

NEW YORK STATE INSURANCE FUND
REQUEST FOR QUOTES
SUMO LOGIC
RFQ #2019-63-IT

1. OVERVIEW OF THE NEW YORK STATE INSURANCE FUND

The New York State Insurance Fund (NYSIF) was established in 1914 as part of the original enactment of the New York State Workers' Compensation Law. NYSIF's mission is to guarantee the availability of workers' compensation insurance at the lowest possible cost to New York employers and to provide timely, appropriate indemnity and medical payments to injured workers, while maintaining a solvent fund. Since inception, NYSIF has fulfilled the dual roles for which it was created: to compete with other carriers to ensure a fair market place and to be a guaranteed source of coverage for employers who cannot secure coverage elsewhere.

NYSIF is the largest workers' compensation carrier in New York State and among the top 10 largest workers' compensation carriers in the nation, insuring approximately 155,000 policyholders, with more than \$2 billion in annual premium and \$18 billion in assets. A self-supporting insurance carrier, NYSIF operates without taxpayer funding.

In addition to workers' compensation insurance, NYSIF provides disability benefits coverage for off-the-job injuries to more than 61,000 New York employers. In 2018, NYSIF added Paid Family leave as a component of its disability benefits product, providing New Yorkers with job-protected, paid time away from work to care for their families.

2. PURPOSE OF THIS REQUEST FOR QUOTES (RFQ)

The New York State Insurance Fund (NYSIF) intends to procure Sumo Logic, pursuant to its discretionary purchasing authority under State Finance Law §163(6). Sumo Logic is a log consolidation tool, with the ability to collect logs from disparate sources and correlate data between them. NYSIF is using this tool for compliance with NYS log retention policy, report generation, system alerting, and troubleshooting. This procurement opportunity is limited to New York State small businesses certified as Minority or Women Owned Businesses pursuant to Article 15-A or small businesses certified as Service-Disabled Veteran Owned Businesses pursuant to Article 17-B of the New York State Executive Law. The value of the resulting contract from this procurement will not exceed \$200,000.

3. CONTRACT TERMS & APPROVAL

NYSIF is seeking a one-year agreement for the services outlined above. The term of this contract is 3/15/20-3/14/21.

The contract between NYSIF and the successful Bidder will not be binding until it has been approved by the Attorney General and New York State Comptroller.

Appendix A, Standard Clauses for New York State Contracts, as attached to this RFQ, will prevail should there be a conflict between any term or condition in the text of this document and the its terms.

**NEW YORK STATE INSURANCE FUND
REQUEST FOR QUOTES
SUMO LOGIC
RFQ #2019-63-IT**

4. CALENDAR

<u>DATE</u>	<u>EVENT</u>	<u>COMMENTS</u>
9/13/19	RFQ Issued	
10/4/19	Final date for bidder inquiries <u>Attachment 2 Question Submission Form</u>	<u>Written inquiries only</u> using <u>“Attachment 2 Question Submission Form”</u> by 12:00 p.m. (EST) to: Email: contracts@nysif.com Fax: 518-437-4209
10/15/19	Responses to Inquiries	Written responses will be posted on NYSIF’s website at: www.nysif.com/procurement
10/22/19	Final date for submission of bids	Deadline for response to this RFQ. All sealed bids MUST be addressed to: Mail: NYSIF – Procurement Unit Bid # 2019-63-LEG 15 Computer Drive West Albany, NY 12205-1690 and received by 2:00 p.m. (EST)
TBD	Anticipated Start Date	Subject to the required approvals.

5. INQUIRIES/ISSUING OFFICE/DESIGNATED CONTACT

All inquiries concerning this solicitation will be addressed to the following Designated Contacts:

Vincent Ginardi
Contract Management Specialist
E-Mail: contracts@nysif.com

Alex Romano
Contract Management Specialist 2
E-Mail: contracts@nysif.com

For inquiries related specifically to Minority and Woman Owned Business Enterprises (MWBE) and Service Disabled Veteran Owned Business (SDVOB) provisions of this procurement solicitation, the designated contact is:

Damaris Torres
MWBE/SDVOB Oversight Officer
E-Mail: contracts@nysif.com

**NEW YORK STATE INSURANCE FUND
REQUEST FOR QUOTES
SUMO LOGIC
RFQ #2019-63-IT**

All amendments, clarifications and any announcements related to this procurement will be posted on NYSIF's website at: www.nysif.com/procurement. It is the sole responsibility of the bidders to check the website for any amendments, clarifications or updates. All applicable amendment information must be incorporated into the firm's proposal. Failure to include this information in your proposal may result in the proposal being deemed non-responsive.

