



STATE OF NEW YORK
OFFICE OF THE ATTORNEY GENERAL

LETITIA JAMES
ATTORNEY GENERAL

DIVISION OF ADMINISTRATION
BUDGET AND FISCAL MANAGEMENT BUREAU

Purchasing Memorandum

DATE: April 30, 2021

PLEASE ADDRESS INQUIRIES TO:

Rachel Young, *Contract Management Specialist*
Telephone Number: (518) 776-2144
E-Mail: purchase@ag.ny.gov

REQUEST FOR PROPOSAL NO.: 21-001

TITLE: Online Registration and Filing System

PRE-BID CONFERENCE REGISTRATION: ~~April 21, 2021~~ **May 7, 2021 by 5:00 PM EST**

PRE-BID CONFERENCE: ~~April 22, 2021~~ **May 14, 2021 3:00 PM EST**

RFP DUE DATE: ~~May 4, 2021 by 5:00 PM EST~~ **May 28, 2021 by 5:00 PM EST**

PERIOD: TBD

SUBJECT: Answers to Questions/Inquiries

TO: **ALL PROSPECTIVE APPLICANTS**

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

1. **QUESTION:** Based upon review of RFP 21-001 – Online Registration and Filing System – Package.pdf it is our understanding that the OAG seeks to: 1) Expand upon the solution implemented in 2018 for the electronic registration of charities operating in New York State to take on two additional regulatory bureaus (REF and IPB) and 2) Add REF and IPB to the current online registration and filing system. Please confirm that the OAG requires the REF and IPB online registration and filing system to be the same solution implemented for charities in 2018 OR if the OAG would consider proposals to implement a different solution that would provide a centralized enterprise system to shift registration and reporting burdens to a more modern platform.

OAG Response: No, this is not an extension to Charities applications. We wanted to use to use the same technology stack. Please review the requirements in Section 2 and propose a solution.

2. **QUESTION:** Is this RFP a direct follow up to the system that was developed for charities operating in NYS from May 2018? If yes, is the OAG looking to build out the existing systems for the additional bureaus with the same vendors/technology or integrate the systems using new vendors/technology?

OAG Response: No, this is not a follow up to the Charities application. OAG is looking to build out a new system with existing technologies but is open to using new technologies.



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3. QUESTION: Which of the current systems are expected to remain in the target solution – and which ones are to be replaced (or is this bidder's choice), specifically Document Management (the RFP mentions several times about the need to upload large documents) and Payment Processing.

OAG Response: The current system that needs to be replaced are RFI and IPI which are legacy Oracle Forms application. Document management and Payment processing applications/services do not need to be replaced. The proposed application will be integrating with the document management and Payment processing services.

4. QUESTION: What Encryption requirements/confidentiality requirements exist? PCI compliance? PII compliance?

OAG Response: PCI-DSS compliance. For PII (SSN), the CISO has defined the following requirements.

- Database must be encrypted using a minimum of AES256
- Encryption/decryption keys must be stored on a separate server in a different VRF with limited access to the sever where the database is stored.
- Database must not be stored on the external facing webserver.
- An API must be created between the application/form and the database. API must only allow write access to the database.
- Auditing of admin and user activity needs to be enabled and monitored in some way.
- HTTPS using TLS 1.3 must be utilized for communications between systems.
- SSNs mut be masked unless explicitly needed.

5. QUESTION: Will they accept SaaS solution?

OAG Response: The OAG will evaluate any proposed solution from responsive and responsible bidders that meet the RFP requirements.

6. QUESTION: What is the volume and type of legacy data to be migrated (datamodel) - PDFs?

OAG Response: The estimated database sizes are: IPI application: 1.38 GB and RFI application: 342 MB

The IPI application for the IPB:

Table count: 12

Total rows: 878,132

The RFI application for REF Bureau:

Table count: 52

Total rows: 1,016,597

Various file types including but not limited to Autocad, TXT, DOC, DOCX, XLS, XLSX, PDF and image types: BMP,GIF,JPG,PNG,TIF,TIFF.



