



Bid Solicitation Update

Subject: Bid Solicitation Update #13 - Change of Solicitation Due Date; Intent to Submit OGS Solicitation

DATE: June 1, 2015

IFB/RFP: 22802 **BID OPENING DATE | TIME:** June 30, 2015 | 11:00 AM ET

GROUP | TITLE: 73600 – Information Technology Umbrella Contract – Manufacturer Based (Statewide)

OGS DESIGNATED CONTACTS:

Dewan Bristo, Sharon Featherstone, Ann Fisher, Karen Fowler, Mark Joly, Marc Kleinhenz, Sheila Long and Kathy McAuley | PS_SW_ITF@ogs.ny.gov

CHANGE TO BID OPENING DATE

The Solicitation due date has been changed to June 30, 2015. Vendors are reminded that OGS does intend to conduct future Periodic Recruitments. The timing is unknown and will not occur until after initial Contract awards have been made.

INTENT TO SUBMIT OGS SOLICITATION

Vendors are advised that OGS will accept “Attachment 10 – Intent to Submit OGS Solicitation” until the Solicitation due date. Although this Attachment is not mandatory, submitting it will allow OGS an opportunity to commence Vendor Responsibility review prior to the Submission due date. By submitting Attachment 10 – Intent to Submit OGS Solicitation, a Vendor is not obligated to submit a Vendor Submission.

Vendor Submissions which do not require the submission of clarifying information or documentation from the Vendor will be awarded first. Vendor Submissions which require clarification will be awarded as issues are resolved.

All Solicitation documents and Attachments can be found at the following link:
<http://www.ogs.ny.gov/purchase/biddocument/22802bid.asp>

REMINDER: The Solicitation response due date is **June 30, 2015 at 11:00 AM ET.**



Bid Solicitation Update

Subject: Bid Solicitation Update #12 - Change of Solicitation Due Date; Intent to Submit OGS Solicitation; Reasonableness of Price Validation; Attachment 14

DATE: May 19, 2015

IFB/RFP: 22802 **BID OPENING DATE | TIME:** June 17, 2015 | 11:00 AM ET

GROUP | TITLE: 73600 – Information Technology Umbrella Contract – Manufacturer Based (Statewide)

OGS DESIGNATED CONTACTS:

Dewan Bristo, Sharon Featherstone, Ann Fisher, Karen Fowler, Mark Joly, Marc Kleinhenz, Sheila Long and Kathy McAuley | PS_SW_ITF@ogs.ny.gov

CHANGE TO BID OPENING DATE

The Solicitation due date has been changed to June 17, 2015. Vendors are reminded that OGS does intend to conduct future Periodic Recruitments. The timing is unknown and will not occur until after initial Contract awards have been made.

INTENT TO SUBMIT OGS SOLICITATION

Vendors are advised that OGS will accept “Attachment 10 – Intent to Submit OGS Solicitation” until the Solicitation due date. Although this Attachment is not mandatory, submitting it will allow OGS an opportunity to commence Vendor Responsibility review prior to the Submission due date. By submitting Attachment 10 – Intent to Submit OGS Solicitation, a Vendor is not obligated to submit a Vendor Submission.

REASONABLENESS OF PRICE VALIDATION WITHIN ATTACHMENT 1 – PRICE PAGES/1A – ALTERNATIVE PRICE PAGES

An anomaly has been identified in Attachment 1/1A, which may apply when Vendor’s “List Price” (column J) or “Minimum NYS Discount” (column K) exceeds 2 decimal places. This may indicate an inaccurate result in “Price is Reasonable” (column V). If a Vendor has encountered this anomaly, and columns “Net NYS Contract Price” (column M) and “Net Contract or Invoice Price” (column T) are the same, OGS will review and validate “Price is Reasonable” (column V). For example:

List Price	Actual NYS Discount	Net NYS Contract Price	Net Contract or Invoice Price	Price is Reasonable
.45	4%	Displays as .43 (Calculated as .432)	.43	No
In this example, “Price is Reasonable” (column V) should have indicated “Yes.”				

ATTACHMENT 14 - USE OF SERVICE DISABLED VETERAN-OWNED BUSINESSES

A reminder that “Attachment 14 – Use of Service Disabled Veteran-Owned Businesses” is for informational purposes only and may be updated throughout the life of the Contract.

