



Request For Proposal (“RFP”)

FOR

**INFORMATION TECHNOLOGY AND OTHER
CONSULTANT SERVICES**

DECEMBER 22, 2006

PIN NO. 12707CA00053

NEW YORK CITY FINANCIAL INFORMATION SERVICES AGENCY

RFP for Information Technology and Other Consultant Services, December 22, 2006

Notice To Prospective Proposers

I.

THE NEW YORK CITY COMPTROLLER IS CHARGED WITH THE AUDIT OF CONTRACTS IN NEW YORK CITY. ANY SUPPLIER WHO BELIEVES THAT THERE HAS BEEN UNFAIRNESS, FAVORITISM OR IMPROPRIETY IN THE PROPOSAL PROCESS SHOULD INFORM THE COMPTROLLER, OFFICE OF CONTRACT ADMINISTRATION, 1 CENTRE STREET, ROOM 835, NEW YORK, NY 10007; TELEPHONE NUMBER (212) 669-3173.

IF YOUR PROPOSAL IS SELECTED FOR AWARD, YOU WILL BE REQUIRED TO SIGN AN AFFIDAVIT THAT YOU ARE UNAWARE OF ANY IMPROPRIETIES THAT CREATED AN UNFAIR ADVANTAGE DURING THE DEVELOPMENT, EVALUATION, OR SELECTION PHASES OF THE RFP CONTRACTING PROCESS.

ABSOLUTELY NO COMMUNICATIONS ARE PERMITTED BETWEEN A PROSPECTIVE PROPOSER AND THE CITY OF NEW YORK, OR ANY OF ITS AGENCIES, WITH RESPECT TO ANY MATTER DIRECTLY OR INDIRECTLY RELATED TO THIS SOLICITATION, EXCEPT THROUGH THE INDIVIDUAL(S) NAMED IN SECTION F OF THIS RFP.

FINANCIAL INFORMATION SERVICES AGENCY

RFP FOR: INFORMATION TECHNOLOGY AND OTHER CONSULTANT SERVICES	DATED: DECEMBER 22, 2006
NAME OF PROPOSER:	PIN NO.: 12707CA00053
TAXPAYER'S IDENTIFICATION NO.:	PROPOSER'S FAX NO.:

SUBMISSION CHECKLIST

Note: *Include all of the items below with your proposal submission and have a completed copy of this checklist attached. Pursuant to Section 2-07(b) of the Rules of the New York City Procurement Policy Board proposals may be rejected as non-responsive if items are omitted.*

CHECK EACH ITEM TO INDICATE INCLUSION IN YOUR PROPOSAL

- 1. Cover letter/letter of transmittal containing information set forth in Section M, Folder 1: Labeled "Cover Letter."
- 2. Client Reference Forms – See Section M, Folder 2: Labeled "Resumes and Client Reference Forms."
- 3. Commitment of Proposer – See Section M, Folder 3: Labeled "Commitment of Proposer."
- 4. Proposer Background: Length of time Proposer has been in IT consultant business and size of company, include number of executive(s) and clerical staff. – See Section M, Folder 4: Labeled "Proposer Background."
- 5. W9 & Tax Clearance Forms: Completed Certificate of Tax Clearance (*See Exhibit C*) and Completed Substitute W-9 Form and W-9 Instructions (*access websites below*) – See Section M, Folder 5: Labeled "W9 and Tax Clearance Forms."
 - http://www.comptroller.nyc.gov/bureaus/acc/w9/Substitute_W9_Form.pdf
 - http://www.comptroller.nyc.gov/bureaus/acc/w9/Substitute_W9_Instructions.pdf
- 6. Vendex: A. One (1) original and one (1) copy of each completed Business Entity Questionnaire for the Proposer, and for any parent company of the proposer and for any sub-contractor of the Proposer, if applicable. (*access Vendex website below*) - See Section M, Folder 6: Labeled "Vendex."
 - <http://www.nyc.gov/html/selltonyc/html/tocvendex.html>

B. One (1) original and one (1) copy of each completed Principal Questionnaire for the Proposer, and for any sub-contractor of the Proposer, if applicable. (*access Vendex website below*) - See Section M, Folder 6: Labeled "Vendex."

