of Article 15-A (the “Article”) incorporated by reference, requiring Contracting Agencies to implement procedures to ensure that the “Contractor” (as defined under Article 15-A, §310.3 shall mean an individual, a business enterprise, including a sole proprietorship, a partnership, a corporation, a not-for-profit corporation, or any other party to a state contract, or a bidder in conjunction with the award of a state contract or a proposed party to a state contract, complies with requirements to ensure Equal Employment Opportunities for Minority Group Members and Women, in addition to providing Opportunities for Minority and Women-Owned Business Enterprises on all covered state contracts.In keeping with the intent of the Law, it is the expectation of the Commissioner and the responsibility of all contractors participating in and/or selected for procurement opportunities with NYSED, to fulfill their obligations to comply with the requirements of the Article and its implementing regulations.In accordance with these requirements, the contractor hereby agrees to make every good faith effort to promote and assist the participation of certified Minority and Women-Owned Business Enterprises (“M/WBE”) as subcontractors and suppliers on this project for the provision of services and materials in an amount at least equal to the M/WBE goal (Included in the procurement document) as a percentage of the total dollar value of this project. In addition, the contractor shall ensure the following:1. All state contracts and all documents soliciting bids or proposals for state contracts contain or make reference to the following provisions:a. The contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, gender, religion, veteran status, sexual orientation, genetic disposition or carrier status and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination.For purposes of the Article, affirmative action shall mean recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff or termination and rate of pay or other forms of compensation.b. The contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability, marital status, gender, religion, veteran status, sexual orientation, genetic disposition or carrier status and that such union or representative will affirmatively cooperate in the implementation of the contractor’s obligation herein.c. The contractor shall state in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability, marital status, gender, religion, veteran status, sexual orientation, genetic disposition or carrier status.2. The contractor will include the provisions of subdivision one of this section in every subcontract as defined under §310.14, except as provided under §312.6 of the Article, in such a manner that the provisions will be binding upon each subcontractor as to work in connection with the State contract.3. Contractors or subcontractors shall comply with the requirements of any federal law concerning equal employment opportunity, which effectuates the purpose of this section.4. Contractors and subcontractors shall undertake programs of affirmative action and equal employment opportunity as required by this section[[1]](#footnote-2). In accordance with the provision of the Article, the bidder will submit, with their proposal, Staffing Plan (EEO 100).5. Certified businesses (as defined under Article 15-A, §310.1 means a business verified as a minority or women-owned business enterprise pursuant to §314 of the Article) shall be given the opportunity for meaningful participation in the performance of this contract, to actively and affirmatively promote and assist their participation in the performance of this contract, so as to facilitate the award of a fair share of this contract to such businesses[[2]](#footnote-3).6. Contractor shall make a good faith effort to solicit active participation by enterprises identified in the [Empire State Development (“ESD”) directory of certified businesses](https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=4687). The contractor must document its good faith efforts as set forth in 5 NYCRR 142.8. This document, Contractors Good Faith Efforts, can be found in the M/WBE Submission Documents.7. Contractor shall agree, as a condition of entering into said contract, to be bound by the provisions of Article 15-A, §316.8. Contractor shall include the provisions set forth in paragraphs (6) and (7) above, in every subcontract in a manner that the provisions will be binding upon each subcontractor as to work in connection with this contract.9. Contractor shall comply with the requirements of any federal law concerning opportunities for M/WBEs which effectuates the purpose of this section.10. Contractor shall submit all necessary M/WBE documents and/or forms as described above as part of their proposal in response to NYSED procurement.11. The percentage goals established for this RFP are based on the overall availability of M/WBEs certified in the particular areas of expertise identified under this RFP. These goals should not be construed as rigid and inflexible quotas which must be met, but as targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire Minority and Women-Owned Business Program work.12. Contractor shall ensure that enterprises have been identified (M/WBE 102) within the Utilization Plan, and the contractor shall attempt, in good faith, to utilize such enterprise(s) at least to the extent indicated in the plan, as to what measures and procedures contractor intends to take to comply with the provisions of the Article.13. Contractor shall upon written notification from NYSED M/WBE Program Unit as to any deficiencies and required remedies thereof, the contractor, within the period of time specified, will submit compliance reports documenting remedial actions taken and other information relating to the operation and implementation of the Utilization Plan.14. Where it appears that a contractor cannot, after a good faith effort, comply with the M/WBE participation requirements, contractor may file a written application with NYSED M/WBE Program Unit requesting a partial or total waiver (M/WBE 101) of such requirements setting forth the reasons for such contractor’s inability to meet any or all of the participation requirements, together with an explanation of the efforts undertaken by the contractor to obtain the required M/WBE participation. |

|  |
| --- |
| Mini-Bid Proposal Validity |
| All Contractor responses to Authorized User Mini-Bids must remain open and valid for at least 90 days from the Mini-Bid opening date, unless the time for awarding the Authorized User Agreement is extended by mutual consent of the Authorized User and the Contractor. A Contractor’s Mini-Bid response shall continue to remain an effective offer, firm and irrevocable, subsequent to such 90 day period until either tentative award of the Authorized User Agreement by the Authorized User is made or withdrawal of the Contractor Submission in writing by the Contractor. Tentative award of the Authorized User Agreement shall consist of written notice to that effect by an Authorized User to a successful Contractor, who shall thereupon be obligated to execute a formal Authorized User Agreement.  |

|  |
| --- |
| **Authorized User Procurement Rights** |
| New York State reserves the following rights. These reserved rights are applicable to an Authorized User’s Mini-Bid. The Authorized User may reserve additional rights in the Mini-Bid.* 1. Reject any or all Contractor Submissions received in response to the Mini-Bid.
	2. Withdraw the Mini-Bid at any time, in Authorized User’s sole discretion.
	3. Make an award under the Mini-Bid in whole or in part.
	4. Disqualify any Contractor whose conduct and/or Contractor Submission fails to conform to the requirements of the Mini-Bid.
	5. Seek clarifications and revisions of Contractor Submission(s).
	6. Prior to the Submission opening, amend the Mini-Bid specifications to correct errors or oversights, or to supply additional information, as it becomes available.
	7. Prior to the Submission opening, direct Contractor to submit Contractor Submission modifications addressing subsequent Mini-Bid amendments.
	8. Eliminate any mandatory, non-material specifications that cannot be complied with by all of the prospective Contractors.
	9. Waive any requirements that are not material.
	10. The Authorized User may utilize any and all ideas submitted in the Mini-Bids received.
	11. Adopt all or any part of a Contractor’s Submission in selecting the optimum solution.
	12. Negotiate with the Contractor(s) responding to this Mini-Bid within the Mini-Bid requirements to serve the best interests of the State. This includes requesting clarifications of any or all Contractors’ Submissions.
	13. All Contractor Submissions and accompanying documentation shall become the property of the Authorized User and shall not be returned.
	14. Require clarification at any time during the Mini-Bid process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a Contractor’s Submission and/or to determine a Contractor’s compliance with the requirements of the Mini-Bid.
	15. The Authorized User reserves the right to exclude any price lists that do not fall within the scope of the Mini-Bid.
	16. Upon discovery of non-material completeness or conformance issues with a Contractor’s Submission, contact the Contractor to attempt to cure the issue prior to completion of the evaluation of the Contractor’s Submission.
	17. OGS reserves the right to post information about Authorized User Contract usage of Centralized Contracts.
 |

|  |
| --- |
| Introduction |
| This Mini-Bid is being distributed to the Contractors awarded under Lot # 2 to acquire Project Based Information Technology (IT) Consulting Services for NYSED, an Authorized User of OGS Centralized Contract Award 22772 on a fixed-price basis.The purpose of this Mini-Bid is to obtain Proposals for Services as detailed in this document and any attachment(s) that may be included. |

|  |
| --- |
| Key Events and Dates |

|  |  |  |
| --- | --- | --- |
| **Event** | **Date** | **Time** |
| Mini-Bid Release | **10/4/2021** | **N/A** |
| Contractor Question Period End  | **10/29/2021** | **5:00 PM** |
| Authorized User Answer Issuance Deadline | **11/8/2021** | **N/A** |
| Mini-Bid Response Due Date | **11/26/2021** | **5:00 PM** |
| Presentations | **1/18/2022** | **N/A** |
| Tentative Project Start Date  | **3/1/2022** | **N/A** |
| **Please note: NYSED will not accept any Mini-Bid responses received after the Response Due Date.**  |

|  |
| --- |
| Pre-Bid Conference |
| Not Applicable |

|  |
| --- |
| Intent to Bid |
|  Not Applicable |

|  |
| --- |
| Question and Answer Period |
| Questions regarding the mini bid must be submitted by E-mail to PBITS@nysed.gov no later than October 29th, 2021. Questions regarding this request should be identified as Program, Fiscal or M/WBE. A Questions and Answers Summary will be posted on or about November 8th, 2021. |
| Downstream Prohibition |
| N/A |

# Table of Contents

[1. Project Overview 9](#_Toc87267365)

[1.1. Project Background 9](#_Toc87267366)

[1.2. Project Purpose / Objectives 9](#_Toc87267367)

[1.3. Business Processes Impacted 9](#_Toc87267368)

[1.4. Customers / End Users Impacted 10](#_Toc87267369)

[1.5. Existing System Description 10](#_Toc87267370)

[2. Detailed Project Scope 10](#_Toc87267371)

[2.1. Project Requirements 10](#_Toc87267372)

[2.1.1. Minimum Bidder Qualifications 10](#_Toc87267373)

[2.1.2. Project Timeline 10](#_Toc87267374)

[2.1.3. Contractor Requirements 11](#_Toc87267375)

[2.2. Project Consulting Personnel Requirements 12](#_Toc87267376)

[2.3. Project Deliverables Narrative 13](#_Toc87267377)

[2.4. Project Deliverables 14](#_Toc87267378)

[2.4.1. Ongoing Project Reporting 14](#_Toc87267379)

[2.4.2. Project Management Documentation 14](#_Toc87267380)

[2.4.3. Rest of State Data Migration Deliverables 15](#_Toc87267381)

[2.4.4. NYC Data Migration Deliverables 17](#_Toc87267382)

[2.4.5. Project Summary Documentation 20](#_Toc87267383)

[2.4.6. Acceptance Process and Criteria 20](#_Toc87267384)

[2.5. Project Risk Assessment 21](#_Toc87267385)

[2.6. Authorized User Security Requirements 21](#_Toc87267386)

[2.7. Authorized User Insurance Requirements 21](#_Toc87267387)

[3. General Terms and Conditions 21](#_Toc87267388)

[3.1. Definitions 21](#_Toc87267389)

[3.2. Mini-Bid With Statement of Work Document And Attachments 21](#_Toc87267390)

[3.3. Additional Terms and Conditions 22](#_Toc87267391)

[3.4. Authorized User Responsibilities 22](#_Toc87267392)

[3.5. Authorized User Dispute Resolution Procedure 22](#_Toc87267393)

[3.6. Enhancement Budget Provision 22](#_Toc87267394)

[3.7. Travel 22](#_Toc87267395)

[3.8. Retainage 22](#_Toc87267396)

[3.9. Additional Incentives 23](#_Toc87267397)

[3.10. Debriefing and Protest Procedure 23](#_Toc87267398)

[4. Contractor Response 23](#_Toc87267399)

[4.1. Administrative Response 23](#_Toc87267400)

[4.2. Technical Proposal 23](#_Toc87267401)

[4.3. Financial Response 25](#_Toc87267402)

[5. Mini-Bid Evaluation Process 25](#_Toc87267403)

[5.1. Submission Review 26](#_Toc87267404)

[5.2. Technical Evaluation 26](#_Toc87267405)

[5.3. Cost Evaluation 26](#_Toc87267406)

[5.4. Preliminary Composite Score 26](#_Toc87267407)

[5.5. Presentation 27](#_Toc87267408)

[5.6. Final Composite Score 27](#_Toc87267409)

[5.7. Reference Checks 27](#_Toc87267410)

[5.8. Best and Final Offers 27](#_Toc87267411)

[5.9. Award Recommendation 27](#_Toc87267412)

1. Project Overview

|  |
| --- |
| * 1. Project Background
 |

The Office of Facilities within the New York State Department of Education (hereinafter referred to as NYSED) is responsible for managing public school capital building projects that require state aid.