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7. QUESTION: Are there any requirements about the implementation of Electronic Signature?

OAG Response: The OAG currently uses DocuSign for electronic signatures and the OAG would like to continue using this stack. See Section 2.1.2.1 number 18.

8. QUESTION: How many agents will be supporting the process (all 1800)?

OAG Response: Minimum of twenty (20) employees from REF & IPB would be expected to use the new REF/IPB system.

9. QUESTION: What is the expected high point of website visits and/or number of calls?

**OAG Response: The current information is:
Pageviews are: IPB - 7,438; REF - 14,030
Unique Pageviews: IPB -5,136; REF - 9,833**

10. QUESTION: Does the RFP require that the vendor have an OGS contract, or is the RFP bid open?

OAG Response: The RFP does not require that the vendor have an OGS contract and yes this RFP bid is open competitive.

11. QUESTION: Section 2.1.3.5 notes that the UI must be "compatible" with ADF-Java, WebCenter Portal, and SOA? For clarity, what is the definition of "compatible" in this context? Does it mean that the technology used for the UI must be able to interact with assets defined in the aforementioned technology list, or does it mean something else?

OAG Response: If the application technology stack proposal is a custom-built application over SAAS then the application must be built on technologies that OAG IT can support which are Java based apps and portal technologies if used, WebCenter Portal would be preferred.

12. QUESTION: Section 2.2.2 states that the "Development team must be onsite at 200 Broadway, Troy, NY." Is this for all developers on the project, or only those exposed to data/PII data?

OAG Response: All developers may be required to travel to be on-site.

13. QUESTION: Was the first phase of 'electronic registration of charities operating in New York' implemented by a vendor? If so, is the agency willing to share the name of the vendor? Also, is the RFP open to the current vendor?

OAG Response: No, this is a new project.

14. QUESTION: Is the agency looking to use the same technology stack to implement REF and IPB, or is it open to a solution built using a different technology stack?

OAG Response: OAG IT is looking for the vendor to recommend a solution using the recommended technology stack in the RFP or technology solution that would best meet the project requirements.



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15. QUESTION: The agency used Oracle-based products and other off the self products - can we get the listing of each of the products. Is it different than what is listed under section 1.5 – Current environment?

OAG Response: No, it is not different from what is listed in section 1.5.

16. QUESTION: Is the remote access restricted to developers within the country?

OAG Response: Yes, it is restricted to developers within the country.

17. QUESTION: If the vendor has their own IP that could be used to reduce risk and cost while also helping to shorten the timeline, would the agency be open to a hybrid approach with some development done onsite and license some of the code?

OAG Response: The OAG will evaluate any proposed solution from responsive and responsible bidders that meet the RFP requirements.

18. QUESTION: Should the “Mandatory Technical Submittal Requirements” referenced in section 5.3 be included as its own separate proposal attachment or should it be included with another cover page?

OAG Response: Please submit as a separate attachment using the cover page provided, see section 5.1 Overview for further clarification.

19. QUESTION: There seems to be some overlap in what is expected to be included in the “Technical Proposal” and the “Contractor Strategy and Proposed Plan.” For example, Section 5 of the RFP indicates that “Contractor Strategy and Proposed Plan” should include responses to everything in section 3.3, however, Section 5.3.2 indicates that the Technical Proposal should include content that is also included in section 3.3 and subsequent subsections. Could OAG please provide more clarity on what specifically should be provided in each document?

OAG Response: The portion of section 5 being referenced, indicates that there is a cover page provided for the “Contractor Strategy and Proposed Plan”. Section 5.3.2 is providing more detail on what should be included in the “Contractor Strategy and Project Proposed Plan”. The RFP has been updated in section 5.3.2 so that the title of this portion of the technical proposal matches the title of the cover page provided.

20. QUESTION: Should the Reference forms be included in the Technical Proposal or in the “Mandatory Minimum Contractor Requirements”?

