NEW YORK STATE OF OPPORTUNITY. | Homes and Community Renewal

Andrew M. Cuomo, Governor James S. Rubin, Commissioner/CEO

Request for Proposals for

Information Technology Temporary Staffing Consultant Services, amended as of February 23, 2016

Issuance Date: **February 3, 2016**
Submission Deadline: **March 4, 2016, 12PM EST**

NEW YORK STATE HOUSING FINANCE AGENCY
STATE OF NEW YORK MORTGAGE AGENCY
641 LEXINGTON AVENUE ▪ NEW YORK, NEW YORK 10022
www.nyshcr.org

Proposal Checklist

CHECKLIST FOR VARIOUS REQUIRED FORM RELATED ITEMS TO BE COMPLETED AND RETURNED:

☐ Tab I - Application Coversheet
☐ Tab I - Cover Letter

☐ Tab 2 – Technical Proposal

☐ Tab 3 – Cost Proposal

Tab 4:

☐ Lobbying Reform Law Form 1
☐ Lobbying Reform Law Form 2
☐ Non-Collusive Bidding Certification Form
☐ Contractor and/or Vendor Information Form
☐ Vendor Responsibility Questionnaire – For Profit Business Entity OR Non-Profit Entity;
☐ EEO Staffing Plan, PROC-1
☐ MWBE Utilization Form, PROC-2 *(required if subcontracting)*
☐ MWBE & EEO Policy Statement, PROC-4
☐ Company Demographic Profile, PROC-7
☐ EEOC Statement, PROC-8
☐ Diversity Practices Questionnaire, PROC-9
☐ Evidence of Insurance
☐ Confidentiality Pledge

Application Coversheet

Attach this form to the top of your proposal.

DATE OF APPLICATION:

_____

GENERAL INFORMATION ON FIRM:

Legal Name of Firm:

_____

Firm's Mailing Address:

_____

Firm's Website:

_____

Firm's Main Telephone Number (including area code):

_____

Federal Tax ID Number:

_____

SEC Registration Number (if applicable):

_____

MWBE Registration Number (if applicable):

_____

SDVOB Registration Number (if applicable):

_____

MAIN CONTACT INFORMATION FOR THIS PROPOSAL:
Please list the individual that will be the main contact *regarding this proposal*:

Contact Name:

_____

Contact Telephone Number (including area code):

_____

Contact E-mail Address:

_____

Contact Facsimile Number (including area code):

_____

PRINCIPAL IN CHARGE:
Please list the primary staff person(s) who will provide services to the Agencies. Attach additional sheets if necessary.

Contact Name:

_____

Contact Telephone Number (including area code):

_____

Contact E-mail Address:

_____

Contact Facsimile Number (including area code):

_____

ADDITIONAL CONTACTS (if applicable):

Contact Name:

_____

Contact Telephone Number (including area code):

_____

Contact E-mail Address:

_____

Contact Facsimile Number (including area code):

_____

Contact Name:

_____

Contact Telephone Number (including area code):

_____

Contact E-mail Address:

_____

Contact Facsimile Number (including area code):

_____

Table of Contents

1. Introduction 8
2. Purpose 8
3. Overview of the Agencies 9
   3.1 New York State Housing Finance Agency 9
   3.2 State of New York Mortgage Agency 9
4. Assessment of Diversity Practices and Matters Relating to Service-Disabled Veteran Owned Business Enterprises 9
   4.1 Minority and/or Women Owned Business Enterprise Participation 9
   4.2 Service-Disabled Veteran-Owned Business Enterprise Participation 10
5. Calendar of Events and Milestones 10
6. Administrative Information 11
   6.1 Questions and Answers 11
   6.2 Amendments and Addenda 11
   6.3 Restriction of Communication 11
   6.4 Contract Term 12
7. Scope of Services (“Scope of Work”) 13
   7.1 General Scope of Services (Scope of Work) 13
      7.1.1 Contractor Responsibilities 13
      7.1.1.1 Affordable Care Act ("ACA") 13
      7.1.1.2 Background Check 14
      7.1.1.3 Candidate's Eligibility to Work 14
      7.1.1.4 Candidate Interviews 14
      7.1.1.5 Contract Administrator 14
      7.1.1.6 Key Deliverables 15
8. Proposal Requirements 18
   8.1 Proposal Submission Requirements 18
9. Contents of Proposals 19
   9.1 TAB 1: Cover Letter 19
   9.2 TAB 2: Technical Proposal 20
   9.3 TAB 3: Cost Proposal 22
   9.4 TAB 4: Administrative Proposal 23
      9.4.1 Insurance 23
      9.4.2 Conflict of Interest 23
      9.4.3 Disclosure of Commission Findings 23
      9.4.4 Diversity Practices 23
      9.4.5 SDVOB Participation 24
10. Performance and Selection Criteria 25
   10.1 The Selection Process 24
   10.2 Interviews 25
   10.3 Selection and Notification Process 25
11. Information relating to MWBEs, EEO and use of State Businesses 25
   11.1 Contractor Requirements and Procedures for Business Participation Opportunities for New York State Certified Minority-and Women-Owned Business Enterprises and Equal Employment Opportunities (“EEO”) for Minority Group Members and Women 25
      11.1.1 New York State Law 25
      11.1.2 Business Participation Opportunities for MWBEs 26

11.2 Equal Employment Opportunity Requirements 26
11.3 The Use of New York State Businesses in Contract Performance 27
Attachment 1: Confidentiality Pledge……...28
Attachment 2: Job Descriptions……30
Attachment 3: Cost Proposal Form……...…35

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New York State Housing Finance Agency
State of New York Mortgage Agency

REQUEST FOR PROPOSALS

FOR

INFORMATION TECHNOLOGY STAFFING CONSULTANT SERVICES

The Procurement Lobbying Law designated Contact Officer for this procurement is:

Alejandro J. Valella, Vice President and Deputy Counsel
New York State Homes & Community Renewal
New York State Housing Finance Agency
State of New York Mortgage Agency
641 Lexington Avenue, 4th Floor
New York, New York 10022
Alex.Valella@nyshcr.org

1. Introduction

New York State Homes and Community Renewal ("**HCR**") consists of all the major housing and community renewal agencies of the State of New York ("**State**") including the New York State Housing Finance Agency ("**HFA**") and State of New York Mortgage Agency ("**SONYMA**") (individually, "**Agency**" and collectively, "**Agencies**" and individually or collectively, "**Agency(ies)"**). HCR includes other agencies not involved in this request for proposal ("**RFP**") process.

2. Purpose

The Agencies seek competitive proposals from qualified information technology (**"IT"**) temporary staffing consultant firms ("**Firm(s)**") to provide the Agencies with IT temporary staffing consultant services ("**IT Consultant Services**"). The general scope of services for the IT Consultant Services is described more fully in the Scope of Services section of this RFP. This RFP includes a list of identified IT positions to address the Agencies' current, most critical needs. Respondents are not required to have the ability to fill all listed IT positions in order to reply to this RFP; however, those with previous experience recruiting temporary employees in one or more areas of expertise are preferred. The Agencies reserve the right to utilize firms awarded contracts resulting from this RFP, to select IT temporary staff consultants for positions not listed in this RFP, and to amend position qualifications at any time.