All Solicitation documents and Attachments can be found at the following link:

<http://www.ogs.ny.gov/purchase/biddocument/22802bid.asp>

REMINDER: The Solicitation response due date is **June 17, 2015 at 11:00 AM ET.**



Bid Solicitation Update

Subject: Bid Solicitation Update #11 - Responses to Inquiries (5/12/15); Revised Solicitation and Attachments, Change of Bid Opening Date

DATE: May 12, 2015

IFB/RFP: 22802 **BID OPENING DATE | TIME:** June 3, 2015 | 11:00 AM ET

GROUP | TITLE: 73600 – Information Technology Umbrella Contract – Manufacturer Based (Statewide)

OGS DESIGNATED CONTACTS:

Dewan Bristo, Sharon Featherstone, Ann Fisher, Karen Fowler, Mark Joly, Marc Kleinhenz, Sheila Long and , Kathy McAuley | PS_SW_ITF@ogs.ny.gov

THE SOLICITATION DUE DATE AND TIME IS NOW JUNE 3, 2015 at 11:00 AM ET

RESPONSES TO INQUIRIES

Responses to the second round of inquiries and the additional inquiry period for questions relating to Insurance and MWBE are posted. Many responses within the inquiry document “Additional Insurance and MIWBE Inquiries and 2nd Round Inquiry Responses 5-12-15” are based on Solicitation and Attachment revisions, summarized below.

SUMMARY OF SOLICITATION AND ATTACHMENT REVISIONS

The following Solicitation documents and Attachments have been revised. Please carefully review the final documents in their entirety. Should there be a discrepancy among this Bid Solicitation Update, the redline/tracked changes version and the final version documents, all final versions take precedence.

Vendors are reminded that they are to submit the most recent Attachments with their responses to this Solicitation.

Solicitation Revised 5-12-15 - Changes have been made to the Solicitation document. In addition to the final version, a redline/tracked change version has been posted.

Attachment 2 – Vendor Questionnaire Revised 5-12-15 – Vendor Checklist (Tab 3) has been revised to match Solicitation Section 3.1 Contents.

Attachment 3 – Contractor and Reseller Information Revised 5-12-15 - Within Section 2: Reseller Information, the field “*Is Authorized to: Take Orders, Ship Direct, Receive Payment*” has been removed.

Attachment 4 – Verifiable Sales 5-12-15 – Invoice validation calculation corrected (Tabs 3, 4, 5 and 6).

Attachment 5 – Vendor Insurance Requirements Revised 5-12-15 - A significant number of changes have been made to Attachment 5 – Vendor Insurance Requirements. Most notably, the requirement for full policy submission has changed. **Please carefully review the revised Attachment 5 – Vendor Insurance Requirements in its entirety.** In addition to the final version, a redline/tracked change version has been posted.

Attachment 14 – Use of Service-Disabled Veteran-Owned Businesses NEW - Vendors will use Attachment 14 to list NYS-certified Service-Disabled Veteran-Owned Businesses (SDVOBs) to be used in the performance of this contract. Collection of the SDVOB is for informational purposes only.

All Solicitation documents and Attachments can be found at the following link:
<http://www.ogs.ny.gov/purchase/biddocument/22802bid.asp>

REMINDER: The Solicitation response due date is **June 3, 2015 at 11:00 AM ET.**



Bid Solicitation Update

Subject: Bid Solicitation Update #10 - Inquiry Responses Delayed

DATE: May 7, 2015

IFB/RFP: 22802 **BID OPENING DATE | TIME:** May 28, 2015 | 11:00 AM ET

GROUP | TITLE: 73600 – Information Technology Umbrella Contract – Manufacturer Based (Statewide)

OGS DESIGNATED CONTACTS:

Dewan Bristo, Sharon Featherstone, Ann Fisher, Karen Fowler, Mark Joly, Marc Kleinhenz, Sheila Long and , Kathy McAuley | PS_SW_ITF@ogs.ny.gov

RESPONSES TO SECOND INQUIRY PERIOD

Due to the volume of inquiries received during the 2nd inquiry period, OGS was unable to provide responses on May 5, 2015 as originally anticipated. Inquiry responses, as well as updated Solicitation documents are anticipated to be posted the week of May 11, 2015.

All Solicitation documents and Attachments can be found at the following link:

<http://www.ogs.ny.gov/purchase/biddocument/22802bid.asp>



Bid Solicitation Update

**Subject: Bid Solicitation Update #9 - Revised Attachment 1A
– Alternative Price Pages**

DATE: April 27, 2015

IFB/RFP: 22802 **BID OPENING DATE | TIME:** May 28, 2015 | 11:00 AM ET

GROUP | TITLE: 73600 – Information Technology Umbrella Contract – Manufacturer Based
(Statewide)

OGS DESIGNATED CONTACTS:

Dewan Bristo, Sharon Featherstone, Ann Fisher, Karen Fowler, Mark Joly, Marc Kleinhenz, Sheila Long, Kathy McAuley | PS_SW_ITF@ogs.ny.gov

Attachment 1A – Alternative Price Pages has been revised to correct a conditional formatting error within Lot 2, 3 and 4 worksheets.