 - <http://www.nyc.gov/html/selltonyc/html/tocvendex.html>
- 7. Completed original Supply and Service Employment Report (*access websites below*). – See Section M, Folder 7: Labeled "DBS Report."
 - <http://www.comptroller.nyc.gov/bureaus/bam/dobdlsform.pdf>
 - <http://www.comptroller.nyc.gov/bureaus/bam/erinstructions.pdf>
- 8. Consultant billings for the last three (3) years. (Please provide the total annual billings for the last three (3) years for Consultants in the Information Technology field and list the billings in each class you are proposing). – See Section M, Folder 8: Labeled "Consultant Billing."
- 9. Maximum Hourly Rate being proposed – See Section M, Folder 9: Labeled "Maximum Hourly Rate"
- 10. Submission Checklist – See Section M, Folder 10: Labeled "Submission Checklist"

Signature and Title of Authorized Officer

Name and Title of Authorized Officer (Please Print)

Table of Contents

A. INTRODUCTION AND OBJECTIVES..... 6

B. ELIGIBLE PROPOSERS 8

C. NO COMMITMENT TO OFFER OR RETAIN CONSULTANTS 8

D. KEY DATES..... 8

E. CITY OF NEW YORK CONTRACTS; ESSENTIAL CONTRACT TERMS..... 8

F. COMMUNICATIONS WITH CITY/PROJECT CONTACT..... 9

G. INFORMATION DISTRIBUTION..... 9

H. PROPOSER QUESTIONS 9

I. SITE INSPECTIONS..... 9

J. REJECTION, ACCEPTANCE AND WAIVER OF CERTAIN PROPOSALS/TERMS..... 10

K. PROCUREMENT POLICIES..... 10

 1. Status of Information..... 10

 2. Amendments 10

 3. Modified Proposals 10

 4. Withdrawal of Proposals 10

 5. Costs Incurred by Proposers..... 11

 6. Contract..... 11

 7. Contract Award..... 11

 8. Right to Appeal..... 11

 9. RFP Postponement/Cancellation..... 11

 10. Prompt Payment 11

L. PROPOSAL EVALUATION PROCEDURES..... 11

 1. Selection Committee 11

 2. Short List..... 12

 3. Evaluation Criteria..... 12

M. PROPOSAL SUBMISSION/CONTENT REQUIREMENTS 12

N. EXTENSIONS OF TIME; VERIFICATION OF VENDOR CLAIMS 15

O. QUALITY OF PROPOSAL..... 15

P. NOTIFICATION OF SELECTION 16

Q. MULTI-YEAR CONTRACTS 16

R. VENDOR LISTS 16

S. CONFIDENTIAL OR PROPRIETARY INFORMATION 17

Exhibits

A. Client Reference Form

B. Agreement

Attachments to Agreement:

A. Legacy Personnel (names, rates, term)

B. Consultant Firm's Area(s) of Expertise and Maximum Hourly Rates

C. Background Check Certification (sample)

D. Confidentiality Statement (sample)

E. RFP (Incorporate-d by Reference)

F. General Provisions Governing Contracts for Consultants, Professional and
Technical Services

G. Consultant Proposal (Incorporated by Reference)

C. Certificate of Tax Clearance Form

D. Classes and Examples of Areas of Work and Jobs/Skills

D-1. Some of the jobs FISA utilizes or could utilize

A. INTRODUCTION AND OBJECTIVES

1. The Financial Information Services Agency (“FISA”) of the City of New York is a complex state of the art information technology service center using large mainframe operating systems. The agency is responsible for the data processing functions and operations of systems that provide financial, budget and procurement functions, as well as human resource management, citywide payroll, pension and time keeping activities for the City of New York. Services are provided to City officers, employees, and agencies of the City responsible for organizing, compiling, coordinating and reporting upon the enterprise systems. FISA also provides a training program and facility, as well as manages and operates a citywide call center for the services it provides.