6. QUESTION & ANSWER PERIOD

All questions related to this RFQ or the contract process must be submitted in writing using "Attachment 2 Question Submission Form" to contracts@nysif.com by 12:00 PM on 10/4/19. Responses to bidder's questions will be posted on NYSIF's procurement website (www.nysif.com/procurement) on 10/15/19. Prospective Bidders should note that all clarifications and exceptions are to be resolved prior to the submission of a bid. Answers may be included in a bid addendum.

All amendments, clarifications and any announcements related to this procurement will be posted on NYSIF's website at: www.nysif.com/procurement. It is the sole responsibility of the bidders to check the website for any amendments, clarifications or updates. All applicable amendment information must be incorporated into the firm's proposal. Failure to include this information in your proposal may result in the proposal being deemed non-responsive.

7. INSURANCE REQUIREMENTS

Bidders are required to provide Workers Compensation and NYS Disability Benefits, as required by New York State. Visit <http://www.wcb.ny.gov/content/main/Employers/busPermits.jsp> for further information.

8. MINORITY, WOMEN-OWNED, AND SMALL BUSINESS ENTERPRISES (S/M/WBE)

It is the policy of NYSIF to encourage the greatest possible participation by Minority and Women-Owned Business Enterprises (MWBE) as Bidders, subcontractors and suppliers on its procurement contracts, consistent with New York State laws. NYSIF has established a goal of 30% MWBE participation for its contracts.

Bidders are required to complete the forms contained within Appendix M and submit those with the bid proposal. Failure to properly complete and provide these documents may result in rejection of the bid.

The Awarded Contractor(s) will be required to demonstrate its ability to meet NYSIF's goals for MWBE participation by documenting all subcontracted work related to this contract for which MWBE participation will take place. If a waiver (or partial waiver) from meeting NYSIF's MWBE goals is being sought, the contractor MUST complete the waiver form (Form 104 of Appendix M) and provide supporting documentation as listed on the form's instructions detailing extensive efforts taken to seek and sub-contract MWBE vendors for this procurement.

The awarded contractor may be required to submit subcontractor and payment information in the New York State Contract System on a regular basis throughout the term of the contract. Subcontractors may also be required to verify such payments through this system.

Proof of utilization and payment to MWBE subcontractors is required.

**NEW YORK STATE INSURANCE FUND
REQUEST FOR QUOTES
SUMO LOGIC
RFQ #2019-63-IT**

Please see Appendix M for further information.

9. PARTICIPATION OF SERVICE DISABLED VETERAN OWNED BUSINESSES

Article 17-B of the New York State Executive Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Businesses (“SDVOB”), thereby further integrating such businesses into New York State’s economy. NYSIF recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of NYSIF contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, Bidders are expected to consider SDVOBs in the fulfillment of the requirements of the Contract. Such participation may be as subcontractors or suppliers, as protégés, or in other partnering or supporting roles.

NYSIF hereby establishes an overall goal of 6% for SDVOB participation, based on the current availability of qualified SDVOBs. For purposes of providing meaningful participation by SDVOBs, the Bidder/Contractor should reference the directory of New York State Certified SDVOBs found at: <https://ogs.ny.gov/veterans/>. Questions regarding compliance with SDVOB participation goals should be directed to the NYSIF Designated Contacts at contracts@nysif.com. Additionally, following Contract execution, Contractor is encouraged to contact the Office of General Services’ Division of Service-Disabled Veterans’ Business Development at 518-474-2015 or VeteransDevelopment@ogs.ny.gov to discuss additional methods of maximizing participation by SDVOBs on the Contract.

Bidders are required to complete the forms contained within Appendix S and submit those with the bid proposal. Failure to properly complete and provide these documents may result in rejection of the bid.

The Awarded Contractor(s) will be required to demonstrate its ability to meet NYSIF’s goals for SDVOB participation by documenting all subcontracted work related to this contract for which SDVOB participation will take place. If a waiver (or partial waiver) from meeting NYSIF’s SDVOB goals is being sought, the contractor MUST complete the waiver form (Form S-200 of Appendix S) and provide supporting documentation as listed on the form’s instructions detailing extensive efforts taken to seek and sub-contract SDVOB vendors for this procurement.

The awarded contractor may be required to submit subcontractor and payment information in the New York State Contract System on a regular basis throughout the term of the contract. Subcontractors may also be required to verify such payments through this system.

Proof of utilization and payment to SDVOB subcontractors is required.

Please see Appendix S for further information.

10. USE OF NYSIF TRADEMARK AND LOGO

Bidders/Contractors may not use NYSIF, its name, trademarks, or logo without prior written approval from NYSIF. NYSIF will need to approve any website content and should be notified of

**NEW YORK STATE INSURANCE FUND
REQUEST FOR QUOTES
SUMO LOGIC
RFQ #2019-63-IT**

any website content change. NYSIF shall display the vendor contact information on the NYSIF website with approval from the vendor.