Please carefully review the final documents. Should there be a discrepancy among this Bid Solicitation Update, and the final version documents, all final versions take precedence

Vendors are reminded that they must submit the most recent Attachments with their responses to this Solicitation.

All solicitation documents can be found at the following link:
<http://www.ogs.ny.gov/purchase/biddocument/22802bid.asp>

REMINDER: The Solicitation response due date is **May 28, 2015 at 11:00 AM ET.**



Bid Solicitation Update

Subject: Bid Solicitation Update #8 - Reminder, Contract Reporter

DATE: April 17, 2015

IFB/RFP: 22802 **BID OPENING DATE | TIME:** May 28, 2015 | 11:00 AM ET

GROUP | TITLE: 73600 – Information Technology Umbrella Contract – Manufacturer Based (Statewide)

OGS DESIGNATED CONTACTS:

Dewan Bristo, Sharon Featherstone, Ann Fisher, Karen Fowler, Mark Joly, Marc Kleinhenz, Sheila Long, Kathy McAuley | PS_SW_ITF@ogs.ny.gov

Vendors are reminded that, in order to receive information on the above Solicitation, they must register for the New York State Contract Reporter at <https://www.nyscr.ny.gov> and navigate to the "I want to find Contracts to bid on" page to register for your free account.

Vendors are encouraged to utilize automatic notification services by selecting "Bookmark this ad" and "Send me notification updates on this."

1	Title:	Information Technology Umbrella Contract Manufacturer Based (Statewide)	View this ad
	Agency:	General Services, NYS Office of New York State Procurement	Share this ad
	Issue Date:	01/06/2015	Bookmark this ad
	Due Date:	05/28/2015	Send me notification updates on this
	Location:	All NYS counties	
	Category:	Information Technology - Commodities	
	Ad Type:	General	
Status:	Open		

All solicitation documents can be found at the following link: <http://www.ogs.ny.gov/purchase/biddocument/22802bid.asp>

REMINDER: The Solicitation response due date is **May 28, 2015 at 11:00 AM ET.**



Bid Solicitation Update

Subject: Bid Solicitation Update #7 - Responses to First Round of Inquiries Relating to Insurance and MWBE; Additional Inquiry Period; Revision to Attachment 5 – Vendor Insurance Requirements, Solicitation, Attachment 1 – Price Pages, Attachment 1a – Alternative Price Pages

DATE: April 8, 2015

IFB/RFP: 22802 **BID OPENING DATE | TIME:** May 28, 2015 | 11:00 AM ET

GROUP | TITLE: 73600 – Information Technology Umbrella Contract – Manufacturer Based (Statewide)

OGS DESIGNATED CONTACTS:

Dewan Bristo, Sharon Featherstone, Ann Fisher, Karen Fowler, Mark Joly, Marc Kleinhenz, Sheila Long, Kathy McAuley | PS_SW_ITF@ogs.ny.gov

Responses to Inquiries and Additional Inquiry Period

Responses to the first round of inquiries relating to Insurance and MWBE have been posted.

An additional inquiry period has been added for questions relating ONLY to Insurance and MWBE. Vendors will use Attachment 6 Inquiry and Bid Deviation Template to submit Inquiries to PW_SW_ITF@ogs.ny.gov by April 20, 2015 at 2:00 PM ET. OGS anticipates providing responses along with those provided within Inquiry 2 by May 5, 2015.

Additional Information Related to MWBE

A “Prospective Certified MWBEs Listing” has been added to the Solicitation Documents. A Manufacturer may use the NYS MWBE Directory (ny.newnycontracts.com), list of Prospective Certified MWBEs, and Primes Networking Session Attendee List to identify MWBEs to partner with.

Revision to Attachment 5 – Vendor Insurance Requirements

A significant number of changes have been made to Attachment 5 – Vendor Insurance Requirements. These changes reflect emerging coverages in the insurance industry. For example, the Acord form does not provide sufficient detail to provide evidence for certain insurance coverages. Submission of the full policies is necessary to provide assurance that the required coverage is in effect.

For all Lots, evidence of insurance must be provided in the form of full policies for all required insurance, with the exception of Workers’ Compensation and Disability Benefits which evidence shall be submitted in accordance with Attachment 5.

Please carefully review the revised Attachment 5 – Vendor Insurance Requirements. A redline/tracked changes version of this Attachment, in addition to a final version, has been posted. Should there be a discrepancy among this Bid Solicitation Update, the redline/tracked changes version and the final version documents, all final versions take precedence.

