



**Information
Technology &
Telecommunications**

*Anne Roest
Commissioner*

255 Greenwich St, 9th FL
New York, NY 10007

June 15, 2015

Pin 85815RQ00585 Xactimate Software License

Dear Prospective Vendor(s);

The New York City Department of Information Technology and Telecommunications (DoITT) is issuing a solicitation price for following item(s):

Line No.	Description	Qty.
1	XACTIMATE 12 MONTH SOFTWARE LICENSE	1
2	XACTIMATE VERSION 28 PLATFORM COMPARISON PROFESSIONAL UPGRADE	1

This solicitation is being made pursuant to Section 3-08 (Small Purchases) of the New York City Procurement Policy Board (PPB) rules. The Purchase Order (PO) shall be awarded to the lowest responsive and responsible bidder that submits the lowest Total Price.

The total value of the resulting purchase order shall not exceed \$20,000.00

This letter is a formal invitation for your firm to submit a response to this solicitation. Attached please find the **HRO Grand Funding Conditions** (Appendix B); **Hurricane Sandy CDBG-DR** (Attachment -B); **Federal Labor Standards Provision**; (HUD-4010) and **Doing Business Form** (Attachment -C), is attached for your completion/review.

The delivery term for the items listed on this solicitation must be ten (10) business days after the receipt of an approved purchase order.

The bid is due to the Department no later than 3:00 PM EST – June 22, 2015. Responses should be submitted to Mr. Jamar Thomas at jthomas@doitt.nyc.gov or by fax at (347) 788-4095. Questions regarding this bid should be submitted no later than 3:00PM EST June 18, 2015, by email to Mr. Jamar Thomas at jthomas@doitt.nyc.gov.

Responses must be submitted on your company’s letterhead with your signature, include your federal tax id # and shipping charges if applicable. Please refer to the above Pin when responding.

Bids that are not received by the submission deadline will be considered late and will not be accepted.

Sincerely,

Jennie Almeida
Director of Procurement