



## REQUEST FOR PROPOSALS

### Oracle PeopleSoft Financials Advisory and Implementation Services

The purpose of this Request for Proposals (RFP) is to solicit proposals from firms with extensive Oracle PeopleSoft Financials experience in the public sector. The New York State Statewide Financial System (SFS) seeks to engage a firm to perform Advisory and Implementation Services related to maintenance, management and enhancement of the New York State Enterprise Financial System (System), including: On-boarding additional agencies to the System; Architecting enhancements to the System via existing technology or future PeopleSoft upgrades; Re-architecting existing modules and/or business processes, including the identification of New York State customizations that may be discontinued; and Implementing additional modules and/or functionality in the System. In addition, the Firm shall provide Advisory and Implementation Services including, but not limited to strategic guidance and assistance to SFS in maximizing the State's return on investment of the Oracle PeopleSoft Financials and other Oracle-related technologies. The resulting services from this RFP will be requested by SFS on an as needed basis for various projects and activities conducted by SFS.

This RFP also outlines the terms and conditions, and all applicable information required for submission of a proposal. To prevent possible disqualification and to ensure compliance with the requirements of the RFP, Proposers should pay strict attention to the proposal submission deadline and follow the format and instructions contained in this document.

Date	Event
July 30, 2024	Issuance of Request for Proposals
<b>August 14, 2024, by 12:00 PM ET</b>	<b>Firm Inquiries Due</b>
On or about August 28, 2024	State's Response to Firm Inquiries
<b>September 18, 2024, by 12:00 PM ET</b>	<b>Proposal Submission Deadline</b>
On or about October 30, 2024	Finalist Interviews
November 2024	Tentative Award
February 2025	Anticipated Contract Start

The State reserves the right to change any of the dates stated in this RFP.

**MWBE Goal:** 30% participation (15% MBE, 15% WBE)

**SDVOB Goal:** 0% participation

**Anticipated Contract Term:** 5 years

This procurement is in a restricted period from the date this RFP is issued until the contract has been approved. All contacts/inquiries shall be made by email to the following address: [Contracts@sfs.ny.gov](mailto:Contracts@sfs.ny.gov).

Designated Contacts for this Procurement:

Contract Administrator: Sean Harrington

Additional Contacts: Heather Sosinski

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# 1 Scope

## 1.1 Background – Statewide Financial System

The Statewide Financial System (SFS) is the organization that manages the System that supports agency business processes and serves as the State's accounting system of record. SFS is governed by a Joint Governance Board (JGB) consisting of members from the Office of the State Comptroller (OSC) and the Division of the Budget (DOB). The System facilitates the management and flow of information between and among State agencies, State control agencies (DOB and OSC), the State legislature, vendors doing business with New York State, and the general public. The System utilizes Oracle PeopleSoft Financials, as well as other Oracle-related products. Please see Exhibit 1 of this RFP for a detailed description of the technical environment of the System. The following statistics reflect approximate number of transactions processed on an annual basis:

- 280,000 Requisitions;
- 700,000 Purchase Orders;
- 7,040,000 Accounts Payable Vouchers;
- 240,000 Travel/Expense Reports;
- 450,000 Commitment Control (KK) Transactions; and
- 7,830,000 General Ledger Journals.

SFS is seeking to engage a Firm to provide advisory and implementation services concerning Oracle PeopleSoft Financials and related Oracle products. The Firm should have extensive knowledge of the best-practice use of PeopleSoft Financials, including within the public sector. The Firm shall provide SFS with expert-level consultative advisory and implementation services consistent with best practice configuration, implementation and use of Oracle PeopleSoft Financials and other Oracle-related technology products, with a particular focus on public sector deployments. The needs of our diverse stakeholder base are critical to be considered when providing these services as SFS is a highly customer-focused organization. These services will be on an as-needed basis in variable-term engagements (e.g., for projects with durations of a few weeks up to several months) that will focus on ensuring the success of various enterprise SFS projects, improvements and business process use cases.

Examples of future projects may include, but are not limited to:

- On-boarding agency functions from legacy financial-related systems onto the System;
- Evaluating new Oracle PeopleSoft Financials functionality for opportunities to enhance the System; and
- Re-architecting system and business processes where needed to better support agencies' financial and accounting operations to maximize the State's return on investment in Oracle PeopleSoft Financials.

## 1.2 Services Required

Upon request, the Firm must be able to provide assistance, guidance and analysis to SFS to ensure the best-practice use of PeopleSoft Financials. SFS leadership is comprised of the Executive Director and Deputy Directors over the following three areas:

- 1) Customer Experience and Engagement
- 2) Technology and Operations
- 3) Business Solutions and Agency Administration

Each of these areas are critical to the success of SFS and its stakeholders. In addition to working with all levels of SFS staff and its stakeholders, the principle(s) of the Firm engaged with SFS will be required to provide the SFS leadership team with the strategic guidance necessary for the State to realize the maximum benefits of its investment in and use of PeopleSoft Financials.

This engagement will include a variety of services, including but not limited to:

- On-boarding additional agencies to the System;
- Enhancements to the System;
- Future upgrades of PeopleSoft and its underlying technology;
- Re-architecture of modules and/or business processes, including the identification of New York State customizations that may be discontinued;
- Implementation of additional modules and/or functionality;
- Analysis of current market use of PeopleSoft Financials;
- Incorporating new technologies into SFS, and
- Enhancement of security within the system.

Upon request, the Firm must provide services including, but not limited to:

1. Stakeholder Business Process Evaluation and Documentation
  - Assist SFS in designing solutions to best transition/onboard new customer agencies and/or processes to the System from other legacy, non-enterprise solutions.
2. Functional and Technical Design and Configuration;
3. Benefits Realization Management;
4. Product evaluation and analysis;
5. Testing;
6. Reporting and Analytics;
7. Training of SFS Personnel and SFS Stakeholders;
8. Quality Assurance planning;
9. Project Management;
10. Change Management;
11. Other related strategic services such as:
  - Strategic information technologies planning;
  - Studies to support the development, analysis, and implementation of information technologies strategies and architectures;

- Feasibility studies;
- Cloud-based functionality; and
- Advise SFS in the best practice use of analytical and reporting tools aligned with industry future direction.

For all services provided, the Firm must use project methodologies that incorporate best practices for the State and its PeopleSoft implementation, work at the direction of SFS and in collaboration with its stakeholders and provide strategic guidance and assistance for ongoing technical and functional improvements to the System.

For all engagements initiated under this contract, the Firm will be required to work collaboratively with SFS to ensure comprehensive Knowledge Transfer to SFS staff, while creating and providing documentation and deliverables as directed by SFS and/or in accordance with the engagement's respective Statement of Work (SOW).

Any required deliverables, work products, milestones or required objectives and achievements will be identified and outlined in each SOW.

The Statewide Financial System offices are located at 1220 Washington Avenue, Building 5, Floor 3, Albany, NY 12226. It is expected work will be done on-site at this location, unless otherwise agreed to and pre-approved by SFS Leadership. Historically, these services have been performed with a mixture of fully on-site and hybrid work arrangements of up to 50% remote work. Unless approved in writing by SFS, consultants approved to work remotely must do so only from their primary residence within the contiguous United States.

### **1.3 Statement of Work**

At the onset of all projects requested during the term of the contract, SFS and the Firm will draft an SOW outlining the required services, timelines, deliverables, work products and costs for the project. SFS and the Firm will come to mutual agreement related to the SOW, including staffing and requirements to complete the assigned project. The Firm will be expected to work under the direction of SFS, maintain adequate documentation of its activities, and satisfy all of its obligations under the SOW.

The area(s) of concentration for the Firm for any given engagement throughout the term of the contract will be as directed by SFS Executive Leadership (i.e., SFS Executive Director and Deputy Directors) as outlined in each SOW.

It is important to note that assignments under the contract will vary. Some assignments will be time sensitive and may require intensive involvement of the Firm over a relatively short period of time. Other projects may involve work by the Firm over several months. The work product/deliverables expected from the Firm may vary from project to project depending on the nature of the assignment.

Over the term of the contract, the Firm must be able to provide both small teams ranging from a few consultants and larger teams of several consultants, depending on the work required in a particular SOW. The proposed staff for each SOW must possess the skills

and experience needed to complete the required work. Staff proposed for the Solution Architect and/or Solution Specialist position(s) must meet the minimum qualifications as described in Section 3.1F of this RFP. All proposed staff must be submitted for SFS approval via the applicable Appendix form (in Appendix E or F). SFS in its sole discretion will determine if a candidate's skills and experience are acceptable based on the work required in the SOW being executed.

## 2 Minimum Firm Qualifications to Propose (Pass/Fail)

Proposers must meet Minimum Qualifications set forth below. Proposers shall demonstrate and certify that they meet the Minimum Qualifications in Appendix D. Failure to meet the Minimum Qualifications and submit Appendix D may result in the Proposal being deemed non-responsive and eliminated from further consideration.

The Proposer's qualifying experience must demonstrate the following:

- a) Proposer must have a minimum of 5 years' experience managing public-sector projects in any of the following areas or combination of these areas: Oracle PeopleSoft Financials implementation, upgrade, or assessment; redesign of underlying business processes to best take advantage of PeopleSoft Financials; transitioning public sector clients to best practice use of PeopleSoft Financials; system integration or business process engineering to architect or build an enterprise-level solution of Oracle PeopleSoft Financials version 9.2 and its related applications in **public sector environments**. To meet this minimum of 5 years' experience, firms may cite multiple projects that demonstrate their experience with one or more of the service areas listed above.
- b) Proposer must have been a prime contractor in the development, delivery and support of at least one end-to-end implementation, upgrade, or re-architecture of Oracle PeopleSoft Financials version 9.2 and its related applications in **public sector environments, in which the vendor was compensated over \$1 million**.
- c) Proposer must have transitioned/onboarded at least one entity from a legacy, non-enterprise solution to an existing Oracle PeopleSoft Financials enterprise solution within the past 5 years.

## 3 Proposal Requirements

The Proposer should submit a proposal which clearly and concisely provides all of the information requested. A complete proposal for this RFP comprises three (3) separate proposals: Technical, Cost, and Administrative.

- **Technical Proposal** – The purpose of the Technical Proposal is for the Proposer to demonstrate their qualifications, competence, and capacity to undertake the engagement described herein.

- **Cost Proposal** – The Cost Proposal is the fee the Proposer will charge the State for the services described in this RFP.
- **Administrative Proposal** – The Administrative Proposal contains standard requirements by which the Proposer must agree to abide, information requested by SFS in connection with these requirements, and additional forms to be completed by the Proposer.

### **3.1 Technical Proposal**

The Technical Proposal should specifically detail the Proposer's experience and qualifications in providing the services sought by SFS. **Please note, in the Technical Proposal, Proposers should not include any information related to their cost or the amount proposed for this RFP.**

Below is a listing of the technical information to be provided by the Proposer. Proposers must keep the Technical Proposal to a maximum of 25 pages (not including title page, table of contents, and completed Appendices D and E).

#### **A. Title Page**

Submit a Title Page providing the RFP subject; the Proposer's name and address, the name, address, telephone number, and email address of the Proposer's contact person; and the date of the Proposal.

#### **B. Table of Contents**

The Table of Contents should clearly identify the location of all material within the Proposal by section and page number.

#### **C. Executive Summary**

Provide an executive summary describing the Firm's primary business focus and highlighting significant features of the Firm's Proposal. This section should include your firm's background in providing the resources and services described in this RFP and your ability to provide such services as described in Section 1.2 (Services Required). This section should highlight significant aspects of the Technical Proposal. Proposers are reminded that cost should not be included in this section. If cost information is included in the Technical Proposal the bid may be eliminated from consideration.

#### **D. Minimum Firm Qualifications**

In this section, the Firm should demonstrate compliance with the Minimum Firm Qualifications defined in Section 2 of this RFP. To satisfy this requirement, Firms should complete Appendix D and include it as a part of the Proposer's Technical Proposal.



## **E. Project Approach**

In this section of the Proposal, the Proposer should set forth a detailed narrative describing the unique approach the Firm would apply to providing Oracle PeopleSoft Financials advisory and implementation services as described in Section 1.2 (Services Required) of this RFP. The narrative should outline the Firm's approach to prior Oracle PeopleSoft Financials and other Oracle-related consulting projects and contain information about how the Firm will successfully provide the services requested in this RFP. This section should address why the proposed approach is appropriate for the State and will ensure the continued successful implementation of SFS projects.

Proposals must provide examples of how the proposed approach has achieved success in specific, relevant projects (similar to the illustrative projects outlined in Section 1 of this RFP) for public or private sector organizations similar in size and complexity to New York State government. The Technical Proposal must contain enough information for the evaluators to ascertain the success of the projects accomplished by the Firm, and include the metrics and factors used to demonstrate that those projects and the Firm's approach was indeed successful.

The Project Approach should also describe the Firm's staffing plan for this engagement. The staffing plan should address:

- How the necessary skill sets for assigned staff under this RFP will be maintained over the term of the contract; and
- Its approach for identifying and proposing individuals for each assignment, including detailed steps it will take and the criteria it will consider when forming teams for each assignment.

The Project Approach should describe the Firm's ability to respond rapidly and effectively to assignments; and the methods, techniques, and activities that your firm would utilize to ensure necessary knowledge and skills are transferred to State staff.

## **F. Staff Experience and Qualifications**

In this section of the Technical Proposal, Firms should demonstrate that the staff proposed have the knowledge and ability to perform the services described in the RFP.

All relevant information regarding the qualifications and experience of the staff to be specifically assigned to the project should be detailed on the appropriate Appendix E form for each proposed consultant/title and submitted as part of the Technical Proposal. Proposers should only submit one (1) candidate / Appendix E form for each of the four titles listed below in Section F.1.a-d.

### **1. Position Qualifications**

Firms must name qualified consultants for the: Solution Architect, Solution Specialist, Senior Functional Analyst, and Senior Technical Analyst titles (listed in

a. – d. below). The qualifications listed are noted as minimum or desired qualifications for the positions, however all relevant experience should be included in the proposal on the completed Appendices E.1-E.4 that correspond to the titles listed below. Proposers should only submit one (1) candidate each of Appendix E.1-E.4. Proposals putting forth consultants who exceed the minimum experience qualifications will be regarded favorably during the technical evaluation.

**The consultants proposed for the Solution Architect and Solution Specialist titles MUST meet the minimum qualifications. Proposals putting forth any consultants for the Solution Architect and/or the Solution Specialist positions that do not meet the minimum qualifications for the position may result in the proposal being deemed non-responsive.**

It is expected that the proposed Solution Architect and Solution Specialist will be available to SFS as needed for the duration of the resulting contract. Proposer should be aware that should any staff need to be replaced, replacement staff are subject to the approval of SFS during the contract term and must have equivalent or better qualifications than previously approved staff. During the contract term, proposed additional or replacement staff must be submitted for SFS approval using the applicable Appendix form (contained in Appendix E/F of this RFP).

Beyond the minimum qualifications for each position/title, the State has identified additional desired qualifications that will be considered as part of the technical scoring of proposed staff. All experience related to these additional desired qualifications should be detailed on the appropriate Appendix E form for each proposed consultant/title, and submitted as part of the Technical Proposal.

Proposed staff will be evaluated based on the depth and breadth of the experience cited for the desired qualifications, as well as experience above and beyond the minimum qualifications.

Below are the minimum and desired qualifications for each of the positions. **Note:** all of the experience cited in a Firm's proposal to meet these qualifications must be directly related to PeopleSoft Financials and its underlying technology. Experience related to Human Capital Management (HCM) and/or Campus Solutions does NOT apply and should not be included as qualifying experience.

**a. Solution Architect**

Minimum qualifications:

1. At least five years of experience providing strategic assessments, in the form of formal work products, to executive teams. The assessments must utilize Oracle PeopleSoft Financials solutions in the public sector.
2. At least five years of hands-on experience troubleshooting and resolving mission-critical issues related to PeopleSoft Financials in the public sector and reporting findings directly to executive teams (this experience should include projects where the proposed candidate was personally involved and applied their knowledge directly to help solve the issue(s)).

3. At least five years of experience in solution assessment, system design, security planning, system integration, information architecture, or business process engineering.
4. At least five years of experience with re-architecture efforts using PeopleSoft Financials version 9.2 in a public sector environment to align with the best practice use of PeopleSoft including minimizing and/or retiring customizations to delivered PeopleSoft pages OR implementations or upgrades to PeopleSoft Financials version 9.2 in a public sector environment.

Desired qualifications:

5. At least five years of experience writing complex SQLs and PeopleSoft Queries to extract system data or diagnose problems.
6. At least five years of hands-on experience with Supplier Contract Management, Sourcing, Accounts Receivables, Billing, Enterprise System Automation (ESA) modules including Customer Contracts and Project Costing, and financial reporting activities.
7. At least three years of experience directing a primary functional lead conducting fit/gap analysis, design, configuration and testing of one or more PeopleSoft implementations or re-architectures.
8. Experience with Oracle's Image release process and applying upgrades to an existing production application.
9. Experience leading / managing teams.

**b. Solution Specialist**

Minimum qualifications:

1. At least five years of experience serving as a functional area lead on (i) re-architecture efforts using PeopleSoft Financials version 9.2 to align with the best practice use of PeopleSoft OR (ii) implementations or upgrades to PeopleSoft Financials version 9.2. This experience should include the following activities:
  - a. Experience analyzing current business processes and building process model diagrams.
  - b. Experience performing a fit/gap analysis on existing customizations to move to delivered functionality.
  - c. Experience developing functional testing plans, scripts, or scenarios.

Desired qualifications:

2. Experience writing complex SQLs and PeopleSoft queries to extract system data or diagnose problems.
3. Experience with public sector clients.
4. Experience with Oracle's Image release process and applying upgrades to an existing production application.

5. Experience presenting a variety of business and technical information to all levels of an organization.
6. Experience working with third-party products that integrate with PeopleSoft.
7. Experience leading / managing teams.

**c. Senior Functional Analyst**

Desired qualifications:

1. At least four years of experience with (i) re-architecture efforts using PeopleSoft Financials version 9.2 to align with the best practice use of PeopleSoft OR (ii) implementations or upgrades to PeopleSoft Financials version 9.2. This experience should include the following activities:
  - a. Business analysis and testing experience with PeopleSoft Financials to meet business and functional needs and requirements.
  - b. Experience writing complex SQLs and PeopleSoft Queries to extract system data or diagnose problems.
  - c. Experience creating design documents and test scripts.
  - d. Experience in troubleshooting problems.
  - e. Experience with PeopleSoft using at least three of the following toolsets: XML, SQR, PeopleTools, PeopleCode, Datamover, Application Engine, Components Interface, and Application Designer.
2. Experience with public sector clients.
3. Experience with Oracle's Image release process and applying upgrades to an existing production application.
4. Experience presenting a variety of business and technical information to all levels of an organization.
5. Experience working with third-party products that integrate with PeopleSoft.

**d. Senior Technical Analyst**

Desired qualifications:

1. At least four years of experience with (i) re-architecture efforts using PeopleSoft Financials version 9.2 to align with the best practice use of PeopleSoft OR (ii) implementations or upgrades to PeopleSoft Financials version 9.2. This experience should include the following activities:
  - a. At least one prior engagement where the candidate was responsible for performing technical analysis, coding, developing interfaces, or testing for an implementation, upgrade, or re-architecture of PeopleSoft.
  - b. Experience in using PeopleTools 8.55 or higher.
  - c. Experience tuning code for performance issues.
  - d. Experience writing complex SQLs and PeopleSoft Queries to extract system data or diagnose problems.

- e. Experience creating technical design documents and unit test scripts.
  - f. Experience with PeopleSoft using at least three of the following toolsets: XML; SQR; PeopleTools; PeopleCode; Datamover; Application Engine; Component Interface; or Application Designer.
2. Experience with public sector clients.
  3. Experience with Oracle's Image release process and applying upgrades to an existing production application.
  4. Experience presenting a variety of business and technical information to all levels of an organization.
  5. Experience working with third-party products that integrate with PeopleSoft.
  6. Experience with PeopleSoft PICASO.

Proposers do not have to name consultants as part of their Proposal for the following titles/positions: Functional Analyst and Technical Analyst. These positions' desired qualifications will be applied when Firms propose one, or more, of these positions under future SOWs as described in RFP Section 1.3.

**e. Functional Analyst**

Desired qualifications:

1. At least two years of experience with (i) re-architecture efforts using PeopleSoft Financials version 9.2 to align with the best practice use of PeopleSoft OR (ii) implementations or upgrades to PeopleSoft Financials version 9.2. This experience should include the following activities:
  - a. Business analysis and testing experience with PeopleSoft Financials to meet business and functional needs and requirements.
  - b. Experience writing SQLs and PeopleSoft Queries to extract system data or diagnose problems.
  - c. Experience creating design documents and test scripts.
  - d. Experience in troubleshooting solutions.
  - e. Experience with PeopleSoft using at least two of the following toolsets: XML, SQR, PeopleTools, PeopleCode, Datamover, Application Engine, Components Interface, and Application Designer.
2. Experience with public sector clients.
3. Experience with Oracle's Image release process and applying upgrades to an existing production application.
4. Experience presenting a variety of business and technical information to all levels of an organization.
5. Experience working with third-party products that integrate with PeopleSoft.

## **f. Technical Analyst**

Desired qualifications:

1. At least two years of experience with (i) re-architecture efforts using PeopleSoft Financials version 9.2 to align with the best practice use of PeopleSoft OR (ii) implementations or upgrades to PeopleSoft Financials version 9.2. This experience should include the following activities:
  - a. At least one prior engagement where the candidate was responsible for performing technical analysis, coding, developing interfaces, or testing for an implementation, upgrade, or re-architecture of PeopleSoft.
  - b. Experience in using PeopleTools 8.55 or higher.
  - c. Experience tuning code for performance issues.
  - d. Experience creating SQLs and PeopleSoft Queries to extract data or diagnose problems.
  - e. Experience creating technical design documents and unit test scripts.
  - f. Experience with PeopleSoft using at least two of the following toolsets: XML; SQR; PeopleTools; PeopleCode; Datamover; Application Engine; Component Interface; or Application Designer.
2. Experience with public sector clients.
3. Experience with Oracle's Image release process and applying upgrades to an existing production application.
4. Experience presenting a variety of business and technical information to all levels of an organization.
5. Experience working with third party products that integrate with PeopleSoft.
6. Experience with PeopleSoft PICASO.

## **2. Staff Availability**

It is expected that the proposed Solution Architect and Solution Specialist will continue to be available over the term of the contract. Should any staff no longer be available during the term of the contract, the Contractor must provide a proposed replacement with equivalent or better qualifications than previously approved staff or subcontractors. Such proposed replacements are subject to the review and approval of SFS.

Given the varying nature of projects envisioned in this RFP, SFS expects that the Firm awarded the contract will need to identify and propose staff with skill sets and experience required of each future assignment. If the proposed staff have not been included in the original proposal, the names and qualifications of additional staff members will be submitted during negotiation of a SOW, subject to SFS approval and contract terms.

