

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

## CONTRACT AWARD NOTIFICATION

<b>Title</b>	<b>:</b>	<b>Group 79125 - Electronic On-Line Database (CCH) Classification Code(s): 55 &amp; 83</b>
<b>Award Number</b>	<b>:</b>	<b><u><a href="#">NEG-19047</a></u></b>
<b>Contract Period</b>	<b>:</b>	<b>May 1, 2004 through April 30, 2015</b>
<b>Bid Opening Date</b>	<b>:</b>	<b>Not applicable</b>
<b>Date of Issue</b>	<b>:</b>	<b>April 16, 2004</b>
<b>Specification Reference</b>	<b>:</b>	
<b>Contractor Information</b>	<b>:</b>	<b>Appears on Page 2 of this Award</b>

### Address Inquiries To:

State Agencies & Vendors	Political Subdivisions & Others
<b>Name</b> : Dana Ferris <b>Title</b> : Contract Management Specialist <b>Phone</b> : 518-474-3166 <b>Fax</b> : 518-486-6867 <b>E-mail</b> : <a href="mailto:dana.ferris@ogs.state.ny.us">dana.ferris@ogs.state.ny.us</a>	<b>Customer Services</b> <b>Phone</b> : 518-474-6717 <b>Fax</b> : 518-474-2437 <b>E-mail</b> : <a href="mailto:customer.services@ogs.state.ny.us">customer.services@ogs.state.ny.us</a>

**Procurement Services values your input.**  
**Complete and return "Contract Performance Report" at end of document.**

### Description

The electronic on-line database contract provides for computer based information subscription services for CCH's New York Primary Law Library, the New York Bar CLE Law Library, US District Court Opinions, the National Collection, US Bankruptcy Collection and a variety of Treatises on-line via the Internet.

PR # 19047

(continued)

<u>CONTRACT #</u>	<u>CONTRACTOR &amp; ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED ID #/ NYS VENDOR #</u>
PS66533	CCH, Inc. 2700 Lake Cook Road Riverwoods, IL 60015	Phone: (800) 835-5224	133504158 1100004285

**Sales Support:**

Lucas Otto	Phone: (847) 267-2284
General Information	Email: lucas.otto@wolterskluwer.com
	Email: Loislawcustomerservice@wolterskluwer.com

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 PROCUREMENT SERVICES 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 PROCUREMENT SERVICES GROUP.

**SMALL, MINORITY AND WOMEN-OWNED BUSINESSES:**

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

**RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS:**

Procurement Services supports and encourages the purchase of recycled, remanufactured, energy efficient and "energy star" products. If one of the following codes appears as a suffix in the Award Number or is noted under the individual Contract Number(s) in this Contract Award Notification, please look at the individual awarded items for more information on products meeting the suffix description.

RS,RP,RA	Recycled
RM	Remanufactured
SW	Solid Waste Impact
EE	Energy Efficient
E*	EPA Energy Star
ES	Environmentally Sensitive

**NOTE TO ALL CONTRACT USERS:**

The terms and conditions of the bid solicitation which apply to the award appear at the end of this document. We strongly advise all contract users to familiarize themselves with all terms and conditions before issuing a purchase order.

**PROCUREMENT INSTRUCTIONS:**

In order to use this contract, an agency must have this Contract Award Notification, which includes Terms and Conditions.

After contacting vendor to set up programs, contract users will issue purchase orders addressed to contractors at the address shown herein. Terms are effective and binding on both parties once a purchase order is mailed to the contractor.

**PRICE LIST:**

The OGS approved price lists are outlined in **Exhibit No. 1 – Pricing**. There is one type of pricing offered; pre-paid annual fee for unlimited usage on a per professional basis. In addition, there is a **volume-aggregated discount** offered based upon total usage by all users in year two of the contract (see Exhibit No. 2).

**Frequently Asked Questions (FAQs)**

**What services are available from Loislaw?**

Loislaw provides online access to databases containing legal information; laws, legal decisions, legal opinions, etc. Loislaw publishes official, exact replication of federal case law, statutes, regulations and court rules for all 50 states and the District of Columbia. Many state libraries also contain jury instructions, workers compensation opinions, attorney general opinions and other legal information. Also available are practice libraries containing treatises, forms, manuals and journals from Aspen Publishers that provide authoritative, practical guidance for today’s legal professional.

Loislaw’ online products feature legal information from over 2,400 databases, estimated to contain over 50 million pages of federal and state law, continuing legal education materials, and other legal information, all containing embedded links for easy access to relevant cited information.

**What databases are available and what do they include?**

- Loislaw New York Series containing New York Primary Law Library
- New York State Bar Association, Practice Library containing New York State Bar Association Treatises
- Loislaw National Collection containing All Federal & All States – Primary Law Libraries
- Loislaw State & Federal Circuits containing NY Primary Law, US Reports, 2<sup>nd</sup> Circuit, US Code
- Loislaw State & All Federal containing NY Prim Law, US Reports, US Code, All Circuits
- Loislaw Federal District Court containing Federal District Court Opinions
- Loislaw Bankruptcy Collection containing Bankruptcy Opinions, Rules and Forms
- Aspen Treatises Online, Powered by Loislaw for the following subjects:

Bankruptcy Treatises	General Litigation Treatises
Drunk Driving Treatise	Limited Liability Company Treatises
Evidence Treatises	Construction Law Treatises
Family Law Treatises	Personal Injury Treatises
Elder Law Treatises	Product Liability Treatises

Additional information concerning these database offerings is available in Appendix G, Submission #3 of the contract below.

**What do I need to access this contract?**

To Access this contract, an Authorized User needs a copy of this Contract Award Notification which contains the terms and conditions of the contract. The Authorized User should then contact Loislaw to confirm which database services will meet the Authorized User’s needs and issue a purchase order for those services. Terms are effective and binding on both parties once a purchase order is mailed to the contractor.

**STATE OF NEW YORK  
OFFICE OF GENERAL SERVICES  
AGREEMENT NO. PS61095  
ELECTRONIC ON-LINE DATABASE PRODUCTS AND SERVICES  
SERVICE AGREEMENT**

THIS AGREEMENT made this 16<sup>th</sup> day of **April, 2004** by and between the STATE OF NEW YORK, Office of General Services, having its principle place of business located at the Corning Tower Building, 41st floor, Albany, NY 12242, and Loislaw, An Aspen Publishers Company, (hereinafter “\_Loislaw” or “Contractor”), having its principle place of business located at 1185 Avenue of the Americas, New York, NY 10036.

WHEREAS, Loislaw provides electronic on-line products and services (hereinafter referred to as “services”), consisting of on-line databases and other on-line information services, and;

WHEREAS, The State of New York, has a need for and wishes to provide its Authorized Users with these services,

NOW THEREFORE, in consideration of the mutual covenants and conditions herein set forth, the parties hereto agree as follows:

**1. TERM:**

The term of this agreement shall commence the first day of the first month after approval by the Office of the State Comptroller effective upon mailing by OGS (see Appendix B-2-D, Clause 38) and shall extend for five (5) years. The agreement may be further extended for one additional term of five (5) years upon mutual agreement of both parties and approval by the Office of the State Comptroller.

**2. SCOPE:**

The State of New York, seeks to license and obtain on-line access to databases and obtain electronic information products and advisory services on behalf of Authorized Users that cover a wide variety of subject categories including: general, business, social sciences, health, education, science, law and other subscription services as specified herein. Licensed access to the electronic databases includes on-line service from Authorized User locations to one or more remote Licensor locations or the option of local data loading with local storage. In addition, The State of New York seeks to license and obtain software and other related products and services for its Authorized Users.

It is the intent of The State of New York to award agreements to all eligible database publishers and/or resellers for their complete line of database products, including on-line service and magnetic tape or CD-ROM licensing.

**3. CONSIDERATION:**

Consideration shall be as outlined in Appendix G, Submission No. 3 contained herein.

(continued)

**4. MERGER OF APPENDICES/CONFLICT OF CLAUSES:**

This Contract shall incorporate the following appendices as if set forth herein at length. Only documents expressly enumerated below shall be deemed a part of this Contract, and references contained in those documents to additional Contractor documents not enumerated below shall be of no force and effect. Conflicts between these documents shall be resolved in the following descending order of precedence, which supercedes the order of precedence stated in Appendix B-2 D:

- Appendix A     *Standard Clauses for NYS Contracts*
- Contract       (This Document)
- Appendix B-2 D OGS General Specifications for On-line Database Access
- Appendix C     License
- Appendix D     Contractor's Year 2000 Warranty Compliance Statement
- Appendix E     Mandatory: Contractor's Executive Law, Article 15-A (M/WBE) Requirements
- Appendix F     Contract Update Form (For Product and Pricing Updates)
- Appendix G     Required Contractor Submissions:
  - # 1 Mandatory Contractor Questionnaire
  - # 2 Contractor Information
  - # 3 NYS Net Prices (Prices for On-line Database Access and related electronic products)
  - # 4 Consulting and Training (Description of Services & Course Offerings and Pricing for the Consulting and Training)
- Appendix H     Semi-Annual Report of Contract Purchases

**5. EFFECT:**

This Contract shall not be deemed executed, valid or binding unless and until approved in writing by the State Comptroller.

