

NOTICE AND INFORMATION FOR BIDDERS

BID BREAKDOWN & SCHEDULE

Bidder: _____

DASNY Designated Procurement Contact: Kristen Costello, Manager Purchasing (kcostell@dasny.org)

Description: Provide Loan/Lease Servicing Software and associated implementation services

Bid Open Date and Time: January 6, 2022, at 2 p.m.

Location: DASNY, 515 Broadway, Albany, NY 12207

Provide pricing below for a thirty-six (36) month term for loan servicing software and associated implementation per the Scope and Requirements.

Item No.	Description	UOM	Price
1	Year 1, including annual maintenance	LS	\$
2	Year 2, including annual maintenance	LS	\$
3	Year 3, including annual maintenance	LS	\$
4	Implementation (One Time Fee)	LS	\$
5	MISCELLANEOUS**	LS	\$

TOTAL BID _____

*Bidder should include annual lump sum pricing for loan servicing software, including the annual maintenance.

**Include any miscellaneous costs associated with the loan servicing software. If including Miscellaneous costs, a detailed/itemized list of the miscellaneous costs.

NOTICE AND INFORMATION FOR BIDDERS

(The below questions 1) and 2) need only be answered if the above total bid is for one million dollars or more)

- 1. Does your firm anticipate the use of subcontractors and outside suppliers specific to this procurement?
Yes No
- 2. Does your firm anticipate the creation of employment opportunities arising from this procurement?
Yes No

(The below information must be completed for all bids.)

Identify all subcontractors, if any: _____

STATE, PROVINCE FOR FOREIGN COUNTRY
THAT YOUR FIRM'S PRINCIPAL PLACE OF
BUSINESS IS LOCATED:

BIDDER (FIRM NAME)

ADDRESS OF FACTORY OR PLANT WHERE
ITEMS ARE MANUFACTURED AND/OR
ASSEMBLED. (Attach additional sheet(s) if more
than one manufacturer)

SIGNATURE

NAME (TYPE/PRINTED)

TITLE

Date

NOTICE AND INFORMATION FOR BIDDERS

SCOPE OF WORK

Introduction to the Office of Cannabis Management and Cannabis Control Board

On March 31, 2021, New York State legalized adult-use cannabis (also known as marijuana, or recreational marijuana) by passing the Marijuana Regulation & Taxation Act (**MRTA**). This law sets out a framework for the comprehensive regulation of legal, adult use recreational cannabis in New York State in a manner that will protect public health and safety, while promoting social equity and economic development. The MRTA also created the Cannabis Control Board (**CCB**) and the Office of Cannabis Management (**OCM**) to oversee and implement the MRTA. The CCB is authorized to issue licenses and develop regulations for the cultivation, processing, manufacture, distribution, transportation, and sale of medical cannabis, adult-use or “retail” cannabis and cannabinoid hemp in New York State. The CCB, in conjunction with OCM staff, also oversees the State’s existing Medical Marijuana Program and Cannabinoid Hemp Program, previously regulated by the Department of Health and licenses cultivators, processors, distributors, and dispensaries to grow and sell cannabis in New York. The CCB and OCM will license cultivators, processors, distributors, and dispensaries to grow and sell cannabis in New York. Additionally, the CCB and OCM have been granted the authority to create and regulate a social equity program (“**Social Equity Fund Program**”) to provide persons harmed by the disproportionate enforcement of the cannabis laws with licenses for the legal sale of cannabis through conditional adult use retail cannabis dispensaries in New York State (“**Dispensaries**”).

Introduction to the New York Social Equity Cannabis Investment Fund, LP

Persons selected by the OCM and CCB to receive licenses under the Social Equity Fund Program (“**Social Equity Licensees**”) will be eligible for funding of their Dispensaries by a private fund, the New York Social Equity Cannabis Investment Fund, LP, (“the **Fund**”), that has been formed for the purpose, among other things, of undertaking the leasing and initial build-out of the Dispensaries for operation by the Social Equity Licensees. DASNY will have an interest in the Fund through the contribution of a capital investment. Under the Social Equity Fund program, the Fund is charged, among other things, with: (i) identifying sites throughout the State that will be selected by OCM and leased by the Fund to use as Dispensaries; and (ii) undertaking the design, construction and fit out of these leased premises so they satisfy the applicable OCM requirements for Dispensaries. The Fund will then lease the sites in its own name and, as sublessor, sublease these sites to Social Equity Licensees who will be responsible for their operation (the leases and subleases are collectively referred to herein as “**Leases**”). The Social Equity Licensees provided with Dispensaries will be required to enter into loan agreements with the Fund (“**Loans**”) for the repayment of all amounts financed by the Fund in the build-out and leasing of the Dispensaries. The Leases and Loans will be serviced by DASNY, as agent to the Fund. For purposes of this Notice, “Fund” may refer to, as appropriate and as the context requires, the New York Social Equity Cannabis Investment Fund, LP or any subsidiary thereof.