OAG Response: References must be provided using Attachment C provided in the RFP and should be included in the “Mandatory Minimum Contractor Requirements” section of each bidder’s proposal per section 5.

21. QUESTION: Should Form A and Form B be submitted with the Mandatory Administrative Requirements or as separate files?

OAG Response: Only Form A is required to be submitted with the Mandatory Administrative Requirements. Form A is an estimate of the proposed work to be completed. Form B is filed annually to report actual work completed. Please refer to the instructions on the Forms A and B provided.



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22. QUESTION: Does the agency aim to enhance the existing portal for electronic registration of charities to include REF and IPB online registrations or is there a requirement of a new and separate portal for REF and IPB business?

OAG Response: No, a new and separate portal is required. OAG is looking for the vendor to recommend a detailed proposal with recommended technology stack that meets the RFP requirements and is supportable.

23. QUESTION: In case a new and separate portal is required for REF and IPB, will there be a requirement to migrate the functionalities of charities to the new portal? Or Will there be a requirement of an integration between the new portal for REF and IPB with the existing portal for electronic registration of charities?

OAG Response: No. See the answer to question #22.

24. QUESTION: Our assumption is that the technical components described in the section 1.5 refers to the existing portal for electronic registration of charities. Is it expected that the unified portal should be developed based on the same technology stack only?

OAG Response: See the answer to question #1.

25. QUESTION: What is the current database size for data migration (number of table/view)?

**OAG Response: The estimated database sizes are: IPI application: 1.38 GB and RFI application: 342 MB,
The IPI application for the IPB:**

**Table count: 12
Total rows: 878,132**

The RFI application for REF Bureau:

**Table count: 52
Total rows: 1,016,597**

26. QUESTION: Is there a requirement of migrating legacy scanned documents as well to the new portal? What is the format of the current documents which are presently scanned and stored?

OAG Response: The migration of legacy scanned documents is not a requirement. The format of the current documents is searchable PDF.

27. QUESTION: Is there a requirement to integrate the new portal with any other system (inside/outside of OAG)?

OAG Response: Yes, with E-signature API's, Oracle Identity Access Management (OIAM), Document management and Payment Processing.

28. QUESTION: Is there any Data warehousing/Datamart in place for reporting purposes?

OAG Response: OAG does not have a Datawarehouse but uses Oracle OBIEE for Enterprise Reporting.



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29. QUESTION: Could you please share any documentation (Architecture diagram/Data dictionary) of the current system?

OAG Response: This will be a new application. Architecture diagrams and the data dictionary will be developed by the successful bidder.

30. QUESTION: The RFP indicates that an initial effort to modernize a registration process was implemented for Form CHAR410 using Oracle-based products and other off-the-shelf software. It stated this new effort for IPB and REF should also be based on the data architecture and workflow that has already been established. Does this mean that the initiative must use the exact same technology stack and solutions, or does it merely need to expand on the approach taken for CHAR410?

Are you able to provide some more information, such as a workflow or state diagram of the CHAR410 process, as well as an architecture diagram, so we can understand how Oracle and Microsoft SharePoint are being used for that process?

OAG Response: This is a new application. OAG is not requiring the vendor to extend the data architecture and workflow of the existing Charities application to the new application.

31. QUESTION: The RFP mentions that data from their previous filings from Access and Oracle databases will be migrated to the new system. Can you please advise on the size (both in RAM and number of records) as well as time-span (e.g. last 5 years) so we can estimate the level of effort for the migration of legacy data? Do you envision the need for OCR services relating to uploaded documents?

OAG Response: The estimated database sizes are: IPI application: 1.38 GB and RFI application: 342 MB

The IPI application for the IPB:

Table count: 12

Total rows: 878,132

The RFI application for REF Bureau:

Table count: 52

Total rows: 1,016,597

OCR services are not a requirement.

