



NYS WORKERS' COMPENSATION BOARD (WCB) Competitive Procurement for: WCB SYSTEMS MODERNIZATION, C140369A

BID SOLICITATION UPDATE #2 Issued: November 16, 2018

PLEASE ADDRESS INQUIRIES TO ISSUING OFFICER (Tonya Sanderson, Associate WC Examiner) or ALTERNATE (Courtney Souza, Contract Management Specialist 2) at WCBContracts@wcb.ny.gov

SUBJECT: Revisions to Solicitation (Revised November 16, 2018)

TO PROSPECTIVE BIDDERS:

The above-referenced RFP and any applicable attachments and exhibits have been amended to include the changes outlined below. Amendments are reflected in the revised attachment dated November 16, 2018; **please use this revised document when submitting your proposal.**

The RFP and amended attachments and exhibits can be found at the following link:

http://www.wcb.ny.gov/procurements/RFP_C140369A_WCB_Systems_Mod/RFP_C140369A_Systems_Mod.jsp

The following summary of amendments for Attachment 24 – Key Personnel Forms is provided for your convenience:

- **Key Personnel – Engagement Manager**
 - 2nd paragraph under **Engagement Manager** is deleted in its entirety and replaced with the following:
 - “The Engagement Manager should possess the following experience:”
 - Item B. – 2nd sentence under Engagement Manager is deleted in its entirety and replaced with the following:
 - “That experience should include work similar in scope to that outlined in the Scope of Work section.”
 - Specification B – 2nd sentence in the Engagement Manager table is deleted in its entirety and replaced with the following:
 - “That experience should include work similar in scope to that outlined in the Scope of Work section.”
- **Key Personnel – Project Manager**
 - The last sentence in the 1st paragraph under **Project Manager**, “Responsibilities include:” has been changed to “Responsibilities shall include:”
 - 4th bullet is deleted in its entirety and replaced with the following:
 - creating and maintaining project documentation and performing the project management activities specified in Section 3.2.1 of the RFP.
 - 2nd paragraph is deleted in its entirety and replaced with the following:
 - “The Project Manager should possess the following experience:”
 - Item B. – 2nd sentence is deleted in its entirety and replaced with the following:
 - “That experience should include work similar in scope to that outlined in the Scope of Work section.”
 - Specification B – 2nd sentence in the Project Manager table is deleted in its entirety and replaced with the following:
 - “That experience should include work similar in scope to that outlined in the Scope of Work section.”
 - Other Certifications/Experience in the Project Manager table added the following language:
 - “It is preferred that the Project Manager possess experience with ITIL, SDLC, and service lifecycles.”

