



## Division of Criminal Justice Services

**KATHY HOCHUL**  
Governor  
**ROSSANA ROSADO**  
Commissioner

NEW YORK STATE  
DIVISION OF CRIMINAL JUSTICE SERVICES  
Office of Budget and Finance  
Alfred E. Smith Office Building  
80 South Swan Street, 10<sup>th</sup> Floor  
Albany, NY 12110  
**INVITATION FOR BIDS**

**IMPORTANT: SEE "NOTICE TO BIDDERS" CLAUSES HEREIN**

<b>BID DUE DATE:</b> DATE: 01/09/2026 TIME: 4:00PM EST	<b>TITLE:</b> Second-hand Property Search Tool
<b>INVITATION FOR BIDS NUMBER:</b> DCJS-IFB-2025-02	<b>SPECIFICATION REFERENCE:</b> As incorporated herein
<b>CONTRACT PERIOD:</b> 3/1/2026-3/1/2031	<b>ADDRESS INQUIRIES TO:</b> Procurement Office, Office of Budget & Finance E-mail address: <a href="mailto:DCJSProcurement@dcjs.ny.gov">DCJSProcurement@dcjs.ny.gov</a>

The bid must be fully and properly executed by an authorized person. **By signing you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this INVITATION FOR BIDS, Appendix A (Standard Clauses For New York State Contracts) and that all information provided is complete, true and accurate.** Bidders are requested to retain Appendix A for future reference.

Name of Company Bidding:	Bidder's Federal Tax Identification No.:		
Street	City	State	Zip Code
If you are not bidding, please place an "x" in the box and provide a reason, then return this page only. <input type="checkbox"/> WE DO NOT PLAN TO BID AT THIS TIME BECAUSE			
Vendor's Signature:	Printed or Typed:		
Title:	Date:		
Phone Number:	E-mail Address:		
Fax Number:	Company Website:		

The release of the **Second-hand Property Search Tool** DCJS-IFB-2025-02 initiates the Restricted Period for this procurement which commences upon formal release of the Invitation for Bids (IFB) and continues until further notice. State Finance Law requires that a governmental entity incorporate a summary of its policy and prohibitions regarding permissible contacts during a covered procurement. Pursuant to the State Finance Law, this IFB includes this summary. New York State Division of Criminal Justice Services (Division or DCJS) has imposed certain restrictions on communication with DCJS and agency employees during this procurement process.

During the Restricted Period for this procurement, ALL communications must be only as directed by DCJS and only to the Designated Contact identified by DCJS. Violation of the Procurement Lobbying Law can result in penalties.

The DCJS Sole Designated Contact and Submission Contact for this IFB procurement is as follows:

Office of Budget & Finance  
New York State Division of Criminal Justice Services  
Alfred E. Smith Office Building, 10th Floor  
80 South Swan Street Albany, NY 12210  
Ph: 518-457-6105  
[DCJSProcurement@dcjs.ny.gov](mailto:DCJSProcurement@dcjs.ny.gov)

UNDER NO CIRCUMSTANCES MAY CONTACT BE MADE TO ANY OTHER DCJS EMPLOYEE CONCERNING THIS PROCUREMENT.

All inquiries must be submitted by electronic mail only to the above DCJS Sole Designated Contact at [DCJSProcurement@dcjs.ny.gov](mailto:DCJSProcurement@dcjs.ny.gov).

Key Events-schedule of action dates for DCJS-IFB 2025-02	
DCJS issues Invitation for Bids (IFB)	11/28/2025
Deadline for Submission of Bidder Questions	12/12/2025
DCJS Issues Responses to Questions (estimated)	12/26/2025
Bid Due Date	01/09/2026 4:00 P.M. EST.
Bid Opening Date	01/12/2026
Anticipated Notification of Award/Non-Award	01/14/2026
Anticipated Contract Start Date	03/01/2026

***NYS Division of Criminal Justice Services Second-hand Property Search Tool (DCJS-IFB-2025-02)***

The Division's Office of Public Safety is seeking to purchase an application to access records of pawn shops and other businesses selling second-hand property.