**6. DEFINITIONS:**

The definitions in Appendix B-2 D shall apply to this contract and shall be supplemented by the following additional definitions:

**Agreement** shall mean the writing(s), which contain the agreement of The State of New York and the Contractor setting forth the total legal obligation between the parties as determined by applicable rules of law.

**Archiving** A Contractor that ceases on-line delivery of the Products shall provide to The State of New York a preservation copy of the material accessible online.

**Authentication** shall mean a network (whether a standalone network or a virtual network within the Internet) that is accessible only to End Users, either through IP addressing or through other means of user authentication.

**Database** shall refer to the specific electronic information or products maintained by a Licensor in various categories. For the purposes of this contract, a database shall include all forms of electronic information including but not limited to journals, newspapers in electronic form, books, titles, legal case studies, etc.

**Database Publisher** shall mean the owner of the database whom directly develops the information contained in the database and/or has the exclusive ownership of it. A database publisher may also refer to a firm that has the exclusive publishing rights from the owner of the database.

**End User** shall mean those persons who bear a valid End User identification card or equivalent (faculty or student ID, employer ID, borrower card, etc.). In addition, non-affiliated patrons of End User's library site(s) ("walk-ins") will be permitted reasonable access to the Licensed Materials.

**Fair Use** shall mean acceptable use under the Copyright Revision Act 1976 as amended subsequently provided that such rights are exercised in accordance with Section 108 of the Act and with the guidelines developed by the National Commission on New Technological Uses of Copyrighted Works (CONTU Guidelines) and published in U.S. Copyright Office Circular 21.

**Products** shall mean the deliverables under this Agreement, which may include services and/or technology. The term "Products" includes licensed software or electronic databases. Products shall also mean Licensed Materials.

*Server shall mean the computer system(s) on which the Products reside and through which Authorized Users gain access to the Products, whether the server is maintained by the Contractor or by a third party designated by the Contractor.*

**Simultaneous or Concurrent Users** shall mean the number of users that have access to a database at a given point in time and can mean either of the following:

- **Concurrent Sessions Definition:** Under this definition, concurrent user is interpreted to include any user station device which, at the point in time of measurement, has established a logical session path to the Licensor's on-line service, enabling an immediate search request to be made directly to the Licensor's search software. This is the common meaning of such expressions as being "signed on" or "logged on" to the on-line service. Under this definition, any signed on terminal or user station device is counted as part of the concurrent use total, regardless of whether the user is at the user station; formulating a new search request; waiting for the Licensor's system to respond to a search request; or digesting the results of a previous request.

NEW YORK STATE OFFICE OF GENERAL SERVICES  
PROCUREMENT SERVICES GROUP

---

- **Active Request Definition:** Under this definition, only users who have submitted a search request transaction to the Licensor's on-line service and have not yet received a response from the Licensor's system are considered to be active users.

**User Station** shall mean a personal computer, non-intelligent terminal, or other similar device to gain access to the database services.

**7. STATEMENT OF INTENT:**

This agreement is between The State of New York and the Contractor for the provision and delivery of Contractor's products to The State of New York, its agencies and departments, political subdivisions and all entities authorized to utilize New York State Office of General Services' centralized contracts, including educational institutions. Generally, the responsibilities and relationships of each party are as follows:

THE STATE OF NEW YORK, OFFICE OF GENERAL SERVICES:

Provide products to the Authorized Users through use of Statewide contracts.

CONTRACTOR:

- A. Agrees to provide specified databases on a non-exclusive basis pursuant to this Service Agreement. Services covered by this Service Agreement are delineated within this Agreement.
- B. Agrees to provide on line access to database for OGS Contract Administrator free of charge.
- C. Agrees to maintain and provide a highly stable and usable Product and Web server capable of serving the Authorized User population.
- D. Agrees to make every reasonable effort to cooperate with The State of New York to facilitate and promote the products and alert potential customers of the services provided by Contractor.
- E. Agrees to provide Semi-Annual Aggregate Usage Reports of Authorized User Volume to the State of New York Office of General Services on aggregate purchasing.
- F. Agrees that any attempt by Contractor to deviate from the terms and conditions of this Service Agreement shall not be enforceable as against an eligible Authorized User; except as regards the offering by Contractor and acceptance by Authorized User of a pricing modification in Appendix B-2 D.
- G. Agrees to service and support the use of the Products.
- H. Agrees to abide by an agreed upon schedule of publication testing.
- I. To the greatest extent possible, agrees to adhere to the ICOLC guidelines concerning statistics, technical issues and the purchase of electronic information resources.

EACH AUTHORIZED USER IS RESPONSIBLE FOR:

- A. Paying Authorized User fees to the Contractor. Authorized Users may participate in accordance with the terms and conditions set forth herein, and may directly authorize payment by the issuance of a purchase order for Contractor's services.
- B. The issuance of a purchase order shall indicate the Authorized User's acceptance and agreement to the terms and conditions set forth in this Service Agreement between the State of New York and the Contractor.

**8. SEMI-ANNUAL REPORT OF CONTRACT PURCHASES**

- A. Contractor shall be responsible for compiling and maintaining accurate, electronic records for Semi-Annual Report of Contract Purchases which shall reference the New York State Comptroller's Contract Number of this Service Agreement on its face. The Contractor shall be fully liable for inaccuracies contained therein. Said reports shall be kept for a minimum of five years and shall be furnished to the State on a semi-annual basis.
- B. The "Semi-Annual Report of Contract Purchases" shall, at a minimum, contain the following information:

**MANDATORY CONTENTS OF SEMI-ANNUAL REPORT  
OF CONTRACT PURCHASES**

- 1) Semi-Annual Breakdown for each Authorized User, including:
  - a. Total Volume Usage, broken out by databases classification
  - b. Total Number of Log-On Password ID's (when applicable)
  - c. Total Additional Charges, broken out by category of service
- 2) Semi-Annual Totals Aggregating Usage by All Authorized Users, including:
  - a. Total Volume Usage , broken out by database classification
  - b. Total Number of Log-On Password ID's (when applicable)
  - c. Total Additional Charges, broken out by categories of service

A form is included in Appendix H for submission of semi-annual contract purchases.

- C. The Contractor shall be responsible for furnishing said complete Semi-Annual Report of Contract Purchases within thirty days of the close of the reporting period to the State at the following address: "Office of General Services, Procurement Services Group, Corning Tower Building, 37<sup>th</sup> Floor, Albany, NY 12242". In the event that such report is not furnished within said timeframes, the State shall have the right to request the State Comptroller withhold payment for services rendered during the reporting period until such report is received and/or consider Contractor in breach of this agreement.
- D. In addition to the written report, detailed transaction data shall also be generated from Contractor in electronic form capable of transmission directly to the OGS Procurement Services Group at no charge. The detailed data shall also be available in magnetic tape or diskette format, if requested, at no charge.

**9. ACCESS TO PRODUCTS; ARCHIVING; AUTHORIZED USERS:**

- A. Access: Access to the Products by Authorized Users shall be via the World Wide Web from the Contractor's server(s). The Contractor shall insure that the Products are highly stable and usable (including average response time of less than 5 seconds, and uptime, except for scheduled maintenance, of 96.9%), and shall insure that the Web server(s) is (are) fully capable of serving Authorized Users. The Contractor will provide sufficient additional bandwidth and servers to ensure no degradation of services if necessary. Access shall be controlled by IP addresses, passwords or other appropriate authentication technology.
- B. Archiving: If at any time during the term of this Agreement, the Contractor should cease its on-line delivery of the Products, the Contractor shall provide to The State of New York a preservation copy of the material accessible online. The State of New York shall further retain an archival copy of the Products in an escrow account. The escrow copy shall be refreshed on a quarterly basis.
- C. Authorized Users: Will prepare and submit to the Contractor a list of End Users that shall include name, address, and contact information.

**10. PAYMENT FOR PRODUCTS; RENEWALS:**

- A. Rates payable by all Authorized Users during the first year of the contract term shall be as set forth in Appendix G.
- B. **GSA Benchmarked Pricing** Additionally, where the NYS Net Price is based upon an approved GSA Supply Schedule:
1. **Associated Discounts** The State is entitled to all associated discounts enumerated in the GSA Supply Schedule (including, but not limited to, discounts for additional sites and volume discounts), as well as any other pricing or discount terms as are expressly enumerated in this NYS Contract or GSA schedule, when calculating the NYS Contract or GSA schedule, when calculating the NYS Net Price; and
  2. **Industrial Funding Fee** GSA pricing incorporates a sum referred to as the "GSA Industrial Funding Fee". OGS reserves the right to require either that: the IFF is remitted directly to OGS, or the state contract prices be reduced, by an amount equivalent to the IFF. If the latter, the NYS Net Price shall be calculated by reducing the published GSA price, after the discounts, if any, set forth in paragraph (1), above, downward by the amount of the Industrial Funding Fee, currently set at 1%. Therefore, the "NYS Net Price" shall be calculated by multiplying 0.99 times the GSA price,
  3. **Pricing Increases** Price Increases shall be effective upon final approval by the State, and may not be electronically posted by Contractor prior to receipt of final approval.
- C. Notwithstanding the term of the Agreement, individual Authorized Users may subscribe annually within the term of the Agreement, renewable by the Authorized User annually. By mutual agreement, the annual subscription period may be for a stated annual term for all Authorized Users, provided however, that additional End Users may be added any time during the contract period on a prorated basis.

