



STATE OF NEW YORK  
OFFICE OF THE ATTORNEY GENERAL

LETITIA JAMES  
ATTORNEY GENERAL

DIVISION OF ADMINISTRATION  
BUDGET AND FISCAL MANAGEMENT BUREAU

## PURCHASING MEMORANDUM

**DATE:** September 17, 2020

**PLEASE ADDRESS INQUIRIES TO:**

Stephanie Folk, *Contract Management Specialist*  
Telephone Number: (518) 776-2129  
E-Mail: [purchase@ag.ny.gov](mailto:purchase@ag.ny.gov)

**REQUEST FOR INFORMATION (RFI) NO.:** 20-002

**TITLE:** At Home Review

**RFI DUE DATE:** ~~September 8, 2020 5:00 PM EST~~ ~~September 18, 2020 5:00 PM EST~~ September 21, 2020 5:00 PM EST

**CONTRACT PERIOD:** Not Applicable

**SUBJECT:** Answers to Follow Up Questions/Inquiries

**TO:** **ALL PROSPECTIVE BIDDERS**

In reference to the above Request for Quote, the following questions/inquiries were submitted by the deadline indicated in the IFB. We are hereby providing answers to each question below:

1. **QUESTION:** In section 2.1, it says you're seeking information for contract attorney services to be performed on NYS OAG Relativity database. Are we allowed to provide an alternative solution outside of Relativity? Our managed review team only uses DISCO's proprietary cloud platform, so I wanted to double check with you to see if this is even an option.

**ANSWER: The OAG supports Relativity in-house acquired through a prior procurement. The OAG hosts projects internally in the Relativity program. We are not currently considering contract attorney services to be performed in an alternative platform.**

2. **QUESTION:** Does the State anticipate the need for a steady number of contract attorneys? If so, how many?

**ANSWER: The OAG is unable to anticipate the number of contract attorneys needed at this time.**

3. **QUESTION:** What are the surge support requirements for contract attorneys?

**ANSWER: The OAG does not have a list of requirements.**



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4. QUESTION: Per Section 2.1, paragraph 2, which version of Relativity is the OAG using, and will you provide vendors with administrative access?

**ANSWER: The OAG is currently running Relativity 10. We may provide an engaged vendor administrative access on a case by case basis based on security and need.**

5. QUESTION: Per Section 2.1, paragraph 2, will the OAG give a vendor access to Relativity scripts that provide reviewer statistics and login/logout information?

**ANSWER: Yes.**

6. QUESTION: Per Section 3. PTG's Desirables, all paragraphs, does the OAG need access to a vendor's Microsoft 365 tools?

**ANSWER: To the extent needed to facilitate review administration, the OAG may request access to Microsoft Teams should MS Teams be used by the vendor as a platform to communicate with and among the review team.**

7. QUESTION: Per Section 3.1 Recruiting, onboarding, and HR Process, can the OAG provide vendors with NYS OAG work rules?

**ANSWER: The OAG will not be providing this at this time.**

8. QUESTION: Per Section 3.2 Equipment, can the OAG define internet delivery/dedicated connection?

**ANSWER: Confirmation that the reviewer has access to a private connection (not shared with the public) between an ISP and the secure, non-public premises where the reviewer will be performing their review, and that that the reviewer's connection has dedicated bandwidth is sufficient for uninterrupted and effective use of the review platform.**

9. QUESTION: Per Section 3.4 Remote management and supervision, is the OAG interested in a vendor's review management services around reporting, or is this limited to technology only?

**ANSWER: The OAG welcomes information related to services as well as technology.**

10. QUESTION: Per Section 4.2.3, does OAG want to see actual prices as part of the RFI, or is the OAG looking solely for information on how we price?

**ANSWER: The OAG would like to see information on how vendor's price these services. However, if the vendor has standard market rates for these services, those may also be included in the response to this RFI.**

**The due date for RFI submissions has been updated to September 21, 2020 at 5:00 PM EST.**

**This Purchasing Memorandum is to be signed, submitted and made a part of your bid. If you have any questions, do not hesitate to contact the person listed on top of this memorandum.**



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VENDOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

DATE: \_\_\_\_\_

BUREAU OF BUDGET AND FISCAL MANAGEMENT  
PURCHASING TEAM

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