

New York State Office Of General Services  
New York State Procurement  
Corning Tower Building  
Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.ny.gov>

## PURCHASING MEMORANDUM

### BID SOLICITATION UPDATE

**RFP NUMBER:** 22679

**DATE:** January 2, 2014

**GROUP:** 79037 – AUDIT SERVICES FOR THE  
NYS FAIR (AGRICULTURE & Markets)

**PLEASE ADDRESS INQUIRIES TO  
DESIGNATED CONTACTS:**

Lori L. Bahan  
Contract Management Specialist  
[PS\\_AA\\_statefair@ogs.ny.gov](mailto:PS_AA_statefair@ogs.ny.gov)

**BID OPENING:** January 7, 2014

Jill McCabe  
Team Leader  
[PS\\_AA\\_statefair@ogs.ny.gov](mailto:PS_AA_statefair@ogs.ny.gov)

**SUBJECT:** CLARIFICATION ON SECTION 3.1 SERVICES REQUIRED

**TO PROSPECTIVE BIDDERS:**

Please be advised that The Office of General Services and the Department of Agriculture and Markets have revised the following from page 10 of the RFP to “The final draft for the year ended March 31, 2013 shall be submitted no later than April 1, 2014, **or a date mutually agreed upon**”.

The responses to the Questions/Inquiries and revised RFP can be found at the following link:  
<http://www.ogs.ny.gov/Purchase/BidCalendarLV.asp>.

This information will also be made available on the Department of Agriculture and Markets website,  
<http://www.agriculture.ny.gov/RFPS.html>.

When submitting your Request For Proposal you must use the latest version of the document dated December 3, 2013.

If submitting a proposal, this letter shall be signed, attached to, and made a part of your proposal.

BID OF (COMPANY): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

PRINTED COPY OF SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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## PURCHASING MEMORANDUM

### BID SOLICITATION UPDATE

**RFP NUMBER:** 22679

**DATE:** December 19, 2013

**GROUP:** 79037 – AUDIT SERVICES FOR THE  
NYS FAIR (AGRICULTURE & Markets)

**PLEASE ADDRESS INQUIRIES TO  
DESIGNATED CONTACTS:**

Lori L. Bahan  
Contract Management Specialist  
[PS\\_AA\\_statefair@ogs.ny.gov](mailto:PS_AA_statefair@ogs.ny.gov)

**BID OPENING:** January 7, 2014

Jill McCabe  
Team Leader  
[PS\\_AA\\_statefair@ogs.ny.gov](mailto:PS_AA_statefair@ogs.ny.gov)

**SUBJECT:** RESPONSES TO QUESTIONS/INQUIRIES ON FINANCIALS

**TO PROSPECTIVE BIDDERS:**

The Office of General Services and the Department of Agriculture and Markets have given careful consideration to the questions/inquiries submitted prior to the December 13, 2013 deadline for inquiries

The responses to the Questions/Inquiries and revised RFP can be found at the following link:

<http://www.ogs.ny.gov/Purchase/BidCalendarLV.asp>.

This information will also be made available on the Department of Agriculture and Markets website,

<http://www.agriculture.ny.gov/RFPS.html>.

When submitting your Request For Proposal you must use the latest version of the document dated December 3, 2013.

If submitting a proposal, this letter shall be signed, attached to, and made a part of your proposal.

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ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

PRINTED COPY OF SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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## PURCHASING MEMORANDUM

### BID SOLICITATION UPDATE

**RFP NUMBER:** 22679

**DATE:** December 3, 2013

**GROUP:** 79037 – AUDIT SERVICES FOR THE  
NYS FAIR (AGRICULTURE & Markets)

**PLEASE ADDRESS INQUIRIES TO  
DESIGNATED CONTACTS:**

Lori L. Bahan  
Contract Management Specialist  
[PS\\_AA\\_statefair@ogs.ny.gov](mailto:PS_AA_statefair@ogs.ny.gov)

**BID OPENING:** January 7, 2014

Jill McCabe  
Team Leader  
[PS\\_AA\\_statefair@ogs.ny.gov](mailto:PS_AA_statefair@ogs.ny.gov)

**SUBJECT:** VARIOUS UPDATES TO RFP DOCUMENT AND ATTACHMENTS

**TO PROSPECTIVE BIDDERS:**

The Office of General Services and the Department of Agriculture and Markets have revised the above referenced RFP to include the documents listed below.

