

State of New York Executive Department
Office Of General Services
New York State Procurement
Corning Tower Building - 38th Floor
Empire State Plaza
Albany, New York 12242
<http://nyspro.ogs.ny.gov>

CONTRACT AWARD NOTIFICATION

Title	: Group 73500 – Marketplace Catalog Hosting and E-Invoicing Services Classification Code(s): 43, 80, 81, 82, 83, 84, and 86
Award Number	: 22816
Contract Period	: October 20, 2014 through October 19, 2016
Bid Opening Date	: May 15, 2014
Date of Issue	: October 21, 2014
Specification Reference	: As Incorporated In The Contract
Contractor Information	: Appears on Page 2 of this Award

Address Inquiries To:

State Agencies & Vendors	Political Subdivisions & Others
Name : Michelle St. Jock Title : Contract Management Specialist Phone : 518-474-3922 Fax : 518-474-1160 Email : michelle.stjock@ogs.ny.gov	NYS Procurement Customer Services Phone : 518-474-6717 Fax : 518-474-2437 Email : customer.services@ogs.ny.gov

The New York State Procurement values your input.
Complete and return "Contract Performance Report" at end of document.

Description

<p><u>Lot I</u> -- With OGS as the project lead, provides for the creation of a New York State MarketPlace Site for use by NY State Agencies, municipalities and other Authorized Users to seamlessly purchase goods and services from -OGS Centralized contract suppliers in one collaborative online environment, and to automate NYS accounts payable through an eInvoicing solution that will integrate with the Statewide Financial System. (SFS).</p> <p><u>Lot II</u> -- Authorized Users have the option to implement own "end to end" procurement solutions which includes the Contractor's full menu of offerings.</p>
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PR # 22816

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED. IDENT.# / NYS VENDOR#</u>
PS66640	Perfect Commerce, LLC One Compass Way, Suite 120 Newport News, VA 23606	757-871-3177	26-0557687 / 1100114416

Cash Discount, If Shown, Should be Given Special Attention.

INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.

(See "Contract Payments" and "Electronic Payments" in this document.)

AGENCIES SHOULD NOTIFY THE NEW YORK STATE PROCUREMENT PROMPTLY IF THE CONTRACTOR FAILS TO MEET DELIVERY OR OTHER TERMS OF THIS CONTRACT. PRODUCTS OR SERVICES WHICH DO NOT COMPLY WITH THE SPECIFICATIONS OR ARE OTHERWISE UNSATISFACTORY TO THE AGENCY SHOULD ALSO BE REPORTED TO THE NEW YORK STATE PROCUREMENT.

SMALL, MINORITY AND WOMEN-OWNED BUSINESSES:

The letters SB listed under the Contract Number indicate the contractor is a New York State small business. Additionally, the letters MBE and WBE indicate the contractor is a Minority-owned Business Enterprise and/or Woman-owned Business Enterprise.

NOTE TO AUTHORIZED USERS:

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use which usually appears at the end of this document. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

The authorized user, when purchasing from OGS contracts, should hold the contractor accountable for contract compliance and meeting the contract terms, conditions, specifications, and other requirements. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

Authorized users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product(s)/service(s), which should include:

- a statement of need and associated requirements,
- a summary of the contract alternatives considered for the purchase,
- the reason(s) supporting the resulting purchase (e.g., show the basis for the selection among multiple contracts at the time of purchase was the most practical and economical alternative and was in the best interests of the State).

PRICE:

Please see "Appendix C – Pricing" for pricing information.

OVERVIEW:

This Contract sets forth the terms and conditions for the provision of a Hosted MarketPlace Catalog and eInvoicing Solution from Contractor to Authorized Users of the Contract on a statewide basis. References to the State and its Agencies or Non-State Agencies as Authorized Users under this centralized Contract encompass and include all such entities within the definition of "Authorized User" set forth in State Finance Law §163(1)(k). This Contract is comprised of two (2) Lots, which are specified below and described in further detail herein.

SCOPE

Lot I – Under Lot I, the Contractor, in collaboration with OGS as the program lead, will establish, operate and maintain a Hosted MarketPlace Catalog Site for use by New York State agencies, municipalities and other Authorized Users to seamlessly purchase goods and services from NYSPRO centralized contract suppliers in one collaborative online environment that will interface with New York State's existing Statewide Financial System (SFS). The SFS system is a customized on-premise solution based on a PeopleSoft 9.0 platform. The Contractor's solution will also automate

accounts payable through an Electronic Purchase Order (PO) dispatch and supplier invoice submission (eInvoicing) solution for use by the Business Services Center (BSC) that will interface with SFS and the State's document management solution, IBM FileNet P8 Content Manager 5.1. The eInvoicing solution will enable suppliers to submit invoices to the State electronically and provide reporting capabilities to enable the State to track purchases and electronic invoices. The solution procured under this Contract are intended to work with, not replace, SFS. The solution will:

