



Contract Award Notification Update

Subject: Contract Document Updates

DATE: December 15, 2016 **AWARD #:** [NEG 22419](#) **GROUP #:** 79008

AWARD DESCRIPTION: Electronic Value Transfer (EVT) (Key Merchant Services, LLC)

CONTRACT PERIOD: August 3, 2012 – August 2, 2017

CONTACT: Beverly Moore | 518-486-2143 | Beverly.moore@ogs.ny.gov

CONTRACT NO.: PS65792 **CONTRACTOR:** Key Merchant Services, LLC

The following documents have been updated for the above referenced contract.

- Appendix A (Standard Clauses for New York State Contracts)
- Appendix C (Contractor's M/WBE Requirements)
- Appendix D (Rate Schedules)
- Appendix F (EVTA-2 Work Order Form)
- Appendix I (Governmental/Public Institution Service Fees)
- Appendix J (Convenience Fees)
- Appendix L (Third Party Gateway Services)
- Appendix O (Converge Services)
- Additional Services Addendum

Authorized Users should refer to the OGS website to access the latest Contract information:

<http://www.ogs.ny.gov/purchase/snt/awardnotes/7900822419can.HTM>

All other terms and conditions remain the same.



Contract Award Notification Update

Subject: Updated EVT Administrator and EVTA-1 form

DATE: March 17, 2016 **AWARD #:** [NEG-22419](#) **GROUP #:** 79008

AWARD DESCRIPTION: Electronic Value Transfer (EVT)

CONTRACT PERIOD: August 03, 2012 - August 02, 2017

CONTACT: Beverly Moore | 518-486-2143 | PS_SW_EVTA@ogs.ny.gov

CONTRACT NO.: PS65792 **CONTRACTOR:** Key Merchant Services, LLC

Please note that the Electronic Value Transfer Administrator (EVTA) is now Beverly Moore.

The EVTA - 1 form - Program Plan Application, has been updated to reflect the following changes and is available online at: http://www.ogs.ny.gov/purchase/snt/awardnotes/7900822419form1_EVTA.xlsx

- Part 1, A: Contact information at bottom of form has been updated to reflect:
 - the new EVTA's phone number
 - a direct link to the EVT contract landing page
 - department name change from NYS Pro to Procurement Services
- Part 1, E-G: Fiscal Year dates have been updated from outdated to current
- Part 2, A-C: Fiscal Year dates have been updated from outdated to current

All other terms and conditions remain the same.



Office of
General Services

Procurement
Services

Corning Tower, Empire State Plaza, Albany, NY 12242 | www.nyspro.ogs.ny.gov | customer.services@ogs.ny.gov | 518-474-6717

Contract Award Notification Update

Subject: Update to Appendix D, Rate Schedules

DATE: September 2, 2015 **AWARD #:** [NEG-22419](#) **GROUP #:** 79008

AWARD DESCRIPTION: Electronic Value Transfer (Key Merchant Services LLC)

CONTRACT PERIOD: August 3, 2012 through August 2, 2017

CONTACT: Michelle St. Jock | 518-474-3922 | Michelle.StJock@ogs.ny.gov

CONTRACT NO.: PS65792 **CONTRACTOR:** Key Merchant Services LLC

Please note the Appendix D, Rate Schedules document has been updated and includes an updated equipment listing. The most recent version of the Appendix D, Rate Schedules document is available on the OGS contract web site at http://www.ogs.ny.gov/purchase/prices/7900822419AppendixD_EVTA.pdf.

All other terms and conditions remain the same.

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

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [NEG-22419](#)

DATE: July 18, 2013

GROUP: 79008 Electronic Value Transfer
(Key Merchant Services LLC)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Sheila Long
Contract Management Specialist
Electronic Value Transfer Administrator (EVTA)
518. 474.0293
PS_SW_EVTA@ogs.ny.gov

OTHER AUTHORIZED USERS

Customer Services
518. 474.6717
customer.services@ogs.ny.gov

CONTRACT PERIOD: August 3, 2012-August 2, 2017

CONTRACTOR/ Key Merchant Services LLC
CONTRACT NO: PS65792

SUBJECT: Contract Status Updates

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please note the contract inquiry information has been revised. The Department of Taxation and Finance no longer has the Administrative oversight of the program. Approved by the Governor's office, the EVTA function has been transferred to the Office of General Services.

All state and non-state entities may contact the EVTA directly via email to: PS_SW_EVTA@ogs.ny.gov

Key Bank/Elavon Invoices:

The invoice and backup merchant statement when compared to the NY Statewide Financial System (SFS) remit to information may not match. **Key Merchant Services has confirmed the data in SFS is correct.** The payments are to be remitted to Elavon whose vendor ID is 1100012481 to be routed to a Minneapolis lock box address. Complete address is specified on the Key Bank invoice.

The contractor had been having difficulty reconciling payment advices to invoices. Please indicate MID number(s) in the Payee Reference section of the payment advice.

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

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [NEG-22419](#)

DATE: September 6, 2012

GROUP: 79008 - Bank Card Services - Electronic
Value Transfer

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Nicholas C. Jacobia
Purchasing Officer I
(518) 473-4651
nicholas.jacobia@ogs.ny.gov

CONTRACT PERIOD: August 3, 2012
through
August 2, 2017

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTOR(S)/ Key Merchant Services, LLC
CONTRACT NO(S): PS65792

SUBJECT: Electronic Value Transfer (EVT) Contract #PS65792 - Informational Session
Key Merchant Services, LLC (KMS) -

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

An informational session will be held on September 12th, 2012, from 10 a.m. to 11 a.m. at the Empire State Plaza in Albany. This session will provide general information on the new KMS EVT contract, as well as requirements for transition to this contract. This event is open to all authorized users of this contract. Pre-registration is required for this event and, based on volume of registrants, may be limited to 1 attendee per agency.

Please contact Chris Curtis, EVTA coordinator at: EVTA@tax.ny.gov to sign up. Below is the planned agenda for the meeting.

Session Agenda

1. Contract overview
 - a. General information
 - b. Fee structure
2. Converting from prior contract to KMS
 - a. Deadline for conversion (12/31/12) and what is necessary
 - b. Required paperwork and changes from prior paperwork requirements
 - c. Obtaining new equipment
 - d. How to handle existing rental equipment
3. Open question and answer period