To assist the office in this responsibility, it relies on its current Project Management Information System (hereinafter referred to as PMIS) that has been in use for over 30 years and written in Clipper with a dBase back-end for data storage, which is no longer being supported.

NYSED began internal work to replace the system with a new system developed in Java using Spring framework along with Hibernate and an Oracle database for storage.

A comprehensive system has been developed, to replace the existing Clipper system, needed to support and maintain the status and information associated with the following phases of the building project process:

1. Intake Project Submission
2. Tracking Submission
3. Review Submission
4. Approval and Finalization

Data cleansing and migration of data is needed to complete the transition from the Clipper system to a web-based system.

|  |
| --- |
| * 1. Project Purpose / Objectives
 |

NYSED is issuing PBITS #21-002 to procure services that will perform data classification, cleansing and conversion of the Rest of State and NYC portions of the current legacy dBase system and load that data into their respective new Oracle databases for use by the replacement Java systems.

|  |
| --- |
| * 1. Business Processes Impacted
 |

Failure to cleanse and migrate the data from the legacy system could jeopardize approval of building projects for schools throughout the state and potentially impact the proper distribution of funds to completed projects.

|  |
| --- |
| * 1. Customers / End Users Impacted
 |

NYSED Facilities Planning staff; School districts throughout the state; Building Architects and Engineers.

|  |
| --- |
| * 1. Existing System Description
 |

As stated in section 1.1, the current PMIS system has been in use for over 30 years and written in Clipper with a dBase backend for data storage.

The system allows NYSED to manage projects by allowing intake and review of building projects requests. NYSED staff review the request, provide the school district with requirements for the project, enter the appropriate fiscal information and finally approve or deny the request. During approval a decision is made to see if the project is eligible for aid. If it found the project is eligible for aid, then it is required to supply and send information to NYSED’s State Aid Management System.

The data storage for the existing PMIS is also broken up into two data categories: Rest of state and NYC Data with the following volumes:

Rest of State Data:

* 55 Program Files
* 8 dBase tables approximately 131 MB that are not normalized or relational
* Main table contains 237 columns and approximately 80,000 records

NYC Data:

* 32 Program Files
* 7 dBase tables approximately 100 MB that are not normalized or relational
* Main table contains 217 columns and approximately 55,000 records

1. Detailed Project Scope

|  |
| --- |
| * 1. Project Requirements
 |

* + 1. Minimum Bidder Qualifications

The Bidder responding to this Mini-Bid must meet the following minimum bidder qualifications:

* Must be a current Contractor listed under OGS Award #22772, Lot # 2
* Pricing may not exceed the “maximum Not-To-Exceed price” established by OGS Award 22772
* Personnel requirements as described in Section 2.2
	+ 1. Project Timeline

It is anticipated that a contract resulting from this Mini-Bid will be effective on or about the anticipated start date of 3/1/2022 and the contract term will span a period of approximately 12 months as shown in the tentative timeline below:

|  |  |  |
| --- | --- | --- |
| **Task** | **Estimated Start Date** | **Estimated Date of Completion** |
| Ongoing Project Reporting | 3/18/22 | 2/17/23 |
| Project Management Documentation | 3/1/22 | 3/28/22 |
| Rest of State Data Migration | 3/1/22 | 8/15/22 |
| NYC Data Migration | 8/16/22 | 1/30/23 |
| Project Summary Report | 1/31/23 | 2/27/23 |

As indicated in the timeline above, NYSED has the preference that migration work for data marked as ‘Rest of State’ (Section 2.4.3) are given priority and completed before work begins on data marked as ‘NYC’ (Section 2.4.4).

Deliverables outlined in section 2.4.5 (Project Summary Documentation) should not be completed and submitted prior to the work outline in the previous sections has been completed.

* + 1. Contractor Requirements

#### Project Kickoff Meeting

At the beginning of the contract, the Contractor shall participate in an on-site meeting with the NYSED Project Team. This meeting will be conducted at NYSED offices in Albany, NY. The objectives of this meeting include:

* introduce Contractor staff
* establish the working relationship between Contractor and the NYSED Project Team
* review the project schedules and plan for the work to begin

#### Project Work Environment

The Contractor is expected to work with the NYSED Project Team in an efficient and professional manner. The Contractor shall report to the designated NYSED Project Manager.

The Contractor’s key personnel shall be available to work on-site at the NYSED Offices in Albany, NY during normal business hours. However, due to the uncertainty presented by COVID-19, remote work may be performed with prior written consent of the NYSED Project Manager.

The Contractor will be provided workspace, equipment (such as laptops) and access to the NYSED network. The Contractor is responsible to provide any additional needed equipment for its personnel including, but not limited to, items such as cell phones, offices supplies, etc.

#### Project Document Repository

NYSED will establish a JIRA project board along with Confluence web site that shall be the repository for all project related documents and tasks. The Contractor key personnel will be provided access to this site and shall be expected to post and maintain all project related documents and tasks there.

#### Change Management

The Contractor shall develop and maintain a plan to manage and coordinate proposed changes to the project work scope. No changes to the scope of work shall be undertaken without the prior, documented approval from the NYSED Project Manager.

#### Contractor’s Project Team

The contractor awarded under this Mini-Bid shall provide staffing in adequate numbers and with appropriate expertise to fulfil the duties of the project as outlined in this Mini-Bid.

The contractor shall submit resumes of staff hired under the terms of this contract for the NYSED Project Manager’s review prior to the start of work. The NYSED Project Team reserves the right to approve or disapprove the contractor’s proposed staffing.

