

**Frequently Asked Questions**  
**For Group 35200 – FIREARMS, AMMUNITION, HANDCUFFS, BATONS & HOLSTERS**  
**Information for Bid (IFB) 22641**

Contractors and Authorized Users are strongly encouraged to read the contract terms and conditions in its entirety to gain an understanding of the requirements. Below is a listing of Questions & Answers developed to facilitate the use of the Firearms, Ammunition, Handcuffs, Batons & Holsters (Firearms) contract.

**Question: Who is the OGS contact for this contract award?**

**Answer:** Cheri McCullough  
Contract Management Specialist  
NYSPro, Corning Tower, 38<sup>th</sup> Floor  
Empire State Plaza, Albany, NY 12242  
Phone: 518-402-5552  
E-mail: cheri.mccullough@ogs.ny.gov

**Question: Are authorized users allowed to negotiate better discounts (lower prices) for the product lines they are interested in purchasing?**

**Answer:** YES, authorized users are STRONGLY URGED to negotiate better discounts from any contractor listed in the Contract Award Notification (CAN). The discounts listed for each contractor should be considered as “NOT TO EXCEED” and therefore, buyers should be negotiating the best pricing possible for every purchase. Buyers are also encouraged to shop several different product lines to ensure that they are getting the BEST VALUE for New York State.

**Question: Can non-contract items be submitted on a purchase order with contract items?**

**Answer:** No, any non-contract items must be submitted on a separate purchase order.

**Question: How often can Contractor Price Lists be updated?**

**Answer:** As outlined in Invitation for Bid Number 22641, the price list submitted with the bid shall remain in effect for one year after awarded a contract. **Thereafter, updates to the NYS price lists will be considered when updates occur to the manufacturer’s nationally published price list via the Contract Update Process.**

**Question: Where should price lists be mailed?**

**Answer:** Updates should be submitted to the contract manager at the address referenced on the front page of this document.

**Question: What is the Contract Update Process?**

**Answer:** All price revisions made by the manufacturer must be reviewed and approved by OGS. Price lists will be reviewed for reasonableness and if compliant, OGS will approve, issue a Purchasing Memorandum notifying contract users of the update, and post the update to the OGS website. After approval from OGS, updates to a contractor's price schedule will become a part of the contract. All additions included in the contract will use either the contractor's original discount or a higher discount, if offered. **The contractor may request a price list revision by submitting the following to OGS:**

- One (1) hard copy of **Appendix D, Contract Update Form**. This form must contain original signatures by an individual authorized to sign on behalf of contractor. A copy of the Contract Update Form is available on the summary page.
- One (1) electronic copy of the nationally published manufacturer's price list in Excel format (2010 or lower is preferred, if available) and submitted on electronic media (i.e. CD, DVD, thumb drive or flash drive). DISKETTES AND HARD COPIES ARE NOT ACCEPTABLE.
- One (1) electronic copy of the NYS price list in an Excel format (2010 or lower is preferred, if available) and submitted on electronic media (i.e. CD, DVD thumb drive or flash drive). DISKETTES AND HARD COPIES ARE NOT ACCEPTABLE.

The NYS Price list and all separate spreadsheets/tabs should include the following columns at a minimum:

- Manufacturer's Item #;
- Manufacturer's Model#;
- Description of product;
- Manufacturer's price;
- NYS Discount percentage; and
- NYS Contract price.

Additionally, the revision/effective date and page numbers are to be included in the header/footer section. The submission should separately include and identify (e.g., by use of separate tabs/worksheets in Excel):

- Last approved price list;
- Price increases;
- Products being added;
- Products being deleted; and
- Products being replaced by new products (if applicable).

In connection with any contract update, OGS reserves the right to:

- request additional information;
- reject contract updates;
- remove products from contracts;
- remove products from contract updates; and
- request additional discounts for new or existing products.

Contractors are urged to allow at least thirty (30) days for price list approvals.

**Question: Is there a way to report problems to the Office of General Services associated with the products ordered from the Firearms Contract?**

**Answer:** Yes, you may contact the contract manager listed on the front page of this document with any problems and/or concerns encountered when using the firearms contract.

