



New York State Insurance Fund
Procurement Unit

November 1, 2018

The following (Q&A) will serve as Amendment #1 to NYSIF's Invitation for Bid for StreamServe AEM Migration, bid number 2018-78-IT. Material in this Amendment supersedes any contradictory material in the RFP.

Please note that the due date for the submission of bids remains unchanged.

All bids are due 11/19, by 2:00 p.m.(eastern).

Sincerely,

A handwritten signature in black ink, appearing to read "V. Ginardi", is written over a light gray circular stamp.

Vincent Ginardi
Contract Management Specialist

StreamServe Migration

RFP # 2018-78-IT

Amendment 1

#	Question	NYSIF Response
1	Section II – Technical Specifications; II.1 Mandatory Requirements; 4.Solution requirements (P.13) - Can you add Java to the list of approved languages?	Approved.
2	Section II – Technical Specifications; II.1 Mandatory Requirements; P.12 – 3. Batch Forms Requirements - What is the average number of surfaces generated per hour?	An estimate of 1,000.
3	Section II – Technical Specifications; II.1 Mandatory Requirements; P.12 – 3. Batch Forms Requirements - What is the maximum number of surfaces generated per hour?	An estimate of 20,000.
4	Section II – Technical Specifications; II.1 Mandatory Requirements; P.12 – 3. Batch Forms Requirements - Can you please provide a sample test xml data file representative of the largest file you would need to process and the resulting PDF output?	We break large jobs up into groups of about 4,000 documents. Each group equals a file so the largest file would be about 4,000 documents but the largest job would be about 120,000 documents (about 30 groups). We don't have resources to create a test file of 4,000 records. We can provided a test file of 15 records as an example of how the files are structured and the resulting PDF.
5	Section II – Technical Specifications; II.1 Mandatory Requirements; P.12 – 2. Check job requirements - What is the required file format for print jobs?	The Check Job should output directly to the printer queue.
6	Section II – Technical Specifications; II.1 Mandatory Requirements; P.12 – 2. Check job requirements - How many nodes are in the current AEM Forms production environment? And, how many cores per node?	Two (2) nodes, two (2) cores per node.
7	Section II – Technical Specifications; II.1 Mandatory Requirements (P.12) - NYSIF's stated requirement is to provide documentation within the bid for each item in Section II.1. However, Section IV – Administrative; IV.1 Bid Format does not indicate where this documentation should be included. In what section of the Bid Format should the documentation pertaining to Section II.1 be included?	Submit response to Mandatory Requirements under Section IV.1.D
8	Section II – Technical Specifications; II.1 Mandatory Requirements 3. Batch Forms Requirements (P.12) - Background Summary: Part of the migration from StreamServe to AEM will be the modification of all templates to make sure they print the same when rendered by AEM. StreamServe applied many secondary steps after a PDF was generated – these steps will need to be built into the form templates under the AEM solution. Option 1: The vendor can apply the necessary modifications to a few templates and train the vendor to modify all the remaining templates. Option 2: The vendor can modify all the existing templates as part of this engagement. - Question: Which of the above options does NYSIF choose as part of this engagement?	Option 1: Show NYSIF staff the modifications. NYSIF staff is already trained in Adobe Designer.
9	Section II – Technical Specifications; II.1 Mandatory Requirements 3. Batch Forms Requirements (P.12) - Background Summary: Part of the migration from StreamServe to AEM will be the modification of all templates to make sure they print the same when rendered by AEM. StreamServe applied many secondary steps after a PDF was generated – these steps will need to be built into the form templates under the AEM solution. Option 1: The vendor can apply the necessary modifications to a few templates and train the vendor to modify all the remaining templates. Option 2: The vendor can modify all the existing templates as part of this engagement. - Question: Can NYSIF please provide to the vendor all the templates applicable to the chosen option, fragments, images and schemas related to the forms they want to be modified as part of this engagement so that effort and cost can be determined accordingly as part of the Vendor's bid.	See template for Monthly Bill (MONBILLV2.xdp) which goes with files provided in item 4 and CANCELNPETIMPBV1 template and pdf.