3. Overview of the Agencies

The Agencies are public benefit corporations, co-located and co-administered from their New York City ("**NYC**") office.

More detailed information related to the Agencies and their respective programs may be found at the Agencies' website www.nyshcr.org.

3.1 New York State Housing Finance Agency

The New York State Housing Finance Agency was created in 1960 to promote the production and preservation of affordable rental housing opportunities for low- to moderate- income citizens of the State. In 2015, as one of the primary issuers of municipal bonds for housing in the nation, HFA issued over $1.7 billion of bonds to finance over 5,790 affordable units.

3.2 State of New York Mortgage Agency

The State of New York Mortgage Agency was created in 1970 to provide single-family homeownership opportunities for low- to moderate-income New Yorkers. The Agency funds its mortgage lending activities through the issuance of taxable and tax-exempt bonds. The Agency is the only State issuer of single family housing bonds. In 2015, the Agency issued over $419 million in bonds and funded over 1,130 mortgages.

4. Assessment of Diversity Practices and matters relating to Service-Disabled Veteran Owned Business Enterprises

The Agencies have determined, pursuant to New York State Executive Law Article 15-a ("**Article 15-a**"), that the assessment of the diversity practices of Respondents to this RFP is practical, feasible, and appropriate.

4.1 Minority and/or Women Owned Business Enterprise Participation

The Agencies are committed to awarding contracts to firms that are dedicated to diversity and provide high-quality services. The Agencies strongly encourage firms that are certified by the State as minority-and/or women-owned business enterprises ("**MWBEs**"), as well as firms that are not yet certified, but have applied for certification, to submit responses to this RFP. All MWBE firms submitting proposals to this RFP should be registered as such with the State's Department of Economic Development. For MWBE firms that are not certified but have applied for certification, please provide evidence of filing, including the filing date.

For purposes of this solicitation, the Agencies hereby establish an overall goal of 30% of total contract expenditures for MWBE participation, 15% for minority-owned business enterprises ("**MBEs**") and 15% for women-owned business enterprises ("**WBEs**").

4.2 Service-Disabled Veteran-Owned Business Enterprise Participation

The Agencies are committed to awarding contracts to service-disabled veteran-owned business enterprises ("**SDVOB**s") to provide high-quality services. The Agencies strongly encourage firms that are certified as SDVOBs, as well as firms that are not yet certified, but have applied for certification, to submit responses to this RFP. All SDVOB firms submitting proposals to this RFP should be registered as such with the State's Office of General Services. For SDVOBs that are not certified but have applied for certification, please provide evidence of filing, including the filing date.

5. Calendar of Events and Milestones

It is anticipated that the Agencies will select one or more Firms, eligible for contract awards, in response to this RFP based on the following schedule:

Event	**Date**
Issuance of RFP	February 3, 2016
Deadline for RFP Questions	February 24, 2016, 12PM EST
Deadline for Responses to RFP Questions	February 29, 2016
Deadline for Submission of Proposals	March 4, 2016, 12PM EST
Interview Notification (if needed)	Week of March 7, 2016
Interview for Selected Respondents (if needed)	Weeks of March 14 and 21, 2016
Anticipated Selection Date*	April 14, 2016

*Subject to the approval of the Agencies' Board Members and Directors (**"Boards"**).

The Agencies reserve the right to modify this schedule at their discretion. Notification of changes in connection with this RFP will be made available to all interested parties via the Agencies' web page at: http://www.nyshcr.org/AboutUs/Procurement/HCR-Procurement.htm.

6. Administrative Information

6.1 Questions and Answers

Any questions or requests for clarification regarding the RFP must be submitted via email to Nyhomes.Proposal@nyshcr.org and Berniesha.Coleman@nyshcr.org, citing the RFP page and section, no later than the date identified in the "*Calendar of Events and Milestones*" section of this RFP. The "Subject" line of the email should indicate "2016 IT Questions."

Questions will not be accepted orally and any question received after the deadline may not be answered. The list of questions/requests for clarifications and the official Agency responses will be posted in a timely manner on HCR's "Procurement Opportunities" webpage.

Respondents should note that all clarifications and exceptions are to be resolved prior to submission of the proposal.

An electronic version of this RFP will be posted on HCR's website in addition to any subsequent changes, additions or deletions to the RFP, including the timelines and target dates. Respondents are encouraged to check the HCR website frequently for notices of any clarifications, changes, additions, or deletions to the RFP.

6.2 Amendments and Addenda

The Agencies reserve the right to modify any part of this RFP including, but not limited to, the date and time by which proposals must be submitted and received by the Agencies, at any time prior to the Deadline for Submission of Proposals date listed in the "*Calendar of Events and Milestones*" section of this RFP. Modifications to this RFP will be made by issuance of amendments and/or addenda. Any amendment or addendum to this RFP will become part of this RFP.

Prior to the Deadline for Submission of Proposals date, any such clarifications or modifications as deemed necessary will be posted to HCR's website.

If the Respondent discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the Respondent will immediately notify the Agencies of such error in writing and request clarification or modification of the document.

There are no designated dates for release of addenda. Therefore, interested Respondents should check the Agencies' website frequently through the Deadline for Submission of Proposals date. It is the sole responsibility of the Respondent to be knowledgeable of all addenda related to this RFP process.

6.3 Restriction of Communication

Pursuant to State Finance Law ("**SFL**") §§139-j and 139-k, this RFP imposes certain restrictions on communications between the Agencies and their Affiliates (including the New York State Affordable Housing Corporation, State of New York Municipal Bond Bank Agency, Tobacco

Settlement Financing Corporation, Housing Trust Fund Corporation and the State's Division of Housing and Community Renewal, other agencies constituting HCR), and a potential Respondent during the procurement process. A Respondent is restricted from making contacts that a reasonable person may infer were intended to influence the selection of a firm or company to perform (or provide) the proposed professional services (or goods) in this RFP, from the date of publication of this RFP until the awarding of a contract(s) by the Agencies (the "**Restricted Period**") with any person other than the designated staff member named below, unless it is a contact that is included among certain statutory exceptions set forth in SFL §139-j(3)(a). Employees of the Agencies, including any employees of the agencies that constitute HCR, are required to obtain certain information when contacted during the Restricted Period and make a determination of responsibility of the Respondent under the SFL. Findings of non-responsibility can result in rejection for contract award and in the event of two (2) findings within a four (4) year period, the Respondent will be debarred from obtaining governmental contracts.

For further information, please refer to the following website: http://www.ogs.ny.gov/aboutogs/regulations/advisoryCouncil/Faq.htm.