- **Key Personnel – Change Manager**
 - 3rd paragraph under Change Manager is deleted in its entirety and replaced with the following:
 - “The Change Manager shall be responsible for:
 - Applying a structured methodology and leading change management activities.
 - Supporting communication efforts.
 - Assessing the change impact and facilitating adoption.
 - Supporting training efforts.”
 - 4th paragraph under **Change Manager** is deleted in its entirety and replaced with the following:
 - “The Change Manager should possess the following experience:”
 - Item B. – 2nd sentence is deleted in its entirety and replaced with the following:
 - “That experience should include work similar in scope to that outlined in the Scope of Work section.”
 - Specification B – 2nd sentence in the Change Manager table is deleted in its entirety and replaced with the following:
 - “That experience should include work similar in scope to that outlined in the Scope of Work section.”
- **Key Personnel – Technical Lead/Architect**
 - 2nd paragraph under **Technical Lead/Architect** is deleted in its entirety and replaced with the following:
 - “The Technical Lead/Architect should possess the following experience:”
 - Item B. – 2nd sentence is deleted in its entirety and replaced with the following:
 - “That experience should include work similar in scope to that outlined in the Scope of Work section.”
 - Specification B – 2nd sentence in the Technical Lead/Architect table is deleted in its entirety and replaced with the following:
 - “That experience should include work similar in scope to that outlined in the Scope of Work section.”
 - Specification D in the Technical Lead/Architect table, the word “or” in the 2nd line has been deleted.
- **Key Personnel – Business Analyst Lead**
 - 2nd paragraph under **Business Analyst Lead** is deleted in its entirety and replaced with the following:
 - “The Business Analyst Lead should possess the following experience:”
 - Specification C in the Business Analyst Lead table is deleted in its entirety and replaced with the following:
 - “A minimum of seven (7) years of experience facilitating, gathering, documenting, managing, and tracking requirements from a diverse set of stakeholders, including external organizations, regulators, and/or general public.”
- **Key Personnel – Lead Developer**
 - 1st paragraph – 2nd sentence under **Lead Developer** is deleted in its entirety and replaced with the following:
 - “The Lead Developer should have experience in a leadership role on projects using the development and testing methodologies proposed.”
 - 2nd paragraph is deleted in its entirety and replaced with the following:
 - “The Lead Developer should possess the following experience:”
- **Key Personnel – Test Lead**
 - 2nd paragraph under **Test Lead** is deleted in its entirety and replaced with the following:
 - “The Test Lead should possess the following experience:”
- **Key Personnel – Lead Trainer**
 - 2nd paragraph under **Lead Trainer** is deleted in its entirety and replaced with the following:
 - “The Lead Trainer should possess the following experience:”
 - Item B. – 2nd sentence is deleted in its entirety and replaced with the following:
 - “That experience should include work similar in scope to that outlined in the Scope of Services section.”
 - Specification B – 2nd sentence in the Lead Trainer table is deleted in its entirety and replaced with the following:
 - “That experience should include work similar in scope to that outlined in the Scope of Services section.”
- **Key Personnel – Experience Design Lead**
 - 2nd paragraph under **Experience Design Lead** is deleted in its entirety and replaced with the following:
 - “The Experience Design Lead should possess the following experience:”
 - Item B. – 2nd sentence is deleted in its entirety and replaced with the following:

- “That experience should include work similar in scope to that outlined in the Scope of Services section.”
 - Specification B – 2nd sentence in the Experience Design Lead table is deleted in its entirety and replaced with the following:
 - “That experience should include work similar in scope to that outlined in the Scope of Services section.”
- **Key Personnel – Lead Data Architect**
 - 2nd paragraph and associated bullets under **Lead Data Architect** are deleted in its entirety and replaced with the following:
 - “The Lead Data Architect responsibilities shall include:
 - Establishing end-to-end vision for organizations data including structure, flow, end points and delivery methods.
 - Designing and maintaining relational databases, data warehouses/marts, replication, delivery and ETL systems by determining structural requirements; developing data system schematics, and installing solutions.
 - Providing design solutions for data analytics solutions which are based on business requirements.
 - Developing, building, and maintaining normalized relational data models.
 - Developing plans for data integration solutions which integrate with Enterprise Architecture specifications.
 - Developing complete database solutions by designing proposed system; defining database physical structure and functional capabilities, security, back-up, and recovery specifications.
 - Determining database structural requirements by analyzing client operations, applications, and programming; reviewing objectives with clients; evaluating current systems.
 - Maintaining database performance by identifying and resolving production and application development problems; calculating optimum values for parameters; evaluating, integrating, and installing new releases; completing maintenance; answering user questions.
 - Developing and executing data migration plans for data movement or data platform migration.”
 - 3rd paragraph is deleted in its entirety and replaced with the following:
 - “The Lead Data Architect should possess the following experience:”

All other terms and conditions of the Solicitation remain unchanged. All bids shall be considered based on these amendments.

**WCB Systems Modernization RFP C140369A
ACKNOWLEDGEMENT**

If submitting a bid, this letter and the completed Acknowledgement below must be attached to, and made part of your bid.

BY EXECUTING THIS PAGE, THE BIDDER ACKNOWLEDGES THAT THEY HAVE REVIEWED THE AMENDMENTS ASSOCIATED WITH THIS RFP AND APPLICABLE ATTACHMENTS.

BIDDER: _____

ADDRESS: _____

CITY, STATE ZIP: _____

SIGNATURE OF BIDDER: _____

PRINTED COPY OF SIGNATURE: _____ DATE: _____