STATE OF NEW YORK
DEPARTMENT OF TAXATION AND FINANCE
Bureau of Fiscal Services
Building 9, Room 234
W.A. Harriman Campus
Albany, NY 12227

Donald J. Kohn, Director
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June 9, 2006

Re: RFP 06-102 – Information Technology Consulting Services

To All Potential Bidders:

Attached is a table of all bidder questions submitted for RFP #06-102, Information Technology Consulting Services, and the Department's response.

In addition, the following clarification is provided regarding **Attachments B-2 section B and B-3 section B (Program Attachments pages 6 and 8)** of the RFP:

B-2 section B

The "Explanations for Technology Skill sets" numbers 4 through 11 should include:

Identify one (1) Client for each skill area where the majority of resources were placed and provide the requested Client information.

B-3 section B

Numbers 5 through 7 should include:

Identify one (1) Client for each skill area where the majority of resources were placed and provide the requested Client information.

As a reminder, if your firm is interested in submitting a proposal in response to the RFP, a "Notification of Intent to Bid", Attachment 1, must be completed and submitted by June 14, 2006. The final date for receipt of bidder proposals is June 19, 2006. In addition, if you have not filed "Offerer Affirmation To Procurement Lobbying Guidelines", Attachment 2, it should be filed with your proposal.

Janice Piccone
Assistant Director, Procurement

QUESTIONS RECEIVED AS OF 2:00PM, June 2, 2006

	PAGE	SECTION	QUESTION	ANSWER
1.			May I email the RFP to this email address? Or does it have to be through the mail?	**No. You must submit by mail or hand delivery. Please refer to section VII Proposal Submission for further detail.**
2.	**38**	**Program Exhibits**	Under the current MASA for Programming Services that began three (3) years ago and continues in force today, how many times has DTF moved to the secondary contractor?	**The Department currently has contracts in three service groups. Utilization of the second contract has been minimal. As indicated on pages 1 and 38, the secondary contract will be used as a backup only in the event the primary contractor cannot provide resources as required by the Department – we do not anticipate extensive use.**
3.	**13**	**Administrative Exhibits**	The date of issue of this RFP is 5/22/06, the date set in the solicitation for receipt of bids is 6/19/06, exactly 20 business days later. It is unclear if the 72 hour window applies. What is the date for protests to be received by DTF?	**The 72 hour window applies. Protests must be received by 2 p.m., June 16, 2006.**
4.	Program Exhibits Page 7	III Qualifying Requirements	In general, if more than one company is participating in the proposal (i.e., team bid), do all of the companies have to meet the qualifying requirements individually or their experience and references will be combined?	**There must be a primary contractor responsible for performance awarded any contractor as a result of this RFP. The primary contractor must meet the qualifying requirements. It is acceptable for the primary contractor to have used subcontractors to meet qualifying requirements or technical requirements.**
5.			Regarding Resource placement, if two companies are partnering to respond to this RFP, can they meet the qualifying requirements by combining the number of resources placed over the last 3-5 years or no?	**See response to question 4.**
6.	Program Exhibits Page 7	III Qualifying Requirements, B- Bidder Experience	If a small business is participating in this RFP as a subcontractor, can references be used from the subcontractor to demonstrate experience with government clients?	**The qualifying requirements must be met by the primary contractor.**

	PAGE	SECTION	QUESTION	ANSWER
7.	Program Exhibits Page 10	IV Technical Requirements, A Experience And Resource Capacity, 2 Project Experience	Concerning the duration and timing of the reference project, does the phrase “in the last years” imply the referenced project should have completed within the last three years or started within the last three years?	**The requirement is that the bidder must have been providing support for the project for a minimum of twelve (12) consecutive months and all of this twelve month support must have occurred in the last three years - - i.e., any 12 consecutive month period from June 19, 2003 through June 19, 2006 (the response due date).**
8.	Program Exhibits Page 24	IV Admin. Requirements, C Administrative Proposal Requirements, 3 Financial Stability	We do not have the ability to submit financial statements for the CGI-AMS, only for the CGI Group (i.e., the parent company). Is this acceptable?	**The requirements regarding financial statements are dependent on the Primary contractor. These requirements are detailed in Section VI C 3 Financial Stability.**
9.	Administrative Attachments Page 1	Attachment 1, Notification Of Intent To Bid	If there is more than one party participating in the creation of the proposal (i.e., prime contractor and sub contractors) do all parties need to submit a separate “Attachment 1” document?	**No.**
10.	Administrative Attachments Page 2	Attachment 2, Procurement Lobbying Act	If there is more than one party participating in the creation of the proposal (i.e., prime contractor and sub contractors) do all parties need to submit a separate “Attachment 2” document?	**No.**
11.			What is the physical address of where the program will be performed?	**As indicated on Page 6, the majority of assignments will be at our Albany, New York office. This office is located at Building 8, WA Harriman State Office Campus.**
12.			Who will be the program manager?	**The department is seeking a contractor to provide ad hoc resources for various IT projects, most critically to support our e-MPIRE project. Depending on the assignment, the program manager will vary.**