For all Lobbying Law Contacts, please contact:

Alejandro J. Valella, Vice President and Deputy Counsel
New York State Homes & Community Renewal
HFA. SONYMA
641 Lexington Avenue, 4th Floor
New York, New York 10022
Alex.Valella@nyshcr.org

If you have inquiries regarding this RFP or would like to contact the Agencies regarding issues not relating to Lobbying Law Contacts, please contact:

Berniesha Coleman, Assistant Contract Administrator
New York State Homes & Community Renewal
HFA. SONYMA
641 Lexington Avenue, 4th Floor
New York, New York 10022
Berniesha.Coleman@nyshcr.org and Nyhomes.Proposal@nyshcr.org

Other than the two contact persons identified above, prospective Respondents shall not approach Agency employees, or any employees of the agencies that constitute HCR, during the Restricted Period about any matters related to the RFP or any proposal(s) submitted pursuant thereto.

6.4 Contract Term

The term of the contract(s) will be for a period of five years, subject to approval by the Agencies' respective Boards and annual review of the contract(s) by the Boards. Any contract that exceeds a five (5) year period will require the affirmative concurrence of the Agencies' Boards to extend the contract(s) beyond five (5) years without undergoing a new solicitation process. In addition, the Agencies, at their discretion, may exercise their option to revise any provision of the contract, on an as needed basis, with the mutual written consent of the contracting parties.

The successful Respondent(s) will be required to execute an IT Temporary Staffing Consultant Services Agreement with the Agency(ies) that incorporates Appendix I *Standard Clauses for Contracts*, hyperlinked herein, together with a Confidentiality Pledge signed by both the Respondent and individual IT consultant(s), attached hereto as Attachment 1.

Further, any successful Respondent (**"Contractor"**) entering into a contract with any Agency does so with the understanding that the Agencies may or may not engage the Contractor during the course of the contract period.

7. Scope of Services ("Scope of Work")

7.1 General Scope of Services (Scope of Work)

The Agencies expect to enter into one or more contracts with one or more IT temporary staffing consultant firms, on an as needed basis.

The following qualifications for positions provide a guideline to the Agencies' preference; however, candidates who do not possess all of the qualifications listed may be considered. Respondents are not required to have the ability to fill all requested positions in order to reply to this RFP.

Information Technology Consultant Services:

- .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

7.1.1 Contractor Responsibilities

Prior to placement of temporary staff with the Agencies, the Contractor(s) must comply with a series of requirements for each proposed candidate. The Contractor shall provide this information in the form and manner requested by the Agencies as described below.

7.1.1.1 Affordable Care Act ("ACA")

It is the sole responsibility of the Contractor to provide and maintain all Affordable Care Act requirements/benefits. The ACA mandates employers with 50 or more full-time equivalents to

offer coverage to full-time employees and their dependents or pay taxes if an employee obtains Exchange coverage and a premium tax credit[1]. However, as stated herein, the temporary staff to be provided to the Agencies are employees of the Contractor and are not employed by any Agency nor the State of New York.

7.1.1.2 Background Check

The Contractor shall complete, at its own expense, an industry standard criminal history background check and all sound screening practices prior to a candidate's official start date at the Agencies.

7.1.1.3 Candidate's Eligibility to Work

The Contractor must ascertain and validate that the proposed candidate is either a U.S. citizen or non-U.S. citizen as follows:

- Where the proposed candidate is a U.S. citizen, the Contractor must identify the proposed candidate with, at a minimum, the first and last name of the candidate as it appears on his/her driver's license, non-driver's identification card, or other accepted form of government identification;

- Where the proposed candidate is not a U.S. citizen, the Contractor shall identify such to the Agencies and, at a minimum, provide the Agencies with the first and last name of the candidate as it appears on his/her Visa and/or Passport. No other names or derivations may be used.

The Contractor must retain all necessary paperwork throughout the length of each candidate's engagement with the Agencies. The Contractor is responsible for ensuring that each candidate retains the authorization to legally work in the U.S. throughout the term of the engagement.

7.1.1.4 Candidate Interviews

The Agencies reserve the right to interview a candidate, either in-person, by telephone, and/or via webcasting, to determine his/her qualifications. The qualifications must reflect the position of the specific job title requested. The Agencies reserve the right to reject any candidate if the Agencies determine that the candidate is not qualified based on the specified skill level and minimum requirements.

7.1.1.5 Contract Administrator

Contractor shall provide a dedicated Contract Administrator to support the updating and management of the awarded Contract on a timely basis. This individual will act as a primary point of contact for the Agencies. The Contract Administrator shall fully understand the terms and

[1] . Exchange coverage allows you to use the State's insurance exchange marketplace to obtain coverage from competing private health care providers.

conditions of the contract between the Agencies and the Contractor. The Contract Administrator shall be a person at the Contractor's management level. The position cannot be staffed by the Contractor's clerical personnel.

7.1.1.6 Key Deliverables

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, computer testing, psychological evaluations, criminal background checks or drug and social security tracing; ability to provide the Agencies with needed help during peak demand periods, staffing shortages, or the vacations of regular consultants;
- Maintenance of a pool of consultants sufficient to meet the needs of the Agencies within a reasonable time of being requested;
- Assurance that the temporary staffing consultant reports to work at the time and place specified by the Agencies;
- Replacement, at no additional expense to the Agencies, of any consultant not performing satisfactorily within a reasonable time;
- Adherence to all ordinances and laws pertaining to the Agencies' operation and ability to secure all required licenses and permits in a timely manner;
- Ability to describe the job duties required to the staffing consultant;
- Perform all services provided in the contract in accordance with customary and reasonable industry standards;
- Arrange for the Agencies to interview potential new IT temporary staffing consultants; and
- Provide staffing that meets the following qualifications for each job description:

<u>IT Consultant Services</u>:

A complete list of requirements for each position can be found attached hereto as Attachment 2.

- **.NET Computer Programmer Analyst**

  The ideal candidate for this position is knowledgeable in the area of information technology and has experience in applications development/analyst roles(s) designing, developing, and maintaining medium to large scale applications/systems. The candidate for this position should possess strong analytical skills, as evidenced by education and/or work experience, along with the ability to work effectively with IT management, technical staff, and all levels of Agency staff and end-user's skills to ensure that information is expressly communicated.

- **Database Administrator (DBA)**

  The ideal candidate for this position will be responsible for the performance, integrity and security of the Agencies' databases. The candidate will also be involved in the planning and development of the database as well as troubleshooting any issues on behalf of the users. The DBA will ensure that (i) data remains consistent across the database, (ii) data is

clearly defined, (iii) users access data concurrently in a form that suits their needs, and (iv) there is provision for data security and recovery control (all data is retrievable in an emergency). The candidate must be willing to learn new technologies such as Microsoft .Net and BIDS development, possess excellent oral and written communications skills and have the ability to work effectively with IT management, technical staff, and all levels of Agency staff.