Introduction to the Dormitory Authority of the State of New York

The Dormitory Authority of the State of New York (the “**Authority**”) is a public benefit corporation of the State of New York empowered by Titles 4 and 4-B of the Public Authorities Law (the “**Act**”), to provide design and project management services, and to issue bonds, notes and other obligations, for a wide variety of public purposes. Under the Act, the Authority provides a multitude of services in various forms in connection with the design, construction and financing of capital

NOTICE AND INFORMATION FOR BIDDERS

facilities for State University of New York, including dormitories and educational facilities; City University of New York Senior Colleges; Community Colleges; Boards of Cooperative Educational Services; cities and counties with respect to court facilities and combined occupancy structures, as defined by law; the Department of Education of the State of New York with respect to certain facilities under its jurisdiction; other State and local governmental entities; independent colleges and universities; facilities for the aged; certain not-for-profit hospitals and nursing homes, as well as a wide variety of other not-for-profit organizations specifically described in the Act. Pursuant to PAL § 1676(2)(b) and PAL §1680(1), the Authority and any subsidiary thereof was granted the requisite authority to provide, as agent, construction, leasing, loan and other services to OCM and the Fund. For purposes of this Notice, all references herein to “DASNY” should mean, as appropriate and as the context requires, the Authority or any subsidiary thereof.

DASNY as Agent to the Fund

DASNY, as agent to the Fund, is commencing the review of plans and cost estimates for the loan servicing software required for its processing of the Loans. The software system (“**System**”) procured must satisfy the requirements specified below.

Requirements

DASNY, as agent for the Fund, invites Loan and Lease Servicing Software System Providers to submit Bids to provide a System per the requirements provided in the Detailed Specifications. The Loan and Lease Servicing Software System Provider will be responsible for implementation and training followed by system support on an as-needed basis. Pricing should be provided in the Bid Breakdown and Schedule for one complete Loan and Lease Servicing Software System. A purchase order will be issued per the pricing provided in the Bid Breakdown & Schedule.

Pricing should reflect cost for a thirty-six (36) month period.

The Bidder shall have a System with the following functionalities:

- Manage a loan portfolio a minimum of 150 loans that produce loan amortization schedules.
- Manage a lease portfolio a minimum of 300 leases that produce lease amortization schedules.
- Inclusive of customizable dashboard and fields.
- Configurable reporting functions that will allow users to generate custom reports.
- Integration capabilities with third-party systems and the ability to download data.
- Ability to store or link to loan and lease documents which will allow users easy access to the related documents.
- Provide a secure client portal for use by the Social Equity Licensee for making loan and lease payments and set-up of recurring monthly ACH payment from client’s bank account.
- Portal must be able to provide loan balances and history of activity for each client’s individual loan and lease.
- Provide costing for the software of up to 25 users

NOTICE AND INFORMATION FOR BIDDERS

Key Dates

Invitation for Bid Issued (DASNY Bid #728)	December 12, 2022
Request for Information Due	December 19, 2022
DASNY Issues Response to Request for Information	December 23, 2022
Bid Opening/Bid Responses Due	January 6, 2023
Anticipated Bid Award Date	January 13, 2023

NOTICE AND INFORMATION FOR BIDDERS

DETAILED SPECIFICATIONS

The proposed Loan and Lease Servicing Software System should meet the following requirements:

1. SYSTEM REQUIREMENTS

- The system will be able to generate debt service and lease payment schedules.
- The system will be able to calculate interest for a variety of loan types based on varied calculation methods and allow for changes to the loan and lease payments during their term.
- System must be able to produce loan and lease bills from data in the system. These bills will need to incorporate other charges, that may vary from month to month, in addition to the loan or lease payments (i.e., property taxes, insurance, franchise fee, NSF fee)
- The system will be able to track loan and lease payments from inception to maturity and maintain historical records of loan and lease modifications.
- The system will allow for customizable role definitions.
- System will be able to keep a record of contacts with the clients regarding payment modifications and follow-up for late payments