FISA develops and maintains application software for such systems. Working closely with owner/client agencies, FISA develops and implements both custom and packaged applications, and maintains the requisite technical infrastructure, using in-house project resources and hired consultants.

FISA employs over 300 City employees and, as needed, relies on consultants to provide specialized expertise for ongoing projects. Major business system projects span multiple years and can cost over \$100M over the life of a project.

This RFP seeks consulting firms who can supply Information Technology and other consultant services, and are ready, willing, and able to supply consultants to address these needs. FISA anticipates establishing a pool of up to 75 consultant firms (15 per class for 5 classes). Each pool member will enter into an Agreement with FISA, substantially in the form of Exhibit B, hereto, under which individual work orders will be awarded on a competitive basis.

2. FISA will be awarding this RFP for a 3 year period with the City’s unilateral option to renew for an aggregate of up to an additional six (6) years. FISA currently has approximately (70) consultants working on various required projects within the agency. You may already have consultants at FISA via another contract. However, FISA may not continue to utilize the other agreements after this RFP is awarded. Any vendor, therefore, who wishes to continue to be eligible to provide consultants to FISA is very strongly urged to respond to this RFP. The City will sign an agreement(s) only with the successful proposer(s) who shall be defined as the prime contractor(s). The prime contractor is the firm who will sign the contract and is fully responsible for the work to be performed under this RFP. The City recognizes,

however, that in order to submit a most expert proposal, proposers may enter into partnerships, sub-contracting, consortiums or other arrangements with another firm or firms. Proposers may use existing business partnerships and/or may utilize sub-contractors to perform certain aspects of the work required in this RFP. Such business and sub-contracting arrangements are welcome, provided the successful proposer/prime contractor assumes full responsibility for the work of all its partners and sub-contractors. Proposals submitted must clearly identify every business partner and sub-contractor which will supply services under the contract and disclose the relationship to the successful proposer. (If you decide to enter into a prime/sub-contractor arrangement, you must return a fully completed VENDEX Questionnaire for each sub-contractor with your proposal.) The City reserves the right to approve all sub-contractors submitted. However, you may not sub-contract with any other firm(s) who are submitting a response to this RFP or therefore, who receive an award as a result of this solicitation. A complete list of successful firms will be supplied to each vendor after awards. Each successful vendor will sign a contract substantially in the form of Exhibit B, which contains the following statement in Section 4 thereof: “By execution of this **Agreement**, the **Consultant** expressly acknowledges and agrees as follows: with regard to all positions solicited under the **Consultant Pool**, the **Consultant** shall not enter into any sub-contracting arrangement, either as a prime contractor or as a sub-contractor, with any firm that is a member of any Class of the **Consultant Pool**.”

YOUR SUBMISSION OF A PROPOSAL SHALL BE DEEMED TO INDICATE YOUR ACCEPTANCE OF THE TERMS AND CONDITIONS SUBSTANTIALLY IN THE FORM OF THOSE SET FORTH IN THE AGREEMENT ATTACHED HERETO AS EXHIBIT B.

Award of work will be based upon the City’s competitive evaluation of the proposals received, and will take the form of a Work Order upon award. Additionally, each Vendor signing an Agreement to become a member of our consultant pool, will receive a Solicitation when there is a requirement for new work. The City reserves the right not to award any work hereunder, and advises that entry into an Agreement hereunder is not a guarantee of award of any work.

3. Desired Classes:

Specific project Solicitations will not only specify required skills in one or more areas of categories within the Class, but will also specify required levels of capabilities (from a minimum level of experience to the maximum level of experience). Vendors may be

awarded contracts covering more than one class. Examples of specific classes including areas of work and jobs/skills, which may be required over the life of the Agreement shall include, but **shall not be limited to** those areas delineated in Exhibit D and D-1. Additional areas of work and jobs/skills may be added over the term of the Agreement and all vendors in the appropriate class(es) will be allowed to bid on these new categories. (*See Exhibits D and D-1*).

