

**Agreement between the New York State Office of
General Services and V Group Inc.
for Hourly Based IT Services (HBITS)**



**Contract Number: PR65950
Appendix G**

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Contract Citation:
 6.2.1 Contract Administrator
 Contractor shall provide a dedicated Contract administrator to support the updating and management of the Contract on a timely basis. This individual will act as the primary point of contact for Authorized Users and the MSP. This individual shall fully understand the terms and conditions of this Contract.

The Contract administrator shall be a person at the Contractor’s management level . The position cannot be staffed by the Contractor’s clerical personnel.

6.2.1.1 Secondary Contact
 The Contractor must also provide a secondary point of contact for Authorized Users and the MSP in the event that the primary point of contact, that is the Contract Administrator, is unavailable. This position may be staffed by whomever the Contractor determines can provide the best service to the State, however, the individual assigned may not act as the Contract Administrator. This individual shall fully understand the terms and conditions of this Contract.

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|---------------------|--------------|
| Company Name | V Group Inc. |
|---------------------|--------------|

| Contract Administrator | Response |
|--|-------------------------------|
| Contract Administrator Name (First Last) | Karolina Plan |
| Address Line 1 | 379 Princeton Hightstown Road |
| Address Line 2 | Building 3, Suite 2A |
| City | Cranbury |
| State | NJ |
| Zip Code | 08512 |
| Email Address | nybids@vgroupinc.com |
| Phone Number (If different from Toll-Free Number) | 609-371-5400 *114 |
| Fax Number | 877-874-8942 |
| Are you a Small business enterprise? A “New York State Small Business” is defined as a company that is a resident to New York State, independently owned and operated, with 100 or fewer employees, and not dominant in its field. | Yes |
| If Yes, please provide the number of employees. | 30 |

| Secondary Contact | Response |
|---|-------------------------------|
| Secondary Contact Name (First Last) | Maha Balasubramanian |
| Address Line 1 | 379 Princeton Hightstown Road |
| Address Line 2 | Building 3, Suite 2A |
| City | Cranbury |
| State | NJ |
| Zip Code | 08512 |
| Email Address | bidmanager@vgroupinc.com |
| Phone Number (If different from Toll-Free Number) | 609-371-5400 *116 |
| Fax Number | 877-874-8942 |

Contract Citation:
6.2.2 Toll-Free Number
The Contractor shall provide a toll-free telephone number for the Authorized User usage which must be staffed at a minimum from 9:00 AM to 5:00 PM Monday through Friday.

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| Company Name | V Group Inc. |
|---------------------|--------------|

| Required Information | Response |
|----------------------|--------------|
| Toll Free Number | 866-388-7785 |

Contract Citation:
 6.2.3 Webcasting

The Contractor must have access to Webcasting technology throughout the Contract. This service must be provided to the State and Authorized Users free of charge. Authorized Users may have security restrictions which preclude them from installing certain kinds of applications, software, and/or hardware. Contractor shall be responsible for providing Webcasting technology that is compliant with Authorized User(s) security restrictions.

OGS expects this technology to be utilized for Contractor meetings with OGS and Authorized Users. In addition, prospective Candidates offered by the Contractor may be expected to interview with the Authorized User via this technology. An Authorized User reserves the right to conduct Candidate interviews via the Contractor's Webcasting technology. An Authorized User also reserves the right to conduct in-person interviews for any Candidate placement.

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| Company Name | V Group Inc. |
|---------------------|--------------|

| # | Name of Technology | Special Considerations (if any) for Use of Technology by Authorized Users |
|---|--------------------|---|
| 1 | Skype | None |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |