



**Information  
Technology &  
Telecommunications**

*Anne Roest  
Commissioner*

255 Greenwich St, 9<sup>th</sup> FL  
New York, NY 10007

June 3, 2015

**PIN: 85815RQ00572 ManageEngine Software**

Dear Prospective Vendor(s);

The New York City Department of Information Technology and Telecommunications (DoITT) is issuing a solicitation price for **ManageEngine Software** pursuant to **OGS Group# 79518**.

This letter is a formal invitation for your firm to submit a response to this solicitation. Attached please find the **Bid Worksheet** (See Attachment-A); **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.

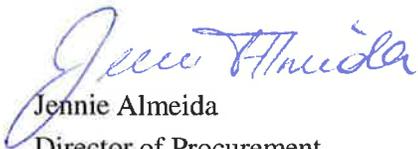
Vendor **MUST** supply the APPROVED NYS contract pricing pages; cross-reference them to match the items in this solicitation.

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 9, 2015. Responses should be submitted to Mr. Jamar Thomas at [jthomas@doitt.nyc.gov](mailto: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 5, 2015, by email to Mr. Jamar Thomas at [jthomas@doitt.nyc.gov](mailto:jthomas@doitt.nyc.gov).

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

Sincerely,



Jennie Almeida  
Director of Procurement