B. INTENTIONALLY OMITTED

C. NO COMMITMENT TO OFFER OR RETAIN CONSULTANTS

It is understood that neither release of this RFP nor acceptance of proposals will require the City to award any work to any party.

D. KEY DATES

Release of RFP.....	12/22/06
Deadline for Questions From Prospective Proposers.....	01/03/07
Proposers Conference.....	N/A
Proposals Due.....	01/12/07

E. CITY OF NEW YORK CONTRACTS; ESSENTIAL CONTRACT TERMS

1. Contracts resulting from this RFP will be with an agency of the City of New York, and will be subject to a number of substantive and procedural requirements unique to public sector contracts. These include terms relating to Equal Employment Opportunity (EEO), and disclosure of firm structure and ownership. All such required documents are included as Exhibits to this RFP, and are listed in both the Submission Checklist and the Table of Contents. When FISA wishes to award work all members of the appropriate class of expertise who at the time have registered contracts in place will be solicited.
2. Each contract to be entered into as a result of this solicitation will be substantially in the form of the Agreement attached hereto as Exhibit B. By submission of a proposal, the Proposer agrees to the Agreement terms and conditions substantially in the form attached hereto. The Agreement addresses issues of importance to the City, including, but not limited to the following (see also Section K(7) of this RFP). Vendors are advised to read the entire RFP, and Exhibits thereto, carefully before submitting a proposal. In addition to work awarded at the onset, from time to time FISA will solicit Prime Contractors for additional work. Such solicitation(s) will follow the processes delineated in Section 4 and Section 5 of the

Agreement attached hereto as Exhibit B. All Prime Contractor work will be subject to acceptance by the City. In addition to awarding work based on a not to exceed hourly rate, work may also be awarded based on a fixed price or a lump sum basis in accordance with the process delineated in Section 4 and Section 5 of the Agreement, attached hereto as Exhibit B.

F. COMMUNICATIONS WITH CITY/PROJECT CONTACT

Communications in connection with this RFP are to be directed only to Marisol Cintron, Contract Analyst, or Susan Chee, Contract Analyst, at rfp2007@fisa.nyc.gov at Financial Information Services Agency, 450 West 33rd Street, 4th Floor, New York, NY 10001. No other FISA/City employee is empowered or authorized to discuss matters concerning this solicitation. Questions regarding the RFP must be submitted in writing, before the deadline indicated in Section H of this RFP. Any questions to which the City deems a response is required will result in a written response in the form of an Addendum and distributed to all firms who have received a copy of this RFP, see Section H. From the date this RFP is issued until the award of ensuing contracts, no communication with FISA personnel, or with any other City personnel, concerning this solicitation is permitted, except as specified herein.

G. INFORMATION DISTRIBUTION

No Proposer will be supplied with any informational materials to this solicitation unless such information can be distributed to all prospective Proposers. This is one example of why Proposers are advised that FISA may decline to respond to certain questions.

H. PROPOSER QUESTIONS

All questions concerning this RFP must be submitted via email to both Marisol Cintron and Susan Chee at rfp2007@fisa.nyc.gov or via fax at (212) 857-1004 or (212) 857-1012. The deadline for questions is January 3, 2007 by 11:00 A.M. Questions must reference the RFP by name, page number and paragraph. Vendors are advised that only this RFP, as amended by formal, written Addenda shall be considered valid and binding. Responses to questions will be included in any Addenda and will be distributed to all eligible prospective proposers. Notwithstanding anything herein to the contrary, FISA reserves the right NOT to answer a submitted question.

I. SITE INSPECTIONS

Not Applicable.