Revisions to Solicitation

The following revisions have been made to the Solicitation Document:

Document Section	Revisions
1.9 Key Events/Dates	<i>Closing Date for Additional Round of Inquiries relating to ONLY Insurance and MWBE only has been added. Additional Inquiry has been added to "Anticipated Posting of Responses to 2nd Inquiry."</i>
2.7 Contractor's Insurance Requirements	<i>The following has been added to the end of the first paragraph: "For all Lots evidence of insurance must be provided in the form of full policies for all required insurance as specified in Section 2 of Attachment 5 Vendor Insurance Requirements, with the exception of Workers' Compensation and Disability Benefits which evidence shall be submitted in accordance with Attachment 5.</i>
3.1.1 Electronic Vendor Submissions	<i>Electronic Documentation required for Proof of Compliance with Attachment 5 –Vendor Insurance Requirements has been revised in its entirety.</i>
3.1.2 Hardcopy Vendor Submissions	<i>Hardcopy Documentation required for Proof of Compliance with Attachment 5 –Vendor Insurance Requirements has been revised in its entirety.</i>
4.10.3.3(b) Utilization Plan	<i>The paragraph beginning with "Vendors are required to submit a completed Utilization Plan via the New York State Contract (NYSCS) at the time . . ." has been replaced in its entirety and is now labeled paragraph (a).</i>
8.35.8 Breach of Contract and Liquidated Damages	<i>Within paragraph A, "OGS" has been changed to "Authorized User." Within paragraph C, "OGS" has been changed to "Authorized User" in the first and second instance.</i>

Revisions to Attachment 1 – Price Pages and Attachment 1A – Alternative Price Pages

Document Section	Revisions
2 – Vendor Information	<i>Correction of the calculation which changes "Incomplete" in "Total Number of Items in Price Pages" Column.</i>
All Worksheets	<i>Correction of the calculation which carries Vendor Name and Federal ID Number across all Worksheets.</i>

All Solicitation Documents are available on the OGS Online Bid Calendar at the following link:
<http://www.ogs.ny.gov/purchase/biddocument/22802bid.asp>.



Bid Solicitation Update

Subject: Bid Solicitation Update #6 - Responses to Inquiries; Revisions to Solicitation, Appendices and Attachments

DATE: March 27, 2015

IFB/RFP: 22802 BID OPENING DATE | TIME: May 28, 2015 | 11:00 AM ET

GROUP | TITLE: 73600 – Information Technology Umbrella Contract – Manufacturer Based (Statewide)

OGS DESIGNATED CONTACTS:

Dewan Bristo, Sharon Featherstone, Ann Fisher, Karen Fowler, Mark Joly, Marc Kleinhenz, Sheila Long, Kathy McAuley | PS_SW_ITF@ogs.ny.gov

INQUIRY RESPONSES

Responses to the first round of inquiries have been posted. It is very important to note that this document does not include inquiries and responses related to M/WBE Requirements and Attachment 5 – Vendor Insurance Requirements. Those responses will be posted as soon as possible. In addition, this Bid Solicitation Update does not include the following documents, which will be provided at a later date:

- Attachment 5 – Vendor Insurance Requirements
- Attachment 11 - How to Use the Manufacturer Umbrella Contract
- Attachment 12 – Part 1 – Statement of Work/Request for Quote
- Attachment 12 – Part 2 – Statement of Work/Request for Quote Financial Response

SUMMARY OF SOLICITATION DOCUMENT AND ATTACHMENT REVISIONS

Solicitation 22802, corresponding appendices and attachments have been revised.

Please see the redline/tracked Solicitation and Appendix B for all changes.

The following provides a summary of changes to the corresponding attachments:

Appendix C – Contract Modification Procedure	
Document Section	Revisions
1.1.1.2 Complex Updates	<ul style="list-style-type: none"> • Reference to Solicitation Section 2.4 Reasonableness of Price added in the first paragraph • Addition of second bullet, “With respect to Lot 3, Cloud . . . “ • Term “Rebundling” replaced with “Bundling” and Product Bundle revised in third bullet
1.3 Price Pages	Revised and replaced in its entirety
1.4 Increase to Lot 3 – Cloud Minimum Insurance Coverage	Added

Appendix C – Contract Modification Procedure	
Document Section	Revisions
Contract Modification Form, Complex Update	<i>Rebundling replaced with Bundling Added to Complex Update, Lot 3 – Cloud Minimum Cloud Insurance Risk Coverage to Contract Modification Form</i>

Appendix D – Primary Security and Privacy Mandates	
Document Section	Revisions
Introduction	<i>Corrected links in bulleted list, items 12 and 13</i>