Please note the following documents with the new bid opening date can be found at the following link:  
<http://www.ogs.ny.gov/Purchase/BidCalendarLV.asp>.

Request For Proposal Revised December 3, 2013  
Attachment 1 - Cost Proposal Form Revised  
Attachment 8 - NYS Fair Balance Sheet  
Attachment 9 - Customer Reference Form  
Attachment 10 - Form A Consultant Disclosures  
Attachment 11 - Appendix C – Equal Employment Opportunity Staffing Plan (EEO 100)

Bidder Questions/Inquiries on Attachment 8 NYS Fair Balance Sheet must be received by December 13, 2013.

This information will also be made available on the Department of Agriculture and Markets website,  
<http://www.agriculture.ny.gov/RFPS.html>.

When submitting your Request For Proposal you must use the latest version of the document dated December 3, 2013.

If submitting a proposal, this letter shall be signed, attached to, and made a part of your proposal.

BID OF (COMPANY): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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## PURCHASING MEMORANDUM

### BID SOLICITATION UPDATE

**RFP NUMBER:** 22679

**DATE:** November 21, 2013

**GROUP:** 79037 – AUDIT SERVICES FOR THE  
NYS FAIR (Agriculture & Markets)

**PLEASE ADDRESS INQUIRIES TO  
DESIGNATED CONTACTS:**

Lori L. Bahan  
Contract Management Specialist  
[PS\\_AA\\_statefair@ogs.ny.gov](mailto:PS_AA_statefair@ogs.ny.gov)

**BID OPENING:** December 3, 2013

Jill McCabe  
Team Leader  
[PS\\_AA\\_statefair@ogs.ny.gov](mailto:PS_AA_statefair@ogs.ny.gov)

**SUBJECT:** POSTPONEMENT OF BID OPENING DATE

**TO PROSPECTIVE BIDDERS:**

The Office of General Services and the Department of Agriculture and Markets have postponed the bid opening date from December 3, 2013 to **January 7, 2014** to allow bidders the opportunity to review the draft financial statements prior to submittal of their proposals. These draft statements with revised bid documents will be released on or before December 3, 2013, via OGS' Bidder Notification System.

This information will also be made available on the Department of Agriculture and Markets website,  
<http://www.agriculture.ny.gov/RFPS.html>.

If submitting a proposal, this letter shall be signed, attached to, and made a part of your proposal.

BID OF (COMPANY): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

PRINTED COPY OF SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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## PURCHASING MEMORANDUM

### BID SOLICITATION UPDATE

**RFP NUMBER:** 22679

**DATE:** September 9, 2013

**GROUP:** 79037 – AUDIT SERVICES FOR THE  
NYS FAIR (AGRICULTURE & Markets)

**PLEASE ADDRESS INQUIRIES TO  
DESIGNATED CONTACTS:**

Lori L. Bahan  
Contract Management Specialist  
[PS\\_AA\\_statefair@ogs.ny.gov](mailto:PS_AA_statefair@ogs.ny.gov)

**BID OPENING:** September 17, 2013

Jill McCabe  
Team Leader  
[PS\\_AA\\_statefair@ogs.ny.gov](mailto:PS_AA_statefair@ogs.ny.gov)

**SUBJECT:** POSTPONEMENT OF BID OPENING DATE

**TO PROSPECTIVE BIDDERS:**

The Office of General Services and the Department of Agriculture and Markets have postponed the bid opening date from September 17, 2013 to **December 3, 2013** to allow bidders the opportunity to review the draft statements prior to submittal of their proposals. These draft statements will be released via OGS' Bidder Notification System near the end of October.