11. MANDATORY REQUIREMENTS

Bidders submissions must demonstrate how each of the following mandatory requirements are met AND/OR attest to their ability to meet the mandatory requirement. Each proposal response should cite the particular RFQ section and paragraph number being addressed.

Bidder must be an authorized reseller of Sumo Logic and be able to provide a quote for Continuous Analytics and Premium Support for a term of 3/15/20-3/14/21, as outlined in Appendix Z – Fee Schedule.

Pricing should be made based on the following NYSIF product configuration:

Log Data

Total Daily Ingest: 325 GB

Total Storage: 29,900 GB

Metrics Data

Metrics Ingest: 5,000 DPM

12. COST FACTORS / FEE SCHEDULE

The Fee Schedule Proposal (Appendix Z), must include all direct and indirect costs, including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, system maintenance, system trouble shooting and modifications, all documents, reports, forms, reproduction and any other costs.

13. REQUIRED APPENDICES AND EXHIBITS

The following appendices are required for this procurement. Where applicable, appendices must be completed and submitted with proposals. Bidders must carefully review all appendices.

Appendix A.	Standard Clauses For All New York State Contracts
Appendix B.	General Specifications
Appendix B1	Additional Specifications for Technology Contracts
Appendix C.	Contract Provisions
Appendix D.	Questionnaire “Nondiscrimination In Employment In Northern Ireland: MacBride Fair Employment Principles”
Appendix E.	Vendor Responsibility Questionnaire
Appendix F.	NYS Certifications
Appendix G.	Encouraging Use of New York State Businesses in Contract Performance
Appendix H.	Procurement Lobbying Legislation
Appendix M.	Participation by Minority & Women-Owned Business Enterprises Requirements & Procedures. Appendix M requires Bidders to submit (i) form 101; (ii) form

NEW YORK STATE INSURANCE FUND
REQUEST FOR QUOTES
SUMO LOGIC
RFQ #2019-63-IT

	103 or a copy of bidders current NYSDDED MWBE certification; and (iii) form 106 or a copy of bidders EEO policy. (Form 102 Attached Separately)
Appendix N.	ST-220CA, ST-220TD
Appendix O.	Contract Consultant Law (Forms A & B)
Appendix S.	Use of Service-Disabled Veteran-Owned Business Enterprises in Contract Performance
Appendix T.	Vendor Security Survey
Appendix U.	Vendor Profile
Appendix W.	EO 175 Certification: Net Neutrality
Appendix X.	EO 177 Certification: Prohibiting State Contracts With Entities That Support Discrimination
Appendix Y.	Subcontractor Utilization (if applicable)
Appendix Z.	Fee Schedule
Attachment 1	Appendix M, Form 102, Work Force Employment Utilization (Excel)
Attachment 2	Question Submission Form (Excel)

14. DUE DATE

The due date for Bidders proposal and fee schedule (Appendix Z) is 10/22/19, 2:00 p.m. (Eastern) to:

RFQ – 2019-63-IT – Bid
NYSIF Procurement Unit
15 Computer Drive West
Albany, NY 12205

Bidders assume all risks for timely, properly submitted deliveries.

Bidders are strongly encouraged to arrange for delivery of bids to NYSIF prior to the date of the bid opening. E-mail and faxed bid submissions are NOT acceptable. LATE BIDS will be handled in accordance with Appendix B, clause 9.

Submissions must include **one (1) hard copy** of the proposal. Submission must also include **one (1) exact electronic copy** (CD/DVD-rom or USB flash drive) of the proposal. The **exact electronic copy** must include a copy of the Bidders Fee Schedule in a separate file from the Bidders proposal. The electronic copy of your proposal & fee schedule may not be password protected. Prospective Bidders should note that all clarifications and exceptions are to be resolved prior to the submission of a bid. Answers may be included in a bid addendum.



NO BID FORM

RFQ # 2019-63-IT

DESCRIPTION: Sumo Logic

CONTRACT PERIOD:

PROPOSALS DUE: DATE: TIME:	2:00 p.m.	SUBMIT BIDS TO: NYSIF - Procurement Unit Bid # 2019-63-IT 15 Computer Drive West Albany, NY 12205-1690
---	------------------	---

Bidders choosing not to bid are requested to complete and return only this page.

- ☐ 1. We do not provide the requested services. Please remove our firm from your mailing list.
- ☐ 2. We are unable to bid at this time because _____
- _____

FAILURE TO RESPOND TO THIS BID SOLICITATION MAY RESULT IN YOUR FIRM BEING REMOVED FROM OUR MAILING LIST. A "NO BID" IS CONSIDERED A RESPONSE.

Name of Firm: _____ FEIN: _____

Address: _____

Web Page: _____ Telephone: _____

Email Address: _____ Fax: _____

Signature: _____ Date: _____

Typed Name & Title: _____