

HOW TO USE THIS CONTRACT

NOTE TO AUTHORIZED USERS:

Multiple contracts were awarded as a result of WSCA Piggyback Contract #1907.

AUTHORIZED USERS:

- **should request any applicable specifications required at the time of purchase to ensure that equipment or services purchased meet their needs.**
 - **should contact contractors to determine best pricing and service offering prior to making a purchase.**
1. Authorized Users placing an order under this contract are not required to execute any additional agreements.
 2. Authorized users should make no assumptions regarding various units of measure and are recommended to clarify the unit of measure with the contract holder prior to placing an order.
 3. Authorized users who receive any E-rate pricing are eligible to receive the NYS contract pricing and should compare prices to ensure that they are receiving the lowest rate.
 4. When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use.
 5. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes.
 6. The authorized user must periodically sample the results of its procurements to determine its compliance.
 7. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.
 8. The authorized user, when purchasing from this WSCA Piggyback Contract #1907, 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.
 9. 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:
 - i. a statement of need and associated requirements,
 - ii. a summary of the contract alternatives considered for the purchase,
 - iii. 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).

10. In addition to this WSCA Piggyback Agreement #1907, DATA SERVICE PLANS FOR APPLE iPhones MAY ALSO BE AVAILABLE on contract holders' Comprehensive Telecommunications Services contract award (Group 77017 Award 220268).

11. There should be no charges for activation and/or termination fees when using this contract.

12. When utilizing contracts awarded as a result of this WSCA Piggyback Agreement, Authorized Users should note that the pricing is "Not to Exceed". As these are multiple Award contracts, Authorized Users are encouraged to seek quotes from multiple contractors and negotiate for better pricing. Authorized Users should always follow their Internal Procurement Guidelines and best practices and maintain a detailed Procurement Record.