The 2<sup>nd</sup> round of responses to Bidder Questions/Inquiries and a revised RFP with the new bid opening date can be found at the following link:  
<http://www.ogs.ny.gov/Purchase/BidCalendarLV.asp>.

This information will also be made available on the Department of Agriculture and Markets website,  
<http://www.agriculture.ny.gov/RFPS.html>.

If submitting a proposal, this letter shall be signed, attached to, and made a part of your proposal.

**BID OF (COMPANY):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**SIGNATURE OF BIDDER:** \_\_\_\_\_

**PRINTED COPY OF SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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## PURCHASING MEMORANDUM

### BID SOLICITATION UPDATE

**RFP NUMBER:** 22679

**DATE:** August 21, 2013

**GROUP:** 79037 – AUDIT SERVICES FOR THE  
NYS FAIR (AGRICULTURE & Markets)

**PLEASE ADDRESS INQUIRIES TO  
DESIGNATED CONTACTS:**

Lori L. Bahan  
Contract Management Specialist  
[PS\\_AA\\_statefair@ogs.ny.gov](mailto:PS_AA_statefair@ogs.ny.gov)

**BID OPENING:** September 17, 2013

Jill McCabe  
Team Leader  
[PS\\_AA\\_statefair@ogs.ny.gov](mailto:PS_AA_statefair@ogs.ny.gov)

**SUBJECT:** RESPONSES TO QUESTIONS/INQUIRIES

**TO PROSPECTIVE BIDDERS:**

The Office of General Services and the Department of Agriculture and Markets have given careful consideration to the questions/inquiries submitted prior to the August 5, 2013 deadline for inquiries

The responses to the Questions/Inquiries and revised RFP can be found at the following link:  
<http://www.ogs.ny.gov/Purchase/BidCalendarLV.asp>.

This information will also be made available on the Department of Agriculture and Markets web site,  
<http://www.agriculture.ny.gov/RFPS.html>.

If submitting a proposal, this letter shall be signed, attached to, and made a part of your proposal.

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## PURCHASING MEMORANDUM

### BID SOLICITATION UPDATE

**RFP NUMBER:** 22679

**DATE:** August 8, 2013

**GROUP:** 79037 – AUDIT SERVICES FOR THE  
NYS FAIR (AGRICULTURE & Markets)

**PLEASE ADDRESS INQUIRIES TO  
DESIGNATED CONTACTS:**

Lori L. Bahan  
Contract Management Specialist  
[PS\\_AA\\_statefair@ogs.ny.gov](mailto:PS_AA_statefair@ogs.ny.gov)

**BID OPENING:** September 17, 2013

Jill McCabe  
Team Leader  
[PS\\_AA\\_statefair@ogs.ny.gov](mailto:PS_AA_statefair@ogs.ny.gov)

**SUBJECT:** UPDATED KEY RFP DATES

**TO PROSPECTIVE BIDDERS:**

The Office of General Services and the Department of Agriculture and Markets have updated the Key RFP dates as shown below:

**1.2 Updated Key RFP Dates**

EVENT	DATE
RFP Issued	July 24, 2013
First due date for bidder inquiries	August 5 at 12:00 pm*
OGS Response to 1st Round of inquiries	<b>August 21, 2013</b>
Last Date for Bidder Inquiries	<b>August 30, 2013 at 12:00 pm*</b>
OGS Response to 2nd Round of Inquiries	<b>September 9 2013</b>
Proposals Due / Bid Opening	September 17, 2013 at 11:00 am*

\* Prevailing Eastern Time

This information will also be made available on the Department of Agriculture and Markets web site,  
<http://www.agriculture.ny.gov/RFPS.html>.

If submitting a proposal, this letter shall be signed, attached to, and made a part of your proposal.

BID OF (COMPANY): \_\_\_\_\_

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