Attachment 1 – Price Pages	
Document Section	Revisions
N/A	<i>Numbers have been added to the title of Worksheets to indicate the order to be completed.</i>
Instructions	<i>Please Read section has been added</i>
Vendor Certification	<i>Worksheet Added</i>
Vendor Information	<i>Response to “Vendor Providing Submission” changed from “Yes or No” to “Yes or No Bid”</i>
Lot 1 Software Lot 2 Hardware Lot 3 Cloud Lot 4 Implementation	<ul style="list-style-type: none"> • <i>Removed protection from Reasonableness of Price Validation (Columns R-V)</i> • <i>Added “Agency Note” to top of worksheets</i>

Attachment 1A – Alternative Price Pages - NEW	
Document Section	Revisions
N/A	<i>New Attachment</i>
<i>Vendors may use Attachment 1A – Alternative Price Pages for ease of importing large amounts of Data in lieu of Attachment 1 – Price Pages. Within this Attachment, drop down boxes and Data validation have been removed from Lot 1 Software, Lot 2 Hardware, Lot 3 Cloud and Lot 4 Implementation. A Vendor must complete Attachment 1 - Price Pages or Attachment 1A - Alternative Price Pages.</i>	

Attachment 2 – Vendor Questionnaire	
Document Section	Revisions
General Questions	<i>Item 3d has been added</i>
Vendor Checklist	<ul style="list-style-type: none"> • <i>Password Protection removed from worksheet</i> • <i>Added the following lines:</i> <ul style="list-style-type: none"> - <i>line 20 – Vendor Certification (Attachment 1 – Price Pages)</i> - <i>line 29 – Vendor Certification (Insurance Requirements)</i> - <i>Line 42 - Form EEO-100 Equal Employment Opportunity Staffing Plan</i> - <i>Line 43 - Form MWBE-100 MWBE Utilization Plan</i>

Attachment 3 – Contractor and Reseller Information	
Document Section	Revisions
Section 1. Contractor Information, Contact Information Table	<i>A field added to collect “NYS Vendor ID #”</i>
Section 2. Reseller Information	<i>A field added to collect Reseller “Qualifying Criteria”</i>
Section 3. Sales Agent Information	<i>New Section Added</i>

Attachment 4 – Verifiable Sales	
Document Section	Revisions
N/A	<i>Numbers have been added to the title of worksheets to indicate the order to be completed.</i>
Instructions	<i>Revised in its entirety</i>
Vendor Certification	<i>Manufacturer Certification of No Direct Government Sales added</i>
Lot 1 Software Lot 2 Hardware Lot 3 Cloud Lot 4 Implementation	<i>Additional lines added (121-500)</i>

Attachment 9 – Report of Contract Sales	
Document Section	Revisions
Lot 1 Software Lot 2 Hardware Lot 3 Cloud Lot 4 Implementation	<ul style="list-style-type: none"> • <i>Column A Changed from “Contractor, Reseller, Agent” to “Contractor, Reseller”</i> • <i>Columns M, N and O Deleted</i>

Attachment 13 – Maintenance and Warranty Service Reports Template - New	
Document Section	Revisions
N/A	<i>New Template</i>

Please carefully review the final documents. Should there be a discrepancy among this Bid Solicitation Update, the redline/tracked changes version and the final version documents, all final versions take precedence

Vendors are reminded that they must submit the most recent Attachments with their responses to this Solicitation.

Reminder: The Solicitation response due date is **May 28, 2015 at 11:00 AM**. All solicitation documents can be found at: <http://www.ogs.ny.gov/purchase/biddocument/22802bid.asp>.



Bid Solicitation Update

Subject: Bid Solicitation Update #5 - Revision to OGS Key Events & Meet the Primes Attendee List

DATE: March 10, 2015

IFB/RFP: 22802 BID OPENING DATE | TIME: May 28, 2015 | 11:00 AM ET

GROUP | TITLE: 73600 – Information Technology Umbrella Contract – Manufacturer Based (Statewide)

OGS DESIGNATED CONTACTS:

Dewan Bristo, Sharon Featherstone, Ann Fisher, Karen Fowler, Mark Joly, Marc Kleinhenz, Sheila Long, Kathy McAuley | PS_SW_ITF@ogs.ny.gov

Updated Key Events/Dates (Solicitation Section 1.9)

Please note the solicitation key events/dates have been revised as follows:

Event	Date	Time
Anticipated Posting of Responses to 1 st Inquiry	3/24/2015	N/A
Closing Date for 2 nd Inquiry	4/7/2015	11:00 AM ET
Anticipated Posting of Responses to 2 nd Inquiry	5/5/2015	N/A
Closing Date for Receipt of Attachment 10 - Vendor Submission Intent	5/26/2015	11:00 AM ET
Submissions Due / Submission Opening	5/28/2015	11:00 AM ET
Tentative Contract Award Notifications Commence	8/14/2015	N/A