## **G. Proposer Experience and Qualifications**

Proposers should have experience in providing the services required in Section 1.2. Proposers should demonstrate relevant experience, **including, but not limited to**, that stated in response to Section 2 (Minimum Firm Qualifications), by addressing the following:

- 1) An overview of the Proposer's organization and experience in providing the services in Section 1.2 (Services Required).
- 2) A detailed description of the Proposer's technical expertise and capabilities. This narrative should highlight the Proposer's ability to provide the needed services for SFS, including the number of years that the Firm has been providing these services to its clients.
- 3) Describe your firm's experience as a primary functional lead conducting fit/gap analysis, design, and configuration and testing of PeopleSoft Financials implementations, upgrades, and/or re-architectures. Experience with public sector clients is preferred.
- 4) Describe your firm's experience managing the PeopleSoft Financials re-architecture of significant processes and/or existing customizations where the footprint deviated from the best practice use of PeopleSoft, and the objective was to correct the deviation. Experience with public sector clients is preferred.
- 5) Describe your firm's experience with Cloud implementations of PeopleSoft Financials or other Oracle-related technologies.
- 6) Describe your firm's experience with a project or projects where your firm provided a team of staff working under the direction of the proposed Solution Architect on a re-architecture, implementation, or upgrade of PeopleSoft Financials.

In addition to the narrative, for any/all projects cited in your responses to G.1-G.6 above, please provide the following details:

- a. Name of client organization
- b. Role of the Firm (including the Firm's level of responsibility for the success of the project, e.g. serving as the prime contractor, the lead project director, auxiliary/subcontractor, etc.)
- c. Type of client (e.g., government entity (local, State, Federal), private company, etc.)
- d. Project description
- e. Project duration including start/end dates
- f. Number of Firm staff (FTEs) involved
- g. Any other information regarding the project that would assist SFS in determining the success experienced by the client

### **3.2 Cost Proposal**

Among the selection criteria is the fee the Proposer will charge the State for the services described in this RFP. The Cost Proposal is an integral component of a Proposer's three-part submission. The Cost Proposal Form (Form 1) must be completed in its entirety

according to the instructions included in Form 1. **Proposals with a fee format different from the format indicated in Form 1 will be deemed non-responsive and the entire proposal will not be considered for evaluation or award.**

### **Compensation**

Compensation for services under the resultant contract shall be determined in the SOW and shall be based upon the not-to-exceed hourly rates included in the selected Proposer's cost proposal. Selected Proposers shall submit invoices according to the terms of the resulting contract and SOW. The selected Proposer will only be compensated for actual hours worked. Rates in excess of the contract hourly rates are not allowed.

### **Manner of Payment**

Payment for invoices submitted by the selected Proposer shall only be rendered electronically unless payment by paper check is expressly authorized by SFS Executive Director, in her sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices.

The State of New York is not liable for any costs incurred by a Firm in the preparation and/or production of any proposal, or for any work performed prior to the execution of a formal contract.

### **3.3 Administrative Proposal**

The Administrative Proposal contains standard requirements by which the Proposer must agree to abide, information requested by SFS in connection with these requirements, and additional forms to be completed by the Proposer. Proposers should complete and submit the administrative forms listed below:

- **Form 2:** The Proposer Information and Attestation, which will be considered an integral part of the Proposal, should be signed and submitted with the Administrative Proposal. The Proposer Information and Attestation should be signed by an individual authorized to contractually bind the Proposer. A proposal with an unsigned Proposer Information and Attestation page may be rejected. **Modified forms will not be accepted.**
- **Form 3:** Non-Collusive Bidding Certification. This form should be signed and submitted with the Administrative Proposal.
- **Form 4:** Assurances of No Conflict of Interest or Detrimental Effect. This form must be signed by an authorized executive or legal representative and should be submitted with the Administrative Proposal. **Modified forms will not be accepted.**
- **Form 5:** Article 15-A Requirements. Complete and submit the following with the Administrative Proposal:
  - Form 5.1 – Workforce Composition Form.
  - Form 5.2 – Firm's intended Utilization Plan for MWBE subcontractor participation. The successful Firm will be required to formally submit the Utilization Plan within three days of notification of selection.



- Form 5.3 – Notice of Intent to Participate.
- Form 5.4 – Equal Employment Opportunity Policy Statement – If Proposer, or any of its subcontractors, does not have an existing EEO policy statement, SFS may require the Contractor or subcontractor to adopt the attached model statement.
- Form 5.5 – Request for Waiver Form.
- **Form 6:** MWBE Diversity Practices. Complete and submit the following with the Administrative Proposal:
  - Form 6.1 – Responses to Diversity Practices Questionnaire, including documentation.
- **Form 7:** A Vendor Responsibility Questionnaire should be certified and filed by the proposal submission deadline. The Vendor Responsibility determination is required for review and approval of the contract by the State Comptroller’s Office. Proposers should file online with the New York State VendRep System or submit a paper Questionnaire.

For any subcontract in excess of \$100,000, a Vendor Responsibility Questionnaire should be completed by the subcontractor and certified and filed by the proposal submission deadline. Subcontractor firms should file online with the New York State VendRep System or submit a paper Questionnaire with the Firm’s proposal.

- **Form 8:** Procurement Lobbying Form should be completed and submitted with the Administrative Proposal confirming and certifying compliance with the Procurement Lobbying Law, including disclosure of any findings of non-responsibility. **Modified forms will not be accepted.**
- **Form 9:** Disclosure of Pending or Prior Lawsuits, Conflicts of Interest, or Investigations or Disciplinary Actions Form should be completed and submitted with the Administrative Proposal.
- **Form 10:** Freedom of Information Law Redaction Request Form should be submitted with the Administrative Proposal. If there is specific information in a Firm’s proposal that a Firm claims to be proprietary and/or trade secret information that meets the definition set forth in Section 87(2)(d), the Firm should provide a letter in its Administrative Proposal outlining any specific concerns regarding disclosure under the New York State Freedom of Information Law (Article 6 of the Public Officers Law).
- **Form 11:** Executive Order No. 177 should be completed and submitted with the Administrative Proposal.
- **Form 12:** Sexual Harassment Prevention Certification. This form should be signed and submitted with the Administrative Proposal.
- **Form 13:** Executive Order No. 16 Certification. This form should be completed, signed and submitted with the Administrative Proposal

### 3.4 Proposer Inquiries/Revisions to this RFP

Questions or requests for clarification regarding this RFP should be submitted via email, citing the RFP page and section, by 12:00 P.M. ET on August 14, 2024, to [contracts@sfs.ny.gov](mailto:contracts@sfs.ny.gov). Questions will not be accepted orally and any question received after the deadline may not be answered. The comprehensive list of questions/requests for clarifications and the official responses will be posted to the SFS website and notice of such posting will be sent to all Proposers who have been furnished this RFP by SFS.

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be made by addendum. Any addendum to this RFP will become part of this RFP and part of any contract awarded as a result of this RFP.

Further, if a Proposer discovers any ambiguity, conflict, discrepancy, omission or other error in this RFP, immediately notify the contacts listed on the cover page of such error and request clarification or modification to the document. The State shall make RFP modifications by addendum, provided that any such modifications would not materially benefit or disadvantage any particular Proposer. Such clarification will be given by written notice to all parties who have been furnished an RFP by SFS.

If a Proposer fails to notify the State of a known error or an error that reasonably should have been known, prior to the proposal submission deadline, the Proposer shall assume the risk. If awarded the contract, the Proposer shall not be entitled to additional compensation or time by reason of the error or its late correction.

There are no designated dates for the release of addenda. Therefore, interested Proposers should check the SFS website on a daily basis from time of RFP issuance through bid opening. It is the sole responsibility of the Proposer to be knowledgeable of all addenda related to this procurement.

All RFP addenda will be issued on the SFS website at the following address: <https://www.sfs.ny.gov/index.php/procurement>.

### 3.5 Submission of a Complete Three-Part Proposal

Proposers must submit via email a searchable, electronic version of their proposal (A Proposal Checklist is located in Appendix C to assist Proposers in compilation of proposals). **No hardcopy proposals will be accepted.** The email subject line should identify the RFP and be sent to [contracts@sfs.ny.gov](mailto:contracts@sfs.ny.gov) by the deadline outlined below.

1. Proposals should be addressed to:

Sean Harrington  
Statewide Financial System  
1220 Washington Avenue  
Building 5, Floor 3  
Albany, NY 12226-1900

2. Submission of proposals in a manner other than as described in these instructions will not be accepted. ***Late proposals will not be considered for award.***

A complete package (Technical, Cost, and Administrative Proposals) must be received before **12:00 P.M. ET on September 18, 2024.**

### **3.6 Proposal Ownership**

All proposals and accompanying documentation become the property of the State of New York and will not be returned. SFS reserves the right to use any portions of the Proposer's proposal not specifically noted as proprietary.

## **4 Evaluation Process**

### **4.1 General Information**

SFS will evaluate each proposal based on the "Best Value" concept. This means that the proposal that "optimizes quality, cost, and efficiency among responsive and responsible Proposers", shall be selected for award (State Finance Law, Article 11, § 163).

During the evaluation process, SFS may require clarifying information from a Proposer. If specific sections of the written proposal require clarification, SFS will identify the section(s) and information requested in writing. The Proposer should respond by the deadline stated in the correspondence. In addition, SFS may use the proposal, information obtained through any interviews, and SFS's own investigation of a Proposer's qualifications, experience, ability or financial standing, and any other material or information submitted by the Proposer in the course of evaluation and selection under this RFP. The State reserves the right to contact other sources not necessarily identified in the proposal to obtain information.

### **4.2 Submission Review**

SFS Administration will examine all proposals that are received in a proper and timely manner to determine if they meet the proposal submission requirements, as described in Sections 2 and 3 of this RFP. Proposals that are materially deficient in meeting the submission requirements or have omitted material documents, in the sole opinion of SFS, may be rejected. All proposals passing the Submission Review will be evaluated.

### **4.3 Evaluation and Scoring**

#### **Technical Evaluation (66.5 Points)**

An Evaluation Panel will independently score each Technical Proposal that meets the submission requirements of this RFP. Evaluation Panel members will score Technical Proposals to identify Proposers with the highest probability of satisfactorily providing the services described in Section 1.2 of this RFP. Evaluations will be based on the Proposer's demonstration of its ability to provide the services required through its Technical Proposal. Individual Panel member scores will be averaged to calculate a technical score for each responsive Proposer. Technical Scores then will be normalized, so the Firm receiving the highest score will earn the full 66.5 points, and other Firm's raw scores will be calculated proportionately.

### **MWBE Diversity Practices (3.5 points)**

MWBE Diversity Practices will be evaluated based upon the Proposer's responses to the Questionnaire developed by the New York State Division of Minority and Women's Business Development and found in Form 6.1. This Questionnaire consists of eight (8) questions for Proposers to answer. Some questions request supporting documentation to support certain answers. Additional scoring information for diversity practices can be found in Form 6.2.

### **Cost Evaluation (30 Points)**

SFS Administration will examine the Cost Proposal (Form 1) and review it for responsiveness to cost requirements. If a Cost Proposal is found to be non-responsive, that proposal will be eliminated from consideration. All complete, responsive proposals will receive a cost score.

Cost proposals will be evaluated on a pre-determined formula using the Proposer's proposed hourly rates. The maximum score (30 points) will be allocated to the proposal with the lowest cost according to this formula. All other proposals will receive a proportionate score to the proposal with the lowest cost, according to the following formula:

Cost points awarded = (30 potential points) X (Low Bid / Proposer's Bid)

### **Finalists and Interviews**

An Initial Composite Score for each responsive Proposer will be calculated by adding the Technical Proposal points, MWBE Diversity Practices points, and Cost Proposal points. The Finalist Proposers will be the Proposers with the three highest Initial Composite Scores and any Proposers within ten percent of the average Initial Composite Score of the top-three ranked Proposers.

Finalists will be notified of the date, location, and time of their interview. The interview will be designed to allow finalists to demonstrate their ability to provide the required services. The proposed primary contact, as well the proposed team leads, including the Solution Architect and the Solution Specialist who would be responsible for providing the required services, should be present and participate in the interview.

Further information with regard to the format of this stage of the evaluation may be provided to the Proposer prior to the interview. The interview should substantiate the characteristics and attributes claimed by the proposer in the written response to the RFP. Technical scores may be revised based on the information gained from Finalist interviews. However, the interviews will not be an opportunity to cure material omissions in Proposers' proposals and are not a substitute for a well-written proposal.

In the event that there is only one Finalist Proposer, the State may choose to forego the interview at its discretion.

## **Final Composite Score**

The Final Composite score for each responsive Proposer will be calculated by adding the final Technical Proposal points, Diversity Practices points, and Cost Proposal points for each Proposer. The Proposer with the highest final composite score will be selected as the tentative awardee.

## **5 Award of Contract/Debriefing**

### **5.1 Contract Award**

SFS expects to award one contract as a result of this RFP. However, SFS reserves the right to not award a contract, at its sole discretion.

1. Notification of selection/non-selection will be sent to Proposers by e-mail.
2. Contract award is subject to approval of the Office of the Attorney General and the Office of the State Comptroller.
3. Upon contract award, public announcements or news releases pertaining to the contract shall not be made without the prior written consent of SFS.
4. Upon notification of selection, the following administrative forms will be required:
  - State Finance Law Section 163(4) (g) imposes certain reporting requirements on contractors doing business with New York State. Concerning these reporting requirements, the selected Proposer agrees to complete and submit an initial planned employment data report. The selected Proposer also agrees to submit an annual employment report by May 15 of each year of the contract.
  - A Sales Tax Certification is required for review and approval of the contract by the Comptroller's Office.
  - Proof of Workers' Compensation and Disability Insurance as required by Sections 57 and 220 of the New York State Workers' Compensation Law (WCL).

These forms can be reviewed in Appendix B (Sample Contract/Post Award Forms) of the RFP.

### **5.2 Debriefings**

Unsuccessful Proposers shall be notified upon the State's selection of a Contractor. Consistent with New York State Finance Law §163, Proposers may, within fifteen (15) calendar days of notification of selection/non-selection, request a debriefing to discuss the evaluation of their proposal.

## **6 Contractual Requirements**

The written contract with the awarded Firm shall be a State contract that includes the “Standard Clauses for New York State Contracts”, attached to this RFP as Appendix A. The entire Agreement shall consist of the documents, appendices and forms listed below. Conflicts between these documents shall be resolved in the following order of precedence:

1. Appendix A: Standard Clauses for New York State Contracts;
2. The Contract, including all exhibits, appendices, forms and attachments;
3. The RFP and any and all modifications and clarifications thereto; and
4. The Contractor’s Proposal and any clarifications thereto.

The written contract will be modeled off of the attached sample contract presented in Appendix B. Proposers offer their proposals accepting the terms and conditions of the Sample Contract.

## **7 Reservation of Rights**

SFS reserves the right to:

- Reject any or all proposals received in response to the RFP;
- Withdraw the RFP at any time, at SFS’s sole discretion;
- Accept a proposal and any subsequent proposal for the contract from someone other than the lowest cost Proposer consistent with the criteria for the evaluation of proposals;
- Make an award under the RFP in whole or in part;
- Disqualify any Proposer whose conduct and/or proposal fails to conform to the requirements of the RFP;
- Seek clarifications and revisions of proposals;
- Use proposal information obtained through site visits, management interviews and the State’s investigation of a Proposer’s qualifications, experience, ability or financial standing, and any material or information submitted by the Proposer in response to the agency’s request for clarifying information in the course of evaluation and/or selection under the RFP;
- Prior to the bid opening, amend the RFP specifications to correct errors or oversights, or to supply additional information, as it becomes available;
- Prior to the bid opening, direct Proposers to submit proposal modifications addressing subsequent RFP amendments;
- Change any of the scheduled dates;
- Eliminate any mandatory, non-material specifications that cannot be complied with by all of the prospective Proposers;
- Waive any requirements that are not material;
- Negotiate with the successful Proposer within the scope of the RFP in the best interests of the State;
- Conduct contract negotiations with the next responsible Proposer, should SFS be unsuccessful in negotiating with the selected Proposer;

- Utilize any and all ideas submitted in the proposals received;
- Request best and final offers;
- Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a Proposer's proposal and/or to determine a Proposer's compliance with the requirements of the solicitation; and
- Negotiate with the next highest rated qualified Proposer for the purpose of executing a contract, if it is subsequently determined by the State that the successful Proposer is not responsible.

## **8 Freedom of Information Law**

New York State's Freedom of Information Law (FOIL) (Public Officers Law, Article 6, Sections 84-90), available at: <https://www.dos.ny.gov/coog/foil2.html>, promotes the public's right to know the process of governmental decision-making and grants maximum public access to governmental records. All proposals submitted in response to this RFP may be subject to disclosure under FOIL.

However, pursuant to Section 87(2)(d) of FOIL, a State agency may deny access to those portions of proposals or portions of a successful Proposer's contract which are "trade secrets" or submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which, if disclosed, would cause substantial injury to the competitive position of the subject enterprise.

Please note that all information that a Proposer may claim as proprietary, copyrighted or rights-reserved is not necessarily protected from disclosure under FOIL.

If there is information in a Proposer's proposal that a Proposer claims meets the definition set forth in Section 87(2)(d), the Proposer should indicate so on Form 10 and provide a letter in its Administrative Proposal outlining any specific concerns.

Failure to identify the information which a Proposer believes should be protected by Section 87(2)(d) may result in such information being disclosed if a request is received.

It is a Proposer's responsibility to consult an attorney with any questions the Proposer may have about New York State's Freedom of Information Law. All work products described herein may also be subject to FOIL disclosure.

SFS will not honor any attempt by a Proposer either to designate its entire bid proposal as proprietary and/or to claim copyright protection for its entire proposal.

The selected Proposer must provide to SFS all information, records, and other written material it produces, possesses, or relies upon if such material is the object of a legitimate request to SFS pursuant to the Freedom of Information Law.

## **9 Ethics**

### **9.1 Ethics Requirements**

The Firm and its subcontractors shall not engage any person who is, or has been at any time, in the employ of the State to perform services in violation of the provisions of the New York Public Officers Law, other laws applicable to the service of State employees, and the rules, regulations, opinions, guidelines or policies promulgated or issued by the New York State Commission on Ethics and Lobbying in Government, or its predecessors and successors (collectively, the “Ethics Requirements”). The Firm certifies that all of its employees and those of its Subcontractors who are former employees of the State and who are assigned to perform services under any resulting contract shall be assigned in accordance with all Ethics Requirements. During the Term, no person who is employed by the Firm or its subcontractors and who is disqualified from providing services under any resulting contract pursuant to any Ethics Requirements may share in any net revenues of the Firm or its subcontractors derived from any resulting contract. The Firm shall identify and provide the State with notice of those employees of the Firm and its subcontractors who are former employees of the State that are proposed to perform services under any resulting contract, and make sure that such employees comply with all applicable laws and prohibitions. The State may request that the Firm provide it with whatever information the State deems appropriate about each such person’s engagement, work cooperatively with the State to solicit advice from the New York State Commission on Ethics and Lobbying in Government, or its predecessors and successors, and, if deemed appropriate by the State, instruct any such person to seek the opinion of the New York State Commission on Ethics and Lobbying in Government, or its predecessors and successors. The State shall have the right to withdraw or withhold approval of any Subcontractor if utilizing such Subcontractor for any work performed hereunder would be in conflict with any of the Ethics Requirements. The State shall have the right to terminate any resulting contract at any time if any work performed hereunder is in conflict with any of the Ethics Requirements.

### **9.2 Vendor Responsibility Determination**

SFS will conduct a review of each prospective Firm’s Contractor’s Vendor Responsibility Questionnaire (Form 7) to provide reasonable assurances that the Contractor is responsible.

SFS will make a finding of responsibility or non-responsibility before making a contract award, considering any information that comes to its attention concerning the Vendor’s responsibility.

If SFS identifies potentially negative information in its review, SFS will notify the Contractor. If SFS makes a preliminary finding that the Contractor is non-responsible, SFS will detail in writing to the Contractor the reasons(s) for the preliminary determination and will provide an opportunity for the Contractor to respond before the determination is finalized.

A Firm awarded a contract is required to update their responsibility determination if a material event occurs requiring an amendment. The awarded Firm is also required to update vendor responsibility questionnaires as new information becomes available.



The Firm awarded a contract shall at all times during the contract term remain responsible. During the term of this contract, any changes in the provided Questionnaire shall be disclosed to SFS, in writing, in a timely manner. Failure to make such disclosure may result in a determination of non-responsibility and termination of the contract. Furthermore, the awarded Firm agrees, if requested by the State, to present evidence of its continuing legal authority to do business in New York State, its integrity, experience, ability, prior performance, and organizational and financial capacity.

SFS, in its sole discretion, reserves the right to suspend any or all activities under the contract, at any time, when it discovers information that calls into question the responsibility of the awarded Firm. In the event of such suspension, the awarded Firm will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the awarded Firm must comply with the terms of the suspension order. Contract activity may resume at such time as SFS issues a written notice authorizing a resumption of performance under the contract.

Upon written notice to the awarded Firm, and a reasonable opportunity to be heard by the appropriate State officials or staff, the contract may be terminated by SFS at the Firm's expense where the Firm is determined by the State to be non-responsible. In such event, SFS may complete contractual requirements in any manner it deems advisable and pursue available legal or equitable remedies for breach.

SFS reserves the right to terminate a contract for non-responsibility, including failure to disclose information.

This provision shall also apply to any proposed subcontractor with performing services under the resulting contract in excess of \$100,000.

### **9.3 Public Officers Law**

Contractors, consultants, vendors, and subcontractors may hire former State Agency or Authority employees. However, as a general rule and in accordance with New York Public Officers Law, former employees of the State Agency or Authority may neither appear nor practice before the State Agency or Authority, nor receive compensation for services rendered on a matter before the State Agency or Authority, for a period of two years following their separation from State Agency or Authority service. In addition, former State Agency or Authority employees are subject to a "lifetime bar" from appearing before the State Agency or Authority or receiving compensation for services regarding any transaction in which they personally participated, or which was under their active consideration during their tenure with the State Agency or Authority.

## **10 Minority- and Women-Owned Businesses (MWBE)**

### **10.1 MWBE Interest**

New York State certified Minority- and Women-Owned Businesses (MWBE) may request that their firm's contact information be included on a list of MWBE firms interested in serving as a subcontractor for this procurement. The listing will be publicly posted on the

SFS website for reference by the bidding community. A firm requesting inclusion on this list should send contact information and a copy of its certification to [contracts@sfs.ny.gov](mailto:contracts@sfs.ny.gov). Nothing prohibits an MWBE Vendor from submitting a proposal as a prime contractor.

## **10.2 New York State Executive Law Article 15-A**

Pursuant to New York State Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules and Regulations, the State is required to promote opportunities for the maximum feasible participation of New York State-certified Minority and Women-owned Business Enterprises (“MWBEs”) and the employment of minority group members and women in the performance of State contracts.

