CASE STUDY 06 | LEGAL & IT ADVISORY | PRE-BID INTELLIGENCE

Rockland County Department of Law

IT Consultant Services for the Department of Law · RFP-RC-2026-020

Sybrid — Technology Subcontractor | Pre-bid intelligence and proposal support to a U.S. prime

01 / PROJECT OVERVIEW

OUR ROLE	**Sybrid — Technology Subcontractor** (remote support team to the U.S. prime; the prime is the bidder of record)
PROJECT / RFP TITLE	IT Consultant Services for the Department of Law
CLIENT / AGENCY	County of Rockland (DGS-Purchasing) for the Rockland County Department of Law — Rockland County, New York; delivery point Pomona, NY
CONTRACT VALUE	Not stated in the solicitation (no budget published)
PROJECT DURATION	Not stated in the solicitation; we planned a 14-week delivery across 5 phases (estimate)
SOLICITATION NUMBER	RFP-RC-2026-020 · Formal Request for Proposal · all-or-none award
KEY DATES	Published 07/31/2026 · Bid Intent and questions due 08/21/2026, 4:00 PM EDT · Closing 09/15/2026, 3:00 PM EDT
STATUS	Pre-award. No award, contract or delivery result is claimed.

02 / EXECUTIVE SUMMARY

The Rockland County Department of Law needed an independent assessment of its IT systems, workflows and technical architecture, with prioritized recommendations, under a formal, paper-only, all-or-none RFP that published no budget, duration or scoring weights. As technology subcontractor, we supported the U.S. prime from the County's notice through submission readiness. We delivered a four-part pre-bid package — procurement summary, statement of work, tender insight and submission operations guide — that mapped all 4 core requirements, 8 compliance conditions and 12 risks to a 5-phase, 8-role delivery plan. The result gave the prime a compliance-checked foundation for a single, full-scope proposal, with every unknown flagged for confirmation against the full RFP.

4
pre-bid deliverables handed to the U.S. prime

4 / 4
core requirements (R-1 to R-4) mapped to scope and staffing

8
compliance conditions tracked in a master checklist

12
delivery and bid risks logged with owner and mitigation

03 / THE CHALLENGE

A law department that wants an honest baseline

Agency background

The County of Rockland's Purchasing Division (DGS-Purchasing, Pomona, NY) issued the RFP on behalf of the Department of Law, listed on the County notice as the Rockland County Attorney's Office. It was run as a formal

RFP rather than a lower-tier RFQ, signalling that the County wanted comparable technical proposals, not a price-only contest.

Business problem

This is a review-and-advise engagement, not a system build or software purchase. The department wants a qualified outside view of where it stands today — systems, workflows and architecture — before deciding what to change. No platform, vendor or problem statement was pre-selected.

Key challenges

- **Sensitive client.** A law department holds privileged material, litigation holds and confidential County matters, which raises the bar on access control and data handling.
- **All-or-none award.** One contractor must cover the full scope — both technical assessment and legal-operations workflow expertise.
- **Paper-only process.** Physical bid submission, no online questions, and only Bonfire Portal copies and addenda are official.
- **Thin notice.** Budget, duration, deliverables, insurance limits and evaluation weights were not stated in the notice pages.

Critical requirements

- **R-1** Assess the Department of Law's current IT systems.
- **R-2** Assess current workflows across the department.
- **R-3** Assess current technical architecture.
- **R-4** Deliver actionable, prioritized recommendations — plus required insurance and 8 NIGP categories across classes 918 and 920.

Impact of not addressing these issues

A late or non-conforming paper bid is rejected regardless of quality; a partial-scope proposal is non-responsive under an all-or-none award; a missed Bonfire addendum means bidding to outdated requirements; and generic recommendations would fail a department whose first outside assessment is likely to shape years of IT investment.

04 / OUR SOLUTION

Methodology and judgment, not a pre-packaged product

Delivery approach

We worked notice-first: every fact was traced to the County notice or public notice, and every gap was marked "confirm in full RFP" rather than estimated as fact. We positioned the bid around a clear assessment method, a named security workstream and a legal-technology specialist, and kept privileged material with U.S.-based staff only.

