



ANDREW M. CUOMO
Governor

Homes and Community Renewal

RUTHANNE VISNAUSKAS
Commissioner/CEO

ADDENDUM NO. 7

Request for Proposals (“RFP”) for SAP Technical and Application Management Services

Issued: July 8, 2020

1. Appendix V, the Master Services Agreement – Draft for Comment, revised as of July 8, 2020 and posted to the Agency’s website to reflect updated hyperlinks for Exhibits A, B, C, D, E, F and Appendices I and II.



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ADDENDUM NO. 6

Request for Proposals (“RFP”) for SAP Technical and Application Management Services

Issued: July 7, 2020

1. TAB 1, the Mandatory Minimum Qualifications – Attachment 2, has been revised effective July 7, 2020 to include the bolded paragraph in Item 5 and uploaded to the Agency’s website.
2. Section 5 of the RFP (“Calendar of Events and Milestones”) is hereby amended as follows:

5. Calendar of Events and Milestones

It is anticipated that a contract will be awarded in response to this RFP based on the following schedule:

Event	Date
Issuance of RFP	June 15, 2020
Non-Mandatory Pre-Bid Conference held via WEBEX	June 22, 2020, 1PM, EDT
Secondary Non-Mandatory Pre-Bid Conference via WEBEX	July 10, 2020, 1PM, EDT
Deadline for Submission of RFP Questions and Deadline for Submission of Intent to Bid Form	July 13, 2020, 10AM, EDT
Deadline for Agency Response to RFP Questions	July 14, 2020
Deadline for Proposal Submissions (“Proposal Submission Deadline”)	July 17, 2020, 12PM, EDT

Interview Period	Week of July 27, 2020
Anticipated Selection Date*	July 31, 2020
Contract Execution Target Date	August 6, 2020
Work Start Date	August 10, 2020

*Subject to the approval of each Agency's Board Members.

The Agency reserves the right to conduct interviews and modify this schedule at its discretion. Notification of changes in connection with this RFP will be made available to all interested parties via the Agency's web page at: <https://hcr.ny.gov/procurement-opportunities>.



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ADDENDUM NO. 5

Request for Proposals (“RFP”) for SAP Technical and Application Management Services

Issued: July 2, 2020

1. TAB 1, the Mandatory Minimum Qualifications – Attachment 2, has been revised effective July 2, 2020 and uploaded to the Agency’s website.
2. The Standard Clauses and Requirements section of the Proposal Checklist is hereby amended to include “Appendix VI, the Agency’s Business Process Master List (“BPML”)”, which has been uploaded to the Agency’s website.
3. Section 7 of the RFP (“Proposer Mandatory Qualifications”) is hereby amended as follows:

7. Proposer Mandatory Qualifications

Proposers must meet all of the qualifications outlined in this section. Failure to do so will result in the rejection of the proposal.

7.1 Minimum Qualifications

The Proposer must meet each of the following criteria:

- 1) Possess a valid certification as SAP Implementation or Service Partner, such as at least one of the following certifications:
 - a) SAP Application Operations Partner
 - b) SAP Partner Edge Service Partner
 - c) SAP Application Management Services Partner
- 2) At least ~~five (5)~~ **three (3) full life cycle implementations AND three (3) years** of experience in the expertise, design, implementation, integration, project management, daily maintenance and functional and technical operational support of S/4 HANA systems version 1610 or higher including its deployment in a cloud hosting environment such as Amazon Web Services, Google Cloud or Microsoft Azure in a Linux environment;
- 3) At least five (5) years of expertise in the planning, installation, improvement and support of SAP HANA Database Platform with at least two years of experience on HANA version 2.0;

4) At least ~~five-three~~ **(3)** years of expertise in the installation, configuration and interface of Fiori Front End **with at least two (2) years of experience with Server 4.0 and**-or higher with S/4 HANA ~~and SRM~~;

5) Must have installed, configured and administered at least ~~five-two~~ **(2)** implementations of Solution Manager version 7.2 with the following components:

- a) Technical Administration
- b) System and Application Monitoring
- c) Business Process Operation, Monitoring and Improvement
- d) Change Management
- ~~e) Root Cause Analysis~~
- f) IT Service Management (ITSM)
- g) ~~Job Management~~
- ~~h) Guided Procedures~~
- i) Test Suite

4. The labeling of subsections 7.1.5) **a) through i)** is hereby re-labeled and amended to include subsections 7.1.5) **a) through f)** as shown in the preceding section.