J. REJECTION, ACCEPTANCE AND WAIVER OF CERTAIN PROPOSALS/TERMS

FISA reserves the right to:

1. Reject any and all proposals received in response to this request;
2. accept a proposal that is not the lowest cost; and
3. waive or modify any mistakes in proposals in accordance with the City's Procurement Policy Board Rules.

K. PROCUREMENT POLICIES

1. Status of Information

Any oral or written information released prior to the issuance of the RFP is to be regarded as preliminary in nature, and shall not be binding.

2. Amendments

- a. FISA will issue to eligible parties responses to inquiries and any other corrections or amendments as it deems necessary in written addenda issued prior to the proposal submission deadline.
- b. Proposers may not rely upon any representation, statement, or explanation other than those made in this RFP or in formal written addenda hereto.
- c. Addenda will be distributed by either mail, fax or e-mail to Prospective Proposers.
- d. Prospective Proposers should call the designated contact person prior to submitting a proposal to verify that all amendments have been received. **IT IS THE PROPOSER'S RESPONSIBILITY TO ENSURE HIS/HER RECEIPT OF ALL AMENDMENTS.**

3. Modified Proposals

A Proposer may replace, modify or amend its previously submitted proposal until the due date for the submission of proposals. FISA will only consider the latest version of the proposal unless directed otherwise by the Proposer.

4. Withdrawal of Proposals

Proposers who decide to withdraw their proposals must notify FISA of such withdrawal in writing. Notwithstanding anything herein to the contrary, all proposals become the property of the City upon receipt.

5. Costs Incurred by Proposers

Neither FISA nor the City shall be liable for any costs incurred by Proposers in connection with the preparation of proposals or for any work performed in connection therewith, including work performed in connection with responses to Solicitations for project work.

6. Contract

Proposers will be offered a standard consulting Agreement substantially in the form of *Exhibit B*.

7. Contract Award

- a. FISA reserves the right to award Agreements to other than the lowest priced Proposers. In general, Agreements resulting from this RFP will be awarded to the responsive responsible qualified Proposers whose proposals are deemed to be the most advantageous to the City, all factors, including cost, considered. Any award will be subject to all required City approvals, and no Agreement resulting from this RFP will be effective until such time as it has received all required New York City oversight approvals, and has been duly registered by the Office of the New York City Comptroller.

8. Right to Appeal

Proposers may elect to appeal certain decisions and determinations rendered by the Agency Chief Contracting Officer pursuant to the Procurement Policy Board Rules.

9. RFP Postponement/Cancellation

FISA reserves the right to postpone or cancel this RFP and to reject any and all proposals.

10. Prompt Payment

Payments made under an Agreement resulting from this RFP will be made in accordance with the Prompt Payment provisions, set forth in the Rules of the New York City Procurement Policy Board (“**Rules**”).

L. PROPOSAL EVALUATION PROCEDURES

1. Selection Committee

Vendor selection will be by a selection committee comprised of not less than three (3) City personnel.

2. Short List

The City reserves the right to: (i) narrow proposals to a “short list,” and (ii) request from any/all Proposers on the short list “Best and Final Offers.” There is no guarantee that the City will request a “Best and Final Offer”, therefore, you should submit your best proposal.

3. Evaluation Criteria

	<u>Weight</u>
a. Experience of Firm	30%
b. Technical Skills	50%
c. Cost (relationship of rate to skills - Lowest cost may not mean highest score)	20%

M. PROPOSAL SUBMISSION/CONTENT REQUIREMENTS

The format for each Vendor’s Proposal submission: Include all of the separate folders identified below in your proposal submission. All folders should be clearly labeled with the headings delineated below. Please submit (5) hard copies and (5) soft copies (on CD-ROM) of your proposal.

