



Homes and Community Renewal

ANDREW M. CUOMO
Governor

JAMES S. RUBIN
Commissioner/CEO

ADDENDUM ***Request for Proposals (“RFP”) for Information Technology*** ***Temporary Staffing Consultant Services*** ***Issued on February 3, 2016***

ADDENDUM NO. 6: Issued March 3, 2016

Amendment 1: Attachment 3, Cost Proposal Rates of the RFP, revised as of March 3, 2016:

Rows for the Senior Project Manager/Business Analyst job title were previously listed twice in the Cost Proposal Rates form of the RFP (pages 35-37). The titles listed on the amended Cost Proposal Rates of the RFP attached now reflect the titles outlined in Section 7.1 (“General Scope of Services”) of the RFP. Pages 35-37 are replaced in their entirety with the attachment immediately following this page. The [revised Attachment 3, Cost Proposal Rates](#) document is hyperlinked herein.

Cost Proposal Rates

Firm Name: _____

Title	Contract Year 2016-2018 (Not to Exceed)		
	<u>Wage Rate*</u>	<u>Bill Rate*</u>	<u>Markup*</u>
.NET Computer Programmer Analyst			
Database Administrator (DBA)			
Java Developer			
Senior Business Analyst			
Senior Data Analyst			
Senior Engineer			
Senior FoxPro/.NET Computer Programmer Analyst			
Senior Project Manager			
Senior Technical Support Specialist			
Senior Project Manager/ Business Analyst			

*Hourly Rate or Range of Hourly Rates based upon experience.

Signature: _____

Date: _____

Cost Proposal Rates

Firm Name: _____

Title	Contract Year 2019-2020 (Not to Exceed)		
	<u>Wage Rate*</u>	<u>Bill Rate*</u>	<u>Markup*</u>
.NET Computer Programmer Analyst			
Database Administrator (DBA)			
Java Developer			
Senior Business Analyst			
Senior Data Analyst			
Senior Engineer			
Senior FoxPro/.NET Computer Programmer Analyst			
Senior Project Manager			
Senior Technical Support Specialist			
Senior Project Manager/ Business Analyst			

*Hourly Rate or Range of Hourly Rates based upon experience.

Signature: _____

Date: _____

Cost Proposal Rates

Firm Name: _____

Title	Permanent Placement Fee
	Not to Exceed
.NET Computer Programmer Analyst	
Database Administrator (DBA)	
Java Developer	
Senior Business Analyst	
Senior Data Analyst	
Senior Engineer	
Senior FoxPro/.NET Computer Programmer Analyst	
Senior Project Manager	
Senior Technical Support Specialist	
Senior Project Manager/ Business Analyst	

Signature: _____

Date: _____



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ADDENDUM ***Request for Proposals (“RFP”) for Information Technology*** ***Temporary Staffing Consultant Services*** ***Issued on February 3, 2016***

ADDENDUM NO. 5: Issued March 2, 2016

Amendment 1: The first bullet point of Section 7.1.1.6 (“Key Deliverables”) of the RFP is hereby amended as follows:

The key deliverables provided by a Respondent must include:

- An effective screening process in place that includes sophisticated screening methods, such as personal interviews, reference checks, criminal background checks or social security tracing; ability to provide the Agencies with needed help during peak demand periods, staffing shortages, or the vacations of regular consultants;

Amendment 2: Number 3.c. in Subsection 9.2, Tab 2 of Section 9 is hereby amended as follows:

A summary of your Firm’s ability to provide results of a background investigation check and vetting process;



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ADDENDUM ***Request for Proposals (“RFP”) for Information Technology*** ***Temporary Staffing Consultant Services*** ***Issued on February 3, 2016***

ADDENDUM NO. 4: Issued March 1, 2016

Amendment 1: Section 5, Calendar of Events and Milestones of the RFP is hereby amended as follows:

- (i) the Deadline for Responses to RFP Questions has been extended to **March 2, 2016**; and (ii) the Deadline for Submission of Proposals has been extended to **March 7, 2016, 12PM EST**.

Amendment 2: Company Demographic Profile, PROC-7 is hereby amended as follows:

- (i) The Company Demographic Profile (PROC-7) now includes current totals for fiscal years 2015, 2014 and 2013.



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ADDENDUM ***Request for Proposals (“RFP”) for Information Technology Temporary Staffing Consultant Services*** ***Issued on February 3, 2016***

ADDENDUM NO. 3: Issued February 29, 2016

Amendment 1: Section 5, Calendar of Events and Milestones of the RFP is hereby amended as follows:

(i) the Deadline for Responses to RFP Questions has been extended to **March 1, 2016;**



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ADDENDUM ***Request for Proposals (“RFP”) for Information Technology*** ***Temporary Staffing Consultant Services*** ***Issued on February 3, 2016***

ADDENDUM NO. 2: Issued February 23, 2016

Below is a summary of all blacklined / tracked changes to the RFP amended as of February 23, 2016 (posted to the [HCR website](#)), hyperlinked herein. Most notably, the MWBE and SDVOBE subcontracting requirements were removed from the RFP and the Attachment 3, Cost Proposal form was revised. Prospective Proposers are encouraged to thoroughly review the amended RFP for these other revisions as well as other revisions to the RFP. In addition, a clean version of the RFP with the amendments outlined herein and responses to the second round of “Questions and Answers” were posted to our website.