NEW YORK STATE OFFICE OF GENERAL SERVICES  
PROCUREMENT SERVICES GROUP

---

- D. Authorized Users wishing to subscribe to the Products shall submit orders to the Contractor. Such orders shall be submitted via Purchase Order forms which will serve as acceptance by End User of the terms and conditions of this Service Agreement.
- E. Authorized Users may acquire consulting services, under this Contract, provided it is directly related to the installation and/ or provision of the selected electronic on-line information services. It is anticipated that Consulting services will be required only in rare instances and may be acquired from Contractor on a limited basis only. Consulting services may not exceed twenty (20%) percent of the "total order price" for the on-line information services services. "Total order price" shall be defined as the aggregate purchase order amount for non-consulting services placed by the Authorized User under this Contract in a twelve month period. Consulting services which exceed twenty (20%) may be procured competitively using the OGS Consulting, Systems Integration and Training mini-bid process or another procurement process selected by the Authorized User. Note: Advisory services that are an integral part of the electronic on-line subscription service (e.g.: Gartner Group) are not considered Consulting services and are not limited by the "20% rule."
- F. Unless expressly set forth to the contrary in Appendix G, Submission #5, NYS net prices set forth in the Contract shall be deemed inclusive of travel, meals and lodging, wherever applicable. Where travel, meals and lodging are allowed over and above the NYS Net Prices, reimbursement to Contractor for such costs for employees who do not reside in the local commuting area for the work site, shall be made in accordance with the State's Travel Reimbursement Manual published by the New York State Office of the State Comptroller. It will be the responsibility of the Authorized User to provide Contractor the most recently published reimbursement guidelines and rates.
- G. All changes to product offerings must be in accordance with the procedures set forth below and require the advance approval of OGS.
1. Adding New Products: Where future Products become commercially available during the Contract term and are offered to New York State, the Contract may be updated to include such offerings.
  2. Deletion of Products: OGS reserves the right to delete any Product from the Contract at its discretion at any time.
  3. Price Decreases: Shall be calculated in Accordance with Appendix B-2 D, Clause 43.
  4. Price Increases: (Pricing not Benchmarked to GSA Supply Schedule). Additionally, where pricing submitted for Products or services is not benchmarked to an approved GSA Supply Schedule:
    - A. First Twelve Months Fixed Pricing offered shall be fixed for the first twelve (12) months of the Contract term from the date of Comptroller approval.
    - B. Price Increase Requests Contractor may thereafter request an increase in the pricing contained in Appendix G a maximum of once in any twelve month period provided that Contractor certifies in writing that the price change for Product applies to its U.S. Commercial Price List, and that Contractor documents the request to the satisfaction of the State.

- C. Escalation Cap Contractor has the sole responsibility to submit to OGS a rate adjustment request which must include a copy of the index or other supporting documentation necessary to support the request. Such adjustment shall in no event exceed the lesser of five (5%) percent or the percent increase in the latest copy of the "National Consumer Price Index for All Urban Consumers (CPI-U)", as published by the U.S. Department of Labor, Bureau of Labor Statistics, Washington, D.C. 20212. In no event can prices exceed the Contractor's published U.S. Commercial List price.
- D. Effective Date of Increase Price increases shall be effective upon final approval by the State Comptroller, and may not be posted on the Internet prior to receipt of final approval.

## 11. DESIGNATED CONTACT PERSON/ RESPONSIBILITY FOR PAYMENTS

- A. The State, Contractor and each Authorized User will designate a contact person to administer their participation under this Service Agreement.
- B. Contractor shall bill each Authorized User monthly for the Services and equipment, including adjustments, unless Authorized User has prepaid for one year service in advance. Each Authorized User shall make separate application for services and is responsible for payment for those services, subject to legislative appropriations.
- C. The Office of General Services is the lead agency in awarding this Service Agreement and assumes no liability for payment for any services rendered under this agreement to Authorized Users, except as OGS may itself subscribe to use Services, in which case it shall be liable directly for such use, subject to legislative appropriations.

## 12. MOST FAVORED CUSTOMER:

- A. In the event that Contractor offers an eligible Authorized User who is not participating under the Service Agreement a rate for Contractor's services which is lower than the Service Agreement rates set forth herein, the rates set forth in this section *shall* be deemed automatically lowered to match said "most favored" pricing at the time it is offered to said non-participating eligible Authorized User. Notwithstanding the application of the non-participant's lower rate under this paragraph, nothing contained herein shall be construed to require an Eligible Authorized User to migrate to this Service Agreement. Exception to the "most favored pricing" provision of this paragraph is made for educational institutions with flat rates for Contractor usage only by faculty and students.
- B. Contractor may, however, offer a participating Authorized User under this Service Agreement competitive pricing which is lower than the rates set forth herein at any time during the Service Agreement term, in which case said lower rates *shall not* be applied on a most favored basis to all other Authorized Users under the foregoing paragraph.
- C. Eligible Authorized Users, including educational institutions of the State of New York, with independent contracts for Contractor products and services may, at any time, convert their contracts to participate under this Service Agreement and upon doing so shall have all rights of an "Authorized User" provided that notice of such migration shall be forwarded to the Contractor in compliance with the notice requirements of this Service Agreement.

**13. CLAIMS AND REPRESENTATIONS:**

Contractor warrants and agrees that all statements, whether oral, written or electronic, regarding the features, content and capabilities of its Products are true and accurate and that the Products will operate, in normal usage as so represented by Contractor.

**14. AMENDMENTS TO CONTRACT:**

Dependent on the nature and scope of the contemplated amendment(s), one of two methods will be used: either the Auto-Add method or the Formal Agreement amendment method. All submissions must be submitted to the OGS Procurement Services Group, Empire State Plaza, Corning Tower, 37<sup>th</sup> floor, Albany, NY 12242, in paper and electronic form.

A. Auto Add Method:

The Auto Add method may be utilized when the contemplated amendment of this Agreement involves a Product or service offering by the Contractor that is in accordance with the definitions outlined in Appendix F. When the Contractor offers new products, these products can be made available under this Agreement if the same discounting, FTE, or simultaneous user pricing structure specified in Exhibit 3 applies. It shall be the Contractor's responsibility to submit to The Office of General Services all product changes (additions, deletions, price changes, etc.) as soon as they are announced in order that the Agreement can be updated accordingly. Price revisions shall take effect immediately upon acceptance by The Office of The State Comptroller for auto-add amendments.

B. Formal Agreement Amendment Process:

Anything not able to be amended through the Auto Add method will require a Formal Agreement amendment. A Formal Agreement amendment must:

1. be proposed by the Contractor
2. approved by the Office of General Services
3. approved by the Attorney General of the State (only if required by New York State)
4. approved by the Comptroller of the State.

**15. CONTRACTOR'S PERFORMANCE OBLIGATIONS:**

- A. The Contractor will provide and maintain help files and other appropriate user documentation for the Products to be accessible to all Authorized Users free of charge.
- B. The Contractor will offer reasonable levels of continuing support to assist Authorized Users and their End Users in their use of the Products. Contractor will make its personnel available by email, phone or fax during regular business hours, Monday through Friday for feedback, problem solving, or general questions free of charge.
- C. The Contractor shall use reasonable efforts to ensure that the Contractor's server or servers have sufficient capacity and rate of connectivity to provide all Authorized Users and their

End Users with a quality of service comparable to current standards in the on-line information provision industry in the Authorized User's locale. The Contractor shall use reasonable efforts to restore access to the Products as soon as possible in the event of an interruption or suspension of service. In the event that access to the Products is not restored in a reasonable time, the Contractor will provide appropriate reimbursement to the Authorized User in an amount proportional to the total fee for the Products had they been available to the Authorized User.

- D. Authorized User understands that from time to time the Products may be added to, modified, or deleted by the Contractor and/or that portions of the Products may migrate to other formats. The Contractor shall give prompt notice of any such changes to Authorized User. Failure by the Contractor to provide such reasonable notice shall be grounds for immediate termination of the Agreement by Authorized User.
- E. The Contractor will ensure regular system and project updates to Authorized Users as they become available. The Contractor will provide additional training to Authorized User staff made necessary by any updates or modifications to the Products or any of the Contractor software.
- F. The Contractor will offer free on-line help to the End User. Prompts will be available for the End User to guide the End User through the steps in acquiring information. Training materials must also be available in print and/or electronic form.