32. QUESTION: The RFP indicates that the development team must be onsite at 200 Broadway, Troy, NY, Monday - Friday 8:30 A.M. -5:00 P.M., during development and testing Phase 6 and Phase 7 of the project. Phases 8, 9, and 10 will require on site presence as determined by OAG. Any remote work will need to be pre-approved by OAG CIO. What development team members do you require to be on site? Does this include the project manager, functional lead, technical lead and the developers? Is the OAG CIO open to pre-approving that the majority of the development team be working remotely on this project?

OAG Response: See question #12 above. All project team members may be required to be on-site unless pre-approved to work remotely.



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33. QUESTION: The RFP states that you may be open to a Cloud-based solution. Can you indicate whether and if any parts of the portal may need to be hosted on-premise and under the purview of your existing IT team and infrastructure? Can the entire system, including the internal administrative workflows/interfaces and reporting, all be served from a cloud solution either in Azure, AWS or Google Cloud? If an open-source and cloud-based solution is proposed, do you have a requirement or preference for any particular technologies, technology stack, and cloud provider? (e.g. Azure, AWS, Google Cloud)

OAG Response: The entire system can be hosted on the cloud. We currently use OCI and Azure.

34. QUESTION: What is the current Volume of documents i.e., number of documents and average size for both REF and IPB registrations?

OAG Response: Volume of forms: Approximately 1700 per year for IPB and 1500 per year for REF

35. QUESTION: Please elaborate expected volume of data and data sources (number of registrations/ documents) to be migrated into the envisioned system?

OAG Response: The estimated database sizes are: IPI application: 1.38 GB and RFI application: 342 MB

The IPI application for the IPB:

Table count: 12

Total rows: 878,132

The RFI application for REF Bureau:

Table count: 52

Total rows: 1,016,597

36. QUESTION: Is digitization /scanning of historical paper-based applications in the scope for data migration?

OAG Response: No, digitization/scanning of historical paper-based applications is not in the scope for data migration.

37. QUESTION: What file types are envisioned to be uploaded as supporting documents for registration and filings?

OAG Response: Various file types including but not limited to Autocad, TXT, DOC, DOCX, XLS, XLSX, PDF and image types: BMP,GIF,JPG,PNG,TIF, TIFF.

38. QUESTION: Please confirm estimated volume of pre-build reports as part of the reports development and implementation?

OAG Response: Minimum of twenty-five (25) reports. The report needs would be reassessed during requirement and implementation.

39. QUESTION: Can you clarify no of interface with external systems?

OAG Response: Yes, with E-signature API's, Oracle Identity Access Management (OIAM), Document management and Payment Processing.



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40. QUESTION: Can we flexibility to hold more than 10 breakout sessions with SME if we are not able elaborate and document functional requirement?

OAG Response: Yes, there is flexibility to hold more than ten breakout sessions with SME.

41. QUESTION: Do you have expected timelines for each phase of project implementation?

OAG Response: No. However, we would like the whole system developed and implemented within twelve (12) months.

42. QUESTION: Has OAG set MWBE Goals for this solicitation?

OAG Response: No, the OAG has not set MWBE Goals for this solicitation.

43. QUESTION: Which firm implemented electronic registration of charities system?

OAG Response: This information is not relevant to this RFP.

44. QUESTION: From the RFP, it looks like the system has been implemented for the electronic registration of charities and it now being expanded for REF and IPB. Would you be able to share who did the implementation of the system for the registration of charities?

OAG Response: This is a new application. See question #2.

45. QUESTION: For the data conversion, it is possible to provide a listing of the datasets/sources that need to be converted and/or integrated with?

OAG Response: Including but not limited to:

The estimated database sizes are: IPI application: 1.38 GB and RFI application: 342 MB

The IPI application for the IPB:

Table count: 12

Total rows: 878,132

The RFI application for REF Bureau:

Table count: 52

Total rows: 1,016,597

46. QUESTION: Onsite work for some phases is specified – has the OAG defined yet when the Office will be re-opened sufficiently to allow the selected contractor to work onsite?

OAG Response: Yes, the office is currently open for those required to work onsite.



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47. QUESTION: Are there any existing information technology standards that the selected contractor will need to adhere to? If so, please provide any available and relevant documentation.

