

**CALENDAR OF EVENTS**

<b>Event</b>	<b>Date</b>	<b>Time</b>
RFQ Release Date	November 10, 2022	N/A
Pre-Bid Conference	November 17, 2022	1pm EST
Vendor Questions Due	December 2, 2022	12pm EST
DHCR Responses to Vendor Questions Released	December 9, 2022	N/A
Vendor RFQ Response Due	December 22, 2022	12pm EST
Demonstration and Interview Dates	TBD	TBD
Expected Contract Start Date	CY2023 Q1	N/A

**DESIGNATED CONTACTS**

<b>Kurt Seidman, Associate Attorney, Lobbying Contact Officer</b>	<a href="mailto:Kurt.Seidman@hcr.ny.gov">Kurt.Seidman@hcr.ny.gov</a>
<b>Lisa G. Pagnozzi, Vice President, Contracts and Administration</b>	<a href="mailto:Lisa.Pagnozzi@hcr.ny.gov">Lisa.Pagnozzi@hcr.ny.gov</a>
<b>Monika Lekarczyk, Senior Procurement Specialist</b>	<a href="mailto:Monika.Lekarczyk@hcr.ny.gov">Monika.Lekarczyk@hcr.ny.gov</a>

**OGS' IT UMBRELLA CONTRACT - MANUFACTURER BASED, AWARD NUMBER 22802.** Because the RRSB project does require implementation and configuration, any interested Lot 3 Vendor that is not available on Lot 4 must add Lot 4 to their OGS contract before responding to this RFQ. Any Vendor that submits a response for Lot 3 only will be considered non-responsive.

<https://online.ogs.ny.gov/purchase/snt/awardnotes/7360022802ContractorPage.pdf>

**DHCR's Procurement Opportunities Website:**

<https://hcr.ny.gov/procurement-opportunities>

## Talking Points from Pre-Bid Conference

The purpose of this meeting is to provide a brief overview of the Rent Regulation System Modernization project, the procurement process, and to answer questions posed by vendors attending this conference.

DHCR is requesting quotes, for this outcome-based requirements solicitation, from qualified Cloud Solution Manufacturers for a cloud-based solution that will modernize DHCR's current legacy systems and manual processes.

The RFQ was released to all Lot 3 vendors awarded an information technology umbrella manufactured based contract with the State's Office of General Services.

While only Lot 3 vendors are eligible to submit responses, vendors who respond to this solicitation must also be on Lot 4 in order to provide applicable implementation services.

DHCR encourages Lot 3 vendors to partner with experts in the field who may or may not have a contract with OGS.

The insurance policy limit for this procurement is moderate risk. This means that Lot 3 vendors responding to this procurement must either hold themselves, or partner with, a vendor that holds insurance policy limits for moderate risk.

The solicitation is subject to an overall minority and women owned business enterprise participation goal of 30%, 15% for Minority owned Business Enterprises and 15% for Women Owned Business Enterprises. The solicitation is also subject to a Service-Disabled Veteran Owned Business participation goal of 6%.

The agenda for this meeting is as follows:

- DHCR will present a brief overview of the project
- Then we will take questions via the chat in WebEx
- After the Q&A period, we'll have a few closing remarks

Before we get started, we have a few housekeeping items to share with you.

- The Lobbying Law Restricted Period is currently in effect for this procurement until approval of the purchase order contract.
- Questions from vendors at this conference must be submitted via the Webex chat. Any question that is tabled will be answered by DHCR as soon as possible after the WebEx. The Q&As from this pre-bid conference will be shared with Lot 3 vendors via Comet. All other vendors can view the Q&As from visiting DHCR's Procurement Opportunities' webpage. The hyperlink to this webpage can be found on the slide on your screen.
- After the WebEx, we will continue to accept questions from vendors until December 2, 12pm, EST. We encourage vendors to submit questions as early as possible.
- While DHCR will try to respond to questions weekly, all DHCR responses will be answered by December 9<sup>th</sup>.
- For Lot 3 vendors, Q&As and any amendments to the RFQ will be sent in Comet. Lot 3 vendors must submit questions via the questions field in Comet.
- In addition, the RFQ together with all attachments is posted on HCR's Procurement Opportunities' webpage
- The Q&As from this pre-bid conference, together with future Q&As and amendments to the RFQ, if any, will be also be posted on HCR's Procurement Opportunities webpage. Questions from vendors who are not on Lot 3 must submit their questions to Monika Lekarczyk.
- If a vendor is interested in partnering, please send an email to Monika Lekarczyk with your firm's contact information together with the area of your firm's expertise. We will post this information on HCR's Procurement Opportunities webpage for viewing by Lot 3 vendors
- Vendor not on Lot 3 can also contact Lot 3 vendors directly. The website link for Lot 3 vendors is listed on the screen for this WebEx
- Responses from Lot 3 vendors to this RFQ are due by 12pm, EST, December 22<sup>nd</sup>.