### **Business Participation Opportunities for MWBEs**

For purposes of this solicitation, SFS hereby establishes an overall goal of 30% for MWBE participation, 15% for New York State-certified Minority-owned Business Enterprises (“MBE”) participation and 15% for New York State-certified Women-owned Business Enterprises (“WBE”) participation (based on the current availability of qualified MBEs and WBEs. A Contractor (“Contractor”) on any contract resulting from this procurement (“Contract”) must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors and suppliers in the performance of the Contract. To that end, by submitting a response to this RFP, the Proposer agrees that the State may withhold payment pursuant to any Contract awarded as a result of this RFP pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. For guidance on how the State will evaluate a Contractor’s “good faith efforts,” refer to 5 NYCRR § 142.8.

The Proposer understands that only sums paid to MWBEs for the performance of a commercially useful function, as that term is defined in 5 NYCRR § 140.1, may be applied towards the achievement of the applicable MWBE participation goal. The portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be 25 percent of the total value of the contract.

In accordance with 5 NYCRR § 142.13, the Proposer further acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in the Contract resulting from this RFP, such finding constitutes a breach of Contract and SFS may withhold payment as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBEs for work performed or materials supplies under the Contract.

By submitting a bid or proposal, a respondent agrees to demonstrate its good faith efforts to achieve the applicable MWBE participation goals by submitting evidence thereof through the New York State Contract System (“NYSCS”), which can be viewed at <https://ny.newnycontracts.com>, provided, however, that a Proposer may arrange to

provide such evidence via a non-electronic method by contacting SFS at [contracts@sfs.ny.gov](mailto:contracts@sfs.ny.gov).

Additionally, a Firm will be required to submit the following documents and information as evidence of compliance with the foregoing:

- A. An MWBE Utilization Plan with their bid or proposal. Any modifications or changes to an accepted MWBE Utilization Plan after the Contract award and during the term of the Contract must be reported on a revised MWBE Utilization Plan and submitted to SFS for review and approval.

SFS will review the submitted MWBE Utilization Plan and advise the Firm of the State's acceptance or issue a notice of deficiency within 30 days of receipt.

- B. If a notice of deficiency is issued, the Firm will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to the Statewide Financial System, 1220 Washington Ave, Building 5, Floor 3, Albany, NY 12226, 518-485-5367, a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by the State to be inadequate, the State shall notify the Firm and direct the Firm to submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

SFS may disqualify a Firm as being non-responsive under the following circumstances:

1. If a Firm fails to submit an MWBE Utilization Plan;
2. If a Firm fails to submit a written remedy to a notice of deficiency;
3. If a Firm fails to submit a request for waiver; or
4. If SFS determines that the Firm has failed to document good faith efforts.

The successful Proposer will be required to attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the Contract. Requests for a partial or total waiver of established goal requirements made subsequent to Contract Award may be made at any time during the term of the Contract to SFS, but must be made no later than prior to the submission of a request for final payment on the Contract.

The successful Firm will be required to submit a quarterly MWBE Contractor Compliance & Payment Report to SFS by the 10<sup>th</sup> day following each end of quarter over the term of the Contract documenting the progress made toward achievement of the MWBE goals of the Contract.

### Equal Employment Opportunity Requirements

By submission of a bid or proposal in response to this solicitation, the Proposer agrees with all of the terms and conditions of Appendix A - Standard Clauses for All New York State Contracts including Clause 12 - Equal Employment Opportunities for Minorities and Women. The Proposer is required to ensure that it and any subcontractors awarded a

subcontract for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the Proposer, shall undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, gender identity or expression, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

The Proposer will be required to submit an Equal Employment Opportunity Policy Statement, Form 5.4, to the State with its bid or proposal.

If awarded a Contract, Proposer shall submit a Workforce Utilization Report and shall require each of its Subcontractors to submit a Workforce Utilization Report, in such format as shall be required by the State on a quarterly basis during the term of the Contract.

Pursuant to Executive Order #162, contractors and subcontractors will also be required to report the gross wages paid to each of their employees for the work performed by such employees on the contract utilizing the Workforce Utilization Report on a quarterly basis.

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, gender identity or expression, 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 Service-Disabled Veteran-Owned Business Enterprises (SDVOB)**

### **11.1 SDVOB Interest**

Service-Disabled Veteran-Owned-Businesses (SDVOB) may request that their firm's contact information be included on a list of SDVOB firms interested in serving as a subcontractor for this procurement. The listing will be publicly posted on the SFS website for reference by the bidding community. A firm requesting inclusion on this list should send contact information to [contracts@sfs.ny.gov](mailto:contracts@sfs.ny.gov). Nothing prohibits an SDVOB Vendor from submitting a proposal as a prime contractor.

## 11.2 NYS Veteran's Services Law Article 3

Article 3 of the New York State Veterans' Services Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Businesses ("SDVOBs"), thereby further integrating such businesses into New York State's economy. SFS recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of SFS contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, CONTRACTORS are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the AGREEMENT. Such participation may be as subcontractors or suppliers, as protégés, or in other partnering or supporting roles.

For purposes of this procurement, SFS conducted a comprehensive search and determined that the AGREEMENT does not offer sufficient opportunities to set specific goals for participation by SDVOBs as subcontractors, service providers, and suppliers to the CONTRACTOR. Nevertheless, CONTRACTOR is encouraged to make good faith efforts to promote and assist in the participation of SDVOBs on the AGREEMENT for the provision of services and materials. The directory of New York State Certified SDVOBs can be viewed at: <https://online.ogs.ny.gov/SDVOB/search>. CONTRACTOR is encouraged to contact the Office of General Services' Division of Service-Disabled Veteran's Business Development at 518-474-2015 or [VeteransDevelopment@ogs.ny.gov](mailto:VeteransDevelopment@ogs.ny.gov) to discuss methods of maximizing participation by SDVOBs on the Contract.

# EXHIBIT 1: Statewide Financial System Technical Environment

**Current Software Version:** Oracle PeopleSoft Financials Version 9.2, Image 49 (Financials).;  
Oracle Business Intelligence Applications 11.1.1.10.3 PS2 (Analytics)

## Modules:

- ALM Portal Pack
- Asset Management
- Billing
- Cash Management
- Contracts
- Deal Management
- Expenses
- eBill Payment
- eProcurement
- eSettlements
- eSupplier Connection
- General Ledger
- Grants
- Inventory
- Maintenance Management
- Payables
- Program Management
- Project Costing
- Purchasing
- Lease Administration
- Receivables
- Real Estate Management
- Strategic Sourcing
- Supplier Contract Management

## Database:

Oracle Database 19.23.0.0.0.

## Operating Systems:

AIX OS - 7.2 Tech Level 05 Service Pack 06 Release # 2320; OEL 8.9 Exadata, Windows Server 2022. (Financials)

Red Hat Enterprise Linux Server release 7.9 (Maipo) (Analytics)

## Tools:

PeopleTools 8.60.11; Oracle Data Integrator 12.2.1.4 (Financials); Oracle BI Applications 11.1.1.10.3 PS2 (Analytics); Oracle Data Integrator 12.2.1.3.2 (Analytics); Oracle Business Intelligence Enterprise Edition 12.2.1.4 (Analytics); Quest STAT Application Change Management V6.3.0.1016; HP Application Lifecycle Management V16.0.1.

## Application Server:

Oracle Tuxedo, Version 12.2.2.0.0, 64-bit, Patch Level 087 (Financials)

## Web Server:

Weblogic 14.1.1.0.240328 (Financials)

Weblogic 12.2.1.3.240317 (Analytics)

## Server Frame:

IBM E980

Micropartitions: 3 Web; 3 Application. (Financials)

## Server Frame:

Exadata X9M2 Server Frame

3 Compute Node RAC Cluster; 5 EF Storage Cells; 4 HC Storage Cells.

Financials Software: Process Schedulers (Financials)

# APPENDICES/FORMS

## APPENDIX A: STANDARD CLAUSES FOR NEW YORK STATE CONTRACTS

June 2023

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, “the contract” or “this contract”) agree to be bound by the following clauses which are hereby made a part of the contract (the word “Contractor” herein refers to any party other than the State, whether a contractor, licensor, licensee, lessor, lessee or any other party):

**1. EXECUTORY CLAUSE.** In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

**2. NON-ASSIGNMENT CLAUSE.** In accordance with Section 138 of the State Finance Law, this contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the State’s previous written consent, and attempts to do so are null and void. Notwithstanding the foregoing, such prior written consent of an assignment of a contract let pursuant to Article XI of the State Finance Law may be waived at the discretion of the contracting agency and with the concurrence of the State Comptroller where the original contract was subject to the State Comptroller’s approval, where the assignment is due to a reorganization, merger or consolidation of the Contractor’s business entity or enterprise. The State retains its right to approve an assignment and to require that any Contractor demonstrate its responsibility to do business with the State. The Contractor may, however, assign its right to receive payments without the State’s prior written consent unless this contract concerns Certificates of Participation pursuant to Article 5-A of the State Finance Law.

**3. COMPTROLLER’S APPROVAL.** In accordance with Section 112 of the State Finance Law, if this contract exceeds \$50,000 (or \$75,000 for State University of New York or City University of New York contracts for goods, services, construction and printing, and \$150,000 for State University Health Care Facilities) or if this is an amendment for any amount to a contract which, as so amended, exceeds said statutory amount, or if, by this contract, the State agrees to give something other than money when the value or reasonably estimated value of such consideration exceeds \$25,000, it shall not be valid, effective or binding upon the State until it has been approved by the State Comptroller and filed in his office. Comptroller’s approval of contracts let by the Office of General

Services, either for itself or its customer agencies by the Office of General Services Business Services Center, is required when such contracts exceed \$85,000. Comptroller’s approval of contracts established as centralized contracts through the Office of General Services is required when such contracts exceed \$125,000, and when a purchase order or other procurement transaction issued under such centralized contract exceeds \$200,000.

**4. WORKERS’ COMPENSATION BENEFITS.** In accordance with Section 142 of the State Finance Law, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers’ Compensation Law.

**5. NON-DISCRIMINATION REQUIREMENTS.** To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment, nor subject any individual to harassment, because of age, race, creed, color, national origin, citizenship or immigration status, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or domestic violence victim status or because the individual has opposed any practices forbidden under the Human Rights Law or has filed a complaint, testified, or assisted in any proceeding under the Human Rights Law. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State

citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

**6. WAGE AND HOURS PROVISIONS.** If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by the State of any State approved sums due and owing for work done upon the project.

**7. NON-COLLUSIVE BIDDING CERTIFICATION.** In accordance with Section 139-d of the State Finance Law, if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the State a non-collusive bidding certification on Contractor's behalf.

**8. INTERNATIONAL BOYCOTT PROHIBITION.** In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of

Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2 NYCRR § 105.4).

**9. SET-OFF RIGHTS.** The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the State with regard to this contract, any other contract with any State department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Comptroller.

**10. RECORDS.** The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, the "Records"). The Records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the State's right to discovery in any pending or future litigation.



**11. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION.**

(a) Identification Number(s). Every invoice or New York State Claim for Payment submitted to a New York State agency by a payee, for payment for the sale of goods or services or for transactions (e.g., leases, easements, licenses, etc.) related to real or personal property must include the payee's identification number. The number is any or all of the following: (i) the payee's Federal employer identification number, (ii) the payee's Federal social security number, and/or (iii) the payee's Vendor Identification Number assigned by the Statewide Financial System. Failure to include such number or numbers may delay payment. Where the payee does not have such number or numbers, the payee, on its invoice or Claim for Payment, must give the reason or reasons why the payee does not have such number or numbers.

(b) Privacy Notification. (1) The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law. (2) The personal information is requested by the purchasing unit of the agency contracting to purchase the goods or services or lease the real or personal property covered by this contract or lease. The information is maintained in the Statewide Financial System by the Vendor Management Unit within the Bureau of State Expenditures, Office of the State Comptroller, 110 State Street, Albany, New York 12236.

**12. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.**

In accordance with Section 312 of the Executive Law and 5 NYCRR Part 143, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby a contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting agency; or (ii) a written agreement in excess of \$100,000.00 whereby a contracting agency is committed to expend or does expend funds for the

acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of \$100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project, then the following shall apply and by signing this agreement the Contractor certifies and affirms that it is Contractor's equal employment opportunity policy that:

(a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein; and

(c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Contractor will include the provisions of "(a), (b) and (c)" above, in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor. Section 312 does not apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State. The State shall consider

compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this clause. The contracting agency shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, the contracting agency shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Department of Economic Development's Division of Minority and Women's Business Development pertaining hereto.

**13. CONFLICTING TERMS.** In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) and the terms of this Appendix A, the terms of this Appendix A shall control.

**14. GOVERNING LAW.** This contract shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

**15. LATE PAYMENT.** Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law to the extent required by law.

**16. NO ARBITRATION.** Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized), but must, instead, be heard in a court of competent jurisdiction of the State of New York.

**17. SERVICE OF PROCESS.** In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify the State, in writing, of each and every change of address to which service of process can be made. Service by the State to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

**18. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS.** The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of

Section 165 of the State Finance Law, (Use of Tropical Hardwoods) which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this law will be the responsibility of the contractor to establish to meet with the approval of the State.

In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in § 165 State Finance Law. Any such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

**19. MACBRIDE FAIR EMPLOYMENT PRINCIPLES.** In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

**20. OMNIBUS PROCUREMENT ACT OF 1992.** It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development  
Division for Small Business and Technology  
Development  
625 Broadway  
Albany, New York 12245  
Telephone: 518-292-5100

A directory of certified minority- and women-owned business enterprises is available from:

NYS Department of Economic Development  
Division of Minority and Women's Business  
Development  
633 Third Avenue 33rd Floor  
New York, NY 10017  
646-846-7364  
email: [mwbebusinessdev@esd.ny.gov](mailto:mwbebusinessdev@esd.ny.gov)  
<https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp>

The Omnibus Procurement Act of 1992 (Chapter 844 of the Laws of 1992, codified in State Finance Law § 139-i and Public Authorities Law § 2879(3)(n)-(p)) requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than \$1 million:

(a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority- and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;

(b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;

(c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and

(d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts.

**21. RECIPROCITY AND SANCTIONS PROVISIONS.** Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively, codified in State Finance Law § 165(6) and Public Authorities Law § 2879(5)) require that they be denied contracts which they would otherwise obtain. NOTE: As of May 2023,

the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii.

**22. COMPLIANCE WITH BREACH NOTIFICATION AND DATA SECURITY LAWS.**

Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law §§ 899-aa and 899-bb and State Technology Law § 208).

**23. COMPLIANCE WITH CONSULTANT DISCLOSURE LAW.**

If this is a contract for consulting services, defined for purposes of this requirement to include analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal or similar services, then, in accordance with Section 163 (4)(g) of the State Finance Law (as amended by Chapter 10 of the Laws of 2006), the Contractor shall timely, accurately and properly comply with the requirement to submit an annual employment report for the contract to the agency that awarded the contract, the Department of Civil Service and the State Comptroller.

**24. PROCUREMENT LOBBYING.** To the extent this agreement is a "procurement contract" as defined by State Finance Law §§ 139-j and 139-k, by signing this agreement the contractor certifies and affirms that all disclosures made in accordance with State Finance Law §§ 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, the State may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.

**25. CERTIFICATION OF REGISTRATION TO COLLECT SALES AND COMPENSATING USE TAX BY CERTAIN STATE CONTRACTORS, AFFILIATES AND SUBCONTRACTORS.**

To the extent this agreement is a contract as defined by Tax Law § 5-a, if the contractor fails to make the certification required by Tax Law § 5-a or if during the term of the contract, the Department of Taxation and Finance or the covered agency, as defined by Tax Law § 5-a, discovers that the certification, made under penalty of perjury, is false, then such failure to file or false certification shall be a material breach of this contract and this contract may be terminated, by providing written notification to the Contractor in accordance with the terms of the agreement, if the covered agency determines that such action is in the best interest of the State.

**26. IRAN DIVESTMENT ACT.** By entering into this Agreement, Contractor certifies in accordance with State Finance Law § 165-a that it is not on the “Entities Determined to be Non-Responsive Bidders/Offerers pursuant to the New York State Iran Divestment Act of 2012” (“Prohibited Entities List”) posted at: <https://ogs.ny.gov/iran-divestment-act-2012>

Contractor further certifies that it will not utilize on this Contract any subcontractor that is identified on the Prohibited Entities List. Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended. Contractor also agrees that any proposed Assignee of this Contract will be required to certify that it is not on the Prohibited Entities List before the contract assignment will be approved by the State.

During the term of the Contract, should the state agency receive information that a person (as defined in State Finance Law § 165-a) is in violation of the above-referenced certifications, the state agency will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the state agency shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

The state agency reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

**27. ADMISSIBILITY OF REPRODUCTION OF CONTRACT.** Notwithstanding the best evidence rule or any other legal principle or rule of evidence to the contrary, the Contractor acknowledges and agrees that it waives any and all objections to the admissibility into evidence at any court proceeding or to the use at any examination before trial of an electronic reproduction of this contract, in the form approved by the State Comptroller, if such approval was required, regardless of whether the original of said contract is in existence.

**APPENDIX B: SAMPLE CONTRACT / POST AWARD FORMS**

**CONTRACT NO. \_\_\_\_\_**

**THE NEW YORK STATE STATEWIDE FINANCIAL SYSTEM  
AND**

**\_\_\_\_\_  
FOR ORACLE PEOPLESOFT FINANCIALS ADVISORY AND IMPLEMENTATION  
SERVICES  
FOR THE PERIOD**

THIS IS AN AGREEMENT (the "AGREEMENT") by and between the NEW YORK STATE STATEWIDE FINANCIAL SYSTEM ("SFS") and \_\_\_\_\_ (hereinafter referred to as "\_\_\_\_\_" or "CONTRACTOR"), with offices located at \_\_\_\_\_.

**WITNESSETH**

**WHEREAS**, Statewide Financial System ("SYSTEM") is New York State's enterprise financial system that supports agency business processes and serves as the State's accounting system of record.

**WHEREAS**, SFS works is to continually expand the capabilities of New York State agencies by connecting State agency business needs with integrated financial solutions; and

**WHEREAS**, SFS requires the services of an Oracle PeopleSoft Financials advisory consulting firm to advise SFS on an as-needed basis in variable-term engagements that focus on expert-level consultative advice in the best-practice use of Oracle-related technology products in the public sector; and

**WHEREAS**, to assist SFS, a Request for Proposals (RFP) for Oracle PeopleSoft Financials Advisory and Implementation Services was issued on July 30, 2024, a copy of which is attached hereto as, Appendix B; and

**WHEREAS**, after an evaluation of the proposals submitted for the performance of such work, SFS has determined that \_\_\_\_\_ is a responsible and qualified firm to perform the Oracle PeopleSoft Financials Advisory and Implementation Services based upon its Proposal dated \_\_\_\_\_, a copy of which is attached hereto as Appendix C; and

**WHEREAS**, the Contractor is willing to serve as the Oracle PeopleSoft Financials Advisory and Implementation Firm, as outlined in the RFP and herein;

**NOW, THEREFORE**, in consideration of the terms and conditions of this AGREEMENT, it is hereby mutually agreed by and between SFS and the CONTRACTOR (each individually a “PARTY” and collectively “PARTIES”), as follows:

## I. SERVICES

A. SFS does hereby engage \_\_\_\_\_ to provide advisory and implementation services concerning Oracle PeopleSoft Financials and related Oracle products consistent with Section 1 of the RFP. Upon request, the CONTRACTOR must be able to provide assistance, guidance and analysis to SFS for a variety of services to ensure the best-practice use of PeopleSoft Financials, including but not limited to:

- On-boarding additional agencies to the System;
- Enhancements to the System;
- Future upgrades of PeopleSoft and its underlying technology;
- Re-architecture of modules and/or business processes, including the identification of New York State customizations that may be discontinued;
- Implementation of additional modules and/or functionality;
- Analysis of current market use of PeopleSoft Financials;
- Incorporating new technologies into SFS, and
- Enhancement of security within the system

The CONTRACTOR must provide upon request the following services including, but not limited to:

1. Stakeholder Business Process Evaluation and Documentation
  - Assist SFS in designing solutions to best transition/onboard new customer agencies and/or processes to the System from other legacy, non-enterprise solutions.
2. Functional and Technical Design and Configuration;
3. Benefits Realization Management
4. Product evaluation and analysis
5. Testing;
6. Reporting and Analytics;
7. Training of SFS Personnel and SFS Stakeholders;
8. Quality assurance planning
9. Project Management;
10. Change Management;
11. Other related strategic services such as:
  - Strategic information technologies planning;
  - Studies to support the development, analysis, and implementation of information technologies strategies and architectures;
  - Feasibility studies;
  - Cloud-based functionality; and

- Advise SFS in the best practice use of analytical and reporting tools aligned with industry future direction.

For all Services provided the CONTRACTOR must use project methodologies that incorporate best practices for the State and its PeopleSoft implementation, work at the direction of SFS and in collaboration with its stakeholders and provide strategic guidance and assistance for ongoing technical and functional improvements to the System.

With these services, the CONTRACTOR will be required to work collaboratively with SFS to ensure comprehensive Knowledge Transfer to SFS staff, while creating and providing documentation and deliverables as directed by SFS and/or in accordance with the engagement’s respective Statement of Work.

Any required deliverables, work products, milestones or required objectives and achievements will be identified and outlined in each Statement of Work.

- B. The CONTRACTOR agrees to perform and furnish the services and labor required in connection herewith in accordance with all conditions, covenants and representations contained in this AGREEMENT.
- C. At the onset of each project, the CONTRACTOR and SFS will mutually agree on a Statement of Work (SOW), which shall define the services to be provided, overall project objectives, required deliverables or work products, pertinent timelines and the total estimated cost for the project.

II. TERM

\_\_\_\_\_ agrees to perform the aforesaid services for a five-year period beginning \_\_\_\_\_, 2025 and ending \_\_\_\_\_, 2030.

III. COMPENSATION

- A. \_\_\_\_\_’s rates for services rendered under this AGREEMENT shall not exceed the hourly rates as shown below:

Title	Hourly Rate				
	Contract Year 1 2025-2026	Contract Year 2 2026-2027	Contract Year 3 2027-2028	Contract Year 4 2028-2029	Contract Year 5 2029-2030
Solution Architect					
Solution Specialist					
Senior Functional Analyst					
Senior Technical Analyst					
Functional Analyst					
Technical Analyst					

The above rates shall apply to all hourly compensation paid under this AGREEMENT. The not-to-exceed hourly rates are inclusive of personnel, travel, postage, reproduction and all other expenses related to the engagement.