A revised Solicitation and updated Attachments will be available with the posting of responses to the first inquiry on or about March 24, 2015. That list will include, but is not limited to:

- Solicitation
- Appendix B – General Specifications
- Appendix C – Contract Modification Procedures
- Attachment 1 – Price Pages
- Attachment 2 – Vendor Questionnaire
- Attachment 3 – Contractor and Reseller Information
- Attachment 5 – Vendor Insurance
- Attachment 9 – Report of Contract Sales
- Attachment 11 – How to Use the Manufacturer Umbrella Contract
- Attachment 12 – Part 1 - Statement of Work – Request for Quote
- Attachment 12 – Part 2 – Statement of Work – Request for Quote – Financial
- Attachment 13 – Maintenance and Warranty Service Reports Template

Vendors are reminded that they must submit the most recent Attachments with their responses to this Solicitation.

Meet the Primes Networking Session Attendee List Available

On February 27, 2015, OGS in collaboration with Empire State Development Division of Minority & Women's Business Development, hosted a "Meet the Primes" networking session for Information Technology (IT) resellers and subcontractors at the Empire State Plaza Convention Center in Albany, NY. A listing of attendees has been posted on the OGS website at:
<http://www.ogs.ny.gov/purchase/biddocument/22802bid.asp>.

Vendors attending this event have self-reported as Manufacturers. Their participation in this event does not constitute a determination by the NYS Office of General Services that they meet the definition(s) of Manufacturer in the Solicitation.

Reminder: The revised solicitation response due date is **May 28, 2015**.



Bid Solicitation Update #4

**Subject: Bid Solicitation Update #4 - Inquiry Responses;
Revision to OGS Response Date**

DATE: February 23, 2015

IFB/RFP: 22802 **BID OPENING DATE | TIME:** TBD

GROUP | TITLE: 73600 – Information Technology Umbrella Contract – Manufacturer Based (Statewide)

OGS DESIGNATED CONTACTS:

Dewan Bristo, Patricia Colomb, Sharon Featherstone, Ann Fisher, Karen Fowler, Marc Kleinhenz, Sheila Long,
Kathy McAuley, | PS_SW_ITF@ogs.ny.gov

TO ALL PROSPECTIVE VENDORS:

Responses to First Inquiry Period

Due to the volume of inquiries received during the First Inquiry Period, OGS will be unable to provide responses to those inquiries on February 24, 2015 as originally anticipated. Responses and an updated Key Events schedule are anticipated to post to the OGS Online Bid Calendar on or about March 10, 2015.

Reminder: The revised Solicitation response due date is **TO BE DETERMINED**. All solicitation documents can be found at: <http://www.ogs.ny.gov/purchase/biddocument/22802bid.asp>.



Bid Solicitation Update

Subject: Bid Solicitation Update #3 – Manufacturer-Based IT Umbrella Networking Session

DATE: February 17, 2015 **IFB/RFP:** 22802 **BID OPENING:** April 21, 2015 11:00 AM

GROUP | TITLE: 73600 – Information Technology Umbrella Contract – Manufacturer Based (Statewide)

DESIGNATED CONTACT: Dewan Bristo, Sharon Featherstone, Karen Fowler, Marc Kleinhenz, Sheila Long, Kathy McAuley, Ann Fisher, Patricia Colomb | PS_SW_ITF@ogs.ny.gov

The Office of General Services Procurement Services in collaboration with Empire State Development Division of Minority and Women's Business Development, will host a "Meet the Primes" networking session for Information Technology (IT) resellers and subcontractors.

When Is It?

Join us Friday February 27, 2015 10am-2pm in the Empire State Plaza Convention Center in Albany, NY.

Directions: <http://www.ogs.ny.gov/ESP/Directions.asp>

Parking: <http://www.ogs.ny.gov/BU/BA/Parking/Visitor/>

Who Should Attend?

You should attend if you are a firm providing IT products or services and are a:

- New York State Certified Minority and Women-Owned Business
- New York State Certified Service-Disabled Veteran-Owned Business

How Do I Register?

[Click Here](#). Please RSVP by February 25th, 2015.

Questions?

Questions can be directed to the Customer Services Team at Customer.Services@ogs.ny.gov or by calling (518) 474-6717.

Reminder: The solicitation response due date is **April 21, 2015 at 11:00 AM**. All solicitation documents can be found at: <http://www.ogs.ny.gov/purchase/biddocument/22802bid.asp>.