- **Java Developer**

  The ideal candidate for this position (i) designs, develops, and implements web-based Java applications to support business requirements, (ii) follows approved life cycle methodologies, (iii) creates design documents, and (iv) performs program coding and testing. The candidate must possess the ability to resolve technical issues through debugging, research, and investigation. The candidate for this position should possess strong analytical skills, as evidenced by education and/or work experience, along with the ability to work effectively with IT management, technical staff, and all levels of Agency staff and end-user's skills to ensure that information is expressly communicated.

- **Senior Business Analyst**

  The idea candidate for this position will have a strong background in analysis and critical skills to evaluate information gathered from multiple sources, experience decomposing high-level information into details, distinguishing user requests from the underlying true needs, and developing solution ideas from requirements. The candidate must have proven experience successfully working in a team setting and ability to reconcile conflicts in conjunction with excellent oral and written communication skills.

- **Senior Data Analyst**

  The idea candidate for this position will have extensive experience migrating FoxPro legacy databases and the ability to understand FoxPro code with minimal assistance. The candidate must possess experience in creating data dictionaries and data mappings, as well as performing data cleanup. The candidate must have proven experience successfully working in a team setting and ability to reconcile conflicts in conjunction with proficient communication and writing skills.

- **Senior Engineer**

  The ideal candidate for this position is responsible for (i) performing engineering design evaluations and works to complete projects within budget and scheduling restraints, (ii) developing, implementing, and monitoring information systems policies and controls to ensure data accuracy, security, and regulatory compliance, and (iii) reviewing reports of computer and peripheral equipment production, malfunction, and maintenance to determine and address problems. The candidate for this position should possess strong analytical skills, as evidenced by education and/or work experience, along with the ability to work effectively with IT management, technical staff, and all levels of Agency staff and end-user's skills to ensure that information is expressly communicated.

- **Senior FoxPro/.Net Computer Programmer Analyst**

  The ideal candidate for this position is knowledgeable in the area of information technology and has experience in applications development/analyst roles(s) designing, developing, and maintaining medium to large scale applications/systems. The candidate must possess strong analytical skills, as evidenced by education and/or work experience and have proven experience successfully managing a professional IT team as a project lead and proven leadership role in mentoring and guiding junior staff team members. Excellent verbal and written communication skills are required, along with the ability to work effectively with IT management, technical staff, and all levels of Agency staff and end-users skills to ensure that information is effectively communicated.

- **Senior Project Manager**

  The ideal candidate for this position will be responsible for the coordination and completion of projects within the information technology department. This position will require the candidate to set deadlines, assign responsibilities, and monitor and summarize progress of project. The candidate must have successful work experience as an IT project manager and proven history managing and delivering large-scale, complex, multi-year projects. This position requires a demonstrated ability to manage multiple projects concurrently and manage vendor relations. The candidate must have excellent oral and written communication skills with ability to align stakeholders from business and IT with competing priorities, extensive organizational skills to manage agency expectations, project artifacts and budget and a strong background in technology, analysis and critical evaluation of information gathered from multiple sources. High level interpersonal skills to work effectively with others, motivate team members, and elicit work output in a team environment is necessary, as well as proven experience in successfully working in a team setting and ability to reconcile conflicts.

- **Senior Technical Support Specialist**

  The ideal candidate for this position will be primarily responsible for working with the Agencies' IT team to support users and perform in-depth system maintenance. The candidate will be the first and second tier responder to incoming help desk requests and will be the primary point of contact for most user requests. Additionally, the candidate will setup and maintain new and existing desktop computers, install and configure software for users, and conduct advance training. The candidate will also assist with server maintenance.

- **Senior Project Manager/Business Analsyt**

  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.

8. Proposal Requirements

A complete proposal for this RFP is comprised of four (4) separate tabs: (i) Tab One: Application Cover Sheet and Cover Letter; (ii) Tab Two: Technical Proposal; (iii) Tab Three: Cost Proposal; and (iv) Tab Four: Administrative Proposal.

Proposals must be complete and prepared in a format consistent with the instructions provided in this RFP. In all instances, the Agencies' determination regarding a proposal will be final. Proposals not organized in the manner prescribed in this RFP may be considered non-responsive at the Agencies' sole discretion. Respondents should not refer to other parts of the proposal, to information that may be publicly available elsewhere, or to the Respondent's or other websites in lieu of answering a specific question.

8.1 Proposal Submission Requirements

Deliver proposals, by email, no later than the proposal due date and time indicated in the "*Calendar of Events and Milestones*" section of this RFP.

Submit proposals to Nyhomes.proposal@nyshcr.org in searchable portable document format ("**PDF**") compatible with Adobe Reader XI. The Agencies will not accept discs, flash drives, or FTP file references that require the Agencies to download information from the Respondent's or a third party's site. If the file is large, it may be submitted in multiple email attachments, with the proper Part One or Part Two label (if applicable) and "1 of X", "2 of X", etc., and the last email as "X of X – Final" for each additional email.

Bookmark the proposal divided into four parts: (i) Tab One: Application Cover Sheet and Cover Letter; (ii) Tab Two: Technical Proposal; (iii) Tab Three: Cost Proposal; and (iv) Tab Four: Administrative Proposal. Submit proposals in two emails labeled as follows: (a) one email to include Tabs One and Two and the subject line of the email labeled "2016 IT Services: Tabs 1 and 2"; and (b) the other email to include Tabs Three and Four and the subject line of the email labeled "2016 IT Services: Tabs 3 and 4".

Any proposal delivered after the date and time designated as the proposal submission deadline date listed in the "*Calendar of Events and Milestones*" section of this RFP may be deemed ineligible. It is the Respondent's sole responsibility to ensure that completed proposals are delivered on time in a legible format. Respondents assume all risk for proposal delivery.

A proposal may be deemed to be non-responsive because it is materially incomplete. The Agencies reserve the right to seek clarification or request additional information.

The determination of whether any proposal is complete or was received on time is at the sole discretion of the Agencies.

All submitted proposals shall become the property of the Agencies.

9. Contents of Proposals

The Respondent must submit a proposal that clearly provides all of the information required in this RFP. Emphasis should be made on conformance to the RFP instructions, responsiveness to the RFP requirements, and clarity of content. The Respondent is advised to thoroughly read and follow all instructions contained in this RFP. Proposals that do not comply with these instructions, or do not meet the full intent of all the requirements of this RFP may be subject to scoring reductions during the evaluation process or may be deemed non-responsible.

The Agencies do not require, nor desire, any promotional material that does not specifically address the response requirements of this RFP.

Proposals should demonstrate that the Respondent is qualified to perform the Scope of Work based upon prior relevant professional experience and include a Staffing Plan and fees. An Agency review committee will conduct a comprehensive review of each proposal.

Each Respondent is required to submit the information and documentation listed below in the order in which it is requested. A proposal that does not include all required information and completed forms may be subject to rejection.

The completed proposal will include Tabs One through Four, as described in the Proposal Submission Requirements section of this RFP. Each Tab must be bookmarked as "Tab 1," "Tab 2," Tab 3," and "Tab 4" and must be presented in the exact order requested in this RFP. The content in Tab 2 must be limited to five (5) letter-size pages (single or double spaced, minimum 12 point font, and at least one inch margins). The five (5) page limit does not include resumes, references, organizational chart, etc.

