



**Office of Addiction
Services and Supports**

**Request for Information
State Aid Budgeting and
Reporting System (SABRS)
Development and Maintenance**

OASAS Project No. 24001

**Date Issued: April 11, 2024
Response Due Date: May 16, 2024**

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1 PURPOSE:

The New York State Office of Addiction Services and Supports (OASAS) is seeking information regarding the availability, capability, and interest of organizations that possess the necessary qualifications to provide a full range of system development tasks needed to support, maintain and modify an existing java-based web application built using the BRIM development framework and to perform new budgeting and finance tasks.

IMPORTANT NOTE: This IS NOT a Request for Proposals. A response to the RFI does not bind or obligate the responder or OASAS to any agreement for provision or procurement of services referenced.

2 BACKGROUND:

OASAS and several other agencies use a unified budgeting and reporting tool for local providers of services. In addition to the unified budgeting and reporting tool used by the providers, OASAS developed a budgeting and claiming application which uses the BRIM rule-based repository software in conjunction with Oracle application software for the administration of provider budgets, claims, and contracts.

The current application, referred to as the State Aid Budgeting and Reporting System (SABRS) is a web-based accounting system built using the BRIM Development Framework (BDF), Oracle Reports, and PL/PDF reports. SABRS provides the application user a GUI interface through which service provider budgets, claims, and contracts can be created, approved, and modified. In-progress and finalized budgets, and related claims information are stored in an Oracle database.

The application also processes local providers' budget and claims information that is centrally received by the Office of Mental Health and transmitted daily to OASAS. OASAS loads the transmitted data into an Oracle database from which select fiscal information is transmitted to SABRS and matched against fiscal data fields contained in SABRS by service providers. Upon written approval of regional office and local governmental units (LGU) administering these service provider contracts, contract budgets are approved, payments made, and claims reconciled.

User security for the SABRS application is provided through OASAS' Oracle Portal through Single Sign-On.

3 INFORMATION ABOUT OASAS:

3.1 OASAS Overview

OASAS oversees one of the nation's largest Substance Use Disorder systems of care with approximately 1,700 prevention, treatment, and recovery programs serving over 730,000 individuals per year. This includes the direct operation of 12 Addiction Treatment Centers where our doctors, nurses, and clinical staff provide inpatient and residential services to approximately 8,000 individuals per year. OASAS is the single designated state agency responsible for the coordination of state-federal relations in the area of addiction services.

4 TIME FRAMES AND KEY DATES:

4.1 Time Frames

<u>EVENT</u>	<u>DATE</u>	<u>TIME</u>
Release Date	April 11, 2024	
Deadline for Submission of Written Inquiries	April 25, 2024	5:00 PM EST
Anticipated Release of Answers to Inquiries by OASAS	May 2, 2024	
Response Submission Due Date and Time	May 16, 2024	5:00 PM EST
Anticipated Start Date of Contract	September 1, 2024	

4.2 Anticipated Contractual Terms

OASAS may select a vendor for up to a five-year agreement. Vendor will be required to work both on-site and remotely. The work schedule will be determined once the award has been made.

5 SCOPE OF WORK AND DELIVERABLES:

5.1 Scope of Work

The SABRS application is a java-based web application built using the BRIM development framework, Oracle Reports, PL/PDF reports, and SQL/PLSQL packages and stored procedures against an Oracle version 10g database. The application and database run on an AIX platform hosted in the NYS centralized data center at the Colleges for Nanoscale Science and Engineering (CNSE), a state-of-the-art facility.

Contractor will perform the full range of system development tasks needed to modify the application including, but not limited to:

- Modify, support and maintain the application based on BRIM development framework;
- Modify core application business process and integrations as required to implement a new funding methodology to replace the current Net Deficit methodology utilized in SABRS;
- Develop a strategy and plan for a phased implementation of a new funding methodology throughout the OASAS system of care based on program type and service and manage same;
- Write and maintain custom Java APIs;
- Write and maintain SQL/PLSQL packages and stored procedures;
- UML modeling and diagramming;
- Work with teams of business users, application programmers, DBAs, and system architects to assure system meets business goals;
- Coordinate with NYS ITS application development, architecture and data warehouse staff as required to ensure current integrations remain operational and enhanced or newly designed/developed integrations are efficient and effective;
- Ensure adherence to standards, processes, and procedures;
- Write and maintain reports using Oracle Reports and PL/PDF;
- Update and maintain Oracle database objects such as schemas, tables, views, packages, and triggers;
- Use UML process and flow diagrams to manage the application;
- Writing shell or Perl scripts for administrative tasks or data transfers;
- Maintain documentation related to system configuration changes;
- Provide recommendations on application architecture;