**Question: Are contractors required to contact OGS directly when any contract information changes (i.e., contact name, email address, company address, phone #, website, etc.)?**

**Answer:** Yes, it is the Contractor's responsibility to make sure OGS has the most current information on file.

**Question: What information MUST be included on the contractor's invoice in order for payment to be made through the Statewide Financial System (SFS)?**

**Answer:** So that payments can be made in a timely manner, invoices must include the purchase order or contract number, whichever is applicable and the SFS Vendor ID Number. The invoice must also include an invoice number and clearly identify the entity receiving the goods or services. In addition, the following fields should also be included: Order date, SKU number and/or description and NYS net delivered price.

**Question: Is the authorized user required to verify pricing on products ordered?**

**Answer:** Yes, as with any centralized contract, authorized users should verify the price charged and the discount offered when ordering by comparing them against the current Price List. When the invoice is received, authorized users should then verify that the invoice reflects the prices listed in the Price List in use at the time of the order. Any discrepancies must be brought to the contractor's attention within five business days.

**Question: Are Contractors noted as being either Minority and/or Women Owned Business?**

**Answer:** If a company is a certified MWBE, it will be noted in the CAN under the contract number.

**Question: Are authorized dealers allowed to accept purchase orders and receive payments?**

**Answer:** Yes, where noted in the CAN. If the authorized dealer is not listed, orders and payment must be made to the contractor directly.

**Question: Are contractors able to modify their Authorized Dealer listing and if so, how should modifications be requested?**

**Answer:** If the Contractor allows resellers to participate in the contract in accordance with the Use of Resellers/Distributors clause of this Contract, requests to add or delete resellers or to modify reseller

information must be submitted for prior approval of the State by the submission of a completed, revised Reseller/Distributor Information (Attachment 6) to the contract manager listed on the first page of this document. A copy of Attachment 6 is available on the summary page.

**Question: If a contractor would like to add an Authorized Dealer but they do not have a valid NYS Vendor Identification number, what is the process for requesting one?**

**Answer:** NYS Vendor Identification numbers can be obtained by submitting an OSC Substitute W-9 form to the contract manager referenced on the front page of this document. An OSC Substitute W-9 form can be found at the following link: [http://www.osc.state.ny.us/vendors/forms/ac3237s\\_fe.pdf](http://www.osc.state.ny.us/vendors/forms/ac3237s_fe.pdf). The Office of General Services will initiate the vendor registration process. Once the process is initiated, registrants will receive an email from OSC that includes the unique ten-digit vendor identification number assigned to the company and instructions on how to enroll in the online Vendor Self-Service application.

**Question: Is there a particular reporting template that contractor's should use to report sales to OGS?**

**Answer:** Yes, a template for such a report can be found on the summary page and is called, Report of Contract Usage. All fields of information shall be accurate and complete. The report is to be submitted electronically in Microsoft Excel 2007 or newer (or as otherwise directed by OGS), via electronic mail to the attention of the individual designated by the Contract and shall reference the Group Number, the Award Number, Contract Number, Sales Period, Contractor's (or other authorized agent) Name, and all other fields required, using the report template.

**Question: If a Contractor is using authorized dealers under this contract, are the dealers required to submit reports directly to OGS or is the Contractor responsible for sending in all reports?**

**Answer:** Contractors shall collect and submit **ONE** sales report for **ALL** resellers, dealers, distributors and other authorized distribution channels.

**Question: What are the Report of Sales time periods?**

**Answer:** Contractors shall furnish semiannual (every six months) reports as follows:

Contract Start Date (November 1, 2013) – June 30, 2014

July 1, 2014 – December 31, 2014

January 1, 2015 – June 30, 2015

July 1, 2015 – December 31, 2015

January 1, 2016 – June 30, 2016

July 1, 2016 – December 31, 2016

January 1, 2017 – June 30, 2017

July 1, 2017 – December 31, 2017

January 1, 2018 – June 30, 2018

July 1, 2018 – Contract End Date (October 31, 2018)

**Question: When do the Report of Sales need to be submitted to OGS?**

**Answer:** Reports containing total sales for both state agency and authorized non-state agency contract purchases **no later than 15 days after the close of the semi-annual reporting period. Failure to submit the required report may be cause for disqualification of contractor for future contracts.**