FOLDER 1: LABELED “COVER LETTER”

A cover letter/letter of transmittal which includes the following:

- a. The name and address of the prime contractor and subcontractors, if any;
- b. The name, title and telephone number of the individual authorized to commit the proposer firm to the Agreement;
- c. The signature of an authorized Officer of the firm;
- d. Express statement as to any exceptions taken to the standard Agreement form (*Exhibit B*, hereto);

FOLDER 2: LABELED “RESUMES AND CLIENT REFERENCE FORMS”

This folder should contain the following:

- A. Resumes (which must include the billed hourly rate)

Proposers are to submit up to three (3) resumes per class, such resumes should be from the last 12 months and be resumes that would, in the Proposer’s opinion, represent consultants that would best fit FISA’s needs (based on information provided in this RFP) for each Class for which you are proposing. Such resume(s) should be representative of the best type of consultant your company can provide for the class(es) for which you are proposing. These

resumes need to indicate the hourly rate the consultant charged for this individual for the service performed within the past 12 months.

B. Client Reference Forms (signed and notarized by the reference - not the proposer)

You may submit up to three (3) resumes per Class and up to three (3) references per resume. Proposers are required to fill out the top portion of Exhibit A - Client Reference Form and have the person/firm providing the reference fill out the remainder of the reference form and have the reference sign, notarize, and send the form directly to FISA in an envelope labeled: RFP Proposal Pin No. 12707CA00053, Attention Marisol Cintron, at 450 West 33rd Street, 4th Floor, New York, NY 10001. It is the responsibility of the proposing vendor to ensure that the references are submitted (by the entity/person providing the reference) by the proposal due date. Missing references may have an impact on evaluation scores. Completed Client Reference Forms will not be accepted directly from the proposing vendor; the Client Reference Forms must be submitted to FISA directly by the entity/person providing the reference. Proposers with your proposal submission include the names of the persons/entities that will be sending FISA Client Reference Forms on behalf of your company (proposing vendor).

FOLDER 3: LABELED “COMMITMENT OF PROPOSER”

Statement signed by authorized officer of the firm, giving the commitment of proposer to supply consulting services within 10 days of receipt of work assignment.

FOLDER 4: LABELED “PROPOSER BACKGROUND”

FISA is seeking proposals from all consultant companies including small firms or firms that specialize in “niche” areas. Please submit a statement not to exceed two (2) pages providing the: a) length of time Proposer has been in IT consultant business, b) size of the company, including number of executive(s) and clerical staff, c). how your firm can contribute to FISA’s staffing needs based on the information contained in this RFP, and d) explain your experience and type of consultant services you have provided in the past.

FOLDER 5: LABELED “W9 & TAX CLEARANCE FORMS”

Include in this folder the following:

- A. Completed Certificate of Tax Clearance (*See Exhibit C*).

- B. Completed Substitute W-9 form (*access website and instructions below*).

http://www.comptroller.nyc.gov/bureaus/acc/w9/Substitute_W9_Form.pdf

http://www.comptroller.nyc.gov/bureaus/acc/w9/Substitute_W9_Instructions.pdf

FOLDER 6: LABELED “VENDEX”

- A. One (1) original and one (1) copy of each completed Business Entity Questionnaire for the Proposer, and for any parent company of the proposer and for any sub-contractor of the Proposer, if applicable (*access Vendex website below*).¹

<http://www.nyc.gov/html/selltonyc/html/tocvendex.html>

- B. One (1) original and one (1) copy of each completed Principal Questionnaire for the Proposer, and for any sub-contractor of the Proposer, if applicable (*access Vendex website below*).¹

<http://www.nyc.gov/html/selltonyc/html/tocvendex.html>

Please note: Proposers are strongly encouraged to submit fully completed Vendex forms with their proposal submission as this will expedite the award process.

FOLDER 7: LABELED “DBS REPORT”

A completed original Supply and Service Employment Report (*access websites below*).

<http://www.comptroller.nyc.gov/bureaus/bam/dobdlsform.pdf>

<http://www.comptroller.nyc.gov/bureaus/bam/erinstructions.pdf>

Please note: Proposers are strongly encouraged to submit fully completed DBS forms with their proposal submission as this will expedite the award process.