	PAGE	SECTION	QUESTION	ANSWER
13.			What is the anticipated program value?	**As indicated above, this is not a project bid and we have no anticipated program value. Section I C indicates historical expenditures for IT resources, however these expenditures are not a guarantee of future contract expenditures.**
14.			Is there an incumbent contractor for this program? If so, who is it and what services do they perform?	**Yes. The Department currently has seven Contracts in the programming area, five contracts in the technology group and three contracts in the Management and Analysis group. The Contractors are:** **Programming** **1. CAI Computer Aid Inc** **2. Keane. Inc** **3. Ajilon** **4. Unisys** **5. Deloitte** **6. Computer Technology Services** **7. Terra Nova** **Technology** **1. Keane** **2. Unisys** **3. Deloitte Consulting** **4. CMA Consulting Services** **5. Mark G. Caouette, Inc** **Management & Analysis** **1. Keane, Inc** **2. CAI Computer Aid Inc** **Ajilon**
15.			What is the name of the primary and secondary vendors currently providing "Programming Services"?	**See response to Question 14.**
16.			What is the name of the primary and secondary vendors currently providing "Technology & System Integration Services"?	**See response to Question 14.**

	PAGE	SECTION	QUESTION	ANSWER
17.			What is the name of the primary and secondary vendors currently providing “Management & Analysis Services”?	**See response to Question 14.**
18.	1	Exhibit 1.B	What OGS PSG Categories of Expertise must vendors be qualified for to respond?	**This is not an OGS backdrop contract bid; therefore, the OGS-PSG categories do not apply.**
19.	2	Exhibit 1.D	Will cost of living increases be applied to the billable rates at each contract anniversary?	**Yes.**
20.	20-22	Attachments H-1. H-2 and H-3	The RFP states that, “On the anniversary date of this Contract, the hourly rates are subject to an increase equal to the lower of five (5) percent or the CPI for the previous twelve (12) month period. Such increase will apply to all current and new consultants. Does this mean that the rates of all current consultants will be increase on the same date (the contract anniversary date), or will the rates of current consultants be on the anniversary date of the specific individual?	**All current consultant rates will be increased on the anniversary date of the Contract.**
21.	2	Attachment B-2	DTF is requesting we provide client name and contact information for each skill area identifying where the majority of resources were placed. This request is clearly spelled out on the form for attachment B-1. On attachment B-2 and B-3 there are places to put a client name, Client Contact names, phone and e-mail, yet these forms do not have the same instructions. Is DTF requesting the same information for forms B-2 and B-3?	**Yes. DTF is requesting the same information for forms B-2 and B-3. Please see the clarification issued concerning this subject.**

	PAGE	SECTION	QUESTION	ANSWER
22.	**1-17**	**Program Exhibit A, B, C and D**	Exhibits A, B and D describe your computing environment, Categories of Expertise and Assignment Examples which are very diverse. The market dictates that consultants for newer technologies such as powerbuilder, JAVA or Websphere, command a significant higher rate than a COBOL consultant. Can you identify what the e-MPIRE project strategy is and which Computing Environment do you anticipate the majority of your needs to come from? Do you expect that a more advanced computing environment will be required in the future?	**In addition to Exhibits A, B and D, a general overview of the e-MPIRE computing/development environment is provided in Section 1(Proposal Background), Section B (Purpose). It is envisioned that new or re-engineered business applications will be developed in the newer, more advanced technologies (e.g., JAVA, Websphere, Process Server). The evolution to these technologies will depend on multiple factors, including but not limited to, evolving business needs, timing of upgrades, industry trends and resources. Vendors must assume that they may be required to provide support across this varied environment and, regardless of what aspects of the environment are involved, we will rely more heavily on the higher level titles, rather than the entry level titles.**
23.	**Page 1**	**Section I**	The RFP references the need to integrate to "commercial work flow software and an associated COTS "business monitor" product to support electronic work inventories and a software engine that externalizes business logic by providing English language interface to create business rules without the need for program code changes". Could you please identify the various software packages and products with which this system interfaces?	**In addition to the Software Architecture described in Exhibit A, the e-MPIRE systems integrate with various commercial software products which support the applications. This includes, but is not limited to, a suite of IBM products (Websphere, MQ Series, Workflow, Business Monitor, Process Server, DB2 Viper, CICS Transaction Gateway) and our correspondence generating software (Xtreme). Proposals should, at a minimum, address the need to support the integration with these commercial products.**