- Perform and assist with upgrades to architecture components (e.g., database, application servers, framework);
- Provide hands-on training and mentoring for other development staff as necessary;
- Enhance system to add functionality and workflow capability for LGU's/Providers to review status of Budget/Claims documents as well as review and "Approve" Budget/Claims via SABRS, electronically submitted through the Office of Mental Health (OMH) and loaded into SABRS via OASAS Data Warehouse processes;
- Provide ability, via enhanced workflow capabilities, for OASAS to electronically notify LGU's/Providers via SABRS of acceptance/rejection of electronically submitted Budget/Claims documents (including reason for acceptance/rejection);
- Provide ability for LGU's/Providers to review summary Budget/Claims data, access specified reports, and export data to local spreadsheet(s);
- Revise the current Claim Reconciliation process to achieve process efficiency. Ensure the claims reconciliation rules are transparent to the users and allow them to be overridden as needed with capture of reason for override.

5.2 Qualifications

5.2.1 Experience

A qualified vendor must possess and retain lead team members with the following experience, with at least two (2) years of these experiences within the last five (5) years:

- Project Lead staff with minimum of 96 months experience leading technical projects developing systems utilizing java (J2EE), rules engines and frameworks such as BRIM, and Oracle databases;
- Technical Lead staff with minimum of 96 months developing solutions utilizing java, UML diagrams, business rules engines and Oracle database programming and design;
- Leads with minimum of 72 months database design/modeling for applications;
- Lead staff with minimum of 60 months managing, participating in and overseeing technical resources in development projects utilizing the BRIM development framework, java and database intensive system code;
- Leads must demonstrate strong knowledge of financial business concepts, rules and methodologies through the previous development of financial or accounting software or other finance-related applications.

In addition, qualified vendor must possess and retain team members that can demonstrate the following experience, with at least two (2) years of these experiences within the last five (5) years:

- Minimum of 60 months working with end-users to assess their user needs and translate them into application requirements;
- Minimum of 60 months of Java programming experience;
- Minimum of 60 months using the BRIM development framework;
- Minimum of 60 months designing, creating and debugging PL/SQL packages which implement complex system functions and/or enforce complex business rules;

- Minimum of 48 months developing and implementing Financial based Information systems;
- Minimum 36 months designing and creating reports using Oracle Reports or PL/PDF;
- Minimum 36 months designing and creating database objects in an Oracle RDBMS, and
- Minimum of 24 months of creating UML models from user and business requirements.
- Staff must demonstrate knowledge of finance business concepts, rules and methodologies through the previous development of financial or accounting software or other finance-related applications.

5.2.2 Performance

The contractor will develop, in consultation with OASAS, a work plan that outlines a timeline and specific deliverables and related costs associated with components. Contractor must be available to work normal OASAS business hours that are from 9:00 AM to 5:00 PM Monday through Friday. Alternative work schedules may be requested and approved based on the requirements of the assignment.

5.2.3 Personnel

The Contractor will maintain continuity of the Consultant Team staff throughout the course of the project. Changes in staff will have to be approved by OASAS. The replacement consultant(s) with comparable skills will be provided at the same or lower hourly rate.

5.3 Additional Requirements

5.3.1 To the extent applicable, the Contractor must comply with the **NYS Enterprise Information Security Policies** provided at <https://its.ny.gov/eiso/policies/security>, including but not limited to:

- NYS-S14-013 Account Management / Access Control Standard
- NYS-S10-001 CPE Requirements for ISOs/Designated Security Representatives Standard
- NYS-S13-004 Identity Assurance Standard
- NYS-P13-001 Information Security Exception Policy
- NYS-S14-010 Remote Access Standard
- NYS-S14-007 Encryption Standard
- NYS-S15-001 Patch Management Standard
- NYS-S15-002 Vulnerability Scanning Standard
- NYS-S13-005 Cyber Incident Response Standard
- NYS-S14-001 Information Security Risk Management Standard
- NYS-S14-002 Information Classification Standard
- NYS-S14-003 Information Security Controls Standard
- NYS-P03-002 Information Security Policy
- NYS-S13-002 Secure Coding Standard
- NYS-S13-001 Secure System Development Life Cycle (SSDLC) Standard
- NYS-P14-001 Acceptable Use of Information Technology (IT) Resources Policy
- NYS-S14-005 Security Logging Standard
- NYS-P10-006 Identity Assurance Policy
- NYS-S15-003 802.11 Wireless Network Security
- NYS-S14-006 Authentication Tokens
- NYS-S14-009 Mobile Device Security
- NYS-S14-008 Secure Configuration Standard
- NYS-G10-001 Secure Use of Social Media Guideline
- NYS-S13-003 Sanitization/Secure Disposal Standard or their successor(s).