## **16. INTERNET ACCESS TO CONTRACT & PRICING INFORMATION**

Access by Authorized Users to Contract terms and pricing information may be made available and posted on the Internet. To that end, the Contractor may be required to host the complete Contract pricing and Product offerings at Contractor's Internet site, at Contractor's sole expense, including all subsequent changes in the Contract offerings (adds, deletes, price revisions) during the Contract term, in accordance with the following requirements:

- A. Warranty Contractor warrants and represents that Contract and related information will be accurately and completely posted, maintained and displayed in an objective and timely manner which renders it clearly distinguishable from other, non-Contract offerings at Contractor's web site. Contractor shall indemnify the State and Authorized Users for damages resulting from errors or inaccuracies in such information, or from any failure to maintain or timely post Contract information in accordance with this paragraph.
- B. Price Data Retention & Audit Information on the web site should reflect the pricing information for the preceding twelve-month period. At the end of each twelve-month period, the Contractor shall either electronically archive the information at the web site in a manner, which allows the State to access the information, or electronically transmit the information to the State. This does not relieve the Contractor from any audit requirements imposed by Appendix A, Clause 10, nor does it shorten the retention periods for information stated therein. In addition, annual audits of the information posted at Contractor's web site may be conducted by OSC, or by an independent auditor at Contractor's expense.
- C. Site Changes Contractor hereby consents to a link from the OGS web site to the Contractor's web site in order to facilitate access to Contract information. The establishment

of the link will be at the sole discretion of OGS and if installed, is provided solely for convenience in carrying out the business operations of the State. OGS reserves the right to install, terminate or remove a link at any time, in its sole discretion, without advance notice, or to deny a future request for a link. OGS will provide Contractor with subsequent notice of link termination or removal. Contractor shall provide OGS with timely written notice of any change in URL or other information needed to access the site and/or maintain the link.

D. Use of Access Data Prohibited If Contractor stores, collects or maintains data electronically as a condition of accessing State Contract information, such data shall only be used internally by Contractor for the purpose of implementing or marketing the State Contract, and shall not be disseminated to third parties or used for other marketing purposes. This Contract constitutes a public document under the laws of the State of New York and Contractor cannot restrict access to the Contract terms and conditions including pricing, i.e., through use of restrictive technology or passwords.

E. Responsibility for Content Contractor is solely responsible for administration, content, intellectual property rights and all materials at Contractor's web site. Contractor is solely responsible for its actions and those of its agents, employees, resellers, subcontractors or assigns, and agrees that neither Contractor nor any of the foregoing has any authority to act or speak on behalf of the State. Contractor agrees to comply with **Office for Technology Policy 99-3** <<http://www.oft/policy/99-3.htm>>, **Universal Accessibility for NYS Web Sites (Supplement to 96-13** <<http://www.oft/policy/96-13.htm>>), dated, September 30, 1999, which requires that all New York State agencies' web sites provide universal accessibility to persons with disabilities. The State of New York has adopted the W3C Web Content Accessibility Guidelines <<http://www.w3.org/TR/WAI-WEBCONTENT/>> as a means to provide optimal access to State agency web sites and the content therein. The Contractor agrees to apply the most current version of these guidelines in the design, creation and maintenance of its linked website. Contractor agrees that its Web content shall conform with level "A", satisfying all priority one checkpoints. In addition, Contractor agrees that its site will have a contact mechanism so individuals who might have trouble accessing any portion of the site can report the problem. The Contractor agrees that the Web Accessibility Guidelines and the checkpoints and guidelines referenced therein will be used in the development of all new pages and will be the basis for bringing existing pages into compliance as required by the Office for Technology Policy 99-3 <<http://www.oft/policy/99-3.htm>>.

F. On-line Price Configurator If applicable, Contractor may be required to make available an on-line configurator at its Contract web site. Directions and assistance in using the configurator and web site in general must be available at entry. This configurator must enable Authorized Users to:

1. view the options available for the type Product requested;
2. search and find Products under the approved Contract list;
3. calculate complete acquisition costs

Information about payment, shipping, delivery terms and special pricing should be available. Authorized Users should have the option of printing their "shopping cart" choices; and for those users, who are positioned to use it; an option for on-line secure ordering should also be available.

**17. AUTHORIZED USER PERFORMANCE OBLIGATIONS:**

Authorized Users acknowledge that the copyright and title to the information content and organization of the Products are and remain with the Contractor. Authorized User shall use reasonable efforts to inform its End Users and walk-in patrons of any restrictions on the use of the Products. Authorized User shall use reasonable efforts to protect the Products from any use that is not permitted under this Agreement, and shall notify the Contractor of any such use of which it learns or is notified. In the event of any unauthorized use of the Products, (a) the Contractor may terminate the access of the Internet Protocol ("IP") address (es) from which such unauthorized use occurred, and/or (b) the Contractor may request that Authorized User terminate access of the persons making such unauthorized use to the Products. The Contractor shall take none of the steps described in this paragraph without first providing reasonable notice to Authorized User and working with the Authorized User to avoid recurrence of any unauthorized use.

**18. EARLY TERMINATION:**

In the event that any party believes that another party materially has breached any obligations under this Agreement, such party shall so notify the breaching party in writing. The breaching party shall have thirty (30) days from the receipt of notice to cure the alleged breach and to notify the non-breaching party in writing that cure has been effected. If the breach is not cured within the thirty (30) day period, the non-breaching party shall have the right to terminate the Agreement without further notice.

Upon Termination of this Agreement for cause, online access to the Products by Authorized User and End Users shall be terminated. Print copies of Products may be retained by Authorized User or End Users and used subject to the terms of this Agreement

**19. WARRANTIES:**

Subject to the Limitations set forth elsewhere in this Agreement, Section B-3.

**20. ASSIGNMENTS AND TRANSFER:**

No party may assign, directly or indirectly, all or part of its rights or obligations under this Agreement without the prior written consent of the other parties, which consent shall not be unreasonably withheld or delayed.

**21. GOVERNING LAW:**

This Agreement shall be interpreted and construed according to, and governed by, the laws of the State of New York, excluding any such laws that might direct the application of the laws of another jurisdiction. The federal or state courts located in New York shall have jurisdiction to hear any dispute under this Agreement.

**22. DISPUTE RESOLUTION POLICY:**

It is the policy of the Office of General Services Procurement Services Group (PSG) to provide vendors with an opportunity to administratively resolve disputes, complaints or inquiries related to PSG bid solicitations or contract awards. PSG encourages vendors to seek resolution of disputes through consultation with PSG staff. All such matters will be accorded impartial and timely consideration. Interested parties may also file formal written disputes. A copy of PSG's Dispute Resolution Procedures for Vendors may be obtained by contacting the PSG contract administrator for this this template or through the OGS website ([www.ogs.state.ny.us](http://www.ogs.state.ny.us)). Click on "For Government - Contracts and Purchasing," then "Seller Information," then " Dispute Resolution Procedures for Vendors."

**23. SEVERABILITY:**

If any provision or provisions of this Agreement shall be held to be invalid, illegal, and unenforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

**24. WAIVER OF CONTRACTUAL RIGHT:**

Waiver of any provision herein shall not be deemed to be a waiver of any other provision herein, nor shall waiver of any breach of this Agreement be construed as a continuing waiver of other breaches of the same or other provisions of this Agreement.

**25. ENTIRE AGREEMENT:**

This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.

**26. NOTICES:**

All notices given pursuant to this Agreement shall be in writing and may be hand delivered, or shall be deemed received within five (5) business days after mailing if sent by registered or certified mail, return receipt requested. If any notice is sent by facsimile, confirmation copies must be sent by U.S. Mail or hand delivery to the specified address. Any party may from time to time change its Notice Address by written notice to all other parties.

**27. EXTENSION OF USE**

This agreement may be extended to additional states or government jurisdictions upon mutual written agreement between New York State (the lead contract State) and the Contractor. Political subdivisions and other authorized entities within each participating State or governmental jurisdiction may also participate in any resultant contract if such State normally allows participation by such entities. New York State reserves the right to negotiate additional discounts based on any increased volume generated by such extension.



APPENDIX A

STANDARD CLAUSES FOR NEW YORK STATE  
CONTRACTS

PLEASE RETAIN THIS DOCUMENT  
FOR FUTURE REFERENCE.