Solicitation Update #2

Subject: Solicitation Conference; Anticipated Revisions to Attachments 1, 2 and 3

DATE: February 5, 2015 IFB/RFP: 22802 BID OPENING: April 21, 2015 11:00 AM
GROUP | TITLE: 73600 – Information Technology Umbrella Contract – Manufacturer Based (Statewide)
DESIGNATED CONTACT: Dewan Bristo, Sharon Featherstone, Karen Fowler, Marc Kleinhenz, Sheila Long, Kathy McAuley, Ann Fisher, Patricia Colomb | PS_SW_ITF@ogs.ny.gov

TO ALL PROSPECTIVE VENDORS:

Pre-Solicitation Conference

A Pre-Solicitation Conference was held on January 23, 2015. The following Pre-Solicitation Conference information is now available on the OGS website at: <http://www.ogs.ny.gov/purchase/biddocument/22802bid.asp>

- Listing of Vendors Who Attended
- PowerPoint Presentation
- Link to WebEx Audio/Video files
<https://meetny.webex.com/meetny/ldr.php?RCID=96d46d1fc3ffd851d7503c58e284d49f>

Anticipated Revisions to Attachments:

This Solicitation Update provides the summary of anticipated changes to the documents referenced below. Please check the OGS website <http://www.ogs.ny.gov/purchase/biddocument/22802bid.asp> for additional updates frequently.

When available, please carefully review the new documents. It is very important that only the most current document and/or attachment be used when responding to this Solicitation.

The following is a summary of the anticipated Attachment revisions:

Attachment 1 – Price Pages	
Document Section	Anticipated Revisions
Vendor Information Tab	The drop-down response within “Vendor Providing Submission” cell revised from “Yes” or “No Bid” to “Yes” or “No.”
Lot 1 Software Lot 2 Hardware Lot 3 Cloud Lot 4 Implementation	The “Reasonableness of Price Validation” (Columns R-V) cells that were locked in error have been unlocked. “Agency Note” regarding Preferred Source Products added to the top of the worksheet.

Attachment 2 – Vendor Questionnaire	
Document Section	Anticipated Revisions
General Questions Tab	Corrected the calculation which changes “General Questions Incomplete” to “General Questions Complete.”
Vendor Checklist Tab	Cells that were locked in error have been unlocked.

Attachment 3 – Contractor and Reseller Information 1-30-15	
Document Section	Revisions
Section 1. Contractor Information, Contact Information Table	A field added to collect “NYS Vendor ID #.”
Section 2. Reseller Information	A field added to collect Reseller “Qualifying Criteria.”

An Important Reminder About Completing Attachments, Specifically Excel Documents:

Before completing any Attachments which are in Excel format, remember to read all instructions within the document as well as any corresponding sections within the Solicitation. When completing Excel Attachments, please complete them in the worksheet order in which they are presented.

For Example: Attachment 1 – Price Pages contains the following worksheets: 1) Instructions, 2) Fields, 3) Vendor Information, 4) Category Discount, 5) Lot 1 Software, 6) Lot 2 Hardware, 7) Lot 3 Cloud, 8) Lot 4 Implementation. A Vendor must complete the Vendor Information worksheet before completing the Category Discount worksheet. A Vendor must complete the Category Discount Worksheet before completing the Lot-Specific worksheets.

If a Vendor is responding to Lot 1 Software and Lot 2 Hardware, the Vendor would complete the worksheets in the following order:

- 1) Instructions – Read Thoroughly
- 2) Fields – Read Thoroughly and Use as a Reference
- 3) Vendor Information
- 4) Category Discount (Lot 1 Software, Lot 2 Hardware)
- 5) Lot 1 Software (Price Pages)
- 6) Lot 2 Hardware (Price Pages)

Many Excel workbooks contain conditional formatting which results in a worksheet appearing to be “greyed” out until the correct information is indicated on supporting worksheet(s). This has been done to aid a Vendor in ensuring they have completed all of the required information, ensuring a successful Vendor Submission. If you encounter a worksheet that is “greyed” out, please go back through the document to ensure all required information is completed in the correct order.

Responses to the First Inquiry Period:

The first inquiry period for this Solicitation closed on Tuesday, January 27, 2015 at 11:00 AM ET. OGS anticipates posting the responses to this Inquiry on or about February 24, 2015. Inquiries received after the deadline will not be responded to within this first round of inquiries.

Vendors are reminded that the closing date for the second inquiry period is March 13, 2015 at 11:00 AM ET. Additional information regarding inquiries is available in Solicitation Section 1.13 Inquiries and Proposed Solicitation Deviations.