FOLDER 8: LABELED “CONSULTANT BILLING”

Consultant billings for the last three (3) years. (Please provide the total annual billings for the last three (3) years for consultants in the Information Technology field and list the billings in each class you are proposing).

FOLDER 9: MAXIMUM HOURLY RATE

Must include only one maximum hourly rate for each class for which you are proposing. This rate is not the rate provided with the resume(s) submitted. This rate must be the maximum hourly rate for each class for which you are proposing (this rate must include most senior position/person your company would provide for the class(es) for which you are proposing).

¹ Anyone wishing to get a hard copy of the Vendex forms please contact Marisol Cintron or Susan Chee at rfp2007@fisa.nyc.gov

FOLDER 10: SUBMISSION CHECKLIST

Fully and properly completed and signed Submission Checklist (provided at the beginning of this RFP package).

N. EXTENSIONS OF TIME; VERIFICATION OF VENDOR CLAIMS

FISA reserves the right to extend the deadlines for submission of proposals upon notice to all prospective Proposers.

O. QUALITY OF PROPOSAL

1. Prospective Proposers are advised that there is no page limitation for proposals, however, proposers are reminded that the quality of proposals will be evaluated. Proposers are strongly urged to submit comprehensive proposals that are clear, logical, and concise.
2. Proposers are cautioned to include their complete return address on the outer envelope and wrapper enclosing any materials submitted in response to the RFP. All such outer envelopes or wrappers should be addressed as follows:

Financial Information Services Agency
450 West 33rd Street, 4th Floor
New York, NY 10001
Attn: Marisol Cintron
Due Date: January 12, 2007 by 11:00 A.M.
No proposals will be accepted after 11:00 A.M.
Re: RFP - Information Technology and Other Consultant Services
PIN No. 12707CA00053

LATE PROPOSALS WILL NOT BE CONSIDERED FOR EVALUATION, EXCEPT AS MAY BE PERMITTED BY THE PROCUREMENT POLICY BOARD RULES.

3. **HOWEVER, PROPOSALS DELIVERED BY HAND WILL BE ACCEPTED ONLY THROUGH THE BUILDING'S 10TH AVENUE ENTRANCE AT: 404 10TH AVENUE (NEAR 33RD STREET), BAY #10, NEW YORK, NY 10001, BETWEEN THE HOURS OF 9:00 A.M. AND 4:00 P.M. ON JANUARY 12, 2007 PROPOSALS WILL NOT BE ACCEPTED AFTER 11:00 A.M. FISA WILL NOT ACCEPT PROPOSALS SUBMITTED BY FAX, EMAIL, OR ANY ELECTRONIC MEANS.**

4. Proposals must be received by FISA by January 12, 2007 by 11:00 A.M. **LATE PROPOSALS WILL NOT BE CONSIDERED FOR EVALUATION, EXCEPT AS MAY BE PERMITTED BY THE PROCUREMENT POLICY BOARD RULES.** Proposers are responsible for informing commercial delivery services, if used, of delivery requirements. It is the responsibility of Proposers to ensure that proposals are properly addressed, and to ensure that hand delivered proposals are delivered to the correct entrance, and to ensure timely receipt of proposals.
- a. Any modification to a proposal received after the due date for submission of proposals is late and shall not be considered, except as may be permitted by the Procurement Policy Board Rules
 - b. Notwithstanding anything herein to the contrary, a late modification to a successful proposal that makes its terms more favorable to the City shall be considered at any time it is received, and may be accepted upon the written approval of the Agency Chief Contracting Officer, in accordance with the Procurement Policy Board Rules.

P. NOTIFICATION OF SELECTION

After selection of the successful proposals, all Proposers will be notified.

Q. MULTI-YEAR CONTRACTS

Any multi-year Agreements resulting from this RFP, shall be subject to automatic cancellation if funds are not appropriated or otherwise made available to support continuation of performance. However, this does not affect either the City's rights or the contractor's rights under any termination clause in the Agreements.