## TABLE OF CONTENTS

1. **Executory Clause**
2. **Non-Assignment Clause**
3. **Comptroller's Approval**
4. **Workers' Compensation Benefits**
5. **Non-Discrimination Requirements**
6. **Wage and Hours Provisions**
7. **Non-Collusive Bidding Certification**
8. **International Boycott Prohibition**
9. **Set-Off Rights**
10. **Records**
11. **Identifying Information and Privacy Notification**
12. **Equal Employment Opportunities For Minorities and Women**
13. **Conflicting Terms**
14. **Governing Law**
15. **Late Payment**
16. **No Arbitration**
17. **Service of Process**
18. **Prohibition on Purchase of Tropical Hardwoods**
19. **MacBride Fair Employment Principles**
20. **Omnibus Procurement Act of 1992**
21. **Reciprocity and Sanctions Provisions**
22. **Purchases of Apparel**

## STANDARD CLAUSES FOR NYS CONTRACTS

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, "the contract" or "this contract") agree to be bound by the following clauses which are hereby made a part of the contract (the word "Contractor" herein refers to any party other than the State, whether a contractor, licenser, licensee, lessor, lessee or any other party):

**1. EXECUTORY CLAUSE.** In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

**2. NON-ASSIGNMENT CLAUSE.** In accordance with Section 138 of the State Finance Law, this contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the previous consent, in writing, of the State and any attempts to assign the contract without the State's written consent are null and void. The Contractor may, however, assign its right to receive payment without the State's prior written consent unless this contract concerns Certificates of Participation pursuant to Article 5-A of the State Finance Law.

**3. COMPTROLLER'S APPROVAL.** In accordance with Section 112 of the State Finance Law (or, if this contract is with the State University or City University of New York, Section 355 or Section 6218 of the Education Law), if this contract exceeds \$15,000 (or the minimum thresholds agreed to by the Office of the State Comptroller for certain S.U.N.Y. and C.U.N.Y. contracts), or if this is an amendment for any amount to a contract which, as so amended, exceeds said statutory amount, or if, by this contract, the State agrees to give something other than money when the value or reasonably estimated value of such consideration exceeds \$10,000, it shall not be valid, effective or binding upon the State until it has been approved by the State Comptroller and filed in his office. Comptroller's approval of contracts let by the Office of General Services is required when such contracts exceed \$30,000 (State Finance Law Section 163.6.a).

**4. WORKERS' COMPENSATION BENEFITS.** In accordance with Section 142 of the State Finance Law, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

**5. NON-DISCRIMINATION REQUIREMENTS.** To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, sexual orientation, age, disability, genetic predisposition or carrier status, or marital status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the

performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

**6. WAGE AND HOURS PROVISIONS.** If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law.

**7. NON-COLLUSIVE BIDDING CERTIFICATION.** In accordance with Section 139-d of the State Finance Law, if this contract was awarded based upon the submission of bids, Contractor warrants, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further warrants that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the State a non-collusive bidding certification on Contractor's behalf.

**8. INTERNATIONAL BOYCOTT PROHIBITION.** In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2NYCRR 105.4).

**9. SET-OFF RIGHTS.** The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the State with regard to this contract, any other contract with any State department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Comptroller.

**10. RECORDS.** The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, "the Records"). The Records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor

within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the State's right to discovery in any pending or future litigation.

**11. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION.**

(a) FEDERAL EMPLOYER IDENTIFICATION NUMBER and/or FEDERAL SOCIAL SECURITY NUMBER. All invoices or New York State standard vouchers submitted for payment for the sale of goods or services or the lease of real or personal property to a New York State agency must include the payee's identification number, i.e., the seller's or lessor's identification number. The number is either the payee's Federal employer identification number or Federal social security number, or both such numbers when the payee has both such numbers. Failure to include this number or numbers may delay payment. Where the payee does not have such number or numbers, the payee, on its invoice or New York State standard voucher, must give the reason or reasons why the payee does not have such number or numbers.

(b) PRIVACY NOTIFICATION. (1) The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law.

(2) The personal information is requested by the purchasing unit of the agency contracting to purchase the goods or services or lease the real or personal property covered by this contract or lease. The information is maintained in New York State's Central Accounting System by the Director of Accounting Operations, Office of the State Comptroller, 110 State Street, Albany, New York 12236.

**12. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.**

In accordance with Section 312 of the Executive Law, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby a contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting agency; or (ii) a written agreement in excess of \$100,000.00 whereby a contracting agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of \$100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project, then:

(a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment,

employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the contractor's obligations herein; and

(c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Contractor will include the provisions of "a", "b", and "c" above, in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor. Section 312 does not apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State; or (iii) banking services, insurance policies or the sale of securities. The State shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this section. The contracting agency shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, the contracting agency shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Governor's Office of Minority and Women's Business Development pertaining hereto.

**13. CONFLICTING TERMS.** In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) and the terms of this Appendix A, the terms of this Appendix A shall control.

**14. GOVERNING LAW.** This contract shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

**15. LATE PAYMENT.** Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law to the extent required by law.

**16. NO ARBITRATION.** Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized), but must, instead, be heard in a court of competent jurisdiction of the State of New York.

**17. SERVICE OF PROCESS.** In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify the State, in writing, of each and every change of address to which service of process can be made. Service by the State to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

**18. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS.** The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of State Finance Law §165. (Use of Tropical Hardwoods) which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this law will be the responsibility of the contractor to establish to meet with the approval of the State.

In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in §165 State Finance Law. Any such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

**19. MACBRIDE FAIR EMPLOYMENT PRINCIPLES.** In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

**20. OMNIBUS PROCUREMENT ACT OF 1992.** It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development  
Division for Small Business  
30 South Pearl St -- 7<sup>th</sup> Floor  
Albany, New York 12245  
Telephone: 518-292-5220

A directory of certified minority and women-owned business enterprises is available from:

NYS Department of Economic Development  
Division of Minority and Women's Business Development  
30 South Pearl St -- 2nd Floor  
Albany, New York 12245  
<http://www.empire.state.ny.us>

The Omnibus Procurement Act of 1992 requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than \$1 million:

(a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;

(b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;

(c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and

(d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts.

**21. RECIPROCITY AND SANCTIONS PROVISIONS.** Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively) require that they be denied contracts which they would otherwise obtain. NOTE: As of May 15, 2002, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii. Contact NYS Department of Economic Development for a current list of jurisdictions subject to this provision.

**22. PURCHASES OF APPAREL.** In accordance with State Finance Law 162 (4-a), the State shall not purchase any apparel from any vendor unable or unwilling to certify that: (i) such apparel was manufactured in compliance with all applicable labor and occupational safety laws, including, but not limited to, child labor laws, wage and hours laws and workplace safety laws, and (ii) vendor will supply, with its bid (or, if not a bid situation, prior to or at the time of signing a contract with the State), if known, the names and addresses of each subcontractor and a list of all manufacturing plants to be utilized by the bidder.

**THIS PAGE IS INTENTIONALLY LEFT BLANK**

APPENDIX B-2 D

GENERAL SPECIFICATIONS  
(Negotiated On-Line Database Access Contracts)

*(Applicable to Procurements of  
On-Line Database Access, other Related Electronic Products & Related Services)*

PLEASE RETAIN THIS DOCUMENT FOR FUTURE REFERENCE

## TABLE OF CONTENTS

### GENERAL

1. Applicability
2. Governing Law
3. Appendix A
4. Ethics Compliance
5. Conflict of Terms
6. Definitions

### BID SUBMISSION

- 7-14 Reserved
15. Confidential/Trade Secret Materials
  16. (Reserved)
  17. Taxes
  - 18-22. (Reserved)
  23. Pricing
  24. Drawings
  25. (Reserved)
  26. Procurement Card
  27. (Reserved)

### BID EVALUATION

- 28-32 (Reserved)
33. Performance Qualifications
  34. Disqualification for Past Performance
  - 35- 37. (Reserved)

### TERMS & CONDITIONS

38. Contract Creation/Execution
39. Participation in Centralized Contracts
40. Modification of Contract Terms
41. Scope Changes
42. Estimated Quantity Contracts
43. Best Pricing Offer
44. Purchase Orders

### TERMS & CONDITIONS - Cont'd

- 45-50 (Reserved)
- 51-54. (Reserved)
55. Employees/Subcontractors/Agents
  56. Assignment/Subcontractors
  57. (Reserved)
  58. Suspension of Work
  59. Termination
  60. Savings/Force Majeure
  61. Contract Billings
  62. Default - Authorized User
  63. Interest on Late Payments
  64. Remedies for Breach
  65. Assignment of Claim
  66. (Reserved)
  67. Independent Contractor
  68. Security/Confidentiality
  69. Cooperation With Third Parties
  70. Contract Term - Renewal
  71. Warranties & Guarantees
  72. Limitations on Warranties
  73. Year 2000 Warranty
  - 74-76. (Reserved)
  77. Proof of License
  78. Migration to Centralized Contract
  79. (Reserved)
  80. Changes to Product or Service Offerings
  - 81-82. (Reserved)
  83. Indemnification & Limitation of Liability

NEW YORK STATE OFFICE OF GENERAL SERVICES  
ON-LINE DATABASE SERVICES

**GENERAL**

**1. APPLICABILITY** The terms and conditions set forth in this Appendix B-2 D are expressly incorporated in and applicable to all On-Line Database Access and related service contracts let by the Office of General Services Procurement Services Group, or by any other Issuing Entity where incorporated by reference. Captions are intended as descriptive and are not intended to limit or otherwise restrict the terms and conditions set forth herein.