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10	Section III – Contract Provisions; III.4 Cost (P.16) - It's implied that the contract will be awarded as a fixed price contract. Appendix Z requires details by deliverables outlining hours and unit cost which is typical of a time and materials engagement. Since this is a fixed price contract, the only cost values on appendix Z be should a sub-total for each deliverable and a total cost. Hours and unit price details should not be included in Appendix Z. Can Appendix Z be modified to remove columns titled "Total Hours" and "Price".?	No.
11	Section IV – Administrative; IV.1 Bid Format; E. Required Appendices (P.19) - Appendix T is listed on page 13 # 6 but is not listed in "E. Required Appendices" on Page 19. Should it be added to "E. Required Appendices" on page 19 or is it "for information purposes only" as stated in the last paragraph of "IV.1 Bid Format"?	Appendix T is required.
12	Section IV – Administrative; IV.1 Bid Format; E. Required Appendices (P.19) - Appendices O and U are not included in the list of required appendices, yet they are in the document. Can you please confirm that they are both "for information purposes" only as stated in the last paragraph of "IV.1 Bid Format"?	Appendix U and O will be required upon award.
13	Section IV – Administrative; IV.1 Bid Format; E. Required Appendices (P.19) - Appendix F is named "Bidder Questionnaire" in "E. Required Appendices" on P.19. However, Appendix F's name as it appears on the provided Appendix F is "NYS Certifications". Which of the 2 is accurate?	NYS Certifications is accurate. Appendix F should be submitted with your bid.
14	Section IV – Administrative; IV.1 Bid Format; E. Required Appendices (P.19) - Appendix H is named Procurement Lobbying Legislation on P.19 but the name as it appears on the provided Appendix H is "Disclosure of Prior Non-Responsibility Determinations". Which of the 2 is accurate?	Disclosure of Prior Non-Responsibility Determination is accurate. Appendix H should be submitted with your bid.
15	Section IV – Administrative; IV.1 Bid Format; E. Required Appendices (P.19) - Appendix M in "E. Required Appendices" on P.19 lists forms 101; 103 and 106. While on Page 19, you list only 101, 103 and 106, the provided forms in Appendix M also include form 102; 104; 106; ST-220-CA and ST-220-TD. A separate spreadsheet was also provided for Form 102. Please clarify which forms need to be included in the response. Do we only need to submit 101, 103 and 106, as stated on page 19. Are forms 102, 104, 106, ST-220-CA and ST-220-TD "for information purposes only" as stated in the last paragraph of "IV.1 Bid Format"?	For MWBE, with your bid only Forms 101, 103 and 106 are required. Form 104 is required with your bid if you cannot meet MWBE goals and are submitting a waiver request. Should your firm be awarded a contract, Form 102 is required to be submitted on a quarterly basis during the contract term. ST-220 documents are also required upon award.
16	Section IV – Administrative; IV.1 Bid Format; E. Required Appendices (P.19) - Appendix M in "E. Required Appendices" on P.19 – If form102 is required, is it required for Canadian-based businesses?	Form 102 is a quarterly report that is not required with your bid. Should your firm be awarded a contract, it is required to be submitted on a quarterly basis during the contract term. It is required for Canadian-based businesses.
17	Section IV – Administrative; IV.1 Bid Format; E. Required Appendices (P.19) - If Form102 is required, should it contain all employees of the company or is it limited to only the employees who'll be working on this project?	Form 102 is a quarterly report that is not required with your bid. Should your firm be awarded a contract, it is required to be submitted on a quarterly basis during the contract term. It should include employees who will be working on the project only.
18	IFB Calendar (P.6) - What is NYSIF's anticipated contract award date?	Not material at this time.
19	Last Page of the PDF IFD document - Can you please provide a vector graphic of the diagram on the last page? The current version is not legible.	See attached graphic.
20	Will NYSIF be collected a list of interested MWBE vendors for distribution to potential Prime responders on this RFP?	Interested MWBE subcontractors can reach out to NYSIF and be added to a list of potential subcontractors. However, it is the responsibility of the prime to research and decide on a potential MWBE subcontractor under this contract.
21	Do you consider NMDC certification or only NYS certification for MBE?	Per Appendix M, only New York State MWBE certifications are considered. For more information regarding NYS MWBE certifications, visit: https://ny.newnycontracts.com/

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22	It says Vendor must be Adobe Premier Partner. We are a Business level Partner. Are there any exceptions?	No.