The Respondent's proposal should contain the following:

9.1 TAB 1: Cover Letter

The Respondent's cover letter must not exceed three (3) pages and should include:

1. A summary of the Respondent's organizational history and legal structure (e.g. individual practitioner, partnership, LLC, corporation, non-profit organization, evidence of MWBE and/or SDVOB certification status, etc.);

2. A statement affirming the Respondent's number of years of IT temporary staffing consultant services experience;

3. The Respondent's name, address, telephone number, fax number, email address and web site address, if applicable;

4. The name, title, telephone number, fax number and email address of the individual within the Respondent's organization who will be the Agencies' primary contact concerning the proposal;

5. The name(s) of the primary staff within the Firm who will manage the contract between the Firm and the Agencies;

6. If subcontracting, the contact name, telephone number, fax number and email address for the firm(s), if any, with which the Respondent intends to enter into a MWBE and/or SDVOB subcontract agreement for engagements with any Agency; and

7. A written certification confirming that the information contained in the proposal is true and accurate and that the person signing the cover letter is authorized to submit the proposal on behalf of the Respondent.

9.2 TAB 2: Technical Proposal

This section of the RFP provides instructions to Respondents regarding information that is to be included in the Technical Proposal. Proposals must be complete, factual and as detailed as necessary to allow the Agencies to adequately evaluate capabilities and experience.

The purpose of the Technical Proposal is to provide the Respondent an opportunity to demonstrate its qualifications, competence and capacity to undertake the Scope of Work described herein, in a manner which complies with the requirements of this RFP. Proposals should specifically detail a Respondent's qualifications and experience in providing services sought by the Agency (including the experience of its subcontractors, where applicable).

The contents in Tab 2 must address the following items:

1. Provide a description of the Respondents organization, including, without limitation, a list of directors, officers, members, principals, partners and shareholders, as applicable.

2. Briefly describe your Firm's qualifications and experience to provide IT temporary staffing consultant services.

3. Identify the principals and the key personnel in your Firm who would be primarily responsible for managing a contract between your Firm and the Agencies, including resumes of such staff person(s), and:
    a. A summary of the types of services the Respondent offers that relates to this RFP;
    b. Documentation evidencing your Firm's capability and method of properly vetting each candidate, your Firm's recruiting process, and your Firm's thoroughness of the pre-screening process (see Scope of Work section of this RFP);
    c. A summary of your Firm's ability to provide results of a background investigation check and vetting process, if requested by the Agencies for specific assignments;
    d. A description of your Firm's employee recruitment practices and any training provided for temporary employees;
    e. A description of the credentials and qualifications your Firm requires of its employees;
    f. A description of how your Firm will handle performance and employee relation issues with staff provided to the Agencies as temporary staffing consultants;
    g. In the event that the Agencies had emergency temporary staffing needs resulting from an unresolved matter relating to (f) above, briefly describe how temporary

staffing would be provided to us and the amount of time this process would take; and

h. Briefly describe the steps your Firm will take to ensure implementation needs are met.

4. Briefly describe how you would utilize your Firm's staff to best serve the Agencies.

5. Briefly describe how your Firm will meet the Agencies' needs relating to (i) background checks, (ii) candidate's eligibility to work, (iii) candidate interviews; and (iv) contract administrator, as more fully described in Section 7 of this RFP.

6. Discuss your Firm's presence in New York State including any offices maintained in the State, the number of staff employed in the State and the number of staff to be assigned to the Agencies who are employed in the State.

7. Provide specific details on previous, or current, experience with the Agencies, if any. Identify engagement with entities comparable to New York State for which the Respondent provides, or has provided, similar services within the last five (5) years[2]. Detailed information should be provided in tabular form in an appendix <u>which will not be counted as part of the 5 page limit</u>. Each example should include:
   a. Name of client organization;
   b. Description of engagement and objectives of the project including start and end dates;
   c. Examples of recommendations offered to the client and the results of the implementation of those recommendations;
   d. Information regarding the project that would demonstrate successes experienced by the client as a result of the recommendations. This may include performance metrics and improvements; and
   e. Whether the contract was terminated before the end of the term specified in the original contract, including whether any available renewal option was not exercised.

8. Provide at least three (3) references for the Respondent <u>and</u> for any partners or sub-contractors. Each reference should include the name, title, company, address, phone number and email address of the reference, and a brief summary of the relationship between the reference and the Respondent and, if applicable, the subcontractor.

9. If subcontracting with a MWBE and/or SDVOB, describe the types of tasks to be subcontracted. All subcontractors of the selected Firm(s) prior to and after the issuance of a contract will be subject to prior written approval by the Agencies.

[2] It is anticipated that many of the IT temporary staffing consultants will work on the Agencies' BAM project, the Business Application Modernization project of the Agencies' current business applications which were mainly developed in FoxPro. The RFP for the BAM project is still in progress. To download a copy of the BAM RFP, visit the Agencies' website at http://www.nyshcr.org/AboutUs/Procurement/HCR-Procurement.htm .

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.

9.3 TAB 3: Cost Proposal

All Respondents must complete the Cost Proposal Form, attached hereto as Attachment 3.

Respondents are required to use the titles provided, even if these titles are not consistent with the Respondent's existing titles.

The cost proposal must include:

- Either the rate for each title or a range of rates for each title, commensurate with experience;
- The rates provided in the proposal must be the all-inclusive (any reproduction, travel, postage, or other expenses) not to exceed hourly rate (U.S. dollars) for each title described. Do not leave blanks or enter a zero dollar amount for any rate. All not-to-exceed hourly rates must be presented as a fixed dollar amount.
- List fixed rates for a three-year period and escalation rate, if any, for the remaining two-year period.
- The rates included in the proposal should be the Respondent's lowest discounted governmental rates.

Respondents must also submit their current cost structure for the following fee:

- **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.

The Cost Proposal Form (Attachment 3) must be signed by an authorized signatory of your Firm. Attachment 3 includes the following terms:

"Bill Rate" refers to the hourly fee that the Contractor will receive from the Agency for the services provided to the Agencies by the selected consultant under a contract between the Contractor and the Agencies.

"Wage Rate" refers to the hourly rate that the Contractor will pay the selected consultant that provided services to the Agencies.

"Markup" refers to the difference between the Contractor's bill rate and wage rate.

9.4 TAB 4: Administrative Proposal

Respondents are subject to the requirements described in the *Agencies' Standard Clauses and Requirements for Solicitations*, hyperlinked herein as Exhibit A. Such requirements include, but

are not limited to, submission of the following information and forms of the Agencies: (a) *Lobbying Procurement Law FORM 1* and *Lobbying Procurement Law FORM 2*; (b) *Non-Collusive Bidding Certification FORM*; (c) *Contractor and Vendor Information FORM*; (d) *Vendor Responsibility Questionnaire for For-Profit Business Entity*; (e) *EEO Staffing Plan, PROC-1*; (f) *MWBE & EEO Policy Statement, PROC-4*; (g) *Company Demographic Profile PROC-7*; (h) *EEOC Statement, PROC-8*, applicable to Respondents with 15 or more employees; (i) *Diversity Practices Questionnaire, PROC-9 and, (j) MWBE Utilization form, PROC-2, if applicable*.