DCJS is seeking a vendor to provide an application or website to access records of pawn shops and other businesses selling second-hand property. This application/website shall be able to:

- Accommodate up to 200 users
- Allow pawn shops to enter information for pawned property nationwide. This includes, but is not limited to, contact information (name, phone number, etc.) of the pawn shop and the seller and information regarding the item sold (what the item is, from what pawn shop, display images of property listed in second-hand transactions, etc.)
- Allow users of the system to search the information provided for all transactions within the system
  - Allow a user to save their frequently used searches for specific property.
- Search for transactions on online marketplaces, at a minimum eBay and OfferUp
- Allow a user to save search criteria to an "items of interest" list.
  - The user will be alerted by the system in the event that an item is added that matches any of their saved search criteria.
  - When a new item is added to the system that meets one or more of the user's saved search criteria, the user will get an alert of the item being added, and what search criteria was matched, to allow the user to investigate further.
  - The user must be able to save search criteria at a minimum for specific items being pawned, and the name of who is selling the items to the pawn shops.
- Flag repeat transactions, known offenders, and specific items.

**Division of Criminal Justice Services Summary of Policy and Prohibitions on Procurement Lobbying**

**Background:**

State Finance Law §139-j (6) requires that a Governmental Entity incorporate a summary of its policy and prohibitions regarding permissible Contacts during a covered procurement.

Pursuant to State Finance Law §§139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between a Governmental Entity and an Offerer/Bidder during the

procurement process. An Offerer/Bidder is restricted from making contacts from the earliest notice of intent to solicit offers through final award and approval of the Procurement Contract by the Governmental Entity and, if applicable, Office of the State Comptroller ("restricted period") to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j (3)(a). The designated staff person, as of the date hereof, is identified on the first page of this solicitation. DCJS employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offerer/bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for Contract award and in the event of two findings within a 4-year period, the Offerer/Bidder is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found at the OGS website:

<http://ogs.ny.gov/acpl/>

The Division's Procurement Lobbying Guidelines are attached (Appendix E). The Offerer /Bidder must comply with applicable provisions of State Finance Law §139-j and §139-k.

## **GENERAL INFORMATION**

### **NOTICE TO BIDDERS:**

Receipt of these bid documents does not indicate that DCJS has pre-determined your company's qualifications to receive a contract award. Such determination will be made after the bid opening and will be based on our evaluation of your bid submission compared to the specific requirements and qualifications contained in these bid documents.

The DCJS Procurement Officer will receive bids pursuant to the provisions of Article XI of the State Finance Law or the provisions of the State Printing and Public Documents Law. The following procedures shall be used for bid submittals:

#### **1. BID PREPARATION**

Complete the attached Bid Proposal Form.

#### **2. BID DELIVERY**

Bidders assume all risks for timely, properly submitted deliveries. Bidders are strongly encouraged to arrange for submission of bids to DCJS via email. Bidders can submit the Bid Proposal Form electronically to DCJS via email, [DCJSProcurement@dcjs.ny.gov](mailto:DCJSProcurement@dcjs.ny.gov).

#### **3. PROPOSAL REQUIREMENTS**

To be eligible, bidders are required to submit a completed proposal in conformance with the format and content requirements set forth herein, and the required documents as follows:

1. Standard Clauses for New York State Contracts (Appendix A)
2. DCJS Procurement Lobbying Guidelines (Appendix E)
3. Bid Proposal Form
4. Encouraging NYS Business Form (Appendix C)
5. Non-Collusive Bidding Certification (Appendix D)
6. Executive Order 16 Certification

#### **4. EVALUATION PROCESS**

After the bid opening, proposals will be screened for completeness and conformance with DCJS requirements of the bid submission. At this point, any proposal may be denied further consideration if it does not meet the requirements.

#### **5. METHOD OF AWARD**

Award will be made to the lowest responsive and responsible bidder meeting all Minimum Requirements outlined in this IFB. In the event of tie bids, the DCJS Deputy Commissioner of the Office of Budget and Finance shall make the final determination.

Your bid price should be inclusive of all anticipated costs including, but not limited to a complete package consisting of **the Second-hand Property Search Tool**

## 6. GENERAL CONDITIONS AND CONTRACT REQUIREMENTS

### A. Timetable:

**Contract Reporter Notice: 11/28/2025**  
**Responses Due: 01/09/2026 4:00 P.M.**

**Electronic submissions will be received** by the issuing officer for products and services specified herein under the terms and conditions of the proposal. Email subject line should contain DCJS IFB 2025-01. **No bid will be considered if received after 4:00 P.M. on 01/09/2026.** DCJS assumes no responsibility for delivery delays and will not consider proposals arriving after this day and time.

### B. Issuing Officer:

Proposals must be submitted to the email address below: [DCJSProcurement@dcjs.ny.gov](mailto:DCJSProcurement@dcjs.ny.gov).

