



DASNY

KATHY HOCHUL
Governor

ALFONSO L. CARNEY, JR.
Chair

REUBEN R. MCDANIEL, III
President & CEO

March 2, 2023

Subject: Invitation for Bid No. 752
DASNY - Microsoft Dynamics 365 Implementation Services & Managed Services

Dear Bidder:

Posted to DASNY's Website at www.dasny.org / RFP & BID Opportunities / Purchasing Commodities please find an Invitation for Bid (IFB) for the above referenced procurement to be executed by DASNY.

All Bidders must complete and submit the Intent to Bid form which allows DASNY to complete a pre-qualifying review prior to the bid opening for those bidders that intend to participate. DASNY reserves the right to seek clarifications regarding any of the above referenced documents. DASNY will advise all entities that submitted an Intent to Bid of their pre-qualification status via the email address provided with the Intent to Bid. Submission of an Intent to Bid Form in no way obligates your company to submit a bid, but failure to submit the Intent to Bid Form via email to kcstell@dasny.org by **March 16, 2023**, will preclude your company from receiving an award under the Bid.

All Requests for Information related to the referenced bid shall be submitted in writing via email, no later than April 14, 2023.

Signed original responses must be completed by an authorized individual and returned to the office of DASNY, ATTN: Purchasing, 515 Broadway, Albany, New York 12207 no later than **May 25, 2023** at **2:30PM**. Late submissions will be rejected.

Individuals submitting bids in person or by private delivery services should allow sufficient time for processing through building security to ensure that bids are received prior to the bid submission deadline. All individuals who plan to attend bid openings will be required to present government issued picture identification to building security officials and obtain a visitor's pass prior to attending the bid opening.

Questions regarding this bid document can be addressed to Kristen Costello, kcstell@dasny.org.

Sincerely,

Kristen J. Costello
Manager | Purchasing