OAG Response: The standards may vary depending on the solution proposed. Industry standard best practices should always be adhered to. Based on the solution proposed the OAG will work with the awarded bidder should there be any additional technology requirements for the project.

48. QUESTION: Is NYS ITS expected to have any role in this project? If so, what will that role be?

OAG Response: No, NYS ITS is not expected to have any role in this project.

49. QUESTION: Are there any M/WBE or SDVOB participation goals for this project?

OAG Response: No, there are no M/WBE or SDVOB participation goals for this project. While the OAG does not currently set requirements for MWBE, SDVOB or SBE participation, the OAG encourages participation whenever possible.

50. QUESTION: Is there a defined look and feel for the portal (i.e., net new or leverage existing style guide)?

OAG Response: Yes.

51. QUESTION: Is the new system leveraging existing paper post registration process or does this need to be designed?

OAG Response: This is a new application and will not be leveraging any existing system.

52. QUESTION: What is the complexity of the workflow for forms and approvals, and complexity of business rules (roughly number of steps)?

OAG Response: The OAG envisions a minimum of three (3) approvers. Medium level complexity, please see the requirements for more details.

53. QUESTION: Are there additional forms, not included in the sample requirements, that need to be taken into consideration and if so, please provide samples?

OAG Response: No, there are no additional forms.

54. QUESTION: What are the backend integration points?

OAG Response: The OAG is not clear on what is meant by “backend integration points” but please see question #27 for the integrations that will be required.

55. QUESTION: Requirement A.4.27 stated reports need to be generated and in section M. Are these static reports or dynamic reports. If static, how will the reports be generated and where will they be stored?

OAG Response: There will be both dynamic and static reports. The location of the reports will depend on the solution proposed.



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56. QUESTION: In the Phase 2 Requirements/Definition Phase the requirement number 8 &9: Will OAG provide a template of their choosing for the Test plan and User Acceptance Plan?

OAG Response: The vendor is expected to provide templates for testing and UAT.

57. QUESTION: OAG Responsibilities point 1: How many resources from OAG will assist in the project?

OAG Response: Depends on the solution proposed. The vendor should propose the resources needed from OAG.

58. QUESTION: In point 3 of the contractor responsibilities, it mentions the development team must be onsite for Phase 6, 7, 8, 9, and 10. Will vaccination be required before going on-site to the office?

OAG Response: Vaccination is not required before coming on-site however, contractor staff will be expected to follow the same guidelines as OAG staff for working in the office. OAG guidelines will be provided to the awarded bidder.

59. QUESTION: Project Planning and Management Process: The contractor will be required to deliver a project plan, work breakdown structure plan and plans that describe the project management process that the selected contractor will implement. Should the preliminary workplan present the firm's timeline for the duration of the engagement or just the ramp-up, kickoff, and initial phases? What is the expected start date for this plan?

OAG Response: Yes, the workplan should present duration of engagement subject to progressive elaboration as more information is known. Expected start date has not been determined.

60. QUESTION: Requirements Definition: This will involve conducting approximately ten (10) meetings each lasting up to two hours. Is there an expected timeline for these interviews? Will the OAG resources assign to the project help us schedule the meetings?.

OAG Response: Timeline is TBD. Yes, the OAG will assign resources to the project to help with scheduling.

61. QUESTION: Is there a specific letter or font size that is required for the technical proposal?

OAG Response: For the technical proposal, font size 10-12 is acceptable.

62. QUESTION: Can all the attachments be included after the technical proposal in the same PDF document?

OAG Response: The forms listed in Section 5.5 Mandatory Administrative Requirements, can be submitted together in one PDF attachment.

63. QUESTION: Other than the technical proposal that is expected to be 30 pages, are there any other page limits for the rest of the RFP response? Is there a specific format, font, spacing, etc. that is expected to be followed? Does AOG have a preference on how the proposal is submitted in terms of one document with all the parts or different documents per parts? (e.g. 1 document for cover letter, another for specific responses, another for price proposal, etc.)