**2. GOVERNING LAW** This procurement, the resulting Contract and any purchase orders issued hereunder shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise, and actions or proceedings arising from the Contract shall be heard in a court of competent jurisdiction in the State of New York.

**3. APPENDIX A** Appendix A (Standard Clauses for New York State Contracts) is expressly incorporated and made a part of this Contract.

**4. ETHICS COMPLIANCE** All Contractors and their employees must comply with the requirements of NYS *Public Officers Law*, (§ 73 & 74) and other State codes, rules and regulations establishing ethical standards for the conduct of business with New York State. In signing the Contract, Contractor certifies full and continuing compliance with those provisions for any present or future dealings, transactions, sales, contracts, services, offers, relationships, etc., involving New York State and/or its employees. Failure to comply with those provisions may result in Contract termination, and/or other civil or criminal proceedings as required by law.

**5. CONFLICT OF TERMS** Conflicts between Contract documents shall be resolved in the following order of precedence:

- **Appendix A** (*Standard Clauses for NYS Contracts*)
- **Negotiated Contract/Clarification Documents** Writing(s) setting forth the final agreement of the parties, excluding incorporated appendices.
- **Appendix B-2 D (This document)**
- **Incorporated Contract Appendices, if any, following order of precedence stated in the negotiated Contract**

**6. DEFINITIONS** Terms used in this Contract shall have the following meanings:

**AGENCY OR AGENCIES** The State of New York, acting by or through one or more departments, boards, commissions, offices or institutions of the State of New York.

**ATTORNEY GENERAL** Attorney General of the State of New York.

**AUTHORIZED USER(S)** Agencies, and other entities authorized by the laws of the State of New York to participate in NYS centralized contracts (including, but not limited to, political subdivisions, public authorities, public benefit corporations and certain other entities set forth in law), or the State of New York acting on behalf of one or more such Agencies or other entities, provided that each such Agency or other entity shall be held solely responsible for liabilities or payments due as a result of its participation.

**COMMISSIONER** Commissioner of OGS, or in the case of a Contract or specifications issued by an Issuing Entity, the head of such Issuing Entity or their authorized representative.

**COMPROLLER** Comptroller of the State of New York

**CONTRACT** The writing(s) which contain the agreement of the Commissioner and the Contractor setting forth the total legal

obligation between the parties as determined by applicable rules of law.

**CONTRACT AWARD NOTIFICATION** An announcement by the Office of General Services to Authorized Users that a Contract has been established.

**CONTRACTOR** - Any successful offerer(s) to whom a Contract has been awarded by the Commissioner.

**DOCUMENTATION** The complete set of manuals (e.g., user or instruction manuals) in either hard or electronic copy, which are necessary to enable an Authorized User to properly test, install, operate and enjoy full use of the Product.

**ENTERPRISE** The total business operations in the United States of Authorized User (s) without regard to geographic location where such operations are performed or the entity actually performing such operations on behalf of Authorized User.

**ENTERPRISE LICENSE** A license grant made in accordance with the terms of this Contract of unlimited rights to deploy, access, use and execute Product anywhere within the Enterprise up to the maximum capacity stated on the Purchase Order.

**ISSUING ENTITY** The Office of General Services or the Authorized User who issues the Contract documents for a procurement.

**LICENSED DATABASE** Database licensed upon the terms and conditions set forth in the Contract. "Licensed Database" includes deliverables due under a service Contract.

**LICENSEE** One or more Authorized Users who acquire Product from Contractor by issuing a Purchase Order in accordance with the terms and conditions of the Contract; provided that, for purposes of compliance with an individual license, the term "Licensee" shall be deemed to refer separately to the individual Authorized User(s) who took receipt of and who is executing the Product, who shall be solely responsible for performance and liabilities incurred. In the case of acquisitions by State Agencies, the Licensee shall be the State of New York.

**LICENSE EFFECTIVE DATE** The date Product is delivered to an Authorized User.

**LICENSOR** A Contractor who grants rights in proprietary Product to Authorized Users in accordance with the rights and obligations specified in the Contract.

**OGS** The New York State Office of General Services

**PRODUCT** A deliverable under any Contract which may include commodities, services and/or technology. The term "Product" includes Licensed Database..

**PROPRIETARY** - Protected by secrecy, patent, copyright or trademark against commercial competition

**PURCHASE ORDER** The Authorized User's fiscal form or format which is used when making a purchase (e.g., formal written Purchase Order, Procurement Card, electronic Purchase Order, or other authorized instrument).

**SITE** The location (street address) where Product will be executed or services delivered.

**STATE** State of New York

NEW YORK STATE OFFICE OF GENERAL SERVICES  
ON-LINE DATABASE SERVICES

**TERMS OF LICENSE** The terms and conditions set forth in the Contract which are in effect and applicable to a Purchase Order at the time of order placement.

**VIRUS** Any computer code, whether or not written or conceived by Contractor, which disrupts, disables, harms, or otherwise impedes in any manner the operation of the Product, or any other associated software, firmware, hardware, or computer system (such as local area or wide-area networks), including aesthetic disruptions or distortions, but does not include security keys or other such devices installed by Product manufacturer.

**7 - 14. (RESERVED)**

**15. CONFIDENTIAL / TRADE SECRET MATERIALS**

Confidential, trade secret or proprietary materials as defined by the laws of the State of New York must be clearly marked and identified as such upon submission. Contractors intending to seek an exemption from disclosure of these materials under the *Freedom of Information Law* must request the exemption in writing, setting forth the reasons for the claimed exemption, at the time of submission. Acceptance of the claimed materials does not constitute a determination on the exemption request, which determination will be made in accordance with statutory procedures.

**16. (RESERVED)**

**17. TAXES**

**a.** The NYS net price includes all taxes applicable to the transaction.

**b.** Purchases made by the State of New York and certain non-State Authorized Users are exempt from New York State and local sales taxes and, with certain exceptions, federal excise taxes. To satisfy the requirements of the New York State Sales tax exemption, either the Purchase Order issued by a State Agency or the invoice forwarded to authorize payment for such items will be sufficient evidence that the sale by the Contractor was made to the State, an exempt organization under Section 1116 (a) (1) of the *Tax Law*. Non-State Authorized Users must offer their own proof of exemption upon request. No person, firm or corporation is, however, exempt from paying the State Truck Mileage and Unemployment Insurance or Federal Social Security taxes, which remain the sole responsibility of the Contractor.

**c.** Purchases by Authorized Users other than the State of New York may be subject to such taxes, and in those instances the tax should be computed based on the NYS net price and added to the invoice submitted to such entity for payment.

**18.- 22. (RESERVED)**

**23. PRICING**

**a. (Reserved)**

**b. Net Pricing** Unless otherwise specified in the Contract, prices shall be net, including delivery, and other charges fully prepaid by the Contractor to the destination(s) indicated on the Purchase Order, subject to the cash discount.

**c. Price Escalation:** The pricing under this Agreement may be increased a maximum of one time in any twelve month period on the anniversary date of the Agreement. Pricing may be decreased at any time.

The annual price will be subject to a maximum increase of the lesser of five (5%) percent or the percent increase in the latest copy of the National Consumer Price Index for national average, as published by the U.S. Department of Labor, Bureau of Labor Statistics, Washington, DC 20212. The Contractor has the sole

responsibility to submit to The Office of General Services a rate adjustment, providing a copy of the index and other supporting documentation necessary to support the increase. Increases will be granted only when it is documented that the Contractors' costs have actually increased. In the event that this index ceases to be published, the referent index shall be as issued by the U.S. Department of Labor in its place.

The above provisions only apply to actual price increases for the Products available under this Agreement. The provisions do not apply to price increases or decreases that would naturally occur as a result of annual changes in the FTE count, Simultaneous User count or other similar price formulas under the Agreement.

**d. Educational Pricing** All Products to be supplied for educational purposes that are subject to educational discounts shall be identified in the Contract and such discounts shall be made available to qualifying institutions.

**24. DRAWINGS**

**a. (RESERVED)**

**b. Drawings Submitted During the Contract Term** Where required to develop, maintain and deliver diagrams or other technical schematics regarding the scope of work, Contractor shall do so on an ongoing basis at no additional charge and must update drawings and plans during the Contract term to reflect additions, alterations, and deletions as a condition of payment. Such drawings and diagrams shall be delivered to the Authorized User's representative.

**c. Accuracy of Drawings Submitted** All drawings shall be neat and professional in manner and shall be clearly labeled as to locations and type of product, connections and components. Drawings and diagrams are to be in compliance with accepted drafting standards. Acceptance or approval of such plans shall not relieve the Contractor from responsibility for design or other errors of any sort in the drawings or plans, or from its responsibility for performing as required, furnishing product, services or installation, or carrying out any other requirements of the intended scope of work.

**25. (RESERVED)**

**26. PROCUREMENT CARD** NYS has entered into agreements for purchasing card services. The Purchasing Card enables Authorized Users to make authorized purchases directly from a Contractor without processing the Purchase Orders or Purchase Authorizations currently required. Purchasing Cards are issued to selected employees authorized to purchase for the agency and having direct contact with Contractors. Cardholders can make purchases directly from any Contractor that accepts the Purchasing Card.