#### Changes to the Contractor’s Project Team

Any changes to the Contractor’s project team must be approved by the NYSED Project Manager. The Contractor shall provide for the continuity of the responsibilities of any position that must be reassigned or replaced with a qualified replacement made available within ten (10) business days, subject to the review and approval of the NYSED Project Team. Should the need arise to make substitutions for any member of the project team, the Contractor will promptly provide resumes of comparably experienced staff for the NYSED Project Team’s review and approval.

|  |
| --- |
| * 1. Project Consulting Personnel Requirements
 |
| Job Function / Description | Minimum Qualification | Preferred Qualifications |
| Senior Project ManagerThe Senior Project Manager will report to the NYSED Project Manager and have the following responsibilities:* Managing Contractor resources, deliverables and execute project oversight
* Managing the project plan and schedule, cooridanting Contractor resources, ensuring the on-time delivery of project milestones
* Performing the scheduling of project team and stakeholder meetings
* Review of deliverable submission and sign-off prior to NYSED review and sign-off
 | * **M**inimum of five (5) years of Project Management Experience
* Certified PMP
 | * Experience in conducting full dress rehearsals
* Experience in use of issue tracking tools such as JIRA
* Experience in the use of system development tools such as Confluence
* Experience managing legacy data system conversion
 |

|  |  |  |
| --- | --- | --- |
| Job Function / Description | Qualification | Preferred Qualifications |
| Senior Data Conversion SpecialistThe Senior Data Conversion Specialist will be responsible for creating a data map in accordance with the deliverables listed in section 2.4 and will be expected to perform the following:* Work with NYSED technical and program area staff to understand the data structures tables from the legacy dBase and new Java-based systems
* Map legacy data to the new data structures using the proper ETL tools
* Analyze databases and develop data dictionaries of the tables, columns, fields, and table relationships
* Perform data analysis to design data transformation and data cleansing rules
* Fully participate in the creation of a data conversion plan
* Determine and recommend data corrections based on the data, business needs or technical constraints
* Write data transformation rules to convert legacy data for insertion into the target system
* Validate the data in the migration staging tables and work with NYSED staff to analyze and resolve data differences
* Write data cleansing scripts to clean up legacy data
 | * Minimum of three (3) years of experience in conversion sourced from dBase data stores
 | * Experience in use of issue tracking tools such as JIRA
* Experience in the use of system development tools such as Confluence
* Experience working with and configuring ETL tools to perform data migration
* Experience with Oracle database schemas and structure
* Experience Developing and maintaining technical documentation
 |

|  |
| --- |
| * 1. Project Deliverables Narrative
 |

The PMIS Data Consolidation project will be implemented in phases in accordance with the anticipated project timeline shown in Section 2.1. At the time that the Contractor begins work, the project may already be in progress.

The Contractor shall provide the required deliverables and shall work with NYSED to ensure that said deliverables are provided within the timeframes outlined in the Section 2.4 Project Deliverables.

These deliverables shall be the basis against which the Contractor's performance shall be evaluated and upon which payments will be made. Payment for the on-going project reporting deliverables will be distributed equally, monthly, across the term of the contract. All payment of project deliverables will be based on NYSED acceptance of the deliverable per Section 2.4.6.

All deliverables shall be identified with the NYSED numbering scheme shown in the ID # column below. When there are multiple items for a single deliverable, they shall be numbered with appropriate indexing. For purposes of this Mini-Bid, the terms “shall,” “must,” and “will” are used interchangeably, and are mandatory deliverables.

|  |
| --- |
| * 1. Project Deliverables
 |

* + 1. Ongoing Project Reporting

The following is the periodic reporting that shall be conducted throughout the duration of the contract.

The total hours bid within Attachment 1 (PBITS #21-002 Financial Proposal) must include the total hours needed for the duration of the contract and budget for the deliverable cannot exceed the maximum of 10% of the total budget estimated for the project. See Section 2.4.6 for Acceptance Process and Criteria.

| ID # | Description of Ongoing Project Reporting | Frequency |
| --- | --- | --- |
| FPMS-01 | Monthly Status Report PresentationContractor shall provide a monthly presentation in PowerPoint (PPT) form, whose organization shall be determined by as part of the DED in FPMS-02, to the NYSED Project Manager and Executive Stakeholders to provide the following:* Overview of the project’s progress
* Any newly identified risks or issues that will need addressing
* Suggestions of improvements to be made that could mitigate further risks and issues
* Review of any incompatible data and how best to handle it
* Review of any bugs in conversion process
 | Third week of each month for the duration of the project |

* + 1. Project Management Documentation

The following deliverable is for all Project Management artifacts that will be used throughout the duration of the project. The Deliverables Expectation Document will detail how deliverables will be accepted per section 2.4.6.

| ID # | Description of Project Management Documentation Milestones | Due Date |
| --- | --- | --- |
| FPMS-02 |  Project Management DocumentationContractor shall provide the initial and final of the following documents that shall also contain all NYSED comments incorporated after review:* Project Management Plan
* Work Plans and Schedule
* Staffing Plan
* Communications Plan
* Risk Management Plan
* Deliverables Expectation Document
 | 20 Business Days after Project Kick-off Meeting |

* + 1. Rest of State Data Migration Deliverables

The following are the Data Migration Deliverables for data identified as ‘Rest of State’ required for this contract. It is expected that the contractor will collaborate with the appropriate members of the NYSED Project team to fulfill and execute these deliverables. The total hours bid within Attachment 1 – Mini-Bid #PBITS 20-002 Financial Proposal must include the total hours needed to complete each deliverable. See Section 2.4.6 Acceptance Process and Criteria.

