

How to Use the Aggregate Hardware Buy 16-17 Agreement

This document provides the Authorized User with instructions on how to use the Aggregate Hardware Buy 16-17 Agreement "Agreement". Please familiarize yourself with the Agreement terms and conditions posted on the Agreement website.

The Request for Quote

When using the 2016-17 Hardware Aggregate Buy Agreement Authorized Users are **NOT** required to do an Umbrella Request for Quote. It is as simple as selecting a Product based on your need and placing an order.

Ordering

The Agreement website provides a few ways for Authorized Users to select, configure and order.

All awarded Product prices are posted on the website. The Product pricing is for the standard configuration. Should an Authorized User have specific needs, each configuration has options for upgrading, downgrading or adding accessories. Authorized Users should compare all Products and pricing and select the Product that best meets the Authorized User's needs.

Contractors are required to have a dedicated website for the 2016-17 Hardware Aggregate Buy Agreement. The Contractors are also required to have a web-based quote and ordering system. Through the Contractor's website, Authorized Users can create and save custom configurations and generate Authorized User specific quotes. For Authorized Users that have the ability to order on-line, the websites will also accept orders. OGS will post a link to those websites in the near future.

All orders placed by Authorized Users must include:

- The Contractor's contract number
- SKU numbers (either in the body of the Purchase Order or referenced in an attached quote)
- Special delivery instruction, if applicable

All information regarding this award, including contact information for all current awardees, may be found on the OGS website at the following link:

<http://www.ogs.ny.gov/purchase/snt/awardnotes/7360022802AggregateBuy.pdf>