R. VENDOR LISTS

Vendors interested in joining the New York City bidder's lists should fill out the NYC-FMS Vendor Enrollment Application, available on-line at NYC.gov/selltonyc and in hardcopy by calling the Vendor Enrollment Center at (212) 857-1680.

S. CONFIDENTIAL OR PROPRIETARY INFORMATION

Note: Any material which a Proposer deems to be confidential or proprietary information or trade secrets must be identified as such and clearly marked as confidential in its proposal and must be accompanied by a justification or explanation as to why that material should not be disclosed by the City. All such material must be easily separable from non-confidential sections of the proposal. The City shall maintain the confidentiality of such material to the extent allowable under applicable Laws, Rules, Regulations, and Executive Orders, etc.

PLEASE NOTE THAT USE OF THIS DOCUMENT IS INTENDED ONLY FOR THE PURPOSES OF PROVIDING NECESSARY INFORMATION TO VENDORS SOLICITED HEREUNDER TO ENABLE THEM TO OFFER A PROPOSAL IN RESPONSE TO THIS REQUEST FOR PROPOSAL.

END OF PAGE

EXHIBIT A
CLIENT REFERENCE FORM

TO BE SUBMITTED BY REFERENCE
DIRECTLY TO FISA

EXHIBIT A*
CLIENT REFERENCE FORM

Request for Proposal for Information Technology and Other Consultant Services PIN No. 12707CA00053

CLIENT REFERENCES			
Class:	Proposing Company:	Name of Consultant: (resume being submitted)	
Reference Company Name	Reference Company Address	Reference Company Contact	Reference Company Telephone #
Time Period of Individual Consultant's (resume being submitted) Engagement			
<i>Specify Functional Experience:</i>			

REFERENCE: PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. What was the consultant's role on your company's project and what was the duration of the consultant's engagement (please include dates)?

2. Did the consultant achieve the goals that he/she was expected to accomplish?

3. On a scale of 1-10 (ten being the highest) how would you rate the consultant's performance on the project?

4. On a scale of 1-10 (ten being the highest) how would you rate the consultant firm's responsiveness to your company as the client?

*******SEE NEXT PAGE*******

*See Instructions at the bottom of this form (next page)

5. Would you hire the consultant again?

6. Is there anything you would like to add?

I, _____ a _____ for _____, being duly sworn, state that I have
(Name of reference) (Title) (Company)
read and understand all the questions and answers contained above; that I have supplied full and complete information in answer to each question therein to the best of my knowledge, information, and belief; and that all the information supplied therein is true.

Signature

Date

Subscribed and sworn to before me
This _____ day of _____, 20__

Notary Public or Commissioner of Deeds

*Instructions: You may submit up to three (3) resumes per Class and up to three (3) references per resume. Proposers are required to fill out the top portion of Exhibit A - Client Reference Form and have the person/firm providing the reference fill out the remainder of the reference form and have the reference sign, notarize, and send the form directly to FISA in an envelope labeled: RFP Proposal Pin No. 12707CA00053, Attention Marisol Cintron, at 450 West 33rd Street, 4th Floor, New York, NY 10001. It is the responsibility of the proposing vendor to ensure that the references are submitted (by the entity/person providing the reference) by the proposal due date. Missing references may have an impact on evaluation scores. Completed Client Reference Forms will not be accepted directly from the proposing vendor; the Client Reference Forms must be submitted to FISA directly by the entity/person providing the reference. Proposers with your proposal submission include the names of the persons/entities that will be sending FISA Client Reference Forms on behalf of your company (proposing vendor).

EXHIBIT B

AGREEMENT

EXHIBIT C

CERTIFICATE OF TAX CLEARANCE

EXHIBIT D

CLASSES AND EXAMPLES OF AREAS OF WORK AND JOBS/SKILLS

EXHIBIT D-1

SOME OF THE JOBS FISA UTILIZES OR COULD UTILIZE