5. Subsection 14.a of Section 12.2 (“Content of Proposals”) is hereby amended as follows:

- a. Corrective Maintenance.

The Proposer must provide an outline which includes a list of routine, adaptive and preventative maintenance which must include incident categories and incident priority fields. Workflow (process automation) is required for tickets to be properly managed and tracked through the system. (Refer

6. Subsection 14.d of Section 12.2 (“Contents of Proposals”) is hereby amended as follows:

- d. Perfective Maintenance.

Proposer to provide recommendations to improve the Agency’s Change Management Strategy. (Refer to Section ~~8.4.1.d~~ 8.4.4 (“Perfective Maintenance and Continuous Improvement”).

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ADDENDUM NO. 4

Request for Proposals ("RFP") for SAP Technical and Application Management Services

Issued: July 1, 2020

- 1. Section: Cover Page of the RFP in connection to Submission Deadline.

Issuance Date: June 15, 2020
Submission Deadline: July 6, 2020, 2:00 PM, EDT
July 7, 2020, 12:00PM, EDT
July 8, 2020, 12:00PM, EDT

- 2. Section: Section 5 titled "Calendar of Event and Milestones," page 8 of the RFP, in connection to the date of the Deadline for Agency Response to RFP Questions and Deadline for Proposal Submissions ("Proposal Submission Deadline").

Table with 2 columns: Event, Date. Rows include Deadline for Agency Response to RFP Questions and Deadline for Proposal Submissions.



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ADDENDUM NO. 2

Request for Proposals (“RFP”) for SAP Technical and Application Management Services

Issued: June 24, 2020

Section: Third paragraph in Section 11.1 of the RFP titled “Proposal Submission Requirements,” page 42, to be revised as follows:

The proposal must be bookmarked and divided into five parts: (i) Tab One: Application Cover Sheet, ~~and~~ Cover Letter and; ~~(ii) Tab Two: Mandatory Minimum Qualifications;~~ (iii) Tab ~~Three~~Two: Technical Proposal; (iii) Tab ~~Four~~Three: Cost Proposal; (iv) Tab ~~Five~~Four: Administrative Proposal; and (v) Tab ~~Six~~Five: Diversity and SDVOB Proposal. Proposals must be sent in two emails and labeled as follows: (a) one email to include Tabs One, and Two ~~and Three~~ and the subject line of the email must be labeled: “2020 Technical AMS Tabs 1, and 2 ~~and 3~~”; and (b) the other email must include Tabs Three, Four, and Five ~~and 6~~ and the subject line of the email must be labeled “2020 Technical AMS Tabs 3, 4, and 5 ~~and 6~~”. If the file is large, it may be submitted in multiple email attachments, with the proper Part One or Part Two label (if applicable) and “1 of X”, “2 of X”, etc., and the last email as “X of X – Final” for each additional email.

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ADDENDUM NO. 1

***Request for Proposals (“RFP”)
for
SAP Technical and Application Management Services***

Issued: June 19, 2020

Section: Proposal Checklist, Tab 4, page 1, to be revised as follows:

Tab 4 - Administrative Proposal

- Lobbying Reform Law Form 1
- Lobbying Reform Law Form 2
- Non-Collusive Bidding Certification Form
- Vendor Information Form
- Vendor Responsibility Questionnaire – For Profit Business Entity or Not For Profit Business Entity
- ~~Vendor Responsibility Questionnaire – Not For Profit Business Entity~~
- ~~Conflict of Interest Statement~~ Vendor Assurance of No Conflict of Interest or Detrimental effect
- ~~Statement regarding Disclosure of Commission Findings~~