

Dear Potential Bidder:

The New York State Justice Center for the Protection of People with Special Needs (Justice Center), in partnership and on behalf of the Executive Chamber, is soliciting proposals from firms experienced in complex system evaluation and design, along with documenting detailed functional and technical requirements. The successful Contractor will be responsible for facilitating business workgroup sessions across seven State agencies to document detailed business requirements for a Universal Incident Management System as well as perform a fit/gap analysis of existing agency systems and assessment of available Commercial/Off the Shelf (COTS) solutions against the detailed business requirements.

At present, the six different agencies under the jurisdiction of the Justice Center, as well as the Justice Center itself, are using disparate and independent incident management systems to track and document various incidents that occur at agencies or licensed provider programs. The goal of this procurement is to gain a complete understanding of the various current systems in use and to document the requirements necessary to develop a single, Universal Incident Management System for New York State.

This RFP also outlines the terms and conditions, and all applicable information required for submission of a proposal. Proposers should pay strict attention to the proposal submission deadline to prevent disqualification. To ensure compliance with these requirements and to prevent possible disqualification, Proposers should follow the format and instructions contained in this document.

For Bidders' convenience, the RFP and its related attachments have been made available in electronic format at the Justice Center's website:

<http://www.justicecenter.ny.gov>

Questions or requests for clarification regarding the RFP should be submitted via email, citing the RFP page and section, by 12:00 P.M. ET on July 8, 2014 to jc.sm.contracts@justicecenter.ny.gov. **Questions will not be accepted orally** and any question received after the deadline may not be answered. The comprehensive list of questions/requests for clarifications and the official responses will be posted to the Justice Center's website and notice of such posting will be sent to all Firms who have been furnished the RFP by the Justice Center.

Interested contractors must submit a proposal for this RFP before 12:00 PM ET on July 24, 2014.

All documentation should be completed and returned in accordance with the guidelines provided in the RFP.

Please be advised that this procurement is within a period of restricted communication.

Vendors/lobbyists are restricted from making contacts related to this procurement with any New York State employee or any representative of a New York State board or commission. Please limit any communications related to this procurement to the designated contacts shown below during this Restricted Period (beginning with the announcement of this RFP in the NYS Contract Reporter and

ending with the contract approval by OSC). The term “Contact” is defined by statute and refers to those oral, written, or electronic communications that a reasonable person would infer are attempts to influence the outcome of the procurement. Contact initiated between your firm and any other agent of the Division/State is not permissible and can result in disqualification from this procurement.

All questions regarding this solicitation should be addressed via e-mail to:

jc.sm.contracts@justicecenter.ny.gov

The designated permissible contacts for this procurement are:

Contracts Officer: Robert Miller

Additional Contacts: Lucia Patnaude, Michele Zeccolo, and Dave DeMott

Neither the Justice Center nor the State of New York nor the Authorized Issuers will be liable for any costs incurred by a proposer in the preparation and submission of the proposal.