5.3.2 The Contractor shall ensure compliance with the New York State Enterprise IT Policy NYS-P08-005, Accessibility Web-Based Information and Applications:

Any web-based information and applications development, or programming delivered pursuant to the contract or procurement, will comply with New York State Enterprise IT Policy NYS-P08-005, Accessibility of Web-Based Information and Applications as such policy may be amended, modified or superseded, which requires that state agency web- based information and applications are accessible to persons with disabilities. Web-based information and applications must conform to New York State Enterprise IT Policy NYS-P08-005 as determined by quality assurance testing. Such quality assurance testing will be conducted by (state agency name, contractor or other) and the results of such testing must be satisfactory to (state agency name) before web-based information and applications will be considered a qualified deliverable under the contract or procurement.

The policy can be found at the following link [nys-p08-005-accessibility-of-information-communication-technology.pdf](https://www.governor.ny.gov/sites/governor/files/2018/08/nys-p08-005-accessibility-of-information-communication-technology.pdf)

6 RFI RESPONSE REQUIREMENTS:

6.1 Cover Letter

6.1.1 Please provide a letter of interest on your organization’s letterhead that includes the following information:

- Company Name;
- Contact Name;
- Title;
- Phone #;
- E-mail address, and;
- Mailing address.

6.2 Organizational Information

6.2.1 Please provide the contact information of the person who is responsible for any questions related to the RFI response.

6.2.2 Briefly describe the company’s current business operations and provide an Organizational Chart.

6.2.3 Provide a summary of specific experience and qualifications related to the subject matter of this RFI. Provide a list of client references for which systems were developed, implemented and supported, including contact information. Briefly describe the projects performed for these clients and provide the following:

- System technical architecture diagrams;
- Accessible/operational URL(s), where allowable;
- Sample of project artifacts (e.g. use cases, user documentation) for a financial based information system developed for a client;
- Identify what tools have been used to create UML models which reflect user and business requirements, and

- Identify what tools have been used to design and create databases objects.

6.2.4 Provide detail of staff resources that meet the specific experience requirements of Section 5.2 of this RFI. For each staff resource, provide a resume and list of projects over the past 5 years. The list should identify which of the technologies and methodologies were utilized in each project and/or financial or accounting software or other finance-related applications developed, to help demonstrate/clarify experience.

6.3 Inquiries

There will be an opportunity for questions and requests for clarification. All questions and requests for clarification should be submitted in writing via email to Procurements@oasas.ny.gov and include “NYS OASAS Project No. 24001” as the subject line no later than the date indicated in Section 4.1 of this RFI. Answers will be issued on or around the date indicated in Section 4.1 of this RFI and will be returned via email reply to all interested parties.

Vendors who are interested in receiving the Questions and Answers response but who did not submit any questions should email Procurements@oasas.ny.gov and request to be included in the Questions and Answers response.

OASAS will not accept or respond to telephone inquiries. All inquiries and requests for clarification should be in writing and directed to Procurements@oasas.ny.gov.

6.4 Submission date

To apply for this contracting opportunity, Vendors should submit response in writing via email to Procurements@oasas.ny.gov no later than the date and time indicated in Section 4.1 of this RFI and include “NYS OASAS Project No. 24001” as the subject line. All responses should be received by this date.

6.5 Disclaimers

6.5.1 This request for information (RFI) may be followed by a request for proposal (RFP) for contracting for services. The current RFI is independent of any future RFP and will not obligate or affect a respondent’s ability to neither respond to nor impact the evaluation of their response to a future RFP. This RFI is intended to obtain market interest and functional capability; information obtained through the process may be shared with other New York State agencies at the discretion of the OASAS. For example, OASAS may share information with control agencies such as the Division of the Budget or the Office of the State Comptroller relative to spending and/or procurement authorization requests.

6.5.2 Questions and Answers: All submissions, questions, and answers related to this RFI will be subject to the Freedom of Information Act.

6.5.3 OASAS reserves the right to change any of the scheduled deadlines set forth in this RFI.