The Contractor shall not process a transaction for payment through the credit card clearinghouse until the purchased products have been shipped or services performed. Unless the cardholder requests correction or replacement of a defective or faulty product in accordance with other contract requirements, the Contractor shall immediately credit a cardholder's account for items returned as defective or faulty.

**27. - 32. (RESERVED)**

**33. PERFORMANCE QUALIFICATIONS** The Commissioner reserves the right to investigate or inspect at any time whether or not the Product, qualifications or facilities offered by the Contractor meet the requirements set forth in the Contract or Purchase Order. Contractor shall at all times during the Contract term remain responsible and responsive. A Contractor must be prepared, if

NEW YORK STATE OFFICE OF GENERAL SERVICES  
ON-LINE DATABASE SERVICES

requested by the Commissioner, to present evidence of experience, ability and financial standing, as well as a statement as to capacity of the Contractor for the production, distribution and servicing of the Products offered. If the Commissioner determines that the conditions and terms of the Contract are not complied with, or that items or Product proposed to be furnished do not meet the specified requirements, or that the qualifications, financial standing or facilities are not satisfactory, or that performance is untimely, the Commissioner may terminate the Contract. Nothing in the foregoing shall mean or imply that it is obligatory upon the Commissioner to make an investigation either before or after award of a Contract, but should such investigation be made, it in no way relieves the Contractor from fulfilling all requirements and conditions of the Contract.

**34. DISQUALIFICATION FOR PAST PERFORMANCE** Contractor may be disqualified from receiving awards if Contractor, or anyone in Contractor's employment, has previously failed to perform satisfactorily in connection with public bidding or contracts.

**35. - 37. (RESERVED)**

**38. CONTRACT CREATION / EXECUTION** Except for contracts governed by Article 11-B of the *State Finance Law*, upon receipt of all required approvals a Contract shall be deemed executed and created upon the Commissioner's mailing or electronic communication to the address set forth in the Contract of: i) a Letter of Acceptance; ii) a fully executed Contract; or iii) a Purchase Order authorized by the Commissioner.

**39. PARTICIPATION IN CENTRALIZED CONTRACT** The following shall not limit or inhibit the OGS Commissioner's authority under *State Finance Law*, Section 163 (10) (e) (Piggybacking):

**a. Agencies** All State Agencies may utilize and purchase under any State centralized Contract let by the Office of General Services Procurement Services Group, unless the Contract limits purchases to specific State Agencies.

**b. Non-State Agency Authorized Users** Authorized Users other than State Agencies are permitted to make purchases through State centralized contracts where permitted by law, the Contract or the OGS Commissioner.

**c. Voluntary Extension** Purchase Orders issued against a State centralized Contract by any Authorized User not provided for by law shall be honored by the Contractor at its discretion and only with the approval of the OGS Commissioner and any other approvals required by law. Contractors are encouraged to voluntarily extend service contracts to those additional entities authorized to utilize commodity contracts under Section 163 (3) (a) (iv) of the *State Finance Law*, which would comprise all entities authorized under prior laws.

**d. Responsibility for Performance** Participation in New York State centralized contracts by Authorized Users is permitted upon the following conditions: a) the responsibility with regard to performance of any contractual obligation, covenant, condition or term thereunder by any Authorized User other than State Agencies shall be borne and is expressly assumed by such Authorized User and not by the State; b) a breach of the Contract by any particular Authorized User shall neither constitute nor be deemed a breach of the Contract as a whole which shall remain in full force and effect, and shall not affect the validity of the Contract nor the obligations of the Contractor thereunder respecting non-breaching Authorized Users, whether State or otherwise; c) for a breach by an Authorized User other than a State Agency, the State specifically and expressly disclaims any and all liability for such breach; and d) each non-state agency Authorized User and Contractor guarantee to save the State, its officers, agents

and employees harmless from any liability that may be or is imposed by their failure to perform in accordance with its obligations under the Contract.

**40. Modification of Agreement**

a. This Agreement shall not be modified or changed except by written instrument signed by the parties hereto. Such modification shall become and be part of this Agreement from the date of execution of the modification.

b. Contractor may make minor changes, modifications or deletions to the services offered by Contractor as is customary in the normal course of business provided that: (1) services which were included as "Standard Databases" or in a lower price category may not thereafter be changed from one price category to a higher price category, or offered for a separate, additional charge (i.e., changes from a lower to a higher database category); and (2) Contractor must provide written notice of any such changes, modifications or deletions to the currently configured services to the Office of General Services, Procurement Services Group, at the address first listed above; and (3) changes to Excluded Charges, as defined in Service Agreement, must be approved in advance by the New York State Comptroller.

c. At any time, Contractor may add new materials or features to the Services or make new electronic information services available to Authorized Users other than those detailed in Appendix F to this agreement. Any charges and other terms and conditions established by Contractor for new materials, features or electronic information services shall be approved by the State Comptroller for incorporation under the terms of this Service Agreement upon thirty days advance notice to the State and each Authorized User. The rate schedule for new features shall, where applicable, follow the aggregate volume structure of this agreement.

d. Contractor may change the rates to certain databases, features and third party gateway charges in an amount equal to the increase from said third party, or make them excluded charges if Contractor is contractually bound or otherwise required to do so by a third party contributor of data to Contractor.

e. Third party vendor contract price increases pursuant to this paragraph may be passed through to the Authorized User provided that the charges have been documented by Contractor. Such documentation shall be deemed shown upon Authorized User receipt of the following:

- i. Notice of said increase shall be furnished to the State at the address first stated above at least thirty days prior to such change going into effect; and
- ii. Contractor shall furnish from said third party vendor a written statement of an independent auditor verifying: 1) the date on which such price increase from third party shall be deemed effective as against Contractor; and 2) the percentage increase in the charge which the third party vendor is charging to Contractor as a gateway for vendor's services.

f. Contractor shall not be otherwise authorized to increase the fees stated herein for non-third party gateway charges, or to charge additional fees for updates to the Contractor databases listed in this Agreement more frequently than annually.

NEW YORK STATE OFFICE OF GENERAL SERVICES  
ON-LINE DATABASE SERVICES

g. This Agreement shall not be changed, modified or altered in any manner except by an instrument in writing mailed to the parties at the address first stated above and agreed to in writing by both parties hereto. Agreement or consent on behalf of the State of New York shall be evidenced by written approval of the New York State Comptroller.

h. Nothing contained in this section 40 shall be construed to allow Contractor to diminish rights under this Service Agreement, or to restructure or re-bundle existing services covered by this agreement without the written consent of the State.

i. However, the parties anticipate that the means of access to the services described in this agreement may evolve during the term of this agreement in response to new or emerging technological changes, including accessing Contractor databases via the Internet. In such event, the parties may amend this agreement as required to allow for such access, which amendment shall be based upon mutual consent of the parties.

**41. SCOPE CHANGES** The Commissioner reserves the right, unilaterally, to require by written order, changes altering, adding to or deducting from the Contract specifications, such changes to be within the general scope of the Contract. The Commissioner may make an equitable adjustment in the contract price or delivery date if the change affects the cost or time of performance. Such equitable adjustments require the consent of the Contractor, which consent shall not be unreasonably withheld.

**42. ESTIMATED / SPECIFIC QUANTITY CONTRACTS** Estimated quantity contracts are expressly agreed and understood to be made for only the quantities, if any, actually ordered during the Contract term. No guarantee of any quantity(s) is implied or given. Contracts for services and technology are completely voluntary as to use, and therefore no quantities are guaranteed.

With respect to any specific quantity stated in the contract, the Commissioner reserves the right after award to order up to 20% more or less (rounded to the next highest whole number) than the specific quantities called for in the contract. Notwithstanding the foregoing, the Commissioner may purchase greater or lesser percentages of contract quantities should the Commissioner and Contractor so agree. Such agreement may include an equitable price adjustment.

**43. BEST PRICING OFFER**

Price Decreases shall take effect automatically during the Contract term and apply to Purchase Orders submitted on or after:

**a. GSA Changes:** Where NYS Net Prices are based on an approved GSA Schedule, the date the approved GSA Schedule pricing decreases during the Contract term; or

**b. Commercial Price List Reductions:** Where NYS Net Prices are based on a discount from Contractor's list prices, the date Contractor lowers its pricing to its customers generally or to similarly situated government customers during the Contract term; or

**c. Special Offers/Promotions Generally:** Where Contractor generally offers more advantageous special price promotions or special discount pricing to other customers during the Contract term for a similar quantity, and the maximum price or discount associated with such offer or promotion is better than the discount or net price otherwise available under this Contract, such better price or discount

shall apply for similar quantity transactions for the life of such general offer or promotion.