| ID # | Description of Data Migration Milestones |
| --- | --- |
| FPMS-03 |  Data Migration PlanContractor shall provide SED with a data migration plan that, at the minimum, contains the following:* Definition of the Data Migration Scope
* Key Data Migration Phase Stakeholders
* Risk Management
* Issues Management
* Change Management
* Data Migration Schedule
* Migration Approach
* Work Plan
* Deliverable Definitions
 |
| FPMS-04 |  Data Migration Legacy Data Source (LDS) CatalogContractor shall create a Legacy Data Source (LDS) Catalog that, at the minimum, contains the following:* Creation of unique project identifier, name, location, and description
* Identify key stakeholders
* Data Quality Assessment Report
* Legacy System Retirement Plan
 |
| FPMS-05 |  Data Migration Data Quality RulesContractor shall provide Data Quality Rules (DQR) for conversion and migration that, at the minimum, contains the following:* Creation of rule name
* Cross references
* Rule Owner
* Date of when rule was created
* Unique Identifier
* Rule Priority
* Rule Status
* Definition
* Correction strategy
* Acceptable quality limit
 |
| FPMS-06 |  Data Quality Analysis ReportContractor shall create Data Quality Analysis Reports on data within the legacy PMIS system.These reports shall be run against the legacy PMIS data stores using the DQR provided from deliverable FPMS-05 and should minimally include metrics for each field/column being analyzed according to the data quality rules that apply to it. |
| FPMS-07 |  Source to Target MappingContractor shall establish documentation that shows the mapping of data elements from the legacy PMIS system to the new Java-based PMIS system.Documentation shall, at a minimum, include the following:* Fields that will be migrated from the legacy system
* Fields in target system that data will be migrated into
* Identification of any fields critical to processing from the legacy system that does not have matching fields/columns in target system
* Transformation rules
* Technical data such as field type and size
* Cross reference to the Data Quality Report
 |
| FPMS-08 |  Data Migration Test PlanContractor shall develop test plans for the data migration process that, at a minimum, include the following:* Testing methodology
* Testing Criteria
* Expected Results
* Experienced (or actual) results
* Acceptability of the testing item
 |
| FPMS-09 |  Data Migration ExecutionUsing the approach and testing rules documented in deliverables FPMS-03 through FPMS-08, and under the guidance of SED staff, the contractor shall perform the extraction, transformation (as needed) and loading of all identified legacy data into their proper repositories.Contractor shall confirm the converted data:* Has been successfully inserted into the new data stores for the Java-based system
* Conforms to the formatting rules of the new data stores
* Useable by the new Java-based PMIS system

Contractor shall also confirm that data, identified as key data, that will reside outside the new PMIS system has been successfully loaded into their proper repositories and is accessible by NYSED staff. |

* + 1. NYC Data Migration Deliverables

The following are the Data Migration Deliverables for data identified as ‘NYC’ required for this contract. It is expected that the contractor will collaborate with the appropriate members of the NYSED Project team to fulfill and execute these deliverables. The total hours bid within Attachment 1 – Mini-Bid #PBITS 21-002 Financial Proposal must include the total hours needed to complete each deliverable. See Section 2.4.6 Acceptance Process and Criteria.

| ID # | Description of Data Migration Milestones |
| --- | --- |
| FPMS-10 |  Data Migration PlanContractor shall provide SED with a data migration plan that, at the minimum, contains the following:* Definition of the Data Migration Scope
* Key Data Migration Phase Stakeholders
* Risk Management
* Issues Management
* Change Management
* Data Migration Schedule
* Migration Approach
* Work Plan
* Deliverable Definitions
 |
| FPMS-11 |  Data Migration Legacy Data Source (LDS) CatalogContractor shall create a Legacy Data Source (LDS) Catalog that, at the minimum, contains the following:* Creation of unique project identifier, name, location, and description
* Identify key stakeholders
* Data Quality Assessment Report
* Legacy System Retirement Plan
 |
| FPMS-12 |  Data Migration Data Quality RulesContractor shall provide Data Quality Rules (DQR) for conversion and migration that, at the minimum, contains the following:* Creation of rule name
* Cross references
* Rule Owner
* Date of when rule was created
* Unique Identifier
* Rule Priority
* Rule Status
* Definition
* Correction strategy
* Acceptable quality limit
 |
| FPMS-13 |  Data Quality Analysis ReportContractor shall create Data Quality Analysis Reports on data within the legacy PMIS system.These reports shall be run against the legacy PMIS data stores using the DQR provided from deliverable FPMS-05 and should minimally include metrics for each field/column being analyzed according to the data quality rules that apply to it. |
| FPMS-14 |  Source to Target MappingContractor shall establish documentation that shows the mapping of data elements from the legacy PMIS system to the new Java-based PMIS system.Documentation shall, at a minimum, include the following:* Fields that will be migrated from the legacy system
* Fields in target system that data will be migrated into
* Identification of any fields critical to processing from the legacy system that does not have matching fields/columns in target system
* Transformation rules
* Technical data such as field type and size
* Cross reference to the Data Quality Report
 |
| FPMS-15 |  Data Migration Test PlanContractor shall develop test plans for the data migration process that, at a minimum, include the following:* Testing methodology
* Testing Criteria
* Expected Results
* Experienced (or actual) results
* Acceptability of the testing item
 |
| FPMS-16 |  Data Migration ExecutionUsing the approach and testing rules documented in deliverables FPMS-10 through FPMS-15, and under the guidance of SED staff, the contractor shall perform the extraction, transformation (as needed) and loading of all identified legacy data into their proper repositories.Contractor shall confirm the converted data:* Has been successfully inserted into the new data stores for the Java-based system
* Conforms to the formatting rules of the new data stores
* Useable by the new Java-based PMIS system

Contractor shall also confirm that data, identified as key data, that will reside outside the new PMIS system has been successfully loaded into their proper repositories and is accessible by NYSED staff. |

* + 1. Project Summary Documentation

| ID # | Description of Project Summary Documentation Milestones |
| --- | --- |
| FPMS-17 |  Project Summary ReportUsing templates provided by SED, the contractor shall provide a summary document to be reviewed by management of SED ITS and Program Area.This document shall contain, at a minimum, the following items:* Statement of the project scope
* Description of the successes and challenges/difficulties encountered during the project
* Description of the project results, including, but not limited to, the following:
	+ Project Goals, Objectives, Deliverables
	+ Project Performance Measures (if any were agreed on during the project)
	+ Quality of Final Deliverables
	+ Suggestions for Improvement
	+ Descriptions and/or links to all project artifacts, including (but not limited to) all documentation and code or scripts used to perform the conversions
 |

|  |
| --- |
| * + 1. Acceptance Process and Criteria
 |

The Contractor shall provide document-based Deliverables in the form and format agreed to by the NYSED Project Team, based on the Deliverables Expectation Document (DED) (FPMS-02). The deliverable expectation documentation shall include, but not be limited to, deliverable ID number, title, frequency, draft and final due dates, approval requirements, outline of contents, and delivery of media.

