

## Appendix G

### Agreement between the New York State Office of General Services and

Documentation Strategies, Inc.

### for Project Based Information Technology Consulting Services

**Contract Number: PB012AA**

#### Table of Contents

Contractor Information/ Designated Personnel	2-3
OGS Contract Information	4
Procurement Card Information	5

<u>Lot(s) Awarded:</u>	
Lot Number	Date
Lot 1	September 9, 2015
Lot 2	August 12, 2016

<b>LEGAL BUSINESS NAME:</b>	Documentation Strategies, Inc.
<b>FEDERAL ID:</b>	14-1657154
<b>NYS VENDOR ID:</b>	1000014093
<b>CONTRACT NUMBER:</b>	PB012AA

Contract Citation:

4.7.1 Contractor Information

The Contractor will provide up to date information for each of the following in the form and manner specified by OGS:

1. A designated Account Manager for the OGS Centralized Contract. The Account Manager is responsible for the overall relationship with the State during the course of the Contract and shall act as the central point of contact.
2. A designated Billing Contact. The Billing Contact will become the single point of contact between the Contractor and the Authorized User for matters related to invoicing, billing and payment.
3. A designated Emergency Contact. The Emergency Contact will be available to OGS 24 hours a day, 365 days per year.
4. A designated Email Address for this Contract. This Email address will be published on the OGS website for this Contract for use by all Authorized Users when distributing Mini-Bid Participation Forms and Mini-Bid Templates. This can be the email of a designated Account Manager or a dedicated generic email account that multiple employees can access.

**Contractor/Company Information**

<b>Company Name:</b>	Documentation Strategies, Inc.
<b>Doing Business As:</b>	N/A
<b>Address:</b>	15 Second Avenue Rensselaer, NY 12144
<b>Website:</b>	www.docstrats.com
<b>Federal ID #:</b>	14-1567145
<b>NYS Vendor ID #:</b>	1000014093

1. Account Manager	
<b>Contact Name:</b>	James Cole
<b>Title:</b>	Chief Business Development Officer
<b>Address:</b>	15 Second Ave. Rensselaer, NY 12144
<b>Telephone:</b>	518-432-1233 x 110
<b>E-Mail:</b>	James.cole@docstrats.com

2. Billing Contact	
<b>Contact Name:</b>	Carol Rhatigan
<b>Title:</b>	CFO & COO
<b>Address:</b>	15 Second Ave. Rensselaer, NY 12144
<b>Telephone:</b>	518-432-1233 x 160
<b>E-Mail:</b>	Carol.rhatigan@docstrats.com

3. Emergency Contact	
<b>Contact Name:</b>	Tami M. Cole
<b>Title:</b>	President
<b>Address:</b>	15 Second Ave. Rensselaer, NY 12144
<b>Telephone:</b>	518-432-1233 x 100
<b>E-Mail:</b>	Tami.cole@docstrats.com

4. Designated Email Address for this Contract	
<b>E-mail:</b>	james.cole@docstrats.com

<b>OGS Contract Manager:</b>	
<b>Name:</b>	Nancy Dougherty
<b>Title:</b>	Contract Management Specialist
<b>Phone:</b>	518-408-3265
<b>E-mail:</b>	<a href="mailto:PBITS.Contractors@ogs.ny.gov">PBITS.Contractors@ogs.ny.gov</a>

**Authorized Users**

Please address all inquiries to the Contract Manager listed above.

**Contractors**

Please submit all Appendix C Contract Modifications, Appendix G Contractor Information updates, proof of insurance and all other inquiries to the Contract Manager listed above.

<b>LEGAL BUSINESS NAME:</b>	Documentation Strategies, Inc.
<b>FEDERAL ID:</b>	14-1567145
<b>NYS VENDOR ID:</b>	1000014093
<b>CONTRACT NUMBER:</b>	PB012AA

QUESTION	YES	NO
1. Will the Contractor accept the New York State Procurement Card?		X
2. If "Yes", enter any dollar limit on orders for which the Contractor will accept the NYS Procurement Card.		