	PAGE	SECTION	QUESTION	ANSWER
24.	**6**	**Section II**	The RFP states that "Overtime (work in excess of 40 per week) must be included in the Contractor's hourly rate". Keane has three interpretations of this requirement. Could you please identify which is correct: a) Keane would submit a bill rate that would be billed for all hours in a work week, including those over 40 hours, that would include overtime hours. b) Keane would submit a bill rate that is would use to bill the State of New York for a maximum of 40 hours each work week. This rate would need to bear the burden of any overtime pay. c) Keane would provide two rates to the State of New York, an hourly bill rate and an overtime bill rate to the State of New York.	**The Department will reimburse the contractor at one rate for all hours worked under and over 40 per week.**
25.	**20-22**	**Attachments H-1. H-2 and H-3**	The RFP states that, "The hourly rate must be inclusive of overtime and exclusive of travel." Does this mean that the hourly rates quoted will be applied to any overtime worked, or that no overtime hours will be billable in which case the hourly rates quoted must accommodate expected levels of overtime (as outlined in Program exhibits, Page 6). This question relates to Question 19, above.	**See response to question 24.**
26.			Please confirm that overtime is expected and will not be compensated.	**See response to question 24.**

	PAGE	SECTION	QUESTION	ANSWER
27.	**10**	**Section IV**	We understand the challenges that can be encountered in attempting to contact references. Will DTF be providing vendors with timeframes in which the references will potentially be contacted so that we can reach out to our references and alert them to ensure availability?	**DTF will be contacting vendors almost immediately upon opening of the bids. We cannot provide more specific detail however, all references will be contacted by e-mail and if DTF is unable to contact or obtain information from any reference, the bidder will be provided one opportunity, with a deadline, to assist in obtaining cooperation from those clients who have not responded.**
28.			Will the vendors be notified as to when references will be checked? If not, can we ask references to call Tax and Finance to ensure that the agency received this feedback timely?	**See response to question 27.**
29.	**20**	**Section IV**	Sub-sections (a) and (c) both refer to M/WBE utilization associated with this procurement as zero percent. Could you please confirm that this 0% minimum requirement is correct?	**Yes.**
30.	**31**	**Section VII**	The format of the Technical Requirements portion of the proposal format (tab 2) seems to imply that all attachments will be included in a single proposal, as opposed to submitting three individual proposals, one for each service group. Could you please clarify?	**Yes. One complete proposal is required. Relevant attachments for each service group bid must be included.**
31.	**36**	**Section VIII**	The RFP states that the Financial Evaluation is worth 30% of the Phase II score, but doesn't indicate how the financial evaluation will be performed. Could you please clarify how the Financial Rate Proposal will be scored?	**The financial forms list titles in the order of importance which will be taken into account in the financial evaluation. Both high and low hourly rates will be utilized in the Financial Evaluation.**
32.	**23**	**Administrative Attachments**	It appears that Attachment 11 is intended for consultants to sign before they commence work, and therefore may not be required as part of this proposal. Could you please confirm whether or not this attachment is required with the proposal, and if so, could	**This form is required as part of the bid submission. It should be signed by the bidders contract administrator.**