2. SOFTWARE REQUIREMENTS

- All operating system, application, database, and underlying infrastructure software and components that either directly or indirectly support the services provided are supported as per the vendor that the software or equipment was acquired.
- The System will provide reporting capabilities that are composed of standard reports as well as the ability of the customer to generate ad hoc reports.
- The Application supports multiple data transfer capabilities to permit customer to export data from application to internal financial system. Preferred data transfer option represents Programming Interfaces (APIs).
- Provides standard service levels for responding to customer cases / reported issues that incorporates measurable response times to respond to open cases & information requests.
- Provides support with the configuration and utilization of the software.
- Assigned technical staff should have extensive experience in the setup and support of the application.
- Supports multiple methods to open an incident (e.g., phone call, email, etc.).
- Assigned technical support will provide coverage Monday to Friday during business hours (US eastern time zone).
- An account representative will be assigned to interface with customer to address invoicing, service, or other issues or alternatively providing a documented mechanism for escalating issues / addressing problems with the software.
- Provides free of charge software upgrades as new versions of the software are made available.
- Includes a documented change management process that is designed to minimize application bugs from being introduced into the code when new versions of the software are released.

NOTICE AND INFORMATION FOR BIDDERS

3. SETUP AND CONFIGURATION should include the following items:

- A proposed schedule for setting up and configuring proposed application. The schedule should address the requirements included in this proposal, allow for user testing and in addition, it should detail the following:
 - A timetable of actions required on the part of DASNY and the Proposer.
 - List of dedicated resources (personnel, requirement, training of DASNY personnel, etc.)

4. INNOVATION

- Details of any future enhancements planned for the next 3 to 4 years, to current operations or innovative approaches that will benefit DASNY, and the services being offered.

5. CYBER SECURITY

- Maintains internal operating and security policies and procedures that establish minimum requirements for staff and systems that support the services offered within this proposal.
- Provide an overview of Bidder's information security policy that governs the storing and processing of confidential data used in the services in scope for this RFP and the frequency with which you review and approve the policy.
- Describe Bidder's security for its online capabilities. Within your description, please include the following items:
 - a. The fraud detection programs in place to detect unauthorized transactions.
 - b. Security for user access administration of online systems.
 - c. Describe in detail, the Proposer's compliance with State and Federal regulations pertaining to this area.
- Describe testing of core service applications and systems assuring information backup, anti-intrusion, and other privacy requirements.
- Describe the safeguards and security measures the Proposer has in place to protect DASNY, especially against unauthorized use of the system.
- Include the following items:
 - The physical security controls for your data and operations centers.
 - The logical security controls governing employees, third parties and customers.
 - If not covered above, detail the access controls that are in place to protect customer data (e.g., password lockout, monitoring of failed logon attempts, restrictions on remote desktop connections).
 - If not covered above, detail the network security controls in place to protect systems, including a description of what testing is performed to verify the network security controls (e.g., penetration testing).
- Describe how Bidder ensures the internet of things does not cause a potential avenue for unauthorized individuals to gain access to internal systems.

NOTICE AND INFORMATION FOR BIDDERS

- Describe Bidder's approach for alerting customers if a potential security incident arises that may impact customer data.
- Provide an overview of the vulnerability management program at the Proposer to detect and remediate vulnerabilities within the environment. Include in your overview the Bidder's target time frames for patching systems following the release of a security patch for primary operating systems (e.g., Windows and subsystems (red hat application code)).
- Describe your employee awareness training.
- Describe governance and oversight for third party Proposers (including FinTech firms) that support services in scope for this Bid, including details of the due diligence processes you use to assess and monitor service providers.
- Outline location of resources of internal operations or through third parties that would be in scope for services proposed within this Bid.

6. DISASTER RECOVERY/BUSINESS CONTINUITY

- Proposer maintains a formal disaster recovery plan in place in the event of a systems failure or other disaster at the Proposer's primary processing site.
- Describe the Proposer's disaster recovery services if the in-scope systems and any or all its components cannot operate from the primary data center.
- Business continuity plan incorporates loss of critical personnel, and documented plans covering all areas of operations necessary to delivering services detailed within proposal.
- Proposer's recovery strategy provides for recovery after short- and long-term disruptions in facilities, environmental support, public utilities, workforce availability, and data processing capabilities.
- Disaster recovery / business continuity recovery objectives (RTO & RPO) provides a minimum of 3-day RTO and 1-day RPO.
- Disaster recovery and business continuity plan(s) are tested minimum of once every 12 months.