For each deliverable defined in the sections above, other than Section 2.4.1 (Ongoing Project Reporting), NYSED shall have an acceptance period beginning on the date written notification of completion was received from the Contractor and as outlined herein. All document-based Deliverables shall require written approval by NYSED Project Team or written designee that such Deliverables comply with the terms of the Agreement. The number of business days for any NYSED initial review of a document-based Deliverable shall be no more than five (5) business days, unless otherwise mutually agreed to by NYSED Project Manager and the Contractor’s Project Manager in the Project Work Plan. The five (5) day period shall begin upon written transmittal by the Contractor Project Manager to NYSED Project Manager that the Deliverable is in final form and ready for approval and shall be counted from and include the first working day following the delivery of the Deliverable to NYSED. NYSED shall provide Contractor (i) with approval of the Deliverable or (ii) with a written statement, of the itemized deficiencies preventing approval.

The Contractor shall have five (5) business days to complete all corrective actions or changes for such deliverable to conform in all material respects with the requirements set forth in the Agreement. The count of such business days shall begin on the first business day following Contractor's receipt of the written statement of required corrective actions or changes.

If NYSED cannot approve the document-based Deliverable after correction by Contractor, the Contractor's Project Manager and NYSED Project Team may mutually agree to further steps to correct outstanding material deficiencies. However, in no event shall the total time allocated for review, correction, and re-review of material deficiencies in a Deliverable exceed forty (40) business days, except for good cause in the sole discretion of the State.

NYSED will have final approval of all deliverables.

|  |
| --- |
| * 1. Project Risk Assessment
 |

| Known Risk | Suggested Mitigation Strategy (if known) |
| --- | --- |
| Acknowledgement there maybe be key data in legacy system that does not have any corrsponding structures in the new Java-based system | While modification of the new Java-based system may be a possibility, the exact nature of mitigation will need to be discussed on a case-by-case basis |

|  |
| --- |
| * 1. Authorized User Security Requirements
 |

The contractor and all of its subcontractors performing work on the contract resulting from this procurement must sign an Information Protection Agreement provided by NYSED, assuring the confidentiality of all work and discussions carried out under this contract after the contract is awarded. These signed agreements must be submitted to NYSED within seven (7) days after the contract has been executed, and prior to any work being done.

It is anticipated that access to the new system will be controlled using NY State’s NY.govID identity and password services for employees, consumers, and vendors.

The contractor and the solution must comply with NYSED security policies and procedures.

In particular, the new system must comply with New York’s data encryption standards for data in transit and data at rest. In addition to the Security Requirements included with this PBITS procurement, the Contractor agrees to comply with all NYSED security requirements throughout the term of the contract.

|  |
| --- |
| * 1. Authorized User Insurance Requirements
 |

No additional requirements

1. General Terms and Conditions

|  |
| --- |
| * 1. Definitions
 |

|  |  |
| --- | --- |
| Term | Description |
| PMIS | Project Manangement Information System |
| Program Files | Text files that contain Clipper code  |

|  |
| --- |
| * 1. Mini-Bid With Statement of Work Document And Attachments
 |

This Statement of Work is comprised of the following:

* Mini-Bid #PBITS 2120-002 PMIS Data Consolidation Services (this document)
* Technical Proposal SubmissionFinancial Proposal Submission
* Administrative Proposal Submission

|  |
| --- |
| * 1. Additional Terms and Conditions
 |
| **PROCUREMENT LOBBYING LAW**Pursuant to State Finance Law §§139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between the New York State Education Department (NYSED) and an Offerer/bidder during the procurement process. An Offerer/bidder is restricted from making contacts from the earliest notice of the solicitation through final award and approval of the Procurement Contract by NYSED and, if applicable, Office of the State Comptroller (“restricted period”) to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). Designated staff, as of the date hereof, is identified below. NYSED employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offerer/bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four year period, the Offerer/bidder is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found at [NYSED's Procurement Lobbying Law Policy Guidelines](http://www.oms.nysed.gov/fiscal/cau/PLL/procurementpolicy.htm) webpage.Designated Contacts for NYSEDProgram Office – Jonathan BottistiContract Administration Unit – Richard DupreyM/WBE – Brian Hackett |

|  |
| --- |
| * 1. Authorized User Responsibilities
 |

 NOT APPLICABLE

|  |
| --- |
| * 1. Authorized User Dispute Resolution Procedure
 |

Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized), but must, instead, be heard in a court of competent jurisdiction of the State of New York.”

|  |
| --- |
| * 1. Enhancement Budget Provision
 |

Following the initial contract award, NYSED may wish to negotiate an Enhancement Budget in excess of the total cost proposal. These enhancements shall not exceed 10% of the initial total cost proposal. This figure is applied after the negotiations with the tentative Awardee and should not be included with the Contractor’s submission in response to this document. The total cost including any enhanced budget amount may not exceed the Lot parameters from which the award was made. Enhanced deliverables agreed to with the Contract Awardee shall be included and paid in the final deliverable payment.

|  |
| --- |
| * 1. Travel
 |

Not separately reimbursable.

|  |
| --- |
| * 1. Retainage
 |

NYSED will retain an amount equal to ten percent (10%) of the cost of each Deliverable performed by Contractor for services under this Agreement. The retained amount shall be paid to Contractor upon the occurrence of the following:

Acceptance by SED of all Deliverables for services under this agreement.

|  |
| --- |
| * 1. Additional Incentives
 |

NOT APPLICABLE

|  |
| --- |
| * 1. Debriefing and Protest Procedure
 |

All unsuccessful bidders may request a debriefing within fifteen (15) calendar days of receiving notice from NYSED of non-award. Bidders may request a debriefing by submitting a written request to cau@nysed.gov.