- B. Total payment under this AGREEMENT shall not exceed \_\_\_\_\_. CONTRACTOR will only be compensated for services that are performed in accordance with a mutually agreed upon SOW as described in Section I (C).
- C. Billings for services rendered shall be submitted to SFS after the first day of the month following the month in which the work was performed.
- D. The CONTRACTOR acknowledges that it will not receive payment on any invoices submitted under this AGREEMENT unless or until it complies with the State Comptroller's electronic payment procedures.
- E. Fees shall become payable by the STATE upon receipt of an invoice in accordance with this section. Properly invoiced fees not paid within 30 days of receipt of the invoice will be paid with interest in accordance with Article 11-A of New York State Finance Law. Any and all such invoices shall contain a detailed itemization of requested compensation which shall, at the minimum include:
  - 1. The number assigned to this AGREEMENT (\_\_\_\_\_), the CONTRACTOR's New York State Vendor Identification Number and an invoice number;
  - 2. The New York State purchase order number provided to the CONTRACTOR by SFS;
  - 3. Name(s) and title(s) (as identified in this section) of the CONTRACTOR staff providing services;
  - 4. Name(s) of SFS employees, or their designee(s), requesting the services and directly involved;
  - 5. Specific identification of the services provided;
  - 6. Amounts for rates, hours and total compensation; and
  - 7. Dates upon which the services were requested and performed.

All invoices should be submitted electronically to SFS at [contracts@sfs.ny.gov](mailto:contracts@sfs.ny.gov) and to the billing location specified on any Purchase Order issued for these services.

- F. The CONTRACTOR shall not be reimbursed for the preparation of invoices or billing statements or for the correction of any error in previously submitted invoices or billing statements.

#### IV. RELATIONSHIP OF PARTIES

The relationship of the CONTRACTOR to SFS shall be that of an independent contractor. In accordance with such status as an independent contractor, the CONTRACTOR covenants and agrees to act consistent with such status: to neither hold



itself out as, nor claim to be, an officer or employee of SFS or the STATE by reason hereof; and not to, by reason hereof, make any claim, demand, or application to or for any right or privilege applicable to an officer or employee of SFS or the STATE, including but not limited to Workers' Compensation coverage, unemployment insurance benefits, Social Security coverage, or retirement membership credit.

V. STAFF

- A. The CONTRACTOR shall assign \_\_\_\_\_ as the lead Solution Architect, and \_\_\_\_\_ as the lead Solution Specialist, and the other personnel referenced in its Proposal, but is not limited in its utilization of other personnel for its duties hereunder, subject to the approval of SFS.
- B. CONTRACTOR staff assigned to work on this project shall be subject to approval by SFS. It is highly desirable that staff assigned to work on a project continue to work on the project until completion. SFS reserves the right to require security clearance and criminal history checks of the CONTRACTOR and/or staff.
- C. The CONTRACTOR specifically represents and agrees that its members, officers, employees, agents, consultants, shareholders, and subcontractors have and shall possess the experience, knowledge, and character necessary to qualify them individually for the particular duties performed hereunder. All employees of the CONTRACTOR, or of its subcontractors, who shall perform the services under this AGREEMENT, shall possess the necessary qualifications, training, licenses, and permits as may be required within the jurisdiction where the services specified are to be provided or performed, and shall be legally entitled to work in such jurisdiction. All persons, corporations, or other legal entities that perform services under this AGREEMENT on behalf of CONTRACTOR shall, in performing the services, comply with all applicable Federal and STATE laws concerning employment in the United States.
- D. This AGREEMENT is intended to secure the professional services of the CONTRACTOR because of its ability and shall not be assigned, conveyed, transferred, or disposed of by the CONTRACTOR.
- E. The CONTRACTOR shall be fully responsible for performance of work by and conduct of its staff and subcontractor's staff. SFS reserves the right to request removal of any CONTRACTOR staff or subcontractor staff if, in SFS's sole discretion, such staff is not performing in accordance with the AGREEMENT.
- F. The CONTRACTOR shall notify SFS immediately of any proposed changes in staff. SFS has an absolute right and discretion to approve or disapprove any proposed changes in staff. SFS, in each instance, will be provided with a summary of experience of the proposed substitute and an opportunity to interview that person, prior to giving its approval or disapproval; approval shall not be unreasonably withheld. The replacement staff must have the skills, experience and expertise that

is comparable to or better than that of the person they will replace, and will be provided at the same or lower hourly rate.

- G. The CONTRACTOR and its staff must comply with the requirements of Sections 73 and 74 of the Public Officers Law, other STATE codes, rules, regulations and executive orders establishing ethical standards for the conduct of business with the STATE. Failure to comply with these requirements may result in termination of the AGREEMENT and/or other civil or criminal proceedings as required by law.

## VI. SUBCONTRACTING

The CONTRACTOR agrees not to subcontract any of its services, unless as indicated in its proposal, without the prior written approval of SFS. Approval shall not be unreasonably withheld upon receipt of written request to subcontract.

The CONTRACTOR may arrange for a portion/s of its responsibilities under this AGREEMENT to be subcontracted to qualified, responsible subcontractors, subject to approval of SFS. If the CONTRACTOR determines to subcontract a portion of the services, the subcontractors must be clearly identified and the nature and extent of its involvement in and/or proposed performance under this AGREEMENT must be fully explained by the CONTRACTOR to SFS. The CONTRACTOR retains ultimate responsibility for all services performed under the AGREEMENT.

All subcontracts shall be in writing and shall contain provisions, which are functionally identical to, and consistent with, the provisions of this AGREEMENT including, but not limited to, the body of this AGREEMENT, Appendix A – Standard Clauses for New York State Contracts dated June 2023, and Appendix B – Request for Proposals dated 7/30/2024. Unless waived in writing by SFS, all subcontracts between the CONTRACTOR and subcontractors shall expressly name the STATE, through SFS, as the sole intended third party beneficiary of such subcontract. SFS reserves the right to review and approve or reject any subcontract, as well as any amendment to said subcontract(s), and this right shall not make SFS or the STATE a party to any subcontract or create any right, claim, or interest in the subcontractor or proposed subcontractor against SFS.

SFS reserves the right, at any time during the term of the AGREEMENT, to verify that the written subcontract between the CONTRACTOR and subcontractors is in compliance with all of the provisions of this Section and any subcontract provisions contained in this AGREEMENT.

The CONTRACTOR shall give SFS immediate notice in writing of the initiation of any legal action or suit which relates in any way to a subcontract with a subcontractor or which may affect the performance of the CONTRACTOR's duties under the AGREEMENT. Any subcontract shall not relieve the CONTRACTOR in any way of any responsibility, duty and/or obligation of the AGREEMENT.

## VII. RESERVATIONS

SFS reserves the right to employ other consultants and contractors in connection with its responsibilities and functions. In that event, the CONTRACTOR will, as directed by SFS, cooperate and work in harmony with such consultants and contractors.

## VIII. SFS REPRESENTATIVES

- A. SFS, with the commencement of this AGREEMENT, designates as its representative, Jason DiGianni and Sean Harrington, or their designee(s).
- B. Such representatives shall request, oversee, supervise and accept performance of services performed by the CONTRACTOR and shall receive any required submissions. Whenever an agreement action is to be taken or approval for services is to be given by SFS such action or approval may be given only by such representative(s) designated pursuant to this Section.
- C. All Notices under this AGREEMENT shall be directed to the representatives identified in this Section, or their designee(s).
- D. SFS may, on written notice, designate other individuals as its representatives.

## IX. CONFLICTS OF INTEREST

- A. The CONTRACTOR has provided a form (Firm Assurance of No Conflict of Interest or Detrimental Effect), signed by an authorized executive or legal representative attesting that the CONTRACTOR's performance of the services does not and will not create a conflict of interest with, nor position the CONTRACTOR to breach any other contract currently in force with the STATE, that the CONTRACTOR will not act in any manner that is detrimental to any STATE project on which the CONTRACTOR is rendering services.
- B. The CONTRACTOR hereby reaffirms the attestations made in its proposal and covenants and represents that there is and shall be no actual or potential conflict of interest that could prevent the CONTRACTOR's satisfactory or ethical performance of duties required to be performed pursuant to the terms of this AGREEMENT. The CONTRACTOR shall have a duty to notify SFS immediately of any such actual or potential conflicts of interest.
- C. In conjunction with any subcontract under this AGREEMENT, the CONTRACTOR shall obtain and deliver to SFS, prior to entering into a subcontract, a Firm Assurance of No Conflict of Interest or Detrimental Effect form, signed by an authorized executive or legal representative of the subcontractor. The CONTRACTOR shall also require in any subcontracting agreement that the subcontractor, in conjunction with any further subcontracting agreement, obtain and deliver to SFS a signed and completed Firm

Assurance of No Conflict of Interest or Detrimental Effect form for each of its subcontractors prior to entering into a subcontract.

- D. SFS and the CONTRACTOR recognize that conflicts may occur in the future because the CONTRACTOR may have existing, or establish new, relationships. SFS will review the nature of any relationships and reserves the right to terminate this AGREEMENT for any reason, or for cause, if, in the judgment of SFS, a real or potential conflict of interest cannot be cured.

X. PUBLIC OFFICERS LAW

Contractors, consultants, vendors, and subcontractors may hire former State Agency or Authority employees. However, as a general rule and in accordance with New York Public Officers Law, former employees of the State Agency or Authority may neither appear nor practice before the State Agency or Authority, nor receive compensation for services rendered on a matter before the State Agency or Authority, for a period of two years following their separation from State Agency or Authority service. In addition, former State Agency or Authority employees are subject to a “lifetime bar” from appearing before the State Agency or Authority or receiving compensation for services regarding any transaction in which they personally participated or which was under their active consideration during their tenure with the State Agency or Authority.

XI. ETHICS REQUIREMENTS

The CONTRACTOR and its subcontractors shall not engage any person who is, or has been at any time, in the employ of the STATE to perform services in violation of the provisions of the New York Public Officers Law, other laws applicable to the service of STATE employees, and the rules, regulations, opinions, guidelines or policies promulgated or issued by New York State Commission on Ethics and Lobbying in Government, or its predecessors and successors (collectively, the “Ethics Requirements”). The CONTRACTOR certifies that all of its employees and those of its subcontractors who are former employees of the STATE and who are assigned to perform services under this AGREEMENT shall be assigned in accordance with all Ethics Requirements. During the term, no person who is employed by the CONTRACTOR or its subcontractors and who is disqualified from providing services under this AGREEMENT pursuant to any Ethics Requirements may share in any net revenues of the CONTRACTOR or its subcontractors derived from this AGREEMENT. The CONTRACTOR shall identify and provide the STATE with notice of those employees of the CONTRACTOR and its subcontractors who are former employees of the STATE that will be assigned to perform services under this AGREEMENT, and make sure that such employees comply with all applicable laws and prohibitions. The STATE may request that the CONTRACTOR provide it with whatever information the STATE deems appropriate about each such person’s engagement, work cooperatively with the STATE to solicit advice from the New York State Commission on Ethics and Lobbying in Government, or its predecessors and successors, and, if deemed appropriate by the STATE, instruct any such person to seek the opinion of the New York State Commission on Ethics and

Lobbying in Government, or its predecessors and successors. The STATE shall have the right to withdraw or withhold approval of any subcontractor if utilizing such subcontractor for any work performed hereunder would be in conflict with any of the Ethics Requirements. The STATE shall have the right to terminate this AGREEMENT at any time if any work performed hereunder is in conflict with any of the Ethics Requirements.

## XII. WARRANTIES

The CONTRACTOR warrants that it will perform Services in good faith and in a professional manner and that the services will conform in all material respects to the description of such Services set forth herein. The warranties expressly set forth in this AGREEMENT are in lieu of all other warranties, expressed or implied including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. The CONTRACTOR shall perform services in a workmanlike manner in accordance with industry standards.

The CONTRACTOR warrants that its services shall be performed in accordance with applicable professional standards and that the CONTRACTOR shall correct, at no charge to SFS or the STATE, services which fail to meet applicable professional standards and which result in obvious or patent errors in the progression of its work.

## XIII. PERFORMANCE MONITORING

The CONTRACTOR's performance will be assessed by SFS according to the achievement of CONTRACTOR's contractual obligations in a timely and professional manner, as set forth herein. SFS will utilize progress reports and periodic meetings to ensure that the project is carried out on a timely basis and results in effective recommendations and work products.

## XIV. INDEMNIFICATION AND LIABILITY

A. The CONTRACTOR shall be fully liable without monetary limitation for any act or omission of the CONTRACTOR, its employees, subcontractors and agents, and shall fully indemnify and hold harmless the STATE from suits, actions, damages and costs of every name and description relating to personal injury and damage to real or tangible personal property or intellectual property caused by fault or negligence of CONTRACTOR, its employees, subcontractors or agents arising from the CONTRACTOR's performance of the Contract, provided, however, that the CONTRACTOR shall not be obligated to indemnify the STATE for that portion of any claim, loss or damage arising hereunder due to the negligent act or failure to act by the STATE or the acts of third parties, other than those provided by the CONTRACTOR to perform under the AGREEMENT. In connection with the foregoing, the STATE shall give the CONTRACTOR: (i) prompt written notice of any action, claim or threat of suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at the CONTRACTOR's sole expense, and (iii) assistance in the defense of any such action at the expense of the CONTRACTOR.

- B. Except as otherwise set forth as being without monetary limitation in the indemnification paragraph above, the limit of liability shall be as follows: CONTRACTOR's liability for any damages arising out of, or related to the AGREEMENT, whether in contract, tort or otherwise, shall in no case exceed: (i) an amount equal to two (2) times the amount paid to the CONTRACTOR for work performed under the AGREEMENT, or (ii) one million dollars (\$1,000,000), whichever is greater.
- C. Notwithstanding the above, the CONTRACTOR and SFS/STATE shall not be liable for any consequential, indirect or special damages of any kind which may result from such performance, including, without limitation, damages resulting from loss of use or loss of profit by the SFS/STATE, the CONTRACTOR, or by others. CONTRACTOR shall not be liable for any missed or lost revenue associated with, or related to, the services provided pursuant to this contract.

XV. REPORTS AND FINDINGS

Any and all reports and findings rendered to SFS by the CONTRACTOR shall be the exclusive property of SFS and subject to its exclusive use and control. The CONTRACTOR hereby waives any and all rights to such reports and findings and the control thereof.

XVI. OWNERSHIP

CONTRACTOR will retain all rights, title and interest in and to all materials developed by it prior to the effective date of this AGREEMENT and/or developed outside of CONTRACTOR's obligations hereunder.

XVII. CONFIDENTIALITY

- A. CONTRACTOR agrees that it will not use confidential or proprietary information disclosed to CONTRACTOR in connection with the services ("Confidential Information") for any purpose other than in connection with the services. The CONTRACTOR is fully responsible for its staff, its subcontractor(s) and any subcontractor's staff with regard to Confidential Information.
- B. Information which falls into any of the following categories shall not be considered Confidential Information:
  - 1. information that is previously rightfully known to the CONTRACTOR without restriction on disclosure;
  - 2. information that becomes, from no breach of this AGREEMENT on the part of the CONTRACTOR, generally known in the relevant industry, or is otherwise publicly available; and

3. information that is independently developed by CONTRACTOR without use of the confidential information.
- C. Except as specifically permitted in this AGREEMENT, CONTRACTOR shall not, at any time, in any fashion, form or manner, divulge, disclose, communicate or use, any Confidential Information other than in connection with the services or as otherwise provided herein.
  - D. CONTRACTOR may disclose Confidential Information if such information is required to be disclosed by CONTRACTOR by any law, rule, regulation, judicial or administrative process or applicable professional standards, provided that, to the extent permitted by applicable law or regulation, the CONTRACTOR notifies SFS prior to any such required disclosure.
  - E. CONTRACTOR agrees not to issue any press releases, give or make any presentations, or give to any print, electronic or other news media information regarding the services without the express advance written approval SFS.
  - F. CONTRACTOR agrees that, as between the PARTIES, all Confidential Information in its possession is at all times the sole property of the STATE.
  - G. Notwithstanding anything herein to the contrary, CONTRACTOR shall have the right to retain one copy of the Confidential Information and any summaries, analyses, notes or extracts prepared by CONTRACTOR which are based on or contain portions of the Confidential Information evidencing its services for the STATE as required by law, regulation, professional standards or reasonable business practice.
  - H. CONTRACTOR shall retain all Confidential Information in confidence, exercising the same standard of care used by CONTRACTOR to protect its own confidential and proprietary information, to prevent the disclosure of Confidential Information to any third party. CONTRACTOR shall not use Confidential Information for any purpose other than in furtherance of its professional services for SFS.
  - I. CONTRACTOR understands that if it breaches, or threatens to breach this AGREEMENT, SFS shall have the right to seek all equitable and legal rights (including the right to seek injunctive relief) to prevent such breach and/or to be fully compensated (including reasonable legal fees) for losses or damages resulting from such breach. CONTRACTOR acknowledges that compensation for damages may not be sufficient and that injunctive relief to prevent or limit any breach of confidentiality may be the only viable remedy to fully protect the confidential or proprietary information identified in this AGREEMENT.

#### XVIII. RECORDS ACCESS

SFS staff, others authorized by SFS such as representatives of the Federal government, or other STATE agencies authorized by STATE law, shall have access to and the right to

examine the books, documents, work papers, documentation of charges, or other records of the CONTRACTOR, including any and all subcontractors, involved in transactions relating to this AGREEMENT during the contract period and for a period of six years after final payment for said services.

XIX. WORK PAPER RETENTION AND AVAILABILITY

- A. The work papers to be prepared by the CONTRACTOR during the AGREEMENT will be retained by the CONTRACTOR although copies thereof and access to them will be made available, upon request, to SFS, representatives of the federal government and STATE agencies when authorized by SFS, and other STATE agencies authorized by existing law, for a period of six (6) years following the date of the final payment under the contract. All such requests, and their disposition, shall be authorized by SFS.
- B. The CONTRACTOR agrees to make personnel available to explain fully all data, materials, and work papers developed during the engagement for a period of six (6) years following the date of the final payment under the AGREEMENT.

XX. DISPUTES AND DISSATISFACTION/CONFLICT RESOLUTION

- A. In the event SFS is dissatisfied with the CONTRACTOR's performance of the Services provided under the AGREEMENT, including but not limited to a breach of the AGREEMENT on the part of the CONTRACTOR, SFS shall notify the CONTRACTOR of the dispute in writing. In the event the CONTRACTOR has any disputes with SFS, the CONTRACTOR shall notify SFS in writing. Such notification in both cases shall hereinafter be referred to as "Notice of Conflict", or in the case of contract breach, "Notice of Default".
- B. If either SFS or the CONTRACTOR notifies the other of such dispute or dissatisfaction, the PARTY receiving the notification shall then make good faith efforts to amicably resolve the problem or settle the dispute, including meeting with the notifying PARTY's representatives to diligently attempt to reach a mutually satisfactory result.
- C. In the event of a dispute, both PARTIES will continue to fulfill their performance obligations under the Agreement.
- D. Nothing shall limit either PARTY's ability to pursue all legal remedies. If the PARTIES are unable to amicably resolve the dispute after the steps described above, then either PARTY may seek legal or equitable relief in a court of competent jurisdiction in the State of New York.



## XXI. TERMINATION

- A. SFS reserves the right to terminate the services of the CONTRACTOR, in whole or in part, upon thirty (30) days written notice for any reason, or immediately for cause. Upon notice of termination, the CONTRACTOR shall stop work immediately and complete only those specific assignments, if any, subsequently approved by SFS. In the event of termination other than for cause, the CONTRACTOR shall be entitled to compensation for services performed through the date of termination that are accepted by SFS, and for any subsequent services that are accepted by SFS, rendered in connection with any successor consultants and contractors, including transfer of records, briefing and any other services deemed necessary or desirable by SFS. The CONTRACTOR agrees to cooperate to the fullest respect with any successor consultants and contractors.
- B. After receipt of the notice of termination, the CONTRACTOR shall exercise all reasonable diligence to accomplish the cancellation or diversion of its outstanding commitments covering personal services and extending beyond the date of such termination to the extent that they relate to the performance of any work terminated by the notice.
- C. The CONTRACTOR shall submit its termination claim to SFS promptly after receipt of a notice of termination, but in no event later than 30 days from the effective date thereof, unless one or more extensions in writing are granted by SFS upon written request of the CONTRACTOR within such 30-day period or authorized extension thereof. Upon failure of the CONTRACTOR to submit a termination claim within the time allowed, SFS may determine, on the basis of available information, the amount, if any, due to the CONTRACTOR by reason of termination, and shall thereupon pay to the CONTRACTOR the amount so determined.
- D. If the termination for cause results from unsatisfactory performance by the CONTRACTOR, the value of the work performed by the CONTRACTOR prior to termination shall be established by SFS.
- E. The CONTRACTOR agrees to transfer title to SFS, and to deliver in the manner, at the time, and to the extent, if any, directed by SFS, such information and work products for which the CONTRACTOR produced and received compensation by SFS.
- F. In addition, non-compliance with the procurement laws as noted in Section XXIII of this AGREEMENT will lead to contract termination.

## XXII. FORCE MAJEURE

Neither PARTY will be liable for losses, defaults, or damages under this AGREEMENT which result from delays in performing, or an inability to perform, all or any of the obligations or responsibilities imposed upon it pursuant to the terms and conditions of this AGREEMENT, due to or because of acts of God, the public enemy, acts of government,

earthquakes, floods, civil strife, fire or any other cause beyond the reasonable control of the PARTY that was so delayed or so unable to perform, provided that such PARTY was not negligent and shall have used reasonable efforts to avoid and overcome such cause. Such PARTY will resume full performance of such obligations and responsibilities promptly upon removal of any such cause.

XXIII. COMPLIANCE WITH PROCUREMENT LAWS

- A. By execution of this AGREEMENT, the CONTRACTOR certifies that information provided to the STATE with respect to the Vendor Responsibility Questionnaire, Procurement Lobbying Certifications, Contractor Disclosure Form A and Section 5-a of the Tax Law (Forms ST-220-TD and ST-220-CA) is complete, true and accurate.
- B. The CONTRACTOR hereby acknowledges that the Vendor Responsibility Questionnaire and certification are made part of its proposal and thereby this AGREEMENT and that any misrepresentation of fact in the Questionnaire and attachments, or in any CONTRACTOR responsibility information that may be requested by SFS, may result in termination of this AGREEMENT.

The CONTRACTOR shall at all times during the contract term remain responsible. During the term of this AGREEMENT, any changes in the provided Questionnaire shall be disclosed to SFS, in writing, in a timely manner. Failure to make such disclosure may result in a determination of non-responsibility and termination of this AGREEMENT. Furthermore, the CONTRACTOR agrees, if requested by SFS, to present evidence of its continuing legal authority to do business in New York State, its integrity, experience, ability, prior performance, and organizational and financial capacity.

SFS, in its sole discretion, reserves the right to suspend any or all activities under this AGREEMENT, at any time, when it discovers information that calls into question the responsibility of the CONTRACTOR. In the event of such suspension, the CONTRACTOR will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the CONTRACTOR must comply with the terms of the suspension order. Contract activity may resume at such time as SFS issues a written notice authorizing a resumption of performance under this AGREEMENT.