All solicitation documents can be found at the following link:

<http://www.ogs.ny.gov/purchase/biddocument/22802bid.asp>

REMINDER: The Solicitation Response Due is **April 21, 2015 at 11:00 AM.**

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

PURCHASING MEMORANDUM

SOLICITATION UPDATE #1

SOLICITATION NUMBER: 22802

DATE: January 14, 2015

GROUP: 73600 – Information Technology Umbrella
Contract – Manufacturer Based (Statewide)

**PLEASE ADDRESS INQUIRIES TO
DESIGNATED CONTACTS:**

DUE DATE: April 21, 2015

Dewan Bristo, Sharon Featherstone, Karen Fowler, Marc
Kleinhenz, Sheila Long, Kathy McAuley, Ann Fisher,
Patricia Colomb

SUBJECT: Eligible Responders/Solicitation
Conference/Addition of MWBE Designated
Contact/Intent to Submit OGS Solicitation/
Attachment 10

Email: PS_SW_ITF@ogs.ny.gov

TO ALL PROSPECTIVE VENDORS:

Reminder of who is Eligible to Respond

This memo is to remind vendors of who is eligible to respond to the above Solicitation. This is a Manufacturer Based Solicitation. OGS seeks qualified and experienced Manufacturers of IT commodities and services (“IT Products”), to provide Vendor Submissions as outlined in this Solicitation.

Per Solicitation Section 2.1 Vendor Eligibility, Vendor Submissions will only be accepted from

- Lot 1 - Manufacturer of Software, and/or
- Lot 2 - Manufacturer of Hardware, and/or
- Lot 3 - Manufacturer of Cloud, and/or
- Lot 4 – Implementation - Vendors who meet the eligibility requirements of Lots 1 – 3 and are providing a Vendor Submission for Lots 1, 2 or 3 (or any combination thereof).

Responses will only be accepted from Manufacturers. Manufacturers who respond and meet the Vendor Eligibility requirement will be awarded a direct Contract Resellers are not eligible for direct contracts and should work directly with Manufacturers for opportunities to participate as a reseller.

Vendor should review Solicitation 1.7 Glossary for additional information regarding the definition of Manufacturer for purposes of this Solicitation.

Per Solicitation Section 1.1 Overall Scope, while not required for Contract award, a Contractor may designate Reseller(s) and is encouraged to name multiple Resellers. Where Vendors have five (5) or more Resellers, Authorized Users may elect to engage in Manufacturer-specific RFQ’s. Contractor shall be fully liable for Reseller(s) performance and compliance with all Contract terms and conditions. Additional information regarding Reseller Participation is available in Solicitation Section 6.11 Reseller Participation.

Solicitation Conference Attendance

A Solicitation Conference is being held on 1/23/2015 at 1:00 PM ET, Albany, New York at the Empire State Plaza Attendance is not mandatory but is strongly encouraged. The closing date for registration for attendance is 1/21/15 at 11:00 AM ET. Vendors must preregister all in-person and Web-Ex attendees prior to the pre-registration closing date.

Each Vendor is limited to three (3) representatives attending the Solicitation Conference in person. In addition to attending in person, each Vendor may also attend via Web-Ex; however, each Vendor will only be allotted one (1) Web-Ex connection. The number of attendees of the single Web-Ex connection is not limited. OGS reserves the right to allow vendors request additional in person attendees if space allows after registration is closed.

A list of Solicitation Conference attendees will be posted to the OGS web after the conference.

Additional information regarding the Solicitation Conference is available in Solicitation Section 1.11 Solicitation Conference.

Addition of MWBE Designated Contact:

For the purposes of MWBE discussions, the following Designated Contact has been added:

Brian Ansari, Business Development
Division of Minority and Women's Business Development
<http://esd.ny.gov/MWBE.html>

Additional information regarding MWBE is available in Solicitation Section 4.10 Contractor Requirements and Procedures for Equal Opportunity Employment and Business Participation Opportunities for Minority Group Members and New York State Certified Minority- and Women-Owned Business Enterprises.

Intent to Submit OGS Solicitation:

OGS intends to periodically post to the OGS web a list of those Vendors who have submitted Attachment 10 – Intent to Submit OGS Solicitation.

Revisions to Solicitation Document(s):

Attachment 10 – Intent to Submit OGS Solicitation 1-14-15	
Document Section	Revision
Entire Document	<i>The form fields did not allow a Vendor to enter all the necessary information. All form fields have all been corrected. No other changes have been made to the form.</i>

All solicitation documents can be found at the following link:

<http://www.ogs.ny.gov/purchase/biddocument/22802bid.asp>

REMINDER: The Submission due date is **April 21, 2015 at 11:00 AM.**

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