- Create a more efficient and streamlined procurement business process
- Access and purchase from statewide contracted supplier catalogs via an online site
- Provide better management of statewide contract suppliers, products, items and pricing
- Better analyze spend data to identify best savings opportunities
- Create paperless invoicing and invoice processing by enabling suppliers to submit invoices electronically
- Create the ability to process invoices with greater efficiency and accuracy, supporting timely payment settlement

Lot II – Under Lot II, Authorized Users will have the option to implement their own “end-to-end” procurement solution which will include the Contractor’s full menu of offerings. Under this Lot, New York State Agencies or other Authorized Users will be able to establish their own MarketPlace Catalog Site or purchase from a full menu of end-to-end procurement solutions offered by the Contractor on a centralized Contract basis. The Contractor’s full menu of offerings will include, but is not limited to:

- eSourcing – automated sourcing or bid process
- Contract Management – automated supplier contracting process
- Vendor Management – automated supplier validation, documentation and tracking
- MarketPlace Catalog – establish an online hosted catalog site of goods and/or services
- Purchase Requisition – the integration with online vendor catalogs, which includes approving products, displaying pricing and contract terms
- Requisition Approval – once a purchase requisition is created, it is routed for approval based on the business rules and criteria defined by the Authorized User
- Workflow Management – the management, creation of user roles, rights and permissions to follow defined business rules
- Purchase Order Delivery – the creation of Purchase Orders from approved requisitions and transmission of orders from Authorized Users to suppliers.
- Receiving and Reconciliation – flipping Purchase Orders into invoices and/or delivering invoices to the Authorized Users in an automated goods receipt and reconciliation process. This includes the enablement of two or three way matching between Purchase Orders, invoices and goods receipt documents.
- Reporting and Analysis – the ability of the solution to generate standard and customized queries and reports providing visibility into the transactions across Authorized Users and suppliers.

CONTRACT PERIOD AND RENEWALS

This Contract shall commence after receipt of all necessary approvals, and shall become effective upon mailing of final Contract Award Notice by OGS in accordance with Appendix B § 26(i), *Contract Creation/Execution*. The Contract shall be in effect for a term of two (2) years. If mutually agreed between OGS and the Contractor, the Contract may be renewed, under the same terms and conditions, for up to one (1) additional five (5) year period, not to exceed a total Contract term of seven (7) years.

NOTE TO AUTHORIZED USERS

When placing Purchase Orders under the Contract, the Authorized User should be familiar with and follow the terms and conditions governing its use. The Authorized User is accountable and responsible for compliance with the requirements of public procurement processes. The Authorized User, when purchasing from OGS contracts, should hold the Contractor accountable for Contract compliance and meeting the Contract terms, conditions, specifications, and other requirements. Also, in recognition of market fluctuations over time, Authorized Users are encouraged to seek

improved pricing whenever possible. Authorized Users have the responsibility to document purchases which should include:

- A. a statement of need and associated requirements;
- B. obtaining all necessary prior approvals;
- C. a summary of the Contract alternatives considered for the purchase; and
- D. the reason(s) supporting the resulting purchase (e.g., show that basis for the selection among multiple contracts at the time of purchase was the most practical and economical alternative and was in the best interests of the State).

POOR PERFORMANCE

Authorized Users should notify NYSPRO Customer Services promptly if the Contractor fails to meet the requirements of this Contract. Performance which does not comply with requirements or is otherwise unsatisfactory to the Authorized User should also be reported to Customer Services:

Office of General Services	Tel: 518-474-6717
New York State Procurement	Fax: 518-474-2437
Customer Services Coordination	E-mail: customer.services@ogs.ny.gov
38th Floor Corning Tower	
Empire State Plaza	
Albany, NY 12242	

**State of New York
Office of General Services
NEW YORK STATE PROCUREMENT
Contract Performance Report**

Please take a moment to let us know how this contract award has measured up to your expectations. If reporting on more than one contractor or product, please make copies as needed. This office will use the information to improve our contract award, where appropriate. **Comments should include those of the product’s end user.**

Contract No.: PS66640 **Contractor:** Perfect Commerce, LLC.

Describe Product* Provided (Include Item No., if available):

***Note:** “**Product**” is defined as a deliverable under any Bid or Contract, which may include commodities (including printing), services and/or technology. The term “Product” includes Licensed Software.

	Excellent	Good	Acceptable	Unacceptable
• Product meets your needs				
• Product meets contract specifications				
• Pricing				

CONTRACTOR

	Excellent	Good	Acceptable	Unacceptable
• Timeliness of delivery				
• Completeness of order (fill rate)				
• Responsiveness to inquiries				
• Employee courtesy				
• Problem resolution				

Comments:

Agency: _____ Prepared by: _____

Address: _____ Title: _____

_____ Date: _____

_____ Phone: _____

_____ Email: _____

Please detach or photocopy this form & return by fax to 518-474-2437 or mail to:

**OGS NEW YORK STATE PROCUREMENT
Customer Services, 38th Floor
Corning 2nd Tower - Empire State Plaza
Albany, New York 12242
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