Upon written notice to the CONTRACTOR, and a reasonable opportunity to be heard by the appropriate SFS or STATE officials or staff, this AGREEMENT may be terminated by SFS at the CONTRACTOR'S expense where the CONTRACTOR is determined by SFS to be non-responsible. In such event, SFS may complete contractual requirements in any manner it deems advisable and pursue available legal or equitable remedies for breach.

- C. CONTRACTOR hereby acknowledges that State Finance Law Section 163(4)(g) imposes certain reporting requirements on the contractor doing business with the

STATE. In furtherance of these reporting requirements, the CONTRACTOR agrees to complete and submit an initial planned employment data report and an annual employment report (Forms A and B respectively). Complete instructions and forms may also be accessed at:

<http://www.osc.state.ny.us/agencies/guide/MyWebHelp/Content/XI/18/C.htm>.

#### XXIV. REQUIREMENTS AND PROCEDURES FOR MWBE PARTICIPATION

##### A. General Provisions

1. SFS follows the provisions of New York State Executive Law Article 15-A and 5 NYCRR Parts 140-145 ("MWBE Regulations") for all STATE contracts as defined therein, with a value (1) in excess of \$25,000 for labor, services, equipment, materials, or any combination of the foregoing or (2) in excess of \$100,000 for real property renovations and construction.
2. The CONTRACTOR agrees, in addition to any other nondiscrimination provision of the AGREEMENT and at no additional cost to SFS, to fully comply and cooperate with SFS in the implementation of New York State Executive Law Article 15-A and the regulations promulgated thereunder. These requirements include equal employment opportunities for minority group members and women ("EEO") and contracting opportunities for certified minority- and women-owned business enterprises ("MWBE"). The CONTRACTOR's demonstration of "good faith efforts" pursuant to 5 NYCRR §142.8 shall be a part of these requirements. These provisions shall be deemed supplementary to, and not in lieu of, the nondiscrimination provisions required by New York State Executive Law Article 15 (the "Human Rights Law") or other applicable federal, state or local laws.
3. Failure to comply with all of the requirements herein may result in a finding of non-responsiveness, non-responsibility and/or a breach of contract, leading to the assessment of liquidated damages pursuant to Section XXIV.G of this AGREEMENT and such other remedies are available to SFS pursuant to this AGREEMENT and applicable law.

##### B. Contract Goals

1. For purposes of this AGREEMENT, SFS hereby establishes an overall goal of 30% for MWBE participation, 15% for New York State-certified Minority-owned Business Enterprise ("MBE") participation and 15% for New York State-certified Women-owned Business Enterprise ("WBE") participation (collectively, "MWBE Contract Goals") based on the current availability of MBEs and WBEs.
2. For purposes of providing meaningful participation by MWBEs in this AGREEMENT and achieving the MWBE Contract Goals, the CONTRACTOR should reference the directory of New York State certified MBWEs found at the following internet address: <https://ny.newnycontracts.com>.

Additionally, the CONTRACTOR is encouraged to contact the Division of Minority and Women Business Development at (212) 803-2414 to discuss additional methods of maximizing participation by MWBEs on this AGREEMENT.

3. The CONTRACTOR understands that only sums paid to MWBEs for the performance of a commercially useful function, as that term is defined in 5 NYCRR § 140.1, may be applied towards the achievement of the applicable MWBE participation goal. The portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be 25 percent of the total value of the contract.
4. The CONTRACTOR must document “good faith efforts, to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the AGREEMENT. Such documentation shall include, but not necessarily be limited to:
  - a. Evidence of outreach to MWBEs;
  - b. Any responses by MWBEs to the CONTRACTOR’s outreach;
  - c. Copies of advertisements for participation by MWBEs in appropriate general circulation, trade, and minority or women-oriented publications;
  - d. The dates of attendance at any pre-bid, pre-award, or other meetings, if any, scheduled by SFS with MWBEs; and,
  - e. Information describing specific steps undertaken by the CONTRACTOR to reasonably structure the contract scope of work to maximize opportunities for MWBE participation.

#### C. Equal Employment Opportunity (EEO)

1. The CONTRACTOR agrees to be bound by the provisions of Article 15-A of the Executive Law and the rules and regulations promulgated thereunder pertaining to equal employment opportunities for minority group members and women shall apply to the AGREEMENT
2. In performing the AGREEMENT, the CONTRACTOR shall:
  - a. Ensure that each CONTRACTOR and each subcontractor performing work on this AGREEMENT shall undertake or continue existing EEO programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, EEO shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation.

- b. The CONTRACTOR shall submit an EEO policy statement to SFS within seventy-two (72) hours after the date of the notice by SFS to award the AGREEMENT to the CONTRACTOR.
- c. If the CONTRACTOR, or any of its subcontractors, does not have an existing EEO policy statement, SFS may require the CONTRACTOR or subcontractor to adopt a model statement (see Form 5.4 Equal Employment Opportunity Policy Statement).
- d. The CONTRACTOR's EEO policy statement shall include the following language:
  - 1) The CONTRACTOR will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability, or marital status, will undertake or continue existing EEO programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force.
  - 2) The CONTRACTOR shall state in all solicitations or advertisements for employees that, in the performance of the AGREEMENT, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.
  - 3) The CONTRACTOR shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union, or representative will not discriminate on the basis of race, creed, color, national origin, sex age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the CONTRACTOR's obligations herein.
  - 4) The CONTRACTOR will include the provisions of Subdivisions (1) through (3) of this Subsection 2d and Paragraph "5" of this Section C, which provides for relevant provisions of the Human Rights Law, in every subcontract in such a manner that the requirements of the subdivisions will be binding upon each subcontractor as to work in connection with the AGREEMENT.

### 3. Staffing Plan

To ensure compliance with this section, the CONTRACTOR shall submit a staffing plan to document the composition of the proposed workforce to be utilized in the

performance of the AGREEMENT by the specified categories listed, including ethnic background, gender, and Federal occupational categories. The CONTRACTOR shall complete the staffing plan form and submit it within a reasonable time, as directed by SFS.

4. Workforce Employment Utilization Report (“Workforce Report”)

- a. The CONTRACTOR shall submit a Workforce Report and shall require each of its subcontractors to submit a Workforce Report, in such form as shall be required by SFS on a QUARTERLY basis during the term of the AGREEMENT.
  - b. Separate forms shall be completed by the CONTRACTOR and any subcontractors.
  - c. Pursuant to Executive Order #162, contractors and subcontractors are also required to report the gross wages paid to each of their employees for the work performed by such employees on the contract on a quarterly basis.
5. The CONTRACTOR shall comply with the provisions of the Human Rights Law, and all other State and Federal statutory and constitutional non-discrimination provisions. The CONTRACTOR and its subcontractors shall 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.

D. MWBE Utilization Plan

1. The CONTRACTOR represents and warrants that the CONTRACTOR has submitted an MWBE Utilization Plan, through the New York State Contract System (“NYSCS”), which can be viewed at <https://ny.newnycontracts.com>, provided, however, that the CONTRACTOR may arrange to provide such evidence via a non-electronic method to SFS, either prior to, or at the time of, the execution of this AGREEMENT.
2. The CONTRACTOR agrees to use such MWBE Utilization Plan for the performance of MWBEs on this AGREEMENT pursuant to the prescribed MWBE goals set forth in Section XXIV.B.1.
3. The CONTRACTOR further agrees that failure to submit and/or adhere to such MWBE Utilization Plan shall constitute a material breach of the terms of this AGREEMENT. Upon the occurrence of such a material breach, SFS shall be entitled to any remedy provided herein, including but not limited to, a finding that the CONTRACTOR is non-responsive.

#### E. Waivers

1. For waiver requests, the CONTRACTOR should use the NYSCS, provided, however, that CONTRACTOR may arrange to provide such evidence via a non-electronic method to SFS.
2. If the CONTRACTOR, after making good faith efforts, is unable to comply with MWBE goals, the CONTRACTOR may submit a Request for Waiver documenting good faith efforts by the CONTRACTOR to meet such goals. If the documentation included with the waiver request is complete, SFS shall evaluate the request and issue a written notice of approval or denial within twenty (20) business days of receipt.
3. If SFS, upon review of the MWBE Utilization Plan and updated QUARTERLY MWBE Contractor Compliance Reports determines that the CONTRACTOR is failing or refusing to comply with the MWBE Contract Goals and no waiver has been issued in regard to such non-compliance, SFS may issue a notice of deficiency to the CONTRACTOR. The CONTRACTOR must respond to the notice of deficiency within seven (7) business days of receipt. Such response may include a request for partial or total waiver of MWBE Contract Goals.

#### F. Quarterly MWBE Contractor Compliance Report

The CONTRACTOR is required to submit a quarterly MWBE Contractor Compliance Report through the NYSCS, provided, however, that the CONTRACTOR may arrange to provide such report via a non-electronic method to SFS by the 10th day following the end of each quarter during the term of this AGREEMENT documenting the progress made towards achievement of the MWBE goals of this AGREEMENT.

#### G. Liquidated Damages - MWBE Participation

1. Where SFS determines that the CONTRACTOR is not in compliance with the requirements of this AGREEMENT and the CONTRACTOR refuses to comply with such requirements, or if the CONTRACTOR is found to have willfully and intentionally failed to comply with the MWBE participation goals, the CONTRACTOR shall be obligated to pay to SFS liquidated damages.
2. Such liquidated damages shall be calculated as an amount equaling the difference between:
  - a. All sums identified for payment to MWBEs had the CONTRACTOR achieved the contractual MWBE goals; and
  - b. All sums actually paid to MWBEs for work performed or materials supplied under the AGREEMENT.

3. In the event a determination has been made which requires the payment of liquidated damages and such identified sums have not been withheld by SFS, the CONTRACTOR shall pay such liquidated damages to SFS within sixty (60) days after they are assessed. Provided, however, that if the CONTRACTOR has filed a complaint with the Director of the Division of Minority and Woman Business Development pursuant to 5 NYCRR § 142.12, liquidated damages shall be payable only in the event of a determination adverse to the CONTRACTOR following the complaint process.

XXV. PARTICIPATION OPPORTUNITIES FOR NEW YORK STATE CERTIFIED SERVICE-DISABLED VETERAN OWNED BUSINESSES

A. General Provisions

Article 3 of the New York State Veterans' Services Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Businesses ("SDVOBs"), thereby further integrating such businesses into New York State's economy. SFS recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of SFS contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, CONTRACTORS are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the AGREEMENT. Such participation may be as subcontractors or suppliers, as protégés, or in other partnering or supporting roles.

For purposes of this procurement, SFS conducted a comprehensive search and determined that the AGREEMENT does not offer sufficient opportunities to set specific goals for participation by SDVOBs as subcontractors, service providers, and suppliers to the CONTRACTOR. Nevertheless, CONTRACTOR is encouraged to make good faith efforts to promote and assist in the participation of SDVOBs on the AGREEMENT for the provision of services and materials. The directory of New York State Certified SDVOBs can be viewed at: <https://online.ogs.ny.gov/SDVOB/search>.

CONTRACTOR is encouraged to contact the Office of General Services' Division of Service-Disabled Veteran's Business Development at 518-474-2015 or [VeteransDevelopment@ogs.ny.gov](mailto:VeteransDevelopment@ogs.ny.gov) to discuss methods of maximizing participation by SDVOBs on the Contract.

XXVI. WAIVER, MODIFICATION, EXECUTION, OR SEVERABILITY

No waiver or modification of the AGREEMENT or any covenant, condition, or limitation herein contained shall be valid unless in writing and executed by the PARTIES hereto, and no evidence of any waiver or modification shall be offered or received in evidence in any action between the PARTIES hereto arising out of or affecting the AGREEMENT, or



the rights or obligations of any PARTY hereunder, unless such waiver of modification is in writing, duly executed as aforesaid, and the PARTIES further agree that the provisions of the paragraph may not be waived except as herein set forth.

In the event that any provision of the AGREEMENT shall be declared void, voidable, illegal or invalid for any reason, such provision shall be of no force and effect only to the extent that it is so declared void, voidable, illegal or invalid. All of the provisions of the AGREEMENT not specifically found to be so deficient shall remain in full force and effect.

XXVII. CONDITIONS PRECEDENT

This AGREEMENT and any subsequent amendments to this AGREEMENT shall not be deemed executed, valid or binding unless and until approved in writing by the Offices of the Attorney General and State Comptroller.

XXVIII. USE BY OTHER STATE AGENCIES, PUBLIC AUTHORITIES OR ENTITIES

SFS shall have the option to extend the terms and conditions related to the scope of services covered by this AGREEMENT to any other STATE agency, public authority or entities in New York.

XXIX. ADDITIONAL SERVICES

SFS may, at any time, by written notice, request changes or additions to work or services within the general scope of this AGREEMENT (not to include professional services requiring licenses or specialized expertise such as engineering, architectural, and environmental consulting, abatement, treatment, and testing work) for unanticipated needs. If any such change or addition causes an increase or decrease in the cost of, or in the time required for, performance of this AGREEMENT, an equitable adjustment shall be agreed upon by the PARTIES and made in the price using the billing rates set forth in the AGREEMENT, and the CONTRACTOR shall be notified in writing accordingly. A change to the scope of the AGREEMENT would be subject to the approval of the Office of the State Comptroller and Office of the Attorney General.

XXX. ENTIRE AGREEMENT

This AGREEMENT and the Appendices identified in this section ("Appendices") constitute the entire AGREEMENT between the PARTIES hereto and no statement, promise, condition, understanding, inducement or representation, oral or written, expressed or implied, which is not contained herein shall be binding or valid. This AGREEMENT shall not be changed, modified or altered in any manner except by an instrument in writing executed by the PARTIES hereto. The Appendices are hereby made a part of this AGREEMENT as if fully set forth at length herein. In the event of any discrepancy, disagreement or ambiguity among the following documents, they shall be given preference in the following order to interpret and to resolve such discrepancy, disagreement or ambiguity:

- A. Appendix A – Standard Clauses for New York State Contracts dated June 2023;
- B. This AGREEMENT as it appears prior to the signature page incorporated herein;
- C. Appendix B – Request for Proposals dated July 30, 2024, including any amendments thereto; and
- D. Appendix C – CONTRACTOR’s Proposal in response to the RFP and any clarifications thereto.

XXXI. EXECUTORY CLAUSE

This AGREEMENT shall be deemed executory only to the extent of moneys annually appropriated and available for this purpose, and no liability on account thereof shall be incurred by SFS beyond the amount appropriated. It is understood that neither this assignment nor any representation by any public employee or officer creates any legal or moral obligation to request to appropriate, or make available, moneys for the purpose of the AGREEMENT.

C \_\_\_\_\_

IN WITNESS WHEREOF, each of the PARTIES hereto has caused this AGREEMENT to be executed by its duly authorized officers on the day and year stated below.

Agency Certification

In addition to the acceptance of this AGREEMENT, I also certify that original copies of this signature page will be attached to all other exact copies of this contract.

Approved by:

**NEW YORK STATE  
STATEWIDE FINANCIAL SYSTEM**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Attorney General:  
LETITIA JAMES**

By: \_\_\_\_\_  
Date: \_\_\_\_\_

**State Comptroller:  
THOMAS P. DINAPOLI**

By: \_\_\_\_\_  
Date: \_\_\_\_\_



## POST AWARD FORMS:

### CONTRACTOR DISCLOSURE FORMS SALES TAX CERTIFICATION INSTRUCTIONS COMPLIANCE WITH NYS WORKERS' COMPENSATION LAW

#### CONTRACTOR DISCLOSURE FORMS

Chapter 10 of the Laws of 2006 amended the Civil Service Law and the State Finance Law, relative to maintaining certain information concerning contract employees working under State agency service and consulting contracts. State agency consultant contracts are defined as "contracts entered into by a state agency for analysis, evaluation, research, training, data processing, computer programming, engineering, environmental health and mental health services, accounting, auditing, paralegal, legal, or similar services" ("covered consultant contract" or "covered consultant services"). The amendments also require that certain contract employee information be provided to the state agency awarding such contracts, the Office of the State Comptroller (OSC), Division of the Budget and the Department of Civil Service (CS).

**To meet these new requirements, the selected Firm agrees to complete:**

**Form A** – Contractor's Planned Employment Form. The successful Contractor must complete this form upon notification of **selection by SFS**.

**Form B** – Contractor's Annual Employment Report. Throughout the term of the Contract by May 15<sup>th</sup> of each year the Contractor agrees to report the following information to SFS. For each covered consultant contract in effect at any time between the preceding April 1<sup>st</sup> through March 31<sup>st</sup> fiscal year or for the period of time such contract was in effect during such prior State fiscal year Contractor reports the:

1. Total number of employees employed to provide the consultant services, by employment category.
2. Total number of hours worked by such employees.
3. Total compensation paid to all employees that performed consultant services under such Contract.\*

\*NOTE: The information to be reported is applicable only to those employees who are directly providing services or directly performing covered consultant services. However, such information shall also be provided relative to employees of Subcontractors who perform any part of the service contract or any part of the covered consultant contract. This information does not have to be collected and reported in circumstances where there is ancillary involvement of an employee in a clerical, support, organizational or other administrative capacity.

Contractor agrees to simultaneously report such information to the Department of Civil Service and the Office of the State Comptroller as designated below:

Department of Civil Service  
Alfred E. Smith State Office Building  
Albany, NY 12239

Office of the State Comptroller  
Bureau of Contracts  
110 State St., 11<sup>th</sup> Floor  
Albany, New York  
Attn: Consultant Reporting

Contractor is advised herein and understands that this information is available for public inspection and copying pursuant to §87 of the New York State Public Officers Law (Freedom of Information Law). In the event individual employee names or social security numbers are set forth on a document, the State agency making such disclosure is obligated to redact both the name and social security number prior to disclosure.

**Further information regarding the Contractor Consultant Law requirements and report Forms A and B is available in the Office of the State Comptroller's Guide to Finance Operations, Chapter XI, Section 18.C: <http://www.osc.state.ny.us/agencies/guide/MyWebHelp>.**

## SALES TAX CERTIFICATION INSTRUCTIONS

The Tax Law was amended to require contractors with State agencies to certify to the Department of Taxation and Finance (DTF) that they, their affiliates, their subcontractors and the affiliates of their subcontractors have a valid certificate of authority to collect New York State and local sales and compensating use taxes. Tax Law Section 5-a applies to all contracts in excess of **\$100,000** for the purchase by a covered agency of commodities or services, awarded pursuant to Article XI of the State Finance Law.

The successful Contractor must complete Contractor Certification Form ST-220-CA upon notification of selection by SFS. This certification to the procuring agency, also made under penalty of perjury, states that the requisite (ST-220-TD) certification has been made to DTF and, to the best of the Contractor's knowledge, that the requisite (ST-220-TD) certification is correct and complete.

If Contractor has any questions regarding either forms, ST-220-CA or ST-220-TD, the New York State Comptroller's Guide to Financial Operations will provide background information and the forms (<http://www.osc.state.ny.us/agencies/guide/MyWebHelp/#XI/18/D.htm?Highlight=st-220>).

Contractors can refer to the Department of Taxation and Finance website, or the NYS Tax Law, Section 5-a, *Contractor Affiliate, Subcontractor, and Subcontractor Affiliate Sales and Compensating Use Tax Registration* for additional information and guidance.

## COMPLIANCE WITH NYS WORKERS' COMPENSATION LAW

Sections 57 and 220 of the New York State Workers' Compensation Law (WCL) provide that SFS shall not enter into any contract unless proof of workers' compensation and disability benefits insurance coverage is produced. Prior to entering into a contract with SFS, successful Proposers will be required to verify, on forms authorized by the New York State Workers' Compensation Board, that they are properly insured or are otherwise in compliance with the insurance provisions of the WCL. The forms used to demonstrate compliance with the WCL are indicated below.

***Please Note:*** *The insurance provider of the successful contractor must submit this insurance verification information upon notification of selection by SFS. Any questions relating to either workers' compensation or disability benefits coverage should be directed to the State of New York Workers' Compensation Board, Bureau of Compliance at (518) 486-6307. Failure to comply with the requirements of this appendix will be grounds for disqualification of an otherwise successful bid.*

### **Workers' Compensation Requirements under WCL § 57:**

To comply with coverage provisions of the WCL, Contractor must:

- A) Be legally exempt from obtaining workers' compensation insurance coverage; OR
- B) Obtain such coverage from insurance carriers; OR
- C) Be a Board-approved self-insured employee or participate in an authorized group self-insurance plan.

To verify compliance with the above, SFS must receive one of the following properly executed Workers' Compensation Board forms from the Contractor, the Contractor's insurance carrier or the Workers' Compensation Board, depending on which form is appropriate:

- 1) CE-200, Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage. This form is completed electronically on the Board's website and printed out, [http://www.wcb.ny.gov/content/ebiz/wc\\_db\\_exemptions/requestExemptionOverview.jsp](http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp); OR
- 2) C-105.2 – Certificate of Workers' Compensation Insurance. The Contractor's insurance carrier sends this form to SFS. PLEASE NOTE: The State Insurance Fund provides its own version of this form, the U-26.3; OR

- 3) SI-12 – Certificate of Workers' Compensation Self-Insurance. The Contractor contacts the Board's Self-Insurance Office at 518-402-0247 to obtain this form; OR
- 4) GSI-105.2 – Certificate of Participation in Worker's Compensation Group Self-Insurance. Contractor's Group Self-Insurance Administrator sends this form to SFS.

**Disability Benefits Requirements under WCL § 220(8):**

To comply with the coverage provisions of the WCL regarding disability benefits, Contractor may:

- A) Be legally exempt from obtaining disability benefits insurance coverage; OR
- B) Obtain such coverage from insurance carriers; OR
- C) Be a Board-approved self-insured employer.

To verify compliance with the above, SFS must receive one of the following properly executed Workers' Compensation Board forms from the Contractor, the Contractor's insurance carrier or the Workers' Compensation Board, depending on which form is appropriate:

- 1) CE-200, Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage. This form is completed electronically on the Board's website and printed out, [http://www.wcb.ny.gov/content/ebiz/wc\\_db\\_exemptions/requestExemptionOverview.jsp](http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp); **OR**
- 2) DB-120.1 – Certificate of Disability Benefits Insurance. The business's insurance carrier sends this form to SFS; **OR**

DB-155 – Certificate of Disability Benefits Self-Insurance. The Contractor contacts the Board's Self-Insurance Office at 518-402-0247 to obtain this form.