In addition to completion of the forms hyperlinked in the paragraph above, Respondents must provide the following information:

9.4.1 Insurance

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

9.4.2 Conflict of Interest

Disclose any existing or contemplated relationship with any other person or entity, including relationships with any parent, subsidiary or affiliated firm, which would constitute an actual or potential conflict of interest or appearance of impropriety, relating to other clients/customers of the Respondent or former officers and employees of the Agencies and their Affiliates, in connection with your rendering services enumerated in this RFP. If a conflict does or might exist, please describe how your company would eliminate or prevent it. Indicate what procedures will be followed to detect, notify the Agencies of, and resolve any such conflicts.

9.4.3 Disclosure of Commission Findings

The Respondent must disclose whether its entity, or any of its members discussed in the above paragraph, has been the subject of any investigation or disciplinary action by the New York State Commission on Public Integrity or its predecessor State entities (collectively, "**Commission**"), and if so, a brief description must be included indicating how any matter before the Commission was resolved or whether it remains unresolved.

9.4.4 Diversity Practices

Respondents must provide the following information:

(ii) If the Respondent is a State-certified MWBE firm, provide documentation evidencing registration. For MWBE firms that are not certified but have applied for certification, provide documentation evidencing the application with the Empire State Development Corporation, including the filing date;

9.4.5 SDVOB Participation

Respondents must provide the following information:

(ii) If the Respondent is a State-certified SDVOB firm, provide documentation evidencing registration. For SDBOB firms that are not certified but have applied for certification, provide documentation evidencing the application with the State's Office of General Services, including the filing date;

10. Performance and Selection Criteria

10.1 The Selection Process

The selection process will begin with the review and evaluation of each of the written proposals. The purpose of the evaluation is two-fold: (1) to examine the responses for compliance with this RFP; and (2) to identify the firm(s) with the highest probability of satisfactorily performing the Scope of Work, described herein. The evaluation will be conducted in a comprehensive and impartial manner as set forth herein.

The submitted proposals will undergo an evaluation process conducted by a committee selected by the Agencies. Evaluation of the proposals will take into account the following criteria that includes, but is not limited to:

- Demonstrated capacity to perform the types of services which have been described herein;
- Experience in executing and delivering IT temporary staffing consultant services;
- The price for the Firm's services;
- Maintenance of an office in the State of New York;
- Diversity Practices, including MWBE participation;
- SDVOB participation; and
- Interviews to clarify or expand on the responses (to be conducted at the Agencies' discretion).

10.2 Interviews

The Agencies reserve the right to determine whether interviews will be necessary and the number of firms to be interviewed. If the Agencies deem interviews necessary, interviews will be held during the dates specified in the "*Calendar of Events and Milestones*" section of this RFP. The Respondent's primary staff person who would be responsible for the Agencies' relationship with the Respondent, as well as other key personnel proposed to provide services including its subcontractor's primary staff person, if any, must be present and participate in the interview. The

purpose of the interview is to further document the Respondent's ability to provide the required services, and to impart to the Agencies' Committee an understanding of how specific services will be furnished. The interview will be evaluated on the basis of whether it substantiates the characteristics and attributes claimed by the Respondent in its written response to this RFP and any other information requested by the Committee prior to the interview.

The Agencies reserve the right to negotiate or hold discussions with any Respondent.

10.3 Selection and Notification Process

The selected Respondents will be notified via U.S. mail or email. Respondents who are not selected will be notified of the Agencies' determination via U.S. mail or email.

11. Information relating to MWBEs, EEO and use of State Businesses

11.1 Contractor Requirements and Procedures for Business Participation Opportunities for New York State Certified Minority-and Women-Owned Business Enterprises and Equal Employment Opportunities ("EEO") for Minority Group Members and Women

11.1.1 New York State Law

Pursuant to New York State Executive Law Article 15-A and 5 NYCRR 140-145, the Agencies recognize their obligation under the law to promote opportunities for maximum feasible participation of certified minority-and women-owned business enterprises and the employment of minority group members and women in the performance of Agency contracts.

In 2006, the State of New York commissioned a disparity study to evaluate whether MWBEs had a full and fair opportunity to participate in State contracting. The findings of the study were published on April 29, 2010, under the title "The State of Minority and Women-Owned Business Enterprises: Evidence from New York" ("**Disparity Study**"). The report found evidence of statistically significant disparities between the level of participation of MWBEs in State procurement contracting versus the number of MWBEs that were ready, willing and able to participate in State procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the State-wide certified minority- and women-owned business enterprises program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that the Agencies establish goals for maximum feasible participation of New York State certified MWBEs and the employment of minority groups members and women in the performance of New York State contracts.

11.1.2 Business Participation Opportunities for MWBEs

For purposes of this solicitation, the Agencies hereby establish an overall goal of 30% for MWBE participation, 15% for NYS certified MBE participation and 15% for NYS certified WBE participation (based on the current availability of qualified MBEs and WBEs).

11.2 Equal Employment Opportunity Requirements

By submission of a bid or proposal in response to this solicitation, the Bidder/Contractor agrees with all of the terms and conditions of *Appendix I – Standard Clauses for All New York State Contracts including Clause 7 - Equal Employment Opportunities for Minorities and Women*.

The Bidder will be required to submit a *Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement, PROC-4 Form* to the Agencies with their bid or proposal.

To ensure compliance with this Section, the Bidder will be required to submit with the bid or proposal an *Equal Employment Opportunity Staffing Plan PROC-1 Form*, identifying the anticipated work force to be utilized on the Contract and if awarded a Contract, will, upon request, submit an *Equal Employment Opportunity Workforce Employment Utilization Compliance Report* identifying the workforce actually utilized on the Contract, if known, through the New York State Contract System; provided, however, that a Bidder may arrange to provide such report via a non-electronic method by contacting Ms. Lisa G. Pagnozzi at Lisa.Pagnozzi@nyshcr.org and Nyhomes.Proposal@nyshcr.org.

Further, pursuant to Article 15 of the Executive Law (the "**Human Rights Law**"), all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

11.3 The Use of New York State Businesses in Contract Performance

The Agencies are committed to awarding a contract to a firm that will provide high-quality services at a reasonable and competitive cost and will substantially perform the Scope of Work, as described in this RFP, from an office(s) or location(s) within New York State.

New York State businesses have a substantial presence in State contracts and strongly contribute to the economics of the State and the nation. In recognition of their economic activity and leadership in doing business in New York State, Respondents for this Agency procurement are strongly

encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the Agency awarded contract. Such partnering may be as subcontractors, suppliers, protégés, providers of office and work space, and/or other supporting roles.