Bidders who receive a notice of non-award or disqualification may protest the NYSED award decision subject to the following. The protest must be in writing and must contain specific factual and/or legal allegations setting forth the basis on which the protesting party challenges the contract award by NYSED. The protest must be filed within ten (10) business days of receipt of a debriefing or disqualification letter. The protest letter must be filed with cau@nysed.gov. A protest review committee will be formed, which will include NYSED counsel, Counsel’s Office will provide the bidder with written notification of the review team’s decision within ten (10) business days of the receipt of the protest. The NYSED Contract Administration Unit (CAU) may summarily deny a protest that fails to contain specific factual or legal allegations, or where the protest only raises issues of law that have already been decided by the courts

1. Contractor Response

To submit a bid in response to this mini-bid, bidders should submit the following documents:

1. Technical Proposal
2. Financial Proposal- Attachment 1
3. Checklist and Forms Attachment 2

The necessary forms to complete are posted on the mini-bid website.

* 1. Administrative Response

**The Contractor Submission must be fully and properly executed by an authorized person.  By signing you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this Mini-Bid (including any Questions/Answers or addendums), the OGS Centralized Contract and that all information provided is complete, true and accurate.**

Contractor affirms that it understands and agrees to comply with the Authorized User’s procedures relative to permissible contacts.  Information may be accessed at:

Procurement Lobbying:  [NYSED's Procurement Lobbying Law Policy Guidelines](http://www.oms.nysed.gov/fiscal/cau/PLL/procurementpolicy.htm)

The Authorized User will not be held liable for any cost incurred by the Contractor for work performed in the preparation of a response to this Mini-Bid or for any work performed prior to the formal execution of an Authorized User Agreement. Responses to the Mini-Bid must be received as specified in Key Dates and Events. Contractor assumes all risks for timely, properly submitted deliveries of this Mini-Bid response. A Contractor is strongly encouraged to arrange for delivery of Mini-Bid responses prior to the date of the bid opening. Late mini-bid responses will be rejected. The received time of Mini-Bid responses will be determined by the clock at the Authorized User’s location.

* 1. Technical Proposal

The purpose of the Technical Proposal is to demonstrate the qualifications, competence, and capacity of the Bidder to perform the services contained in this Mini-Bid. The Technical Proposal should demonstrate the qualifications of the Bidder and of the staff to be assigned to provide the defined services.

 **The following outlines the required information to be provided by Bidders, in the following order. The information requested should be provided in the prescribed format. All responses to the Mini-Bid shall be subject to verification for accuracy.**

Please provide the information in the same order in which it is listed below, with tabulated format to match each criterion. For example, Tab I – Title Page, Tab II – Table of Contents, Tab III – Executive Summary, etc. The Bidder’s proposal should contain sufficient information to ensure NYSED of its accuracy. The Bidder’s Technical Proposal (excluding work samples and project plan), should be limited to **no more than 25 pages**

If the Contractor’s proposal includes use of a subcontractor to meet the bid requirements and / or complete work on the Mini-Bid’s required deliverables, the Contractor will note throughout the technical proposal when Contractor resources and when subcontractor resources will be used. The Contractor must also note in the technical proposal the name and business address of the subcontractor and the Contractor’s previous work with the subcontractor. NYSED reserves the right to require proof of the selected contractor and subcontractor agreement for work on the required deliverables prior to executing a final agreement with the selected contractor.

***Cost information should not be included in the Technical Proposal documents.***

.

1. **Title Page**

The Title Page should identify the Mini-Bid subject and number; the Bidder's name and address; the name, address, telephone number, and e-mail address of the Bidder’s contact person; and the date of the Proposal.

1. **Table of Contents**

The Table of Contents should identify each major section of the Bidder’s proposal, along with its initial-page number. It shall also include all attachments or addendums to the Proposal.

1. **Executive Summary**

The Bidder should provide a brief and concise description of the proposed approach and work effort. The Bidder should describe any unique capabilities that speak to why its services may be superior to those of its competitors.

1. **Minimum Bidder Qualifications**

The Bidder must provide certification (contained in forms package) and documentation proving it meets the requirements defined in Section 2.1.1, Minimum Bidder Qualifications.

1. **Experience and Staffing**

In addition to meeting the Minimum Qualifications in Section 2.1.1, the Bidder shall elaborate and provide qualitative details about its experience and ability to meet the preferred qualifications in Section 2.1.2. This experience should include the following:

*Work Samples*

The Bidder should provide relevant work samples that provide tangible evidence of experience similar in nature to the work defined in this Mini-Bid.

*Personnel*

The Bidder should provide profile information for each of the proposed key staff, including subcontracted staff. Profile information should include

* Name
* Proposed role on this project and planned time to be spent on this project
* Years of relevant experience
* Description of relevant experience
* Educational qualifications and professional certifications
* Indication as to which referenced projects this individual worked on
1. **Project Schedule and Staffing Plan**

The project schedule should include:

* Tasks and milestones
* Start and finish dates/task durations
* Task/Milestone dependencies (i.e., predecessors and successors)
* Resource allocations
* Critical path

The Bidder should also provide an accompanying staffing plan that includes, at a minimum:

* Details of how staffing will be provided to meet the project deliverables over the entire lifecycle of the engagement
* The degree to which Bidder staff will work on-site at NYSED
* Any assumptions that the Bidder has made about the expected level of effort of staff on the project
1. **Approach**

The Bidder should describe its approach to executing the project and achieving all required deliverables, including:

* How its experience, practices, and procedures will ensure a successful project
* How its approach will ensure a quality product and timely completion
	1. Financial Response

The Bidder shall complete and submit Attachment 01 – Mini-Bid Financial Proposal. The bid price shall cover the cost of furnishing all of the defined services and deliverables, including but not limited to materials, equipment, travel expenses, profit and labor, and the performance of all work set forth in this document. The Mini-Bid Financial Template requires the Bidder to provide pricing for each deliverable and a Total Fixed Price for the Project. Totals will be automatically calculated based on the hours and pricing entered.