## APPENDIX C: PROPOSAL CHECKLIST

### Oracle PeopleSoft Financials Advisory and Implementation Services RFP

Firm Name	Date
<b>Technical Proposal (electronic version)</b>	
1. Did the Firm provide an electronic version of the Technical Proposal?	Yes _____ No _____
2. Does the proposal contain all components of the Technical Proposal, as stated below?	Yes _____ No _____
A. <b>Title Page</b>	Yes _____ No _____
B. <b>Table of Contents</b>	Yes _____ No _____
C. <b>Executive Summary</b>	Yes _____ No _____
D. <b>Minimum Firm Qualifications</b>	
• <b>Appendix D</b>	Yes _____ No _____
E. <b>Project Approach</b>	Yes _____ No _____
F. <b>Staff Experience and Qualifications</b>	Yes _____ No _____
• <b>Appendix E.1</b>	Yes _____ No _____
• <b>Appendix E.2</b>	Yes _____ No _____
• <b>Appendix E.3</b>	Yes _____ No _____
• <b>Appendix E.4</b>	Yes _____ No _____
G. <b>Proposer Experience and Qualifications</b>	Yes _____ No _____
3. Excluding title page, table of contents, and Appendix Forms (D and E.1-E.4), is the Technical Proposal 25 pages or less?	Yes _____ No _____
<b>Cost Proposal (electronic version)</b>	
1. Did the Firm provide an electronic version of the Cost Proposal?	Yes _____ No _____
2. Did the Firm complete and sign Form 1: Cost Proposal Form?	Yes _____ No _____
<b>Administrative Proposal (electronic version)</b>	
1. Does the Firm provide an electronic version of the Administrative Proposal?	Yes _____ No _____
2. Did the Firm submit signed copies of:	
• Form 2: Firm Information and Attestation	Yes _____ No _____
• Form 3: Non-Collusive Bidding Certification	Yes _____ No _____
• Form 4: Assurances of No Conflict of Interest or Detrimental Effect	Yes _____ No _____
• Form 5: MWBE and Equal Employment Opportunities Requirements, Forms 5.1, 5.2, 5.3 and 5.4	Yes _____ No _____
• Form 6: Response to the Diversity Practices Questionnaire, with documentation	Yes _____ No _____
• Form 7: Vendor Responsibility Questionnaire (hardcopy or submitted electronically in the State's VendRep system) for the	Yes _____ No _____



Proposer and any subcontractor anticipated to receive a subcontract in excess of \$100,000

- Form 8: Procurement Lobbying Form Yes  No
- Form 9: Disclosure of Pending or Prior Lawsuits, Conflicts of Interest, or Investigations or Disciplinary Actions Yes  No
- Form 10: Freedom of Information Law Redaction Request Yes  No
- Form 11: Executive Order No. 177 Certification Yes  No
- Form 12: Sexual Harassment Prevention Certification Yes  No
- Form 13: Certification Under Executive Order No. 16 Yes  No

## APPENDIX D: MINIMUM FIRM QUALIFICATIONS

### To be submitted with the Technical Proposal

Using the chart below, describe in detail how the Proposer meets the Minimum Qualifications to propose (on what projects/systems/software/etc.) and **where, when and how long the Proposer worked on the particular project** using the specified software/technology. Please provide **clear and accurate descriptions of the Proposer's experience for each Minimum Qualification**. The State will not interpret omissions and vagueness in the Proposer's favor.

**Qualification 1:** Proposer must have a minimum of 5 years' experience managing public-sector projects in any of the following areas or combination of these areas: Oracle PeopleSoft Financials implementation, upgrade, or assessment; redesign of underlying business processes to best take advantage of PeopleSoft Financials; transitioning public sector clients to best practice use of PeopleSoft Financials; system integration or business process engineering to architect or build an enterprise-level solution of Oracle PeopleSoft Financials version 9.2 and its related applications in **public sector environments**. To meet this minimum of 5 years' experience, firms may cite multiple projects that demonstrate their experience with one or more of the service areas listed above.

Dates (month/year) of Experience:	
Company Name(s):	
Contact Name(s) and Title(s):	
Contact Phone Number(s):	
Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:	

**Qualification 2:** Proposer must have been a prime contractor in the development, delivery and support of at least one end-to-end implementation, upgrade, or re-architecture of Oracle PeopleSoft Financials version 9.2 and its related applications in **public sector environments, in which the vendor was compensated over \$1 million**.

Dates (month/year) of Experience:	
Company Name(s):	
Contact Name(s) and Title(s):	
Contact Phone Number(s):	
Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:	
Compensation received by the proposer for the applicable project was over \$1 Million? (Check One)	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Qualification 3:** Proposer must have transitioned/onboarded at least one entity from a legacy, non-enterprise solution to an existing Oracle PeopleSoft Financials enterprise solution within the past 5 years.

Dates (month/year) of Experience:	
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<b>Company Name(s):</b>	
<b>Contact Name(s) and Title(s):</b>	
<b>Contact Phone Number(s):</b>	
<b>Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:</b>	
<p>CERTIFICATION: I hereby certify that: (i) all statements made on this form are true and complete, to the best of my knowledge, including the verification of any experience.</p> <p>Authorized Signature: _____</p> <p>Title: _____</p> <p>Typed or Printed Name: _____ Date: <a href="#">Click here to enter a date.</a></p>	

Type to expand response areas on the form. Proposers may copy and paste the data entry rows in order to document additional projects to fully demonstrate the qualifications.

## **APPENDIX E: REQUIRED STAFF QUALIFICATION FORMS**

### **To be submitted with the Technical Proposal**

**As part of the Technical Proposal, Firms MUST submit these forms and name consultants for the following positions:**

- Solution Architect (Form E.1)
- Solution Specialist (Form E.2)
- Senior Functional Analyst (Form E.3)
- Senior Technical Analyst (Form E.4)

Firms should only submit one (1) candidate for each title/Form E.1-E.4.

These forms will also be required to be submitted by the successful firm(s) during the term of the contract when firms need to propose additional staff under a Statement of Work (SOW).

**Consultants proposed for the Solution Architect and Solution Specialist titles MUST meet the minimum qualifications. Proposals putting forth any consultants for the Solution Architect and/or the Solution Specialist positions that do not meet the minimum qualifications for the position may result in the proposal being deemed non-responsive.**

## APPENDIX E.1: PROPOSED SOLUTION ARCHITECT

Using the chart below, describe in detail how the consultant meets the Minimum Requirements (on what projects/systems/software/etc.) and where, when and how long the consultant worked on the particular project using the specified software/technology. Please provide clear and accurate descriptions of the consultant's experience for each Minimum Requirement. Beyond the minimum qualifications, the State has identified additional desired qualifications that will be considered as part of the technical scoring of proposed staff. All experience related to these additional desired qualifications should be detailed on this form.

**NOTE:** Resumés should not be submitted. All supporting information must be included on this attachment.

### Solution Architect

<b>Name of Proposed Consultant:</b>	
<b>Minimum Qualifications:</b>	
<b>Qualification 1 (Minimum):</b> At least five years of experience providing strategic assessments, in the form of formal work products, to executive teams. The assessments must utilize Oracle PeopleSoft Financials solutions in the public sector.	
Dates (month/year) of Experience:	
Company Name(s):	
Contact Name(s) and Title(s):	
Contact Phone Number(s):	
Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:	
<b>Qualification 2 (Minimum):</b> At least five years of hands-on experience troubleshooting and resolving mission-critical issues related to PeopleSoft Financials in the public sector and reporting findings directly to executive teams (this experience should include projects where the proposed candidate was personally involved and applied their knowledge directly to help solve the issue(s)).	
Dates (month/year) of Experience:	
Company Name(s):	
Contact Name(s) and Title(s):	
Contact Phone Number(s):	
Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:	
<b>Qualification 3 (Minimum):</b> At least five years of experience in solution assessment, system design, security planning, system integration, information architecture, or business process engineering.	
Dates (month/year) of Experience:	
Company Name(s):	

Contact Name(s) and Title(s):	
Contact Phone Number(s):	
Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:	
<b>Qualification 4 (Minimum):</b> At least five years of experience with re-architecture efforts using PeopleSoft Financials version 9.2 in a public sector environment to align with the best practice use of PeopleSoft including minimizing and/or retiring customizations to delivered PeopleSoft pages OR implementations or upgrades to PeopleSoft Financials version 9.2 in a public sector environment.	
Dates (month/year) of Experience:	
Company Name(s):	
Contact Name(s) and Title(s):	
Contact Phone Number(s):	
Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:	
<b>Additional Desired Experience:</b>	
<b>Qualification 5 (Desired):</b> At least five years of experience writing complex SQLs and PeopleSoft Queries to extract system data or diagnose problems.	
Dates (month/year) of Experience:	
Company Name(s):	
Contact Name(s) and Title(s):	
Contact Phone Number(s):	
Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:	
<b>Qualification 6 (Desired):</b> At least five years of hands-on experience with Supplier Contract Management, Sourcing, Accounts Receivables, Billing, Enterprise System Automation (ESA) modules including Customer Contracts and Project Costing, and financial reporting activities.	
Dates (month/year) of Experience:	
Company Name(s):	
Contact Name(s) and Title(s):	
Contact Phone Number(s):	
Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:	

**Qualification 7 (Desired):** At least three years of experience directing a primary functional lead conducting fit/gap analysis, design, configuration and testing of one or more PeopleSoft implementations or re-architectures.

<b>Dates (month/year) of Experience:</b>	
<b>Company Name(s):</b>	
<b>Contact Name(s) and Title(s):</b>	
<b>Contact Phone Number(s):</b>	
<b>Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:</b>	

**Qualification 8 (Desired):** Experience with Oracle's Image release process and applying upgrades to an existing production application.

<b>Dates (month/year) of Experience:</b>	
<b>Company Name(s):</b>	
<b>Contact Name(s) and Title(s):</b>	
<b>Contact Phone Number(s):</b>	
<b>Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:</b>	

**Qualification 9 (Desired):** Experience leading / managing teams.

<b>Dates (month/year) of Experience:</b>	
<b>Company Name(s):</b>	
<b>Contact Name(s) and Title(s):</b>	
<b>Contact Phone Number(s):</b>	
<b>Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:</b>	

CERTIFICATION: I hereby certify that: (i) all statements made on this form are true and complete, to the best of my knowledge, including the verification of any experience; (ii) the specific consultant proposed on this form will be available for the duration of the contract.

Authorized Signature: \_\_\_\_\_  
 Title:  
 Typed or Printed Name: \_\_\_\_\_ Date: [Click here to enter a date.](#)

Note: Type to expand response areas on the form. Proposers may copy and paste the data entry rows in order to document additional projects to fully demonstrate the qualifications.

## APPENDIX E.2: PROPOSED SOLUTION SPECIALIST

Using the chart below, describe in detail how the consultant meets the Minimum Requirements (on what projects/systems/software/etc.) and where, when and how long the consultant worked on the particular project using the specified software/technology. Please provide clear and accurate descriptions of the consultant's experience for each Minimum Requirement. Beyond the minimum qualifications, the State has identified additional desired qualifications that will be considered as part of the technical scoring of proposed staff. All experience related to these additional desired qualifications should be detailed on this form.

**NOTE:** Resumés should not be submitted. All supporting information must be included on this attachment.

<u>Solution Specialist</u>	
<b>Name of Proposed Consultant:</b>	
<b>Minimum Qualifications:</b>	
<p><b>Qualification 1 (Minimum):</b> At least five years of experience serving as a functional area lead on (i) re-architecture efforts using PeopleSoft Financials version 9.2 to align with the best practice use of PeopleSoft OR (ii) implementations or upgrades to PeopleSoft Financials version 9.2. This experience should include the following activities:</p> <ul style="list-style-type: none"> <li>a. Experience analyzing current business processes and building process model diagrams.</li> <li>b. Experience performing a fit/gap analysis on existing customizations to move to delivered functionality.</li> <li>c. Experience developing functional testing plans, scripts, or scenarios.</li> </ul>	
<b>Dates (month/year) of Experience:</b>	
<b>Company Name(s):</b>	
<b>Contact Name(s) and Title(s):</b>	
<b>Contact Phone Number(s):</b>	
<b>Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:</b>	
<b>Additional Desired Experience:</b>	
<p><b>Qualification 2 (Desired):</b> Experience writing complex SQLs and PeopleSoft queries to extract system data or diagnose problems.</p>	
<b>Dates (month/year) of Experience:</b>	
<b>Company Name(s):</b>	
<b>Contact Name(s) and Title(s):</b>	
<b>Contact Phone Number(s):</b>	



Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:	
<b>Qualification 3 (Desired):</b> Experience with public sector clients.	
Dates (month/year) of Experience:	
Company Name(s):	
Contact Name(s) and Title(s):	
Contact Phone Number(s):	
Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:	
<b>Qualification 4 (Desired):</b> Experience with Oracle's Image release process and applying upgrades to an existing production application.	
Dates (month/year) of Experience:	
Company Name(s):	
Contact Name(s) and Title(s):	
Contact Phone Number(s):	
Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:	
<b>Qualification 5 (Desired):</b> Experience presenting a variety of business and technical information to all levels of an organization.	
Dates (month/year) of Experience:	
Company Name(s):	
Contact Name(s) and Title(s):	
Contact Phone Number(s):	
Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:	
<b>Qualification 6 (Desired):</b> Experience working with third party products that integrate with PeopleSoft.	
Dates (month/year) of Experience:	
Company Name(s):	
Contact Name(s) and Title(s):	
Contact Phone Number(s):	

<b>Project(s) Name and Description:</b> Description of Consultant's roles and responsibilities on the project(s) related to this requirement:	
<b>Qualification 7 (Desired):</b> Experience leading / managing teams.	
<b>Dates (month/year) of Experience:</b>	
<b>Company Name(s):</b>	
<b>Contact Name(s) and Title(s):</b>	
<b>Contact Phone Number(s):</b>	
<b>Project(s) Name and Description:</b> Description of Consultant's roles and responsibilities on the project(s) related to this requirement:	
<p>CERTIFICATION: I hereby certify that: (i) all statements made on this form are true and complete, to the best of my knowledge, including the verification of any experience; (ii) the specific consultant proposed on this form will be available for the duration of the Statement of Work.</p> <p>Authorized Signature: _____</p> <p>Title:</p> <p>Typed or Printed Name: _____ Date: <a href="#">Click here to enter a date.</a></p>	

Note: Type to expand response areas on the form. Proposers may copy and paste the data entry rows in order to document additional projects to fully demonstrate the qualifications.

### APPENDIX E.3: PROPOSED SENIOR FUNCTIONAL ANALYST

Using the chart below, describe in detail how the consultant meets the Desired Qualifications (on what projects/systems/software/etc.) and where, when and how long the consultant worked on the particular project using the specified software/technology. Please provide clear and accurate descriptions of the consultant’s experience for each Desired Qualification.

**NOTE:** Resumés should not be submitted. All supporting information must be included on this attachment.

<u>Senior Functional Analyst</u>	
<b>Name of Proposed Consultant:</b>	
<b>Desired Qualifications:</b>	
<p><b>Qualification 1 (Desired):</b> At least four years of experience with (i) re-architecture efforts using PeopleSoft Financials version 9.2 to align with the best practice use of PeopleSoft OR (ii) implementations or upgrades to PeopleSoft Financials version 9.2. This experience should include the following activities:</p> <ul style="list-style-type: none"> <li>a. Business analysis and testing experience with PeopleSoft Financials to meet business and functional needs and requirements.</li> <li>b. Experience writing complex SQLs and PeopleSoft Queries to extract system data or diagnose problems.</li> <li>c. Experience creating design documents and test scripts.</li> <li>d. Experience in troubleshooting problems.</li> <li>e. Experience with PeopleSoft using at least three of the following toolsets: XML, SQR, PeopleTools, PeopleCode, Datamover, Application Engine, Components Interface, and Application Designer.</li> </ul>	
<b>Dates (month/year) of Experience:</b>	
<b>Company Name(s):</b>	
<b>Contact Name(s) and Title(s):</b>	
<b>Contact Phone Number(s):</b>	
<b>Project(s) Name and Description: Description of Consultant’s roles and responsibilities on the project(s) related to this requirement:</b>	
<b>Qualification 2 (Desired):</b> Experience with public sector clients.	
<b>Dates (month/year) of Experience:</b>	
<b>Company Name(s):</b>	
<b>Contact Name(s) and Title(s):</b>	
<b>Contact Phone Number(s):</b>	
<b>Project(s) Name and Description: Description of Consultant’s roles and responsibilities on the project(s) related to this requirement:</b>	
<b>Qualification 3 (Desired):</b> Experience with Oracle’s Image release process and applying upgrades to an existing production application.	

<b>Dates (month/year) of Experience:</b>	
<b>Company Name(s):</b>	
<b>Contact Name(s) and Title(s):</b>	
<b>Contact Phone Number(s):</b>	
<b>Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:</b>	
<b>Qualification 4 (Desired):</b> Experience presenting a variety of business and technical information to all levels of an organization.	
<b>Dates (month/year) of Experience:</b>	
<b>Company Name(s):</b>	
<b>Contact Name(s) and Title(s):</b>	
<b>Contact Phone Number(s):</b>	
<b>Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:</b>	
<b>Qualification 5 (Desired):</b> Experience working with third party products that integrate with PeopleSoft.	
<b>Dates (month/year) of Experience:</b>	
<b>Company Name(s):</b>	
<b>Contact Name(s) and Title(s):</b>	
<b>Contact Phone Number(s):</b>	
<b>Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:</b>	
<p><b>CERTIFICATION:</b> I hereby certify that: (i) all statements made on this form are true and complete, to the best of my knowledge, including the verification of any experience; (ii) the specific consultant proposed on this form will be available for the duration of the Statement of Work.</p> <p>Authorized Signature: _____</p> <p>Title: _____</p> <p>Typed or Printed Name: _____ Date: <a href="#">Click here to enter a date.</a></p>	

Note: Type to expand response areas on the form. Proposers may copy and paste the data entry rows in order to document additional projects to fully demonstrate the qualifications.

## APPENDIX E.4: PROPOSED SENIOR TECHNICAL ANALYST

Using the chart below, describe in detail how the consultant meets the Desired Qualifications (on what projects/systems/software/etc.) and where, when and how long the consultant worked on the particular project using the specified software/technology. Please provide clear and accurate descriptions of the consultant's experience for each Desired Qualification.

**NOTE:** Resumés should not be submitted. All supporting information must be included on this attachment.

<u>Senior Technical Analyst</u>	
<b>Name of Proposed Consultant:</b>	
<b>Desired Qualifications:</b>	
<p><b>Qualification 1 (Desired):</b> At least four years of experience with (i) re-architecture efforts using PeopleSoft Financials version 9.2 to align with the best practice use of PeopleSoft OR (ii) implementations or upgrades to PeopleSoft Financials version 9.2. This experience should include the following activities:</p> <ol style="list-style-type: none"> <li>a. At least one prior engagement where the candidate was responsible for performing technical analysis, coding, developing interfaces, or testing for an implementation, upgrade, or re-architecture of PeopleSoft.</li> <li>b. Experience in using PeopleTools 8.55 or higher.</li> <li>c. Experience tuning code for performance issues.</li> <li>d. Experience writing complex SQLs and PeopleSoft Queries to extract system data or diagnose problems.</li> <li>e. Experience creating technical design documents and unit test scripts.</li> <li>f. Experience with PeopleSoft using at least three of the following toolsets: XML; SQR; PeopleTools; PeopleCode; Datamover; Application Engine; Component Interface; or Application Designer.</li> </ol>	
<b>Dates (month/year) of Experience:</b>	
<b>Company Name(s):</b>	
<b>Contact Name(s) and Title(s):</b>	
<b>Contact Phone Number(s):</b>	
<b>Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:</b>	
<b>Qualification 2 (Desired):</b> Experience with public sector clients.	
<b>Dates (month/year) of Experience:</b>	
<b>Company Name(s):</b>	
<b>Contact Name(s) and Title(s):</b>	
<b>Contact Phone Number(s):</b>	
<b>Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:</b>	

<b>Qualification 3 (Desired):</b> Experience with Oracle's Image release process and applying upgrades to an existing production application.	
Dates (month/year) of Experience:	
Company Name(s):	
Contact Name(s) and Title(s):	
Contact Phone Number(s):	
Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:	
<b>Qualification 4 (Desired):</b> Experience presenting a variety of business and technical information to all levels of an organization.	
Dates (month/year) of Experience:	
Company Name(s):	
Contact Name(s) and Title(s):	
Contact Phone Number(s):	
Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:	
<b>Qualification 5 (Desired):</b> Experience working with third party products that integrate with PeopleSoft.	
Dates (month/year) of Experience:	
Company Name(s):	
Contact Name(s) and Title(s):	
Contact Phone Number(s):	
Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:	
<b>Qualification 6 (Desired):</b> Experience with PeopleSoft PICASO.	
Dates (month/year) of Experience:	
Company Name(s):	
Contact Name(s) and Title(s):	
Contact Phone Number(s):	
Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:	

CERTIFICATION: I hereby certify that: (i) all statements made on this form are true and complete, to the best of my knowledge, including the verification of any experience; (ii) the specific consultant proposed on this form will be available for the duration of the Statement of Work.

Authorized Signature: \_\_\_\_\_

Title:

Typed or Printed Name:

Date: [Click here to enter a date.](#)

Note: Type to expand response areas on the form. Proposers may copy and paste the data entry rows in order to document additional projects to fully demonstrate the qualifications.

## **APPENDIX F: SAMPLE FORMS FOR ADDITIONAL TITLES**

### **To be submitted with future Statements of Work**

**Proposers do not need to submit these forms or name consultants for the Functional Analyst or Technical Analyst as part of their Technical Proposal.**

These positions' desired qualifications will be applied when Firms propose one or more of these titles be included under future Statements of Work. Each proposed consultant must be submitted for SFS approval prior to initiation of any Statement of Work, using the applicable Appendix F.1 or F.2 Form.



## APPENDIX F.1: PROPOSED FUNCTIONAL ANALYST

Using the chart below, describe in detail how the consultant meets the Desired Qualifications (on what projects/systems/software/etc.) and where, when and how long the consultant worked on the particular project using the specified software/technology. Please provide clear and accurate descriptions of the consultant's experience for each Desired Qualification.

