

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

## PURCHASING MEMORANDUM

### GENERAL INFORMATION BULLETIN

**NUMBER:** CL-713

**DATE:** April 1, 2009

**PLEASE ADDRESS INQUIRIES TO:**

Melissa Gretten  
Purchasing Officer I  
(518) 473-2010  
[melissa.gretten@ogs.state.ny.us](mailto:melissa.gretten@ogs.state.ny.us)

**SUBJECT:** [2009 Aggregate PC Purchase Initiative](#)

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

The Office of General Services (OGS) has completed a solicitation, review and compilation of Dell, Hewlett Packard and Lenovo quotations for the 2009 Aggregate PC Purchase Initiative. All three contractors were invited to submit configurations and price quotations for: Business Class Desktops, Workstation Class Desktops, Notebooks, Thin Clients, Internet Notebooks, a Mobile Workstation and Unbundled Displays.

The 12 individual categories specified below for the 2009 Aggregate Purchase Initiative were awarded to the contractors that provided the two lowest price quotes for each standard configuration. The awarded configuration categories are:

Business Class Desktop (Intel): Dell (1)  
Hewlett Packard (2)

Business Class Desktop (AMD): Hewlett Packard (1)

Workstation Class Desktop (Intel): Hewlett Packard (1)  
Dell (2)

Workstation Class Desktop (AMD): Hewlett Packard (1)

Business Class Notebook (Intel): Dell (1)  
Lenovo (2)

Business Class Notebook (AMD): Hewlett Packard (1)

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Mobile Workstation (Intel):	Hewlett Packard (1) Lenovo (2)
Thin Client (Intel):	Hewlett Packard (1) Lenovo (2)
Lightweight Notebook (Intel):	Dell (1) Hewlett Packard (2)
Convertible Tablet Notebook:	Hewlett Packard (1) Lenovo (2)
Internet Notebook (Intel):	Lenovo (1) Hewlett Packard (2)
Unbundled Displays:	Dell (1) Hewlett Packard (2)

Lowest ranked contractors' pricing on the desktops, lightweight notebooks and unbundled displays have been further reduced from the previous initiative. New to this year's initiative is the introduction of a Mobile Workstation and an Internet Notebook category.

**DESKTOP PC, WORKSTATIONS (DESKTOP AND MOBILE) AND LIGHTWEIGHT NOTEBOOKS ARE REGISTERED EPEAT GOLD, WHILE BUSINESS CLASS AND TABLET NOTEBOOKS ALONG WITH UNBUNDLED DISPLAYS ARE REGISTERED SILVER. ALL MACHINES (EXCLUDING DISPLAYS) SATISFY 7 ADDITIONAL EPEAT CRITERIA. CURRENTLY, INTERNET NOTEBOOKS AND THIN CLIENTS ARE NOT REGISTERED WITH EPEAT.**

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Please Note:

- New York State agencies are reminded that they must submit a Notification of Plan to Procure Technology Form (PTP) to the Office of Chief Information Officer / Office for Technology (CIO/OFT) for approval prior to purchasing PC or notebook computers. New York State agencies will be required to purchase from the awarded contractor who quoted the lowest price for each awarded configuration. Any New York State agency that intends to purchase from other than the lowest priced contractor for each awarded standard configuration class must submit a business case with their PTP. The business case must include, at a minimum, a justification as to why purchasing other than the lowest priced PC configuration is warranted. Approval by the NYS OCIO will be based on the total cost of a unit's configuration including any and all options (mandatory and standard) purchased and the NYS agency's current install base. For additional information about the CIO/OFT's PTP process, please visit their website at: <http://www.oft.state.ny.us/Policy/NYS-P08-001.pdf>
- New York State agencies that elect to purchase from the lowest priced awarded contractor for a given standard configuration class can advance with the process summarized herein, but should not issue a purchase order until the OFT has approved their PTP.