The Total Fixed Price for the Project as shown in Attachment 01 - Mini-Bid Financial Proposal will be used for the cost evaluation.

1. Mini-Bid Evaluation Process

NYSED will evaluate each proposal based on the “Best Value” concept. This means that the proposal that best “optimizes quality, cost, and efficiency among responsive and responsible offerors” shall be selected for award (State Finance Law, Article 11, §163(1)(j)).

NYSED, at its sole discretion, will determine which proposal(s) best satisfies its requirements. NYSED reserves all rights with respect to the award. All proposals deemed to be responsive to the requirements of this procurement will be evaluated and scored for technical qualities and cost. Proposals failing to meet the requirements of this document may be eliminated from consideration. The evaluation process will include separate technical and cost evaluations, and the result of each evaluation shall remain confidential until both evaluations have been completed and a selection of the winning proposal is made.

The evaluation process will be conducted in a comprehensive and impartial manner, as set forth herein, by an Evaluation Committee. The Technical Proposal and compliance with other Mini-Bid requirements (other than the Financial Proposal) will be weighted at 70% of a proposal’s total score, and the information contained in the Financial Proposal will be weighted at 30% of a proposal’s total score.

Bidders may be requested by NYSED to clarify the contents of their proposals. Other than to provide such information as may be requested by NYSED, no Bidder will be allowed to alter its proposal or add information after the Deadline for Submission of Proposals listed in Key Events and Dates.

In the event of a tie, the determining factors for award, in descending order, will be: (1) lowest cost; and (2) proposed percentage of M/WBE participation.

* 1. Submission Review

NYSED will examine all proposals that are received in a proper and timely manner to determine if they meet the proposal submission requirements, as described in Section 4 (Contractor Response), and include the proper documentation, including all documentation required for the Administrative Response, as stated in this Mini-Bid. Proposals that are materially deficient in meeting the submission requirements or have omitted material documents, in the sole opinion of NYSED, may be rejected.

* 1. Technical Evaluation

A Technical Evaluation Committee (TEC) comprised of NYSED staff will review and evaluate all proposals that meet minimum Bidder Qualifications and submission requirements. The TEC members will independently score each Technical Proposal that meets the submission requirements of this Mini-Bid. The Technical Evaluation is 70% (up to 70 points) of the final score.

| **Technical Evaluation** | **70 Points** |
| --- | --- |
| Written Technical Proposal  Experience and Staffing (20 points) Project Schedule and Staffing (20 points) Approach (20 points) | 60 |
| Technical Presentation  | 10 |

* 1. Cost Evaluation

The Cost Evaluation Committee (CEC) will review and evaluate all Financial Proposal documents. The Financial Proposals will be opened and reviewed for responsiveness to cost requirements. If a Financial Proposal is found to be non-responsive, that proposal will not receive a cost score, and will be eliminated from consideration.

Each proposal that meets the submission requirements and meets the Financial Proposal requirements will receive a cost score. The Financial Proposal will be scored based on a maximum of 30 points. The Total Bid Price submitted in Attachment 01 - Mini-Bid Financial Proposal will be used for the cost evaluation.

The maximum cost score will be allocated to the proposal with the lowest, all-inclusive not-to-exceed maximum price. All other responsive proposals will receive a proportionate score based on the relation of their Financial Proposal to the proposals offered at the lowest final cost, using this formula:

C = (A/B) \* 30 points

* A is Total price of lowest cost proposal;
* B is Total price of cost proposal being scored; and
* C is the Cost score.

The Cost Evaluation is 30% (up to 30 points) of the final score.

* 1. Preliminary Composite Score

After completion of the Technical and Cost evaluation, a preliminary composite score will be calculated by the CEC by adding the technical evaluation points and the cost evaluation points.

The CEC will determine which Bidders are susceptible to a contract award based on the preliminary composite scores. The highest preliminary composite scoring Bidder and those Bidders within 10 points of the highest score will be invited for a technical interview.

* 1. Presentation

Presentations will be held either via WebEx or at the Department's main office located in Albany, New York when possible. All members of the Contractor’s key personnel must be at the presentation.

The presentation will last approximately one hour. Finalists are expected to make a presentation setting forth their qualifications and experience. The presentation must also address the project approach described in the mini-bid proposal. Throughout the interview, the interview committee will be free to ask questions of the finalist

* 1. Final Composite Score

A final composite score will be calculated by NYSED by adding the presentation evaluation points to the preliminary technical evaluation points and the cost evaluation points. The proposals will then be ranked based upon each Bidder’s Final Composite Score. The highest scoring proposal will be eligible for award.

* 1. Reference Checks

The Bidder will submit references using the Contractor References form provide in the NYSED PBITS Checklist and Forms..

* 1. Best and Final Offers

NYSED reserves the right to request best and final offers. In the event NYSED exercises this right, all Bidders who submitted a proposal that met the minimum mandatory requirements will be asked to provide a best and final offer. Bidders will be informed that, should they choose not to submit a best and final offer, the offer submitted with their proposal will be construed as their best and final offer.

* 1. Award Recommendation

The contract issued pursuant to this proposal will be awarded to the vendor whose aggregate technical and cost score is the highest among all the proposals rated. NYSED will make one award.

1. Notice – Contractors are provided with notice herein, NYSED may require a contractor to submit proof of an equal opportunity program after the proposal opening and prior to the award of any contract. In accordance with regulations set forth under Article 15-A §312.5, contractors and/or subcontractors will be required to submit compliance reports relating to the contractor’s and/or subcontractor’s program in effect as of the date the contract is executed. [↑](#footnote-ref-2)
2. Should the contractor identify a firm that is not currently certified as an M/WBE, it should request that the firm submit a certification application [Empire State Development](http://www.esd.ny.gov/MWBE/Certification.html) by the deadline for submission of proposals for eligibility determination. It is the responsibility of the contractor to ensure that a sufficient number of certified M/WBE firms have been identified in response to this procurement, in order to facilitate full M/WBE participation. [↑](#footnote-ref-3)