Amendment 1: Section 5, Calendar of Events and Milestones of the RFP is hereby amended as follows:

- (i) The Deadline for RFP Questions has been extended to **February 24, 2016 at 12PM EST**; (ii) the Deadline for Responses to RFP Questions has been extended to **February 29, 2016**; and (iii) the Deadline for Submission of Proposals has been extended to **March 4, 2016, 12PM EST**.

Amendment 2: the Proposal Checklist requirements on page 2 of the RFP was revised.

Amendment 3: the Table of Contents of the RFP was revised to eliminate Section 4.3 and reflect revised pagination.

Amendment 4: Section 2, Purpose of the RFP has been amended to include additional reservation of rights by the Agencies with respect to additional titles required throughout the contract term.

Amendment 5: With respect to the Minority and/or Women Owned Business Enterprise Participation subcontracting, the following sections of the RFP were amended: Sections 4, 9, 10 and 11.

Amendment 6: With respect to the Service-Disabled Veteran-Owned Business Enterprise Participation, the following sections of the RFP were amended: Sections 4, 9 and 11.

Amendment 8: With respect to Section 7 of the RFP:

Section 7 was amended to include the following job title:

- Senior Project Manager/Business Analyst

The job title of “Net Computer Programmer Analyst” in Section 7.1 was amended was replaced with the title *“.NET Computer Programmer Analyst.”*

Section 7.1. was revised to include the following description for the position entitled: *Senior Project Manager/Business Analyst:*

The ideal candidate for this position will fulfill the requirements as described in the Senior Project Manager and Senior Business Analyst roles, thus playing a hybrid role as needed. Responsibilities can shift throughout projects, i.e. there may be times where the position will require more PM work than BA work or vice versa.

Amendment 9: Section 9.2, Tab 2: Technical Proposal, the following clause was added as a new number 10:

Provide a representative sampling of two to five resumes, with redacted personal and company information, in your Firm’s portfolio that meet the minimum qualifications of the IT Consultant Services positions described in Section 7 of this RFP.

Amendment 10: With respect to Section 9.3, Tab 3: Cost Proposal, the following defined terms were added: “Bill Rate,” “Wage Rate” and “Markup”.

Amendment 11: Attachment 2, page 36, was amended to include the following language in reference to the job requirements for the position entitled: Senior Project Manager/Business Analyst:

Please refer to the requirements as described in the Senior Project Manager and Senior Business Analyst roles. This is a hybrid role and responsibilities can shift throughout projects, i.e. there may times where the position will require more PM work than BA work or vice versa.

Amendment 12 to Attachment 3, Cost Proposal Rates of the RFP:

The revised Attachment 3, Cost Proposal Rates document now includes rows for the following titles: Java Developer and Senior Project Manager/Business Analyst. The revised version may also be downloaded on the Agencies’ website at

<http://www.nyshcr.org/AboutUs/Procurement/HCR-Procurement.htm>.

Amendment 13: Section 9.4.1, Insurance, the entire section is deleted and replaced with the following language:

Potential awardees shall carry errors and omissions coverage with a minimum limit of liability of \$1,000,000 per occurrence.



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ADDENDUM **Request for Proposals (“RFP”) for Information Technology** **Temporary Staffing Consultant Services** *Issued on February 3, 2016*

ADDENDUM NO. 1: Issued February 9, 2016

Amendment 1 to Tab 2, page 22 of the Technical Proposal of the RFP:

Item number 10 is hereby added to the aforementioned section:

10. Provide a representative sampling of redacted resumes in your Firm’s portfolio that meet the minimum qualifications of the IT temporary staffing consultant positions described in Section 7 of this RFP.

Amendment 2 to Tab 3, Cost Proposal, page 22 of the RFP:

The following sentence highlighted in “red font” to the bullet entitled “Permanent Placement Fee” is hereby added:

- ***Permanent Placement Fee:*** Respondents must identify fees or costs, if any, associated in the event the Agencies choose to offer full time employment to a previously placed temporary resource. Respondents must provide a cost structure or fee schedule that clearly defines the rates along with any and all associated costs. *Indicate instances where the permanent placement fee may be waived or reduced.*

Amendment 3: Attachment 3, Cost Proposal Rates of the RFP:

Page 37 is deleted and replaced in its entirety with the attachment immediately following this page. The revised Attachment 3, Cost Proposal Rates document may also be downloaded on the Agencies’ website at <http://www.nyshcr.org/AboutUs/Procurement/HCR-Procurement.htm>.