**NOTE:** Resumés should not be submitted. All supporting information must be included on this attachment.

<u>Functional Analyst</u>	
<b>Name of Proposed Consultant:</b>	
<p><b>Qualification 1 (Desired):</b> At least two years of experience with (i) re-architecture efforts using PeopleSoft Financials version 9.2 to align with the best practice use of PeopleSoft OR (ii) implementations or upgrades to PeopleSoft Financials version 9.2. This experience should include the following activities:</p> <ul style="list-style-type: none"> <li>a. Business analysis and testing experience with PeopleSoft Financials to meet business and functional needs and requirements.</li> <li>b. Experience writing SQLs and PeopleSoft Queries to extract system data or diagnose problems.</li> <li>c. Experience creating design documents and test scripts.</li> <li>d. Experience in troubleshooting solutions.</li> <li>e. Experience with PeopleSoft using at least two of the following toolsets: XML, SQR, PeopleTools, PeopleCode, Datamover, Application Engine, Components Interface, and Application Designer.</li> </ul>	
<b>Dates (month/year) of Experience:</b>	
<b>Company Name(s):</b>	
<b>Contact Name(s) and Title(s):</b>	
<b>Contact Phone Number(s):</b>	
<b>Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:</b>	
<b>Qualification 2 (Desired):</b> Experience with public sector clients.	
<b>Dates (month/year) of Experience:</b>	
<b>Company Name(s):</b>	
<b>Contact Name(s) and Title(s):</b>	
<b>Contact Phone Number(s):</b>	
<b>Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:</b>	
<b>Qualification 3 (Desired):</b> Experience with Oracle's Image release process and applying upgrades to an existing production application.	
<b>Dates (month/year) of Experience:</b>	

<b>Company Name(s):</b>	
<b>Contact Name(s) and Title(s):</b>	
<b>Contact Phone Number(s):</b>	
<b>Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:</b>	
<b>Qualification 4 (Desired):</b> Experience presenting a variety of business and technical information to all levels of an organization.	
<b>Dates (month/year) of Experience:</b>	
<b>Company Name(s):</b>	
<b>Contact Name(s) and Title(s):</b>	
<b>Contact Phone Number(s):</b>	
<b>Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:</b>	
<b>Qualification 5 (Desired):</b> Experience working with third party products that integrate with PeopleSoft.	
<b>Dates (month/year) of Experience:</b>	
<b>Company Name(s):</b>	
<b>Contact Name(s) and Title(s):</b>	
<b>Contact Phone Number(s):</b>	
<b>Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:</b>	
<p>CERTIFICATION: I hereby certify that: (i) all statements made on this form are true and complete, to the best of my knowledge, including the verification of any experience; (ii) the specific consultant proposed on this form will be available for the duration of the Statement of Work.</p> <p>Authorized Signature: _____</p> <p>Title: _____</p> <p>Typed or Printed Name: _____ Date: <a href="#">Click here to enter a date.</a></p>	

Note: Type to expand response areas on the form. Proposers may copy and paste the data entry rows in order to document additional projects to fully demonstrate the qualifications.

## APPENDIX F.2: PROPOSED TECHNICAL ANALYST

Using the chart below, describe in detail how the consultant meets the Desired Requirements (on what projects/systems/software/etc.) and where, when and how long the consultant worked on the particular project using the specified software/technology. Please provide clear and accurate descriptions of the consultant’s experience for each Desired Requirement.

**NOTE:** Resumés should not be submitted. All supporting information must be included on this attachment.

<u>Technical Analyst</u>	
<b>Name of Proposed Consultant:</b>	
<p><b>Qualification 1 (Desired):</b> At least two years of experience with (i) re-architecture efforts using PeopleSoft Financials version 9.2 to align with the best practice use of PeopleSoft OR (ii) implementations or upgrades to PeopleSoft Financials version 9.2. This experience should include the following activities:</p> <ul style="list-style-type: none"> <li>a. At least one prior engagement where the candidate was responsible for performing technical analysis, coding, developing interfaces, or testing for an implementation, upgrade, or re-architecture of PeopleSoft.</li> <li>b. Experience in using PeopleTools 8.55 or higher.</li> <li>c. Experience tuning code for performance issues.</li> <li>d. Experience creating SQLs and PeopleSoft Queries to extract data or diagnose problems.</li> <li>e. Experience creating technical design documents and unit test scripts.</li> <li>f. Experience with PeopleSoft using at least two of the following toolsets: XML; SQR; PeopleTools; PeopleCode; Datamover; Application Engine; Component Interface; or Application Designer.</li> </ul>	
<b>Dates (month/year) of Experience:</b>	
<b>Company Name(s):</b>	
<b>Contact Name(s) and Title(s):</b>	
<b>Contact Phone Number(s):</b>	
<b>Project(s) Name and Description: Description of Consultant’s roles and responsibilities on the project(s) related to this requirement:</b>	
<b>Qualification 2 (Desired):</b> Experience with public sector clients.	
<b>Dates (month/year) of Experience:</b>	
<b>Company Name(s):</b>	
<b>Contact Name(s) and Title(s):</b>	
<b>Contact Phone Number(s):</b>	
<b>Project(s) Name and Description: Description of Consultant’s roles and responsibilities on the project(s) related to this requirement:</b>	

<b>Qualification 3 (Desired):</b> Experience with Oracle's Image release process and applying upgrades to an existing production application.	
Dates (month/year) of Experience:	
Company Name(s):	
Contact Name(s) and Title(s):	
Contact Phone Number(s):	
Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:	
<b>Qualification 4 (Desired):</b> Experience presenting a variety of business and technical information to all levels of an organization.	
Dates (month/year) of Experience:	
Company Name(s):	
Contact Name(s) and Title(s):	
Contact Phone Number(s):	
Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:	
<b>Qualification 5 (Desired):</b> Experience working with third party products that integrate with PeopleSoft.	
Dates (month/year) of Experience:	
Company Name(s):	
Contact Name(s) and Title(s):	
Contact Phone Number(s):	
Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:	
<b>Qualification 6 (Desired):</b> Experience with PeopleSoft PICASO.	
Dates (month/year) of Experience:	
Company Name(s):	
Contact Name(s) and Title(s):	
Contact Phone Number(s):	
Project(s) Name and Description: Description of Consultant's roles and responsibilities on the project(s) related to this requirement:	

CERTIFICATION: I hereby certify that: (i) all statements made on this form are true and complete, to the best of my knowledge, including the verification of any experience; (ii) the specific consultant proposed on this form will be available for the duration of the Statement of Work.

Authorized Signature: \_\_\_\_\_

Title:

Typed or Printed Name:

Date: [Click here to enter a date.](#)

Note: Type to expand response areas on the form. Proposers may copy and paste the data entry rows in order to document additional projects to fully demonstrate the qualifications.

## FORM 1: COST PROPOSAL

**Please submit an electronic version, as part of your proposal, to the addressee noted in Section 3.5 (Submission of a Complete Three-Part Proposal).**

The Cost Proposal is an integral component of a Proposer's three-part submission. Proposers should take particular care to ensure the Cost Proposal is completed fully and in complete accordance with the instructions. Proposers are advised to submit questions about or requests for clarification of the Cost Proposal by **August 14, 2024, by 12:00 PM ET**, the due date for submission of Proposer Inquiries.

**The Cost Proposal Form must be completed in its entirety according to the following instructions:**

- **The Cost Proposal Form must include the not-to-exceed hourly rate for each title/position required to provide the services described in Section 1.2 of the RFP.** Proposers are required to use the titles provided, even if these titles are not consistent with the Proposer's existing titles. Please specify each proposed consultant's name next to the following titles provided on the Form: Solution Architect, Solution Specialist, Senior Functional Analyst and Senior Technical Analyst. Consistent with Section 3.1 of this RFP, Proposers do not have to name consultants as part of their Proposal for the following titles/positions: Functional Analyst and Technical Analyst.
- Hourly fees must include any reproduction, travel, postage or other expenses related to these services.
- The Cost Proposal must include an hourly rate (U.S. dollars) for each title described below and each Contract Year listed in Form 1. Do not leave blanks or enter a zero dollar amount for any rate. Do not fail to provide a rate for each title.
- The cost proposal must include only one rate for each title in each Contract Year.
- The Cost Proposal Form should be signed by the individual who signs the proposal Form 2: Proposer Information and Attestation page (an individual authorized to bind the bidding Firm contractually).
- Payments to the selected Proposer will only be made for actual hours worked, and will not exceed the proposed hourly rate.
- The State will compensate the successful Contractor following submission of an approvable invoice, as further described in RFP Section 3.2.

**FORM 1:**  
**Request for Proposals: Oracle PeopleSoft Financials Advisory and Implementation Services**  
**Cost Proposal Form**

**Firm Name:** \_\_\_\_\_

**Fee Schedule**

<b>Staff Hourly Rate(s)</b>						
<b>Name</b>	<b>Title</b>	<b>Contract Year 1 2025-26</b>	<b>Contract Year 2 2026-27</b>	<b>Contract Year 3 2027-28</b>	<b>Contract Year 4 2028-29</b>	<b>Contract Year 5 2029-30</b>
	Solution Architect					
	Solution Specialist					
	Senior Functional Analyst					
	Senior Technical Analyst					
<del> </del>	Functional Analyst					
<del> </del>	Technical Analyst					

\_\_\_\_\_  
**Authorized Signatory for the Firm**

\_\_\_\_\_  
**Name (print or type)**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

## FORM 2: FIRM INFORMATION AND ATTESTATION

### PLEASE SUBMIT WITH ADMINISTRATIVE PROPOSAL

Please Note: A "No" response to questions three through seven (3-7) may be grounds for disqualification from this procurement.

RFP Name: <u>Oracle PeopleSoft Financials Advisory and Implementation Services</u>				
Proposal Date: _____				
1	Information Regarding the Proposer's Firm:	Name: _____ Address: _____ City, State, Zip Code: _____ Telephone Number: _____ Taxpayer ID: _____ NYS Vendor ID: _____		
2	Primary Contact Concerning this Proposal:	Name: _____ Title: _____ Address: _____ City, State, Zip Code: _____ Telephone Number: _____ Email address: _____		
3	Irrevocable Offer:	The rates quoted are an irrevocable offer that is good through the execution of a contract.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Willingness to Perform All Services:	The Proposer is willing to, and capable of performing all of the deliverables and services described in this RFP.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Proposer Guarantees:	The Proposer certifies it meets the RFP minimum qualifications and can and will provide and make available, at a minimum, all services set forth in the RFP.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Proposer Warranties:	1. Proposer warrants that it is willing and able to comply with New York laws with respect to foreign (non-New York) corporations. 2. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof. 3. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the written permission of SFS. 4. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	RFP and Contractual Requirements:	1. The Proposer agrees to be bound by the Contractual Requirements found in Section 6 of the RFP. 2. The Proposer has read Section 7, Reservation of Rights, and agrees that the rights and prerogatives as detailed in that Section are retained by SFS. 3. The Proposer has read, understands, and accepts the provisions of Appendix A, Standard Clauses for	<input type="checkbox"/> Yes	<input type="checkbox"/> No



		<b>NYS Contracts, and Appendix B, Sample Contract, without change or amendment.</b>		
<b>8</b>	<p><b>By my signature on this Proposer Information and Attestation, I certify that I am authorized to bind the Firm contractually and that the above information is true and accurate.</b></p> <hr/> <p><b>Typed or Printed Name of Authorized Representative of the Firm</b></p> <hr/> <p><b>Title/Position of Authorized Representative of the Firm</b></p> <hr/> <p><b>Signature</b></p> <hr/> <p><b>Date</b></p>			

**FORM 3: NON-COLLUSIVE BIDDING CERTIFICATION**

In accordance with New York State Finance Law, § 139-d, by submitting its bid, each Firm and each person signing on behalf of any other Firm certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

- 1) The prices of this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other Firm or with any competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Firm and will not knowingly be disclosed by the Firm prior to opening, directly or indirectly, to any other Firm or to any competitor; and
- 3) No attempt has been made or will be made by the Firm to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

*Joint or combined bids by Companies or Firms must be certified on behalf of each participant.*

\_\_\_\_\_  
Legal name of Person, Firm or Corporation

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Legal name of Person, Firm or Corporation

Name: \_\_\_\_\_

Title: \_\_\_\_\_

#### **FORM 4: ASSURANCES OF NO CONFLICT OF INTEREST OR DETRIMENTAL EFFECT**

The Firm offering to provide services pursuant to this RFP, as a contractor, joint venture contractor, or subcontractor, or consultant, attests that its performance of the services outlined in this RFP does not and will not create a conflict of interest with nor position the Firm to breach any other contract currently in force with the State of New York.

Furthermore, the Firm attests that it will not act in any manner that is detrimental to any State project on which the Firm is rendering services. Specifically, the Firm attests that:

- a. The fulfillment of obligations by the Firm, as proposed in the response, does not violate any existing contracts or agreements between the Firm and the State;
- b. The fulfillment of obligations by the Firm, as proposed in the response, does not and will not create any conflict of interest, or perception thereof, with any current role or responsibility that the Firm has with regard to any existing contracts or agreements between the Firm and the State;
- c. The fulfillment of obligations by the Firm, as proposed in the response, does not and will not compromise the Firm's ability to carry out its obligations under any existing contracts between the Firm and the State;
- d. The fulfillment of any other contractual obligations that the Firm has with the State will not affect or influence its ability to perform under any contract with the State resulting from this RFP;
- e. During the negotiation and execution of any contract resulting from this RFP, the Firm will not knowingly take any action or make any decision which creates a potential for conflict of interest or might cause a detrimental impact to the State as a whole including, but not limited to, any action or decision to divert resources from one State project to another;
- f. In fulfilling obligations under each of its State contracts, including any contract which results from this RFP, the Firm will act in accordance with the terms of each of its State contracts and will not knowingly take any action or make any decision which might cause a detrimental impact to the State as a whole including, but not limited to, any action or decision to divert resources from one State project to another;
- g. No former officer or employee of the State who is now employed by the Firm, nor any former officer or employee of the Firm who is now employed by the State, has played a role with regard to the administration of this contract procurement in a manner that may violate section 73(8)(a) of the State Ethics Law; and
- h. The Firm has not and shall not offer to any employee, member or director of the State any gift, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence said employee, member or director, or could reasonably be expected to influence said employee, member or

director, in the performance of the official duty of said employee, member or director or was intended as a reward for any official action on the part of said employee, member or director.

Firms responding to this Request for Proposals should note that SFS recognizes that conflicts may occur in the future because a Firm may have existing or new relationships. SFS will review the nature of any such new relationship and reserves the right to terminate the contract for cause if, in its judgment, a real or potential conflict of interest cannot be cured.

Firm Name: \_\_\_\_\_

Name, Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form must be signed by an authorized executive or legal representative.

## **FORM 5: MWBE AND EQUAL EMPLOYMENT OPPORTUNITIES REQUIREMENTS**

### **CONTRACTOR REQUIREMENTS AND PROCEDURES FOR PARTICIPATION BY NEW YORK STATE EXECUTIVE LAW, ARTICLE 15-A (PARTICIPATION BY MINORITY GROUP MEMBERS AND WOMEN WITH RESPECT TO STATE CONTRACTS)**

By submitting a bid or proposal, a respondent will be required to submit the following documents and information as evidence of compliance with the requirements and procedures established in Section 10 of this RFP:

- A. Proposer agrees to submit with the bid a Workforce Composition Plan (Form 5.1) identifying the anticipated work force to be utilized on the Contract and if awarded a Contract, will, upon request, submit to SFS, a workforce utilization report identifying the workforce actually utilized on the Contract if known.
- B. Firms are required to submit an MWBE Utilization Plan (Form 5.2) and Notice of Intent to Participate (Form 5.3) with their bid or proposal. Any modifications or changes to the MWBE Utilization Plan after the Contract award and during the term of the Contract must be reported on a revised MWBE Utilization Plan and submitted to SFS.
- C. SFS will review the submitted MWBE Utilization Plan and advise the Firm of SFS's acceptance or issue a notice of deficiency within 30 days of receipt.
- D. If a notice of deficiency is issued, Firm agrees that it shall respond to the notice of deficiency within seven (7) business days of receipt by submitting to SFS, a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by the State to be inadequate, SFS shall notify the Firm and direct the Firm to submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals on the Request for Waiver form. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.
- E. SFS may disqualify a Firm as being non-responsive under the following circumstances:
  - 1. If a Firm fails to submit a MWBE Utilization Plan;
  - 2. If a Firm fails to submit a written remedy to a notice of deficiency;
  - 3. If a Firm fails to submit a request for waiver; or
  - 4. If State determines that the Firm has failed to document good faith efforts.
- F. Proposers are required to submit a Minority and Women-owned Business Enterprise and Equal Employment Opportunity Policy Statement, Form 5.4, to SFS with its bid or proposal. If Proposer, or any of its subcontractors, does not have an EEO Policy, SFS may require the Contractor or subcontractor to adopt the attached model statement.

**Please Note: Failure to comply with the 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 of enforcement proceedings as allowed by the Contract.**

Attachments:

- Form 5.1 – Workforce Composition Form
- Form 5.2 – Firm’s intended Utilization Plan for MWBE subcontractor participation. The successful Firm will be required to formally submit the Utilization Plan within three days of notification of selection.
- Form 5.3 – Notice of Intent to Participate
- Form 5.4 – Equal Employment Opportunity Policy Statement - If Firm, or any of its subcontractors, does not have an existing EEO policy statement, SFS may require the Firm or subcontractor to adopt the attached model statement.
- Form 5.5 – Request for Waiver Form

**FORM 5.1: WORKFORCE COMPOSITION FORM**

**INSTRUCTIONS: All Proposers submitting responses to this procurement must complete and submit this Workforce Composition Form as part of their proposal. Proposers should include only the staff that will provide services under this procurement.**

<b>Proposer Name:</b>	<b>Federal Identification No.:</b>
<b>Address:</b>	<b>Procurement No.:</b>
<b>City, State, Zip Code:</b>	

**Description of Work:**

**Enter the total number of incumbents by race, sex, and ethnic group status in each of the EEO – Job Categories identified. See below for information regarding race/ethnicity identification and protected class group members.**

EEO – JOB CATEGORY	TOTAL	MALE (M)	FEMALE (F)	WHITE		BLACK		HISPANIC		ASIAN		NATIVE AMERICA		DISABLED		VETERAN	
				M	F	M	F	M	F	M	F	M	F	M	F		
Officials/Administrators																	
Professionals																	
Technicians																	
Sales Workers																	
Office/Clerical																	
Craft Workers																	
Laborers																	
Service Workers																	

_____ <b>PREPARED BY (Signature)</b>	_____ <b>Date</b>	
_____ <b>PRINTED OR TYPED NAME AND TITLE OF PREPARER</b>	_____ <b>TELEPHONE NO</b>	_____ <b>EMAIL ADDRESS</b>

**CLASS DEFINITIONS**

**Hispanic** – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.  
**American Indian or Alaskan Native** – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.  
**Vietnam Era Veteran** – A veteran who served at any time between and including January 1, 1963 and May 7, 1975.

**Black** (Not of Hispanic origin) – All persons having origins in any of the Black racial groups of Africa.  
**Asian or Pacific Islander** – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.  
**Disabled Individual** – Any person having a physical or mental impairment that substantially limits one or more major life activity, has a record of such an impairment; or is regarded as having such an impairment.

**FORM 5.2: MWBE UTILIZATION PLAN**

**INSTRUCTIONS: All Firms submitting responses to this procurement must complete this MWBE Utilization Plan and submit it as part of their proposal. The Plan must contain a detailed description of the services to be provided by each Minority and/or Woman-Owned Business Enterprise (MWBE) identified by the Firm.**

<b>Firm Name:</b>	<b>Federal Identification No.:</b>
<b>Address:</b>	<b>Procurement No.:</b>
<b>City, State, Zip Code:</b>	<b>MWBE Goals: MBE: 15%    WBE: 15%</b>

1. MWBE Subcontractors/Suppliers Name, Address, Email Address, Telephone No.	2. Classification	3. Federal ID No.	4. Detailed Description of Work (Attach additional sheets, if necessary.)	5. Dollar Value of Subcontracts/Supplies
A.	NYS Certified <input type="checkbox"/> MBE <input type="checkbox"/> WBE	ESD		
B.	NYS Certified <input type="checkbox"/> MBE <input type="checkbox"/> WBE	ESD		

**6. WAIVER REQUESTED: MBE:  YES  NO    If YES, submit Attachment A-5.5. WBE:  YES  NO    If YES, submit Attachment A-5.5.**

<b>PREPARED BY (Signature):</b> _____	<b>TELEPHONE NO.:</b>	<b>EMAIL ADDRESS:</b>
<b>NAME AND TITLE OF PREPARER (Print or Type):</b> _____		
<b>DATE:</b> _____ <b>Firm's Certification Status:</b> <input type="checkbox"/> MBE <input type="checkbox"/> WBE		

<p><b>SUBMISSION OF THIS FORM CONSTITUTES THE FIRM'S ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH THE MWBE REQUIREMENTS SET FORTH UNDER NYS EXECUTIVE LAW, ARTICLE 15-A. FAILURE TO SUBMIT COMPLETE AND ACCURATE INFORMATION MAY RESULT IN NONCOMPLIANCE AND/OR PROPOSAL DISQUALIFICATION.</b></p>	*****FOR SFS USE ONLY*****	
	<b>REVIEWED BY:</b>	<b>DATE:</b>
	<b>UTILIZATION PLAN APPROVED:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>Date:</b> _____	
	<b>MBE CERTIFIED:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>WBE CERTIFIED:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>WAIVER GRANTED:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO Total Waiver <input type="checkbox"/> Partial Waiver <input type="checkbox"/>		
<b>NOTICE OF DEFICIENCY ISSUED:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>Date:</b> _____		



**FORM 5.3: MWBE SUBCONTRACTORS AND SUPPLIERS NOTICE OF INTENT TO PARTICIPATE**

**INSTRUCTIONS: A separate Notice of Intent to Participate must be completed by each MWBE identified on the MWBE Utilization Plan (Form 4.3). Parts A & C must be completed by the Firm and Part B must be completed by MBE and/or WBE subcontractors/suppliers. Signed and completed form(s) must be returned as part of your proposal.**

**PART A**

Firm Name: \_\_\_\_\_ Federal Identification No.: \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_ Email Address: \_\_\_\_\_

**PART B**

**THE UNDERSIGNED INTENDS TO PROVIDE SERVICES OR SUPPLIES IN CONNECTION WITH THE ABOVE PROCUREMENT:**

Name of MWBE: \_\_\_\_\_ Federal Identification No.: \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_ Email Address: \_\_\_\_\_

**DESCRIPTION OF SERVICES OR SUPPLIES:**

DESIGNATION:  MBE Subcontractor  WBE Subcontractor  MBE Supplier  WBE Supplier

**PART C**

WAIVER Requested: MBE:  YES  NO If YES, submit Attachment A-5.5. WBE:  YES  NO If YES, submit Attachment A-5.5.

**THE QUALIFICATION OF THE UNDERSIGNED AS A MBE AND/OR WBE IS CONFIRMED (CHECK ONE):**

- The undersigned is a certified MWBE by the New York State Division of Minority and Woman-Owned Business Development (MWBD) (copy of certifying letter attached).
- The undersigned has applied to New York State's Division of Minority and Woman-Owned Business Development (MWBD) for MWBE certification.

**THE UNDERSIGNED IS PREPARED TO PROVIDE SERVICES OR SUPPLIES AS DESCRIBED ABOVE AND WILL ENTER INTO A FORMAL AGREEMENT WITH THE FIRM CONDITIONED UPON THE FIRM'S EXECUTION OF A CONTRACT WITH THE STATEWIDE FINANCIAL SYSTEM.**

The estimated dollar amount of the agreement is: \$ \_\_\_\_\_  
 \_\_\_\_\_  
 Signature of Authorized Representative of MWBE Firm

Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Printed or Typed Name and Title of Authorized Representative of MWBE Firm

**FORM 5.4: MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES –  
EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

**M/WBE AND EEO POLICY STATEMENT**

I, \_\_\_\_\_, the (awardee/contractor) \_\_\_\_\_ agree to adopt the following policies with respect to the project being developed or services rendered at \_\_\_\_\_

**M/WBE**

**EEO**

This organization will and will cause its contractors and subcontractors to take good faith actions to achieve the M/WBE contract participations goals set by the State for that area in which the State-funded project is located, by taking the following steps:

- (1) Actively and affirmatively solicit bids for contracts and subcontracts from qualified State certified MBEs or WBEs, including solicitations to M/WBE contractor associations.
- (2) Request a list of State-certified M/WBEs from AGENCY and solicit bids from them directly.
- (3) Ensure that plans, specifications, request for proposals and other documents used to secure bids will be made available in sufficient time for review by prospective M/WBEs.
- (4) Where feasible, divide the work into smaller portions to enhanced participations by M/WBEs and encourage the formation of joint venture and other partnerships among M/WBE contractors to enhance their participation.
- (5) Document and maintain records of bid solicitation, including those to M/WBEs and the results thereof. The Contractor will also maintain records of actions that its subcontractors have taken toward meeting M/WBE contract participation goals.
- (6) Ensure that progress payments to M/WBEs are made on a timely basis so that undue financial hardship is avoided, and that bonding and other credit requirements are waived or appropriate alternatives developed to encourage M/WBE participation.