	PAGE	SECTION	QUESTION	ANSWER
			you please clarify by whom you would expect this to be signed?	
33.	**24-27**	**Administrative Attachments**	It appears that Attachment 12 is intended for consultants to sign before they commence work, and therefore may not be required as part of this proposal. Could you please confirm whether or not this attachment is required with the proposal, and if so, could you please clarify by whom you would expect this to be signed?	**This form is required as part of the bid submission. It should be signed by the bidders contract administrator.**
34.	**28-33**	**ST-220**	It is our experience that ST-220 forms are not typically required to be submitted until after the awarding of the contract. Could you please confirm whether or not a completed ST-220 is required as part of the proposal?	**As indicated in Section VI C 11 and the bidders checklist, the ST-220 is required "upon notification of contract award".**
35.		**Attachment B's**	Part of the vendor qualifications is prior government experience, within the last three years. However, Attached B-1 is looking for specific experience with tax systems. Is tax experience a mandatory requirement for all three service groups or will experience with any government agency count?	**Prior Government Experience is a qualifying requirement. You must have this experience to bid on this proposal. This is not related to Tax Experience, which is a technical requirement. (See Section III Qualifying Requirements for further detail.) Tax Experience is not mandatory; bidders who have this experience will be awarded additional points in the technical evaluation. (See Section IV, Technical Requirements for a further detail.)**
36.	**11**	**Section IV**	Can a vendor use NYS Department of Taxation and Finance as a reference in our response?	**Yes. Vendors who wish to use DTF as a reference should use Brian Digman as the contact. The alternate reference should be Marie Hamlin.**
37.	**12**	**Section D**	When using sub-contractors, is it necessary to identify all sub-contractors by name and address? And, is it a requirement for the prime to submit a separate Attachment F for all sub-contractors indicating their policy regarding administrative services and retention policies?	**No.** **No. Any relevant subcontractor information should be addressed in the detail portion of Attachment F.**

	PAGE	SECTION	QUESTION	ANSWER
38.	**Appendices, 10**	**Appendix B. Article X**	If a vendor would like to ensure that it's "proprietary interests" are protected, would it be appropriate to include license provisions if/when the vendor utilizes proprietary information, software, methodologies or tools?	**This contract is for adhoc services, it is unlikely that a resource would be required to utilize proprietary information, software, methodologies or tools. If such is required, we would negotiate a separate license agreement.**
39.	**Appendices, 12**	**Appendix B, Article XIII.C**	In the event this termination right is exercised in accordance with this section, can the Contractor assume that all monies owed to Contractor prior to the date of termination will be paid by the Department?	**DTF will pay for all undisputed charges.**
40.	**Appendices, 13**	**Appendix B, Article XIV.B**	Since the work performed under the agreement will be done under the direction and guidance of the Department in accordance with specifications provided by the Department, can the rationale be provided relating to why the Contractor would have liability in the event of an infringement claim?	**The Department requires that the Contractor be responsible for infringement occasioned by the services provided under any resultant contract to the extent the Contractor is responsible for such infringement. Accordingly, the following provision is hereby added to paragraph four (4) subsection B of Article XIV of Appendix B, Preliminary Contract:** **The forgoing provision shall apply to the extent the Contractor or the Contractor's resource or resources were responsible for giving rise to the matter upon which the claim for indemnification is based.**
41.	**Program Exhibits Page 11 & 12**	**Section IV.A.1, IV.C**	Is it required that the vendor provide the certifications that are held by the vendor's resources that are appropriate to each service group being bid by the vendor?	**No. Certifications may be required as part of the post award process for individual assignments.**
42.			Then minimum number of distinct resources required for Management and Analysis is disproportionately high when compared with the required number of Tech & SI resources. Would DTF consider adjusting the Management and Analysis minimum?	**We will not be adjusting the minimum number of distinct resources for Management and Analysis. Please refer to Exhibit B Categories of Expertise for a description of the services. This category of expertise is note solely management.**

	PAGE	SECTION	QUESTION	ANSWER
43.			In respect to the deployed resources for the Management & Analysis's Client Reference, must all 5 resources be required to have held a Project Management role?	**No. There are two titles used in this area, Project Managers and Specialist. Please refer to Exhibit B, Categories of Expertise for various descriptions of services which fall into this category.**
44.			What is the potential number of additional points that may be earned for completing Attachment E?	**DTF has provided the total points for technical requirements and references. Further detail will be provided after contract award.**
45.			What is the potential number of additional points that may be earned for completing Attachment F?	**DTF has provided the total points for technical requirements and references. Further detail will be provided after contract award.**