**d. Special Offers/Promotions to Authorized Users:** Contractor may offer Authorized Users, under either the Contract or any other Contracting vehicle, competitive pricing which is lower than the NYS Net Price set forth herein at any time during the Contract term and such lower pricing shall not be applied as a global price reduction under the Contract pursuant to the foregoing paragraph (c).

**44. PURCHASE ORDERS** Unless otherwise authorized in writing by the Commissioner, no Products are to be delivered or furnished by Contractor until transmittal of an official Purchase Order from the Authorized User. Unless terminated or canceled pursuant to the authority vested in the Commissioner, Purchase Orders shall be effective and binding upon the Contractor when placed in the mail or electronically transmitted prior to the termination of the Contract period, addressed to the Contractor at the address for receipt of orders set forth in the Contract or the Contract Award Notification.

All Purchase Orders issued pursuant to contracts let by the Commissioner must bear the appropriate contract number and, if necessary, required State approvals. Unless otherwise specified, all Purchase Orders against centralized contracts will be placed by Authorized Users directly with the Contractor and shall be deemed to incorporate the terms and conditions set forth in this Contract by reference. Should an Authorized User add pre-printed terms and conditions to the purchase order that conflict with the terms and conditions of this contract, the Contractor has the option of rejecting the order after first attempting to negotiate the additional pre-printed terms and conditions in good faith with the Authorized User, or of filling the order. Any discrepancy between the terms stated on the Contractor's order form, confirmation or acknowledgment, and the Contract terms shall be resolved in favor of the terms most favorable to the Authorized User.

The Purchase Order shall indicate the address for delivery of the Product. Authorized User shall confirm pricing, supported hardware platforms and model availability with Contractor prior to placement of orders. Contractor's order form shall, at a minimum, contain the NYS Product Name, price, and must separately itemize quantities for products and services. The State reserves the right to require any other information from the Contractor, which the State deems necessary in order to verify any Purchase Order placed under the Contract.

**45- 54. (RESERVED)**

**55. EMPLOYEES / SUBCONTRACTORS / AGENTS** All employees, subcontractors or agents performing work under the Contract must be trained technicians who meet or exceed the technical and training qualifications set forth in the Contract, and must comply with all security and administrative requirements of the Authorized User. The Commissioner reserves the right to conduct a security background check or otherwise approve any employee or agent furnished by Contractor and to refuse access to or require replacement of any personnel for cause, including but not limited to, technical or training qualifications, quality of work or change in security status or non-compliance with Authorized User's security or other requirements. Such approval shall not relieve the Contractor of the obligation to perform all work in compliance with the Contract terms. The Commissioner reserves the right to reject and/or bar from the facility for cause any employee, subcontractor, or agents of the Contractor.

**56. ASSIGNMENT / SUBCONTRACTORS** Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of the Contract or its right, title or interest therein, or its power to execute

NEW YORK STATE OFFICE OF GENERAL SERVICES  
ON-LINE DATABASE SERVICES

such Contract to any other person, company, firm or corporation in performance of the Contract, other than the assignment of the right to receive money due, without the prior written consent of the Issuing Entity. Prior to an assignment of the right to receive moneys becoming effective, Contractor shall file written notice of such assignment simultaneously with the NYS Comptroller, the Commissioner, and participating Authorized User(s).

The Commissioner reserves the right to reject any proposed subcontractor, assignee or supplier for bona fide business reasons, which may include, but are not limited to: that the proposed transferee is on the Department of Labor's list of companies with which New York State cannot do business; the Commissioner determines that the company is not qualified; unsatisfactory Contract performance or service has been previously provided; or attempts were not made to solicit minority and women's business enterprises (M/WBE) bidders for the subcontract. Contractor's request to assign shall not be unreasonably withheld.

**57. (RESERVED)**

**58. SUSPENSION OF WORK** The Commissioner, in his/her sole discretion, reserves the right to suspend any or all activities under this Contract, at any time, in the best interests of the State or Issuing Entity. In the event of such suspension, the Contractor will be given a formal written notice outlining the particulars of such suspension. Examples of the reason for such suspension include, but are not limited to, a budget freeze on State spending, declaration of emergency, or other such circumstances. Upon issuance of such notice, the Contractor is not to accept any Purchase Orders, and shall comply with the Suspension Order. Activity may resume at such time as the Commissioner issues a formal written notice authorizing a resumption of work.

**59. TERMINATION**

**a. For Cause:** For a material breach that remains uncured for more than thirty (30) days after written notice to the Contractor, the Contract or Purchase Order may be terminated by the Commissioner or Authorized User at the Contractor's expense where Contractor becomes unable or incapable of performing, or meeting any requirements or qualifications set forth in the Contract, or for non-performance, or upon a determination that Contractor is non-responsible. In such event, the Commissioner or Authorized User may complete the contractual requirements in any manner as it may deem advisable and pursue available legal or equitable remedies for breach.

If the annual volume of business done by the Contractor is less than the minimum annual volume criteria established for the Contract for two consecutive contract years, the Contract may be terminated for cause. For purposes of this paragraph, contract year is defined as the first full four quarters reported after award, in accordance with the Reporting/Monitoring Contract Performance clause included in the Contract, and each of the same four quarterly periods thereafter until contract termination.

**b. For Convenience:** This Contract may be terminated at any time by the State for convenience upon sixty (60) days written notice without penalty or other early termination charges due. Such termination shall not affect the validity of Purchase Orders placed prior to termination. Such termination of the Contract shall not affect any project or Purchase Order which has been issued under the Contract prior to the date of such termination.

**c. For Violation of Executive Order Number 127:** The State reserves the right to terminate this contract in the event it is found that the certification filed by the Contractor in accordance with New York State Executive Order Number 127, signed by Governor Pataki

on June 16, 2003, was intentionally false or intentionally incomplete. Upon such finding, the State may exercise its termination right by providing written notification to the Contractor in accordance with the written notification terms in the contract.

**60. SAVINGS / FORCE MAJEURE** The Contractor shall not be responsible for delay resulting from its failure to perform if neither the fault nor negligence of the Contractor, its officers, employees or agents contributed to such delay and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires or floods, or other similar cause beyond the control of the Contractor, or for any of the foregoing which affect subcontractors or suppliers and no alternate source of supply is available to the Contractor. In such event, Contractor shall notify the Commissioner, by certified or registered mail, of the delay or potential delay and the cause(s) thereof either (a) within ten (10) calendar days after the cause which creates or will create the delay first arose if the Contractor could reasonably foresee that a delay could occur by reason thereof, or (b) if delay is not reasonably foreseeable, within five (5) calendar days after the date the Contractor first had reason to believe a delay could result. The foregoing shall constitute the Contractor's sole remedy or excuse with respect to such delay. In the event performance is suspended or delayed, in whole or in part, by reason of any of the aforesaid causes or occurrences and proper notification is given the Commissioner, any performance so suspended or delayed shall be performed by the Contractor at no increased cost, promptly after such disabilities have ceased to exist unless it is determined in the sole discretion of the Commissioner that the delay will significantly impair the value of the Contract to the State or to Authorized Users, whereupon the Commissioner may:

- a.** Accept allocated performance from the Contractor. The Contractor, however, hereby agrees to grant preferential treatment to State Agencies with respect to Product subjected to allocation; and/or
- b.** Purchase from other sources (without recourse to and by the Contractor for the costs and expenses thereof) to replace all or part of the Products which are the subject of the delay, which purchases may be deducted from the Contract quantity; or
- c.** Terminate the Contract or the portion thereof which is subject to delivery delays, and thereby discharge any unexecuted portion of the Contract or the relative part thereof.

In addition, the Commissioner reserves the right, with Contractor's consent, which consent shall not unreasonably be withheld, to make an equitable adjustment in the Contract terms and/or pricing should extreme and unforeseen volatility in the marketplace affect pricing or the availability of supply. "Extreme and unforeseen volatility in the marketplace" is defined as market circumstances which meet the following criteria: (1) the volatility is due to causes outside the control of Contractor; (2) the volatility affects the marketplace or industry, not just the particular contract source of supply; (3) the effect on pricing or availability of supply is substantial; and (4) the volatility so affects Contractor's performance that continued performance of the Contract would result in a substantial loss.

**61. CONTRACT BILLINGS** Contractor shall provide complete and accurate billing invoices to each Authorized User in order to receive payment. Billings for Agencies must contain all information required by the Comptroller. The Comptroller shall render payment for Agency purchases, and such payment shall be made in accordance with ordinary State procedures and practices. Payment of Contract purchases made by Authorized Users other than Agencies shall be billed directly by Contractor on invoices/vouchers, together with complete and accurate supporting documentation as required by the Authorized User.

NEW YORK STATE OFFICE OF GENERAL SERVICES  
ON-LINE DATABASE SERVICES

Submission of an invoice and payment thereof shall not preclude the Commissioner from reimbursement or demanding a price adjustment in any case where the Product delivered is found to deviate from the terms and conditions of the Contract.

**62. DEFAULT - AUTHORIZED USER** An Authorized User's breach shall be individual and shall not be deemed a breach of the centralized Contract. In the event a participating Authorized User fails to make