Scope delivered (mapped from the statement of work)

DELIVERABLE	WHAT WE PRODUCED	MAPS TO
Summary of Procurement	Basic facts, 6 key objectives, insurance, submission steps, contacts and award basis	SOW §2–5, §10
Statement of Work	Scope R-1 to R-4, 3-deliverable matrix, roles, requirements, legal, risk and NIGP/NAICS mapping	SOW §1–16

DELIVERABLE	WHAT WE PRODUCED	MAPS TO
Tender Insight	Buyer intelligence, legal analysis, compliance checklist, team, timeline, pricing strategy, risk register, cyber strategy	SOW §6.3, §8, §13–15
Tender Abstract	Submission operations guide: deadline box, 8-document checklist, binder, cover letter, 20-point final check	SOW §5, §13

Team structure (proposed)

ROLE	FOCUS	WORK MODEL
Engagement Lead	Client relationship, quality, final recommendations	On-site kickoff and readout
Project Coordinator	Interviews, action items, County liaison	Hybrid
IT Systems Analyst	Applications, infrastructure and licensing inventory	On-site discovery
Technical Architect	Current architecture and target-state options	Remote-feasible
Cybersecurity Analyst	Security posture as a named workstream	Remote + on-site validation
Workflow Analyst	Process mapping and bottlenecks	On-site interviews
Legal Technology SME	Case management, e-discovery, records context	On-site
QA / Documentation Lead	Recommendations report and quality control	Remote-feasible

Milestones and timeline

PHASE	DURATION (EST.)	OUTPUT
1. Mobilization & Discovery	2 weeks	Kickoff, document collection, interview schedule
2. Current-State Assessment	4 weeks	System inventory, architecture and security review
3. Workflow Analysis (overlaps 2)	3 weeks	Process maps and pain points
4. Gap Analysis & Recommendations	3 weeks	Prioritized, actionable recommendations
5. Reporting & Presentation	2 weeks	Final report and readout to the Department of Law

Procurement milestones we planned against: 07/31/2026 publication · 08/21/2026 Bid Intent and written questions · 09/15/2026 3:00 PM EDT physical bid closing.

05 / RESULTS & OUTCOMES

Measurable pre-bid results

MEASURE	RESULT	DETAIL
Core requirements mapped	4 of 4	R-1 to R-4 tied to deliverables, roles and phases
Compliance conditions tracked	8	6 pass/fail gates, 1 scored, 1 optional (Bid Intent)
NIGP categories mapped	8	Across classes 918 and 920; NAICS 541611 / 541512 inferred
Risks registered	12	6 rated high impact, each with owner and mitigation

MEASURE	RESULT	DETAIL
Submission errors pre-empted	10	Common rejection causes with avoidance steps
Final pre-submission checks	20	Signature, labeling, courier and addenda checks
Submission package defined	8 documents	Cover plus 5-tab binder structure for the paper bid
Clarification questions drafted	4	Scoring, insurance, page limits, offshore use
Pricing model	3 tiers	Low, mid and high price-to-win scenarios

Adoption, training and migration metrics do not apply: this was pre-award advisory work. No award, client acceptance or implementation result is claimed.

06 / TECHNOLOGY & COMPLIANCE

TECHNOLOGY STACK	None required by the solicitation — consulting and advisory scope only; software and hardware lines marked not applicable
ASSESSMENT DOMAINS	Application inventory, network and technical architecture, software currency and support status, security posture, systems testing (NIGP 92076)
PLATFORMS & TOOLS	County of Rockland Bonfire Portal (official RFP and addenda), requirement register, compliance matrix, 14-week Gantt plan, risk register
ACCESSIBILITY STANDARDS	Not specified in the solicitation
COMPLIANCE FRAMEWORKS	None named in the notice; New York State law expected to govern (to be confirmed); insurance required; CJIS and legal-sector data-handling norms referenced for the security role
DATA HANDLING	Privileged or case-identifying records: U.S.-based staff only, no offshore storage or access; de-identified work under named-individual NDAs
TESTING & QA	QA / Documentation Lead review, 20-point pre-submission checklist, cost-to-technical cross-check before printing

07 / ABOUT SYBRID SLED

Sybrid SLED

Sybrid's SLED Division is a trusted RFP, IT outsourcing and digital transformation partner for State, Local and Education agencies across the United States. We provide pre-bid intelligence — opportunity discovery, bid/no-bid frameworks, proposal writing, pricing and compliance matrices, teaming support — and post-bid execution, from mobilization and program management to reporting and closeout. Part of the Lakson Group, operating since 2008.

Core capabilities: custom software development · data, AI and analytics · managed IT and cloud · contact center and BPO

Primary NAICS: 541512 · 541511 · 541519 **U.S. HQ:** 200 Continental Drive, Suite 401, Newark, DE 19713

SLED desk: sled@sybrid.com **SLED site:** sled.sybrid.com **Website:** www.sybrid.com

Prepared from Sybrid's pre-bid analysis of the County of Rockland notice pages for RFP-RC-2026-020. Sybrid acted as technology subcontractor; the U.S. prime is the bidder of record. Figures marked "estimate" are planning assumptions, not quoted prices or contract terms.