Respondents need to be aware that all authorized users of the awarded contract will be strongly encouraged, to the maximum extent practical and consistent with legal requirements, to use responsive New York State businesses in purchasing commodities that are of equal quality and functionality and in utilizing services and technology. Furthermore, Respondents are reminded that they must continue to utilize small, minority and women-owned businesses, consistent with current State law.

Utilizing New York State businesses in Agency contracts will help create more private sector jobs, rebuild New York's infrastructure, and maximize economic activity to the mutual benefit of the contractor and its New York State business partners. New York State businesses will promote the contractor's optimal performance under the contract award, thereby benefiting the public sector programs that are supported by associated procurements.

Public procurements can drive and improve the State's economic engine through promotion of the use of New York businesses by its contractors. The Agencies therefore expect the successful Respondent to provide maximum assistance to New York businesses in its use of the awarded contract. The potential participation of all kinds of New York businesses will deliver great value to the State and its taxpayers.

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CONFIDENTIALITY PLEDGE

I, [_____], am an employee of [_____] doing

business as [_____] with an office at

[______] (the "Employer") and am not an employee of the New York State Housing Finance Agency, State of New York Mortgage Agency, New York State Affordable Housing Corporation (individually, "Agency" and collectively, the "Agencies").

In the course of my employment with Employer, I will perform certain official duties for the Agencies and have executed this Confidentiality Pledge ("Pledge") as of this [___] day of _____, 2016 in order to induce the Agencies to allow me to access Data so that I may use such Data in the performance of my official duties for the Agencies while an employee of Employer.

"Data", as used in this Pledge, means any and all records, data, or any other information not generally known to the public belonging to, generated by, provided to me by, or otherwise related to any Agency (whether in written, oral or electronic form), whether of a technical, business or other nature, that I may access, read, become aware of, or otherwise come into contact with in any way in the performance of my official duties for the Agencies or for Employer.

1. I will use the Data only as may be required for the performance of my official duties for the Agencies, and not for any other purpose.

2. I understand that applicable laws and regulations require the Agencies to safeguard the confidentiality of certain information contained in the Data.

3. I will exercise extreme caution to safeguard the confidentiality of the Data and will not release, reveal, publish, or permit the public to obtain access to any portion of the Data without the prior written consent of any of the Agencies.

4. I will exercise extreme caution to safeguard the confidentiality of any password that may be issued by any Agency. I will not permit any person, other than myself (including, but not limited to, any other employee of Employer), to use any such password at any time.

5. I will not attempt to copy any Data (other than as may be required for the performance of my official duties for the Agencies) nor will I create any record, public or private, from which any Data could be regenerated.

6. This pledge shall continue indefinitely and shall survive the termination of my employment with Employer and any date on which I may cease to perform any official duties for any Agency.

In witness whereof, I have executed this Pledge as of the date and year first above written.

[_____], SERVICER AND EMPLOYER

_____
Signature

_____
Printed Name

_____
Phone Number

[_____], EMPLOYEE

_____
Signature

_____
Printed Name

_____
Phone Number

Job Requirements (By Position)

The requirements below are based on current technologies, as of the publishing of this RFP; however, as the technology field frequently changes, the requirements for associated positions will change accordingly and the Agencies will provide updates as needed.

For all roles, experience with finance, accounting, mortgages and bonds as well as experience in the public sector is a plus, but is not required.

For each technology version/date mentioned below, it is assumed that it is for that version/date and above where needed; e.g. Windows 7, is assumed to cover newer versions, such as, Window 10, in accordance with the Agencies' needs.

- **NET Computer Programmer Analyst**
  - Minimum of a Bachelor's degree in computer science.
  - Minimum 3-5 years' experience that includes experience in applications development/analyst roles(s) designing, developing, and maintaining medium to large scale applications/systems.
  - Working experience with MS Visual Studio 2010 and experience listed above.
  - C#.NET or VB.NET development in WinForms and WebForms (ASP.NET WebForms and/or MVC).
  - Experienced utilizing AJAX, JavaScript, JSON, and JQuery technologies.
  - Experienced utilizing 3rd party controls such as DevExpress and/or Infragistics.
  - Subversion (SVN) source control or equivalent.
  - Experience developing, debugging, and maintaining SQL Server relational databases which includes creating table structures and relationships, indexes, roles, stored procedures, stored functions, views, and triggers (Similar Oracle, Sybase, and/or DB2 experience will be considered).
  - Custom reports development utilizing SQL Server Reporting Services and/or Crystal Reports.
  - A strong background in developing in at least one (1) of the following business lines: (mortgage, bonds, insurance, housing, and/or accounting).
  - Capable and willing to support production legacy systems developed in FoxPro, VB 6.0, and COBOL in conjunction with new technology development.
  - Strong analytical skills, as evidenced by education and/or work experience.
  - Candidate must possess the ability to work effectively with IT management, technical staff, and all levels of Agency staff and end-user's skills to ensure that information is expressly communicated.

- **Database Administrator**
  - Minimum of a Bachelor's degree.
  - Minimum of 7 years-experience working with enterprise level databases such as SQL Server, SYBASE, Oracle, and/or DB2 which includes supporting end users in a small to large business related environment.
  - MS SQL Server DBA certified.
  - Working knowledge of Quest Spotlight and Red Gate SQL Compare.
  - Recent experience administering and maintaining SQL Server 2008 R2 and 2012 databases.
  - Working knowledge of best practices for Windows Server 2003, 2008, and 2012.
  - Willing to learn new technologies such as Microsoft .Net and BIDS development.
  - Excellent oral and written communications skills and the ability to work effectively with IT management, technical staff, and all levels of Agency staff.
  - Must possess strong analytical skills as evidenced by education and/or work experience.

- **Java Developer**
  - Bachelor's degree in computer science, computer engineering, information systems, information technology, or related field.
  - 6 years of relevant experience in a J2EE development role.
  - Knowledge of JAVA APIs and J2EE components.
  - UI skills (HTML, CSS, JavaScript).
  - Knowledge of Tomcat or similar servlet containers and Apache web server.
  - Ability to work in a Linux environment, basic systems administration skills.
  - Knowledge of Hibernate, Struts 1 and Spring frameworks.
  - Experience with MS SQL Server.
  - Experience with writing REST and SOAP web services, preferably with CXF (both client and server).
  - Knowledge of XML technologies (java serialization frameworks, authoring).
  - Knowledge of SVN, JProfiler, Hudson, Ant.
  - Knowledge of Data structures, Algorithms, OOP essentials.
  - Experience with conforming to requirements, design, coding, testing, debugging and documentation.
  - Solid oral and written communication skills.
  - Ability to adapt quickly and work well under pressure.

