

**STATE OF NEW YORK**

**DEPARTMENT OF TAXATION AND FINANCE**

**Office of Budget & Management Analysis**

**Bureau of Fiscal Services**

**Building 9, Room 234**

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**Albany, NY 12227**

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**Budget & Accounting Services**

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**Procurement Services**

**August 29, 2014**

**Amendment # 5**

**For Request for Proposals (RFP) 14-04 Real Property Tax Administration System Solution**

Dear Bidder,

## The State is issuing Amendment #5 to:

## Amend a requirement in the Schedule of Events;

## Amend the preface, D. Mandatory Notification of Intent to Bid and Software Trial: and

## Extend the Proposal due date of the Real Property Tax Administration System Solution RFP (14-04). A Revised Schedule of Events with updated timeframes will be posted to the website separately.

Corrected pages are attached to this document. All deletions are shown as blue highlighted, strike-through text, all additions are made in bold red text.

**Notice: Please be advised not to submit any proposals for RFP 14-04 until the Revised Schedule of Events is published, as the State anticipates issuing a subsequent amendment to the RFP therewith.**

All information regarding RFP14-04 will be posted to the Department’s web site at: http://www.tax.ny.gov/about/procure.

## Schedule of Events

|  |  |
| --- | --- |
| Issuance of RFP | May 7, 2014 |
| Issuance of ~~Draft~~ Preliminary Base Contract | On or about ~~May 14 June 27~~ August 4, 2014 |
| Deadline for filing Offerer Understanding of, and Compliance with, Procurement Lobbying Guidelines | ~~May 21, 2014~~ June 23, 2014 by 2:00 PM ET |
| Deadline for first Submission of Questions | ~~May 21, 2014~~ June 23, 2014 by 2:00 PM ET |
| Department Response to Bidder Questions | ~~May 30~~ June 30, 2014 |
| Deadline for Registering for the Pre-Bid Conference | ~~June 2~~ July 8, 2014 by 12:00 PM ET |
| Pre-Bid Conference Webinar | ~~June 2~~ July 8, 2014 2:00 PM ET |
| Deadline for second submission of Bidder Questions | ~~June 17~~ July 17, 2014 |
| Department response to second submission of Bidder Questions | ~~June 24~~ July 29, 2014 |
| Deadline for third submission of Questions | August 11, 2014 by 2 PM ET |
| Departments response to third submission of questions | August 19, 2014 |
| Deadline for Submission of Mandatory Notification of Intent to Bid and submission of Software Trial **or fully functional demonstration site** ~~with converted data~~ | ~~June 30~~ ~~August 4~~ August 26, 2014 |
| Proposals Due | ~~July 16~~ ~~August 18~~ September 9, 2014 by 2 PM ET |
| Bidder’s System Presentations – Proof of Concept | ~~August/~~September 2014 |
| Notification of Intent to Award | ~~August 28~~ ~~September 18~~ October 10, 2014 |
| Deadline for Contract Signature | ~~September 29~~ ~~October 17~~ November 10, 2014 |
| Anticipated System Go Live Date | ~~December 1, 2015~~ March 31, 2016 |

## Response to Bidder Questions and Requests for Clarification

The Department will provide a written response to all substantive questions and requests for clarification. Responses to Bidder questions and requests for clarifications will be posted on the Department’s Procurement website at: [http://www.tax.ny.gov/about/procure](http://www.nystax.gov/procurement).



## Pre-Bid Conference Webinar

A Pre-Bid Conference webinar will be conducted on Tuesday, ~~June 2~~ July 8, 2014 at 2 PM ET. **Prospective Bidders are not required to participate in the Pre-Bid Conference Webinar**, however, those that do wish to participate must register to attend by e-mail (bfs.contracts@tax.ny.gov), fax (518-435-8413) or by phone (518-530-4484) to obtain instructions for participating. The deadline to register is two hours prior to the webinar. General information regarding this procurement will be provided during this presentation; in addition, there will be an opportunity to ask questions. Questions asked during this presentation will be recorded and included in the Department’s response to the second submission of Bidder Questions (see Schedule of Events). Bidders not able to participate in the Pre-Bid Conference webinar may access a recording of the event available on the Department’s web site after ~~June 2~~ July 8, 2014.

NOTE: Only those answers provided in writing by the Department in the Question and Answer documents are effective and binding.



## Mandatory Notification of Intent to Bid and Software Trial

If your firm is submitting a proposal in response to the RFP, **Attachment 3, Mandatory Notification of Intent to Bid,** **must** be completed and submitted by the date specified in the Schedule of Events. Contact information provided on this form may be used to notify Bidders of Request for Proposals changes. Bidders submitting a Notification of Intent to Bid must also submit trial software **or a fully functional demonstration site.**~~and converted data as detailed below.~~

A minimum of two license keys **for the software or access to the demonstration site** must be provided.  ~~A Test Data file was provided with the RFP on the Department’s web-site. The Bidder must convert the data in the file for use with their software. The software key and converted data must be e-mailed to:~~ [~~bfs.contracts@tax.ny.gov~~](mailto:bfs.contracts@tax.ny.gov).

* Trial software **or fully functional demonstration site** must be released to State staff.
* Trial software will be installed with assistance from Bidders’ dedicated technical support.
* Bidder will provide a dedicated Technical Support contact for the duration of the software trial **or fully functional demonstration site**, in the event that the State encounters any issues while navigating the trial software.
* Trial software **or fully functional demonstration site** will be available to the State staff for a minimum of 90 days.

**The State is amenable to executing a trial software evaluation agreement provided such agreement is negotiable to accommodate any changes required by the State, and it must be submitted to the State as soon as possible for review, negotiation and execution prior to the mandatory trial software submission date.**