### C. Bidding Practices Non-collusive bidding certification Appendix D: (Reference: State Finance Law Section 139-d and Appendix A, Clause 7):

Each Bidder shall submit, as part of the proposal, a completed copy of the Non- Collusive Bidding Certification. This will certify that, to the best of the Bidder's knowledge and belief:

The prices in the bid have been arrived at independently, without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices, with any other bidder or with any competitor;

Unless otherwise required by law, the prices which have been quoted in the bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, to any other bidder or to any competitor prior to completion of the selection process; and

No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

#### Section 139-d of the State Finance Law

A bid shall not be considered for award nor shall any award be made where the above conditions have not been complied with; provided, however, that if in any case the Bidder cannot make the foregoing certification, the Bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where the above conditions have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the State, public department or agency to which the bid is made, or their designee, determine that such disclosure was not made for the purpose of restricting competition

The fact that a Bidder has published price lists, rates, or tariffs covering items or services being procured, has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or has sold the same items to other customers at the same prices being bid, does not constitute a disclosure within

the meaning stated above.

#### **D. IFB Documents**

DCJS will make no allowance or concession to a Bidder for any alleged misunderstanding or deception because of quantity, character or other conditions. The bid price is to cover the cost of furnishing all of the services specified in the bid specifications to the satisfaction of DCJS and the performance of all work set forth in specifications.

#### **E. Contract Period and Renewal**

It is anticipated there will be one five-year contract with the winning vendor. Prices or discounts quoted are to be firm for the entire period of the five- year contract.

#### **F. Reserved Rights**

DCJS reserves the right to:

- a. Reject any or all proposals received in response to this IFB and to reissue a modified version this IFB;
- b. Amend IFB specifications to correct errors or oversights, or to supply additional information as it becomes available;
- c. Direct the bidder to submit proposal modifications addressing subsequent IFB amendments issued as per #2 above;
- d. Make typographical corrections to proposals, with the concurrence of the Bidder;
- e. Correct computational errors with the written concurrence of the Bidder;
- f. Change any of the scheduled dates stated herein.
- g. Eliminate any mandatory specification that cannot be complied with by any of the prospective Bidders;
- h. At any time prior to contract execution withdraw or award the IFB in whole or in part;
- i. At any time prior to contract execution, accept or reject any and all proposals, or separable portions of proposals, and waive minor irregularities and/or omissions in proposals if the State determines the best interests of the State will be served;
- j. In its sole discretion, accept or reject illegible, incomplete, or vague bids, and its decision shall be final;
- k. During the evaluation process, at its sole option, seek clarification from an Offerer for the purpose of assuring DCJS's full understanding of the Offerer's responsiveness to the IFB requirements. This clarification information, if required in writing by DCJS, must be submitted in writing in accordance with the formats as prescribed by DCJS at the time it is requested by DCJS, and if received by the due date requested, shall be included as a formal part of the Offerer's proposal. Failure to provide required information by the specified due date may result in rejection of the Offerer's proposal;
- l. Award a contract for any or all parts of a proposal and negotiate contract to meet agency program requirements consistent with the solicitation;
- m. Consider all Offerers' proposals firm and binding for a period of at least

- 180 days from the Bid Proposal Due Date, or until such time as a contract resulting from this RFP is approved by the NYS Comptroller; and
- n. Elect to award a contract to one responsive and responsible Offerer.

#### **G. Compliance with Workers Compensation Law**

In accordance with Workers' Compensation Law §§ 57 and 220(8), the selected Bidder agrees to provide proof of compliance with Workers' Compensation Law requirements.

#### **H. Compliance with Tax Law Requirement**

Upon selection, Bidder will be required to complete the Contractor Certification form ST-220 CA (Appendix H). See NYS Taxation and Finance web page at <http://www.tax.ny.gov>. Submission must include original signature.

#### **I. Vendor Responsibility**

Vendors are invited to file the required Vendor Responsibility Questionnaire online via the New York State VendRep System or may choose to complete and submit a paper questionnaire. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at <http://www.osc.state.ny.us/vendrep/> or go directly to the VendRep System at [https://www.osc.state.ny.us/vendrep/info\\_vrsystem.htm](https://www.osc.state.ny.us/vendrep/info_vrsystem.htm).

For direct VendRep System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at [ITServiceDesk@osc.ny.gov](mailto:ITServiceDesk@osc.ny.gov). Vendors opting to file a paper questionnaire can complete the Vendor Responsibility Questionnaire (Appendix K).

#### **J. Debriefing Request**

DCJS shall provide an opportunity for debriefing upon request which must be received by DCJS not later than ten business days following notification of proposed award or non-award notification.