(a) This organization will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability or marital status, will undertake or continue existing programs of affirmative action to ensure that minority group members are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on state contracts.

(b) This organization shall state in all solicitation or advertisements for employees that in the performance of the State contract all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex disability or marital status.

(c) At the request of the contracting agency, this organization shall request each employment agency, labor union, or authorized representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of this organization's obligations herein.

(d) The Contractor shall comply with the provisions of the Human Rights Law, all other State and Federal statutory and constitutional non-discrimination provisions. The Contractor and subcontractors shall 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.

(e) This organization will include the provisions of sections (a) through (d) of this agreement in every subcontract in such a manner that the requirements of the subdivisions will be binding upon each subcontractor as to work in connection with the State contract.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_ - \_\_\_\_\_

By: \_\_\_\_\_

Print: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ is designated as the Minority Business Enterprise Liaison  
(Name of Designated Liaison)

responsible for administering the Minority and Women-Owned Business Enterprises-  
Equal Employment Opportunity (MWBE-EEO) program.

**MWBE Contract Goals**

\_\_\_\_\_percent Minority and Women’s Business Enterprise Participation

\_\_\_\_\_percent Minority Business Enterprise Participation

\_\_\_\_\_percent Women’s Business Enterprise Participation

\_\_\_\_\_  
(Authorized Representative)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT A-5.5: REQUEST FOR WAIVER FORM**

<b>INSTRUCTIONS: SEE PAGE 2 OF THIS ATTACHMENT FOR REQUIREMENTS AND DOCUMENT SUBMISSION INSTRUCTIONS.</b>		
<b>Firm Name:</b>	<b>Federal Identification No.:</b>	
<b>Address:</b>	<b>Procurement No.:</b>	
<b>City, State, Zip Code:</b>	<b>MWBE Subcontract Goals: MBE: 15% WBE: 15%</b>	
By submitting this form and the required information, the company certifies that every Good Faith Effort has been taken to promote MWBE participation pursuant to the MWBE requirements set forth under this procurement.		
Firm is requesting a: <input type="checkbox"/> Total <input type="checkbox"/> Partial <input type="checkbox"/> Certification <input type="checkbox"/> Conditional		
<p>1. <input type="checkbox"/> MBE Waiver – A waiver of the MBE Goal for this procurement is requested.</p> <p>2. <input type="checkbox"/> WBE Waiver – A waiver of the WBE Goal for this procurement is requested.</p> <p>3. <input type="checkbox"/> ESD Certification Waiver – A waiver of the requirement that the MBE/WBE be certified by Empire State Development (ESD). (Check here if MBE/WBE is NOT ESD certified.)</p> <p>4. <input type="checkbox"/> Conditional Waiver – (Attach separate sheet outlining special conditions or extenuating circumstances.)</p>		
_____	_____	
<b>Prepared By (Signature)</b>	<b>Date</b>	
_____	_____	_____
<b>Printed or Typed Name and Title of Preparer</b>	<b>Telephone Number</b>	<b>Email Address</b>
***** FOR SFS USE ONLY *****		
SUBMISSION OF THIS FORM CONSTITUTES THE FIRM'S ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH THE MWBE REQUIREMENTS SET FORTH UNDER NYS EXECUTIVE LAW, ARTICLE 15-A. FAILURE TO SUBMIT COMPLETE AND ACCURATE INFORMATION MAY RESULT IN NONCOMPLIANCE AND/OR PROPOSAL DISQUALIFICATION.	<b>REVIEWED BY:</b>	<b>DATE:</b>
	MWBE Certified: <input type="checkbox"/>	
	MWBE Not Certified: <input type="checkbox"/>	
	Waiver Granted: <input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> Total Waiver <input type="checkbox"/> Partial Waiver		
<input type="checkbox"/> ESD Certification Waiver <input type="checkbox"/> *Conditional		
<input type="checkbox"/> Notice of Deficiency		
*Comments:		

## MWBE REQUIREMENTS AND WAIVER SUBMISSION

**When completing the Request for Waiver Form please check all boxes that apply. To be considered, the Request for Waiver Form must be accompanied by documentation for items 1 – 10, as listed below. Copies of the following information and all relevant supporting documentation must be submitted along with the request:**

1. A statement setting forth your basis for requesting a partial or total waiver.
2. The names of general circulation, trade association, and MWBE-oriented publications in which you solicited MWBEs for the purposes of complying with your participation goals.
3. A list identifying the date(s) that all solicitations for MWBE participation were published in any of the above publications.
4. A list of all MWBEs appearing in the NYS Directory of Certified Firms that were solicited for purposes of complying with your MWBE participation levels.
5. Copies of notices, dates of contact, letters, and other correspondence as proof that solicitations were made in writing and copies of such solicitations, or a sample copy of the solicitation if an identical solicitation was made to all MWBEs.
6. Provide copies of responses made by MWBEs to your solicitations.
7. Provide a description of any contract documents, plans, or specifications made available to MWBEs for purposes of soliciting their bids and the date and manner in which these documents were made available.
8. Provide documentation of any negotiations between you, the Contractor, and the MWBEs undertaken for purposes of complying with your MWBE participation goals.
9. Provide any other information you deem relevant which may help us in evaluating your request for a waiver.
10. Provide the name, title, address, telephone number, and email address of contractor's representative authorized to discuss this waiver request.

**Note: Unless a Total Waiver has been granted, Firms will be required to submit all reports and documents pursuant to the provisions set forth in the procurement and/or contract, as deemed appropriate by the State, to determine MWBE compliance. In cases where the State grants a full or partial waiver of MWBE participation goals, the waiver request will be posted to the SFS's website.**

## FORM 6: MWBE DIVERSITY PRACTICES

Pursuant to New York State Executive Law §313-a, and 5 NYCRR §142.3, all agencies and authorities must evaluate the diversity practices of Proposers to best value procurements expected to exceed \$250,000, whenever practical, feasible and appropriate. Evaluating diversity practices of Proposers as part of the procurement process provides contractors with an incentive to develop mutually beneficial relationships with New York State certified MWBEs outside of the context of state contracting. These relationships help to build the capacity of MWBEs, and enhance their ability to perform ever increasing roles in state contracting.

Diversity practices are intended to be applied on procurements in which agency personnel exercise their subjective judgment in selecting one or more successful contractors on the basis of best value, not on procurements that are awarded based on lowest price.

For this procurement, SFS has determined, pursuant to New York State Executive Law Article 15-A, that the assessment of the diversity practices of Proposers to this solicitation is practical, feasible and appropriate.

**Accordingly, Proposers are required to submit responses, including documentation, to the Diversity Practices Questionnaire, Form 6.1, to SFS as part of its Administrative Proposal.** The questionnaire consists of eight (8) questions for Proposers to answer. Please note that some questions request supporting documentation to support certain answers. A scoring rubric for the Diversity Practices Questionnaire can be found in Form 6.2

Attachments:

- Form 6.1 – Diversity Practices Questionnaire
- Form 6.2 – Diversity Practices Scoring Matrix

## FORM 6.1: DIVERSITY PRACTICES QUESTIONNAIRE

I, \_\_\_\_\_, as \_\_\_\_\_ (title) of \_\_\_\_\_ firm or company (hereafter referred to as the company), swear and/or affirm under penalty of perjury that the answers submitted to the following questions are complete and accurate to the best of my knowledge:

1. Does your company have a Chief Diversity Officer or other individual who is tasked with supplier diversity initiatives? Yes or No

If Yes, provide the name, title, description of duties, and evidence of initiatives performed by this individual or individuals. No points will be awarded if the response simply identifies an individual or individuals.

2. What percentage of your company's gross revenues (from your prior fiscal year) was paid to New York State certified minority and/or women-owned business enterprises as subcontractors, suppliers, joint-venturers, partners or other similar arrangement for the provision of goods or services to your company's clients or customers?

3. What percentage of your company's overhead (i.e. those expenditures that are not directly related to the provision of goods or services to your company's clients or customers) or non-contract-related expenses (from your prior fiscal year) was paid to New York State certified minority- and women-owned business enterprises as suppliers/contractors?<sup>1</sup>

4. Does your company provide technical training<sup>2</sup> to minority- and women-owned business enterprises? Yes or No

If Yes, provide a description of such training which should include, but not be limited to, the date the program was initiated, the names and the number of minority- and women-owned business enterprises participating in such training, the number of years such training has been offered and the number of hours per year for which such training occurs.

5. Is your company participating in a government approved minority- and women-owned business enterprise mentor-protégé program?

If Yes, identify the governmental mentoring program in which your company participates and provide government-generated evidence, such as an agreement or acceptance letter, demonstrating the extent of your company's commitment to the governmental mentoring program. Government-generated documentation supporting your company's participation in a mentoring program must be provided to receive points.

6. Does your company include specific quantitative goals for the utilization of minority- and women-owned business enterprises in its non-government procurements? Yes or No

If Yes, provide a description of such non-government procurements (including time period, goal, scope and dollar amount) and indicate the percentage of the goals that were attained.

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<sup>1</sup> Do not include onsite project overhead.

<sup>2</sup> Technical training is the process of teaching employees how to more accurately and thoroughly perform the technical components of their jobs. Training can include technology applications, products, sales and service tactics, and more. Technical skills are job-specific as opposed to soft skills, which are transferable.

7. Does your company have a formal minority- and women-owned business enterprise supplier diversity program? Yes or No  
If Yes, provide documentation of program activities and a copy of policy or program materials.
8. Does your company plan to enter into partnering or subcontracting agreements with New York State certified minority and women-owned business enterprises if selected as the successful respondent?  
Yes or No

If Yes, complete the attached Utilization Plan

All information provided in connection with the questionnaire is subject to audit and any fraudulent statements are subject to criminal prosecution and debarment.

Signature of  
Owner/Official \_\_\_\_\_

Printed Name of  
Signatory \_\_\_\_\_

Title \_\_\_\_\_

Name of Business \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_ ) ss:

On the \_\_\_\_\_ day of \_\_\_\_\_, 202\_, before me, the undersigned, a Notary Public in and for the State of \_\_\_\_\_, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to this certification and said person executed this instrument.

\_\_\_\_\_  
Notary Public



**FORM 6.2: DIVERSITY PRACTICES SCORING MATRIX**

<b>Question #1</b> CDO or other person tasked with function					Yes	No	Total
					5 pts	0 pts	
<b>Question #2</b> Percentage of prior yr. revenues that involved MWBEs as subs or JVs/partners	20%+	15-19%	10-14%	5-9%	1-4%	0%	
	20 pts	14 pts	10 pts	6 pts	2 pts	0pts	
<b>Question #3</b> Percentage of overhead expenses paid to MWBEs	20%+	15-19%	10-14%	5-9%	1-4%	0%	
	16 pts	10 pts	7 pts	4 pts	1 pts	0pts	
<b>Question 4</b> MWBE Training			Robust	Moderate	Minimum	None	
			16 pts	8 pts	4 pts	0 pts	
<b>Question #5</b> MWBE Mentoring			Robust	Moderate	Minimum	None	
			12 pts	8 pts	4 pts	0 pts	
<b>Question #6</b> Written MWBE goals included in the Company's procurements			Robust	Moderate	Minimum	No	
			20 pts	12 pts	6 pts	0 pts	
<b>Question #7</b> Formal Supplier Diversity Program			Robust	Moderate	Minimum	No	
			6 pts	4 pts	2 pts	0 pts	
<b>Question #8</b> Utilization Plan			Robust	Moderate	Minimum	No	
			5 pts	3 pts	1 pts	0 pts	
				<b>Total Diversity Score (Max 100 pts)</b>			
				<b>Weighted Score (Max 3.5 pts.)</b>			

## FORM 7: VENDOR RESPONSIBILITY QUESTIONNAIRE INSTRUCTIONS

A contracting agency is required to conduct a review of a prospective contractor (and each subcontractor whose anticipated fees for the project are estimated to be over \$100,000) to provide reasonable assurances that the vendor is responsible. SFS recommends that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at <http://www.osc.state.ny.us/vendrep/index.htm>.

Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at [ITServiceDesk@osc.ny.gov](mailto:ITServiceDesk@osc.ny.gov).

Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website <http://www.osc.state.ny.us/vendrep/> or may contact the State or the Office of the State Comptroller's Help Desk for a copy of the paper form.

This questionnaire is designed to provide information to assist a contracting agency in assessing a vendor's responsibility prior to entering into a contract with the vendor. Vendor responsibility is determined by a review of each Proposer or Proposer's authorization to do business in New York, business integrity, financial and organizational capacity, and performance history.

Contractors (and subcontractors) must answer every question in the questionnaire and where appropriate additional information may be required for the questionnaire to be complete and accurate. The completed questionnaire and responses will become part of the procurement record.

It is imperative that the person completing the vendor responsibility questionnaire be knowledgeable about the proposing contractor's business and operations as the questionnaire information must be attested to by an owner or officer of the vendor.

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### Vendor Responsibility Questionnaire Requirement:

The Proposer has (Please check the appropriate box):

Certified and filed the Vendor Responsibility Questionnaire on-line via the New York State VendRep System; **OR**

Included a properly executed paper copy of the Vendor Responsibility Questionnaire with the Administrative Proposal.

## FORM 8: PROCUREMENT LOBBYING RESTRICTIONS

Pursuant to State Finance Law §§139-j and 139-k, certain restrictions are placed on contact with state agencies during the procurement process. The term “Contact” is defined by statute and refers to those oral, written or electronic communications that a reasonable person would infer are attempts to influence the governmental procurement. In addition to obtaining the required identifying information, the state agency must inquire and record whether the person or organization that made the contact was the Offerer or was retained, employed or designated on behalf of the Offerer to appear before or contact the Governmental Entity.

The “Restricted Period” is the period of time commencing with the earliest date of written notice, advertisement or solicitation of a request for proposal, invitation for bids, or solicitation of proposals, or any other method for soliciting a response from Offerers intending to result in a Procurement Contract with a State agency and, ending with the final contract award and approval by, where applicable, the Office of the State Comptroller.

New York State employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offerer pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a 4 year period; the Offerer is debarred from obtaining governmental procurement contracts. Further information about these requirements can be found at: <https://ogs.ny.gov/acpl>.

**Any Firm responding to the solicitation must complete the form found below and submit it to the State agency.**

Questions regarding this form may be directed to the Designated Contacts for this solicitation:

Contract Administrator: Sean Harrington  
Additional Contacts: Heather Sosinski

## PROCUREMENT LOBBYING FORM

1. Offerer/Proposer certifies that it understands and agrees to comply with the procedures of SFS relative to permissible contacts as required by State Finance Law Section 139-j (3) and Section 139-j (6) (b).

2. **CONTRACTOR DISCLOSURE OF PRIOR NON-RESPONSIBILITY DETERMINATIONS**  
Pursuant to Procurement Lobbying Law (SFL §139-j)

- (a) Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years?  
 Yes       No

If yes, please answer the following question:

- (b) Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j?  
 Yes       No

If "Yes" was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a governmental entity?

- Yes       No

If "Yes", please provide details regarding the finding of non-responsibility:

Governmental Entity: \_\_\_\_\_

Date of Finding of Non-Responsibility: \_\_\_\_\_

Basis of Finding of Non-Responsibility (attach additional sheets as necessary)  
\_\_\_\_\_  
\_\_\_\_\_

3. Has any governmental entity terminated or withheld a procurement contract with the above-named individual or entity due to the intentional provision of false or incomplete information?

- Yes       No

If yes, provide details:

Governmental Entity: \_\_\_\_\_

Date of Termination or Withholding of Contract: \_\_\_\_\_

Basis of Termination or Withholding: (add additional pages if necessary)  
\_\_\_\_\_  
\_\_\_\_\_

4. Offerer/Proposer certifies that all information provided to SFS, with respect to State Finance Law Section 139-k is complete, true and accurate.

**Name of Offerer's Firm/Company:** \_\_\_\_\_

**Offerer's Business Address:** \_\_\_\_\_

**Offerer's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I understand that my signature represents that I am signing and responding to all certifications listed above.*

**Print Name:** \_\_\_\_\_

**Title of Person signing this form:** \_\_\_\_\_

**FORM 9: DISCLOSURE OF PENDING OR PRIOR LAWSUITS, CONFLICTS OF INTEREST, OR INVESTIGATIONS OR DISCIPLINARY ACTIONS**

Disclosure of Pending or Prior Lawsuits, Conflicts of Interest, or Investigations or Disciplinary Actions must be documented and submitted with the Administrative Proposal. Please include the following information:

- A. Proposers must provide a list of any legal proceedings or investigations concerning the Firm over the last five (5) years, if any, including the nature and outcome of any lawsuit if litigation is complete. Proposers must also specifically note any prior or pending lawsuit(s) or litigation between the Proposer and any New York State department, agency, board, or commission, if any. The nature of the lawsuit and its outcome, if litigation is complete, should be described briefly below.

*Does the Firm have any information pertaining to the above that must be disclosed? If Yes, the Firm must disclose the requisite information as part of the Firm's Administrative Proposal.*

Yes \_\_\_\_\_ No \_\_\_\_\_

- B. Disclose any existing or contemplated relationship with any other person or entity, including relationships with any member, shareholders of 5% or more, 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 Firm would eliminate or prevent it. Indicate what procedures will be followed to detect, notify the Agencies of, and resolve any such conflicts.

*Does the Firm have any information pertaining to the above that must be disclosed? If Yes, the Firm must disclose the requisite information as part of the Firm's Administrative Proposal.*

Yes \_\_\_\_\_ No \_\_\_\_\_

- C. The Proposer must disclose whether it, or any of its members, shareholders of 5% or more, parents, affiliates, or subsidiaries, have 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.

*Does the Firm have any information pertaining to the above that must be disclosed? If Yes, the Firm must disclose the requisite information as part of the Firm's Administrative Proposal.*

Yes \_\_\_\_\_ No \_\_\_\_\_

Firm Name: \_\_\_\_\_

Name, Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FORM 10: FREEDOM OF INFORMATION LAW REDACTION REQUEST**

The Proposer should indicate below if there is specific information in a Proposer's proposal that a Proposer claims to be proprietary and/or trade secret information that meets the definition set forth in Section 87(2)(d), the Proposer should provide a letter in its Administrative Proposal outlining any specific concerns regarding disclosure under the New York State Freedom of Information Law (Article 6 of the Public Officers Law).

Is the Proposer submitting a Freedom of Information Law Redaction request? If Yes, Proposer should include the specific details of its request as part of the Proposer's Administrative Proposal.

Yes \_\_\_\_\_ No \_\_\_\_\_

Firm Name: \_\_\_\_\_

Name, Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FORM 11: EXECUTIVE ORDER NO. 177 CERTIFICATION**

The New York State Human Rights Law, Article 15 of the Executive Law, prohibits discrimination and harassment based on age, race, creed, color, national origin, sex, pregnancy or pregnancy-related conditions, sexual orientation, gender identity, disability, marital status, familial status, domestic violence victim status, prior arrest or conviction record, military status or predisposing genetic characteristics.

The Human Rights Law may also require reasonable accommodation for persons with disabilities and pregnancy-related conditions. A reasonable accommodation is an adjustment to a job or work environment that enables a person with a disability to perform the essential functions of a job in a reasonable manner. The Human Rights Law may also require reasonable accommodation in employment on the basis of Sabbath observance or religious practices.

Generally, the Human Rights Law applies to:

- employers of four or more people, employment agencies, labor organizations and apprenticeship training programs in all instances of discrimination or harassment;
- employers with fewer than four employees in all cases involving sexual harassment; and,
- any employer of domestic workers in cases involving sexual harassment or harassment based on gender, race, religion or national origin.

In accordance with Executive Order No. 177, the Firm hereby certifies that it does not have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, creed, color, national origin, sex, sexual orientation, gender identity, disability, marital status, military status, or other protected status under the Human Rights Law.

Executive Order No. 177 and this certification do not affect institutional policies or practices that are protected by existing law, including but not limited to the First Amendment of the United States Constitution, Article 1, Section 3 of the New York State Constitution, and Section 296(11) of the New York State Human Rights Law.

Firm Name: \_\_\_\_\_

Name, Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FORM 12: SEXUAL HARASSMENT PREVENTION CERTIFICATION**

State Finance Law §139-I requires firms on state procurements to certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training to all its employees.

By submission of this bid, each firm and each person signing on behalf of any firm certifies, and in the case of a joint bid each party thereto certifies its own organization, under penalty of perjury, that the firm has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.

The Firm's signature below certifies its compliance with State Finance Law §139-I.

Firm Name: \_\_\_\_\_

Name, Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**FORM 13: CERTIFICATION UNDER EXECUTIVE ORDER NO. 16 PROHIBITING  
STATE AGENCIES AND AUTHORITIES FROM CONTRACTING WITH  
BUSINESSES CONDUCTING BUSINESS IN RUSSIA**

Executive Order No. 16 provides that “all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia.” The complete text of Executive Order No. 16 can be found [here](#).

The Executive Order remains in effect while sanctions imposed by the federal government are in effect. Accordingly, Firms who may be excluded from award because of current business operations in Russia are nevertheless encouraged to respond to solicitations to preserve their contracting opportunities in case the sanctions are lifted during a solicitation or even after award in the case of some solicitations.

As defined in Executive Order No. 16, an “entity conducting business operations in Russia” means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership.

Is Firm an entity conducting business operations in Russia, as defined above? Please answer by checking one of the following boxes:

- No, Vendor does not conduct business operations in Russia within the meaning of Executive Order No. 16.
- 2.a. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but has taken steps to wind down business operations in Russia or is in the process of winding down business operations in Russia. (Please provide a detailed description of the wind down process and a schedule for completion.)
- 2.b. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but only to the extent necessary to provide vital health and safety services within Russia or to comply with federal law, regulations, executive orders, or directives. (Please provide a detailed description of the services being provided or the relevant laws, regulations, etc.)
- 3. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16

The undersigned certifies under penalties of perjury that they are knowledgeable about the Firm’s business and operations and that the answer provided herein is true to the best of their knowledge and belief.

Firm Name: \_\_\_\_\_

Name, Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