OAG Response: No, there is no limit on rest of RFP response other than the 30-page limit for the technical proposal. One PDF is acceptable however please note that the maximum size limit for email is 25MB. If multiple emails are



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necessary for submission, please indicate this in the email(s) and the number of parts the OAG is going to receive. Please also see section 5 for further clarification on bid proposal content and submission.

64. QUESTION: When does OAG plan to have consultants go the office for in-person meetings?

OAG Response: All project team members may be required to be on-site for meetings unless pre-approved to work remotely.

65. QUESTION: Given that the proposal will be submitted via email, are the affidavits to be submitted as scans of the originals? Will the originals have to be submitted at any point of the process?

OAG Response: Forms that require signatures will be accepted as scanned documents for bid proposal submissions. Originals will be requested from the awarded bidder during the contracting process.

66. QUESTION: Our firm offers a Commercial-Off-The-Shelf (COTS) solution for State Securities and Real Estate Agencies that features the Licensing and Registration functionality listed in the RFP, as well as complete capabilities for Examination and Enforcement. This includes the required interfaces for FINRA's WebCRD and IARD, BNY Mellon's BlueExpress, and NASAA EFD. The application is currently operational and in Production. Will the State consider a COTS solution in response to this RFP?

OAG Response: The vendor can propose any solution that meets the requirements.

67. QUESTION: To ensure bidders have ample time to prepare comprehensive responses to the Agency's requirements, will the Agency consider postponing the submission date until 5/15/21 (or perhaps later)?

OAG Response: Please see updated schedule at the top of this memo.

68. QUESTION: Will the Agency disclose the total budget allocated for this project?

OAG Response: No, the OAG will not disclose the total budget allocated for this project.

69. QUESTION: Section 4. Knowledge Transfer Sessions: Who will be the participants of these sessions? How many participants are anticipated in these sessions? What is the preferred delivery method for these sessions (in-person, virtual)? Will logistical tasks associated with conducting these sessions (training site acquisition, materials printing, etc.) be handled by the responder? Should participation/assessment be tracked? If so what system will be used to document these?

OAG Response: Knowledge transfer sessions may be remote or on-site. The number of participants is TBD. The OAG will work with the awarded vendor on logistics. Yes, participation/assessment should be tracked. The vendor can propose any system for tracking.

70. QUESTION: Section 2.1.3.9 Phase 9 – Training: What are the roles of the training audience? What is the user count of each role? Will different roles require different training sessions? What training modalities are desirable (in-person or virtual instructor-led sessions, self-guided computer-based trainings, etc.) Will potential training sessions be facilitated by OAG Staff or the responder? Does the OAG utilize an existing LMS or will one need to be provided by the responder if the solution requires one?



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OAG Response: The training audience will be REF/IPB Employees/Users. There will be minimum of twenty (20) Users total (User count per role is TBD). Different roles would most probably require different training sessions. Any training modalities (in-person or virtual instructor-led sessions, self-guided computer-based trainings) that meets OAG's needs will be considered. The training sessions will be facilitated by vendor with OAG's assistance. OAG uses the (Statewide LMS) but vendors can propose other Learning Management System (LMS) that would meet OAG's training needs.

71. QUESTION: Will vendors partnering with M/WBE subcontractors receive any points on their bid response?

OAG Response: No, there will not be any extra points given for those vendors partnering with M/WBE subcontractors. While the OAG does not currently set requirements for MWBE, SDVOB or SBE participation, the OAG encourages participation whenever possible.

72. QUESTION: As Per Section 3.1.1, we understand that the OAG is looking for vendors with 8 years of total experience for this engagement. We have executed similar online registration and filing system projects for several public sector agencies; however, we do not have required total 8 years of experience. It would be of great help if you can relax the total experience requirement to 4 years?

OAG Response: The OAG has reduced the contractor requirements to five (5) years of experience. Please see the updated RFP Section 3.1.1.