- **Senior Business Analyst**
  - Bachelor's degree; MBA or relevant technical degree preferred.
  - A strong background in technology, analysis and critically evaluating information gathered from multiple sources.
  - Experience decomposing high-level information into details, distinguishing user requests from the underlying true needs, and developing solution ideas from requirements.
  - Strong experience writing business requirements documentation (BRDs) and functional requirements documentation (FRDs).
  - Proven experience successfully working in a team setting and ability to reconcile conflicts.
  - Minimum seven 7-10 years of experience in related professional business/project analyst capacity
  - Excellent oral and written communication skills.
  - Experience in the financial sector, e.g. accounting, bonds and mortgages, is a plus.
  - Experience with COTS (Commercial off-the-shelf)/ERP (Enterprise Resource Planning), e.g. PeopleSoft, SAP or Microsoft Dynamics is a plus.
  - Demonstrable experience with MS Office 2013 and above as well as design tools (e.g. Visio).
  - Knowledge of SQL as well as familiarity of .NET and web technologies is a plus.

- **Senior Data Analyst**
  - Bachelor's degree or higher in computer science.
  - Minimum 7 years' experience working as a Data Analyst or in a similar capacity.
  - Minimum 5 years' experience working with relational databases.
  - Minimum 3 years working experience with SQL Server 2008+.
  - Working experience migrating FoxPro legacy databases to SQL Server 2008+.
  - Working knowledge of FoxPro 6.0-9.0 with the ability to read and fully understand FoxPro code with minimum assistance.
  - Working experience in creating data dictionaries and data mappings.
  - Working experience in performing data cleanup.
  - Ability to decipher FoxPro data relationships and then recreate in SQL Server.
  - Working experience in creating SQL data extract scripts.
  - Proficient communication and writing skills.
  - Experience working with ERP systems (e.g. SAP, MS Dynamics or PeopleSoft).
  - Experience in finance and accounting, mortgages and bonds.

- **Senior Engineer**
  - Knowledge of Windows 2008 Active Directory Configuration/Administration (DNS, DHCP, File Sharing).
  - Knowledge of Exchange 2010 Configuration/Administration.
  - Knowledge of Citrix XenDesktop, Citrix Netscaler, Citrix Provisioning Services.
  - Knowledge of Active Directory Group Policies.
  - Knowledge of Experience supporting SAN and NAS storage solutions.
  - Knowledge of VMWARE (ESX 4.i) Administration including Vmotion and Fault Tolerance.
  - Knowledge of Cisco Switches, Routing and VPN technologies.

- Knowledge of Windows 7 workstation troubleshooting/configuration.
- Knowledge of Windows Server Update Services.
- Knowledge of Symantec Enterprise Vault Administration.
- Knowledge of Strong background in Network Applications and Administration.
- Knowledge of SharePoint Administration.
- Knowledge of Windows Deployment services.
- Knowledge of Strong background in Microsoft office Applications
- Knowledge of Windows PowerShell.
- Knowledge of Network Backup Technologies.
- Knowledge of SQL Server.
- Knowledge of Websense Web Filtering.
- Knowledge of SPAM filtering technologies.
- Knowledge of McAfee Antivirus.

- **Senior FoxPro/.Net Computer Programmer Analyst**
  - Minimum of a Bachelor's degree in Computer Science.
  - Minimum 7-10 years' experience and has served in the capacity as a senior developer/analyst roles(s) designing, developing, and maintaining medium to large scale applications/systems.
  - Working experience with MS Visual Studio.
  - C#.NET or VB.NET development in WinForms and WebForms (ASP.NET WebForms and/or MVC).
  - Experienced utilizing AJAX, JavaScript, JSON, and JQuery technologies.
  - Experienced utilizing 3rd Party controls such as DevExpress and/or Infragistics.
  - Knowledge of MS Team Foundation.
  - Knowledge of Subversion (SVN) source control or equivalent.
  - Experienced developing Web Services and SOAP utilizing WCF.
  - Experience developing Windows Services.
  - Experience developing, debugging, and maintaining SQL Server relational databases which includes creating table structures and relationships, indexes, roles, stored procedures, stored functions, views, and triggers (Similar Oracle, Sybase, and/or DB2 experience will be considered).
  - Experience with custom reports development utilizing SQL Server Reporting Services and/or Crystal Reports.
  - Experienced developing SQL Server Intergradation Services (SSIS) scripts and SQL Server Agents.
  - Strong background in developing in at least one of the following business lines: mortgage, bonds, insurance, housing, and/or accounting.
  - Experience developing ADO.NET Entity Framework solutions utilizing LINQ.
  - Willing to support production legacy systems developed in FoxPro, VB 6.0, and COBOL, in conjunction with new technology development.
  - Strong analytical skills, as evidenced by education and/or work experience.
  - Proven experience successfully managing a professional IT team as a project lead.
  - Proven leadership role in mentoring and guiding junior staff team members.
  - Excellent verbal and written communication skills, and able to work effectively with IT management, technical staff, and all levels of Agency staff and end-users skills to ensure that information is effectively communicated.

- **Senior Project Manager**
  - BA/BS degree in related field.
  - 10+ years of successful experience as an IT project manager and proven history managing and delivering large-scale, complex, multi-year projects.
  - Managed projects through all phases of the Software Development Life Cycle.
  - Demonstrated ability to manage multiple projects concurrently and manage vendor relations.
  - Excellent oral and written communication skills with ability to align stakeholders from business and IT with competing priorities.
  - Extensive organizational skills to manage agency expectations, project artifacts and budget.
  - A strong background in technology, analysis and critical evaluation of information gathered from multiple sources.
  - Experience in creating and improving processes.
  - Experience in business analysis and writing/developing business requirements (BRDs) and functional requirements (FRDs) would be a plus.
  - Very high level interpersonal skills to work effectively with others, motivate team members, and elicit work output in a team environment.
  - Proven experience in successfully working in a team setting and ability to reconcile conflicts.
  - Experience with COTS and ERP software, e.g. PeopleSoft, SAP or Microsoft Dynamics is a major plus
  - Experience with MS Office, MS Project, MS SQL and .NET is a plus

- **Senior Tech Support Specialist**
  - B.A. in an IT related field a strong plus.
  - 7+ years of experience working on a IT help desk, supporting end users in a small to medium business environment
  - Experience installing, configuring and maintaining Microsoft Windows 7 and above
  - Experience configuring and installing desktop/laptop computers and printers
  - Experience working with Microsoft Office software as well as other desk top software as needed, including advanced configuration and troubleshooting
  - Experience configuring and maintaining Outlook in a Microsoft Exchange environments.
  - Experience managing, mentoring and training Jr. Tech Support Specialists.

- **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 be times where the position will require more PM work than BA work or vice versa.

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Cost Proposal Rates

Firm Name: _____

Title	Contract Year 2016-2018 (Not to Exceed)		
	Wage Rate*	**Bill Rate***	**Markup***
.NET Computer Programmer Analyst			
Database Administrator (DBA)			
Java Developer			
Senior Project Manager/Business Analyst			
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)		
	Wage Rate*	**Bill Rate***	**Markup***
.NET Computer Programmer Analyst			
Database Administrator (DBA)			
Java Developer			
Senior Project Manager/Business Analyst			
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 Project Manager/Business Analyst	
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:** _____