- The awarded contractors are required to provide a website specific to this aggregate purchase initiative. The websites include a configurator, with which authorized users can generate quotes based on the awarded standard configuration and mandatory and standard options. The websites also include the contractors' contact information that is specific for this initiative (i.e. sales representatives and phone and fax numbers). Information about the contractor's take back program that complies with EPEAT criteria 4.6.1.1 Provision of product take-back service must be included, as well as information pertaining to the contractors media/manual program for those authorized users who do not wish to receive multiple or unnecessary media and/or manuals. In addition, due to the new introduction of the Internet Notebook, the awarded contractor is required to include information on their website pertaining to the abilities and limitations of their offering so that authorized users can make a better informed decision regarding their purchase.
- Authorized users should obtain their organization's specific contractor quote before proceeding with the purchase in accordance with their normal purchasing practices. Please include on the purchase order the contractor's quotation number, the contractor's NYS Microcomputer Contract number, and the contact name and phone number or email address of the person(s) responsible for maintaining purchase orders within the authorized user's organization.
- All sales in this Aggregate Purchase Initiative to any and all authorized users of NYS contracts shall be for the awarded model(s) per the standard configuration, not to exclude models in the awarded model's product family. If an authorized user requires additional options that are not included in the standard configuration or the mandatory or standard options, OGS will negotiate with the contractor an aggregate purchase price for these options. The contractor must submit quotes to the OGS for their approval. The quotes for additional options that are upgrades or down grades from the standard configuration must be represented as a delta in price of the standard component. Upon OGS' approval, the contractor will then make these additional standard options available for all subsequent quotations. The contractor will be required to quote similar discounts as are being offered through this initiative.
- When OGS receives a request from a participating contractor to add an additional option to their offering, OGS will give other participating contractors the opportunity to include the same additional option to their Aggregate Purchase Initiative offering as well. Approval of the original contractor's addition will not be contingent upon the other participants' decision to add or not add the same option.
- Authorized users will specify and negotiate with the contractor the price for any custom services required in conjunction with the purchase, such as: first article production and testing requirements, and/or production and delivery requirements. Authorized users may negotiate staged or staggered deliveries with the contractors.
- The 2009 Aggregate Purchase Initiative requires contractors to comply with EPEAT (Electronic Product Environmental Assessment Tool) standards. Desktop and Notebook class configurations are registered EPEAT Gold in the EPEAT registration system and meet optional requirements 4.1.2.1, 4.1.5.1, 4.1.6.2, 4.1.7.1, 4.1.8.1 and 4.8.2.2, and 4.8.3.2. The Business Class Notebook (AMD) is registered EPEAT Silver or better and meets the additional seven optional criteria noted above for the Desktop and Notebook class configurations. Internet Notebooks and Thin Clients currently do not have an EPEAT designation. For additional information about EPEAT, please visit their website at: <http://www.epeat.net>.
- Proven aggregate purchase participation helps determine future aggregate purchases. It is imperative that authorized users forward copies of all purchase orders issued under the 2009 Aggregate PC Purchase Initiative to Melissa Gretten's attention at: [melissa.gretten@ogs.state.ny.us](mailto:melissa.gretten@ogs.state.ny.us). If an authorized user is unable to electronically forward a copy of the purchase order, the purchase order may be faxed to (518) 486-6867.

- This initiative begins on April 1, 2009 and ends March 31, 2010. All authorized users must place their orders by March 31, 2010 and take delivery no later than April 30, 2010.
- All OGS aggregate purchase initiatives are announced via OGS' Purchaser Notification Service (PNS) and available on the OGS PSG website. OGS strongly encourages interested parties who have not signed up for the PNS to do so at this time. The website for PNS is <http://www.ogs.state.ny.us/PNS/Default.asp> . The Aggregate Purchase Initiatives will be included in category 43 of the PNS.
- The following link to the OGS website provides the information specific to this aggregate purchase initiative: <http://www.ogs.state.ny.us/purchase/PCPurchase.htm>
- This aggregate purchase initiative is being coordinated by OGS, therefore, any questions regarding this purchase opportunity should be directed to:

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