73. QUESTION: "6.8.1. Background Check: The OAG reserves the right to have a background check(s) –professional, criminal, financial – conducted on any person proposed for a task order project. Active Contractors must perform an industry standard criminal history background check and all sound screening practices must be done prior to an official start date. If the OAG tentatively selects such Contractor, and a prior background check was completed more than six (6) months before the OAG's tentative selection, then the Contractor shall perform an updated background check and provide the results thereof to the OAG. If there was no previous background check, the Contractor shall perform a complete background check and provide the results thereof to the OAG." We assume this only applies to contractor personnel that are performing the solution implementation services and not the Cloud Service Provider (CSP) personnel that are hosting the solution. For example, CSP engages the services of a background screening vendor to conduct background checks on employees at the time of hire. The CSP also performs background investigations in certain foreign countries. The scope of these checks is subject to local laws in the jurisdictions in which the employee is hired. Can your organization please modify this requirement accordingly? Does your organization agree with this interpretation of this requirement? If your organization mandates that CSP also needs to meet this requirement, will your organization be willing to sponsor and pay for these background checks?

OAG Response: Background checks will be required for all individuals who will be working on the deliverables within the project, whether they are on site or not. Background checks for additional individuals involved with the project may be required and will be at the discretion of the OAG. The awarded contractor will be responsible to provide/perform all background checks and incur any associated costs.

74. QUESTION: Did your organization evaluate solutions that could meet its requirements through vendor demonstrations leading up to the RFP release? If so, what types and names of solutions and vendors were evaluated (hosted and on-premise)?

OAG Response: No, the OAG did not evaluate solutions prior to RFP release.



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75. QUESTION: Can OAG please provide Attachments B - Financial Response Form and Attachment C - Reference Response Forms to vendors?

OAG Response: The Attachments B-Financial Response Form and C- Reference Response Forms are located in the Excel workbook with Attachment A-Bid Response Cover Page. These documents can be located on the NYS Contract Reporter or OAG websites.

76. QUESTION: Will OAG please consider granting a 1-week extension to the vendor submission deadline?

OAG Response: Please see updated schedule at the top of the memo.

PRE-BID CONFERENCE

The OAG will be holding a virtual pre-bid conference on **May 14, 2021 at 3:00 PM EST**

The purpose of this pre-bid conference is to clarify any additional questions that may not have been covered in the Questions and Answer Period. Pre-bid conference attendance is **NOT** mandatory for prospective bidders to submit a proposal for this solicitation. The OAG will issue a second purchasing memorandum documenting the questions asked and the answers given during the pre-bid conference. This document will be posted to the OAG website and posted to the New York State Contract Reporter (NYSCR).

Advanced registration is required for prospective bidders to attend. Only prospective bidders who have registered for the pre-bid will be provided the virtual meeting invitation and other necessary instructions for the day of the pre-bid. Prospective bidders will be asked to submit questions in advance as part of their registration. The pre-bid conference will be hosted in Cisco WebEx and will be recorded.

Pre-Bid Conference Registration:

Prospective Bidders who wish to attend the Pre-Bid Conference must submit an email to Purchase@ag.ny.gov by **May 7, 2021 at 5:00 PM EST**.

Registration requests must include the following information:

1. Company Name
2. Names, Email Addresses and phone numbers of Individuals attending (no more than two (2) individuals per bidder)
3. Questions to be answered during the pre-bid conference. If questions are related to a question already answered in this memo, please indicate the question number. All questions should indicate the related section of the RFP.

Registration requests that do not include the requested information will not be confirmed until the information is received by the OAG. Registrations received after the due date or registrations that remain unconfirmed after the due date may not be accepted. Exceptions to this will be at the discretion of the OAG.



STATE OF NEW YORK
OFFICE OF THE ATTORNEY GENERAL

LETITIA JAMES
ATTORNEY GENERAL

DIVISION OF ADMINISTRATION
BUDGET AND FISCAL MANAGEMENT BUREAU

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

VENDOR: _____

ADDRESS: _____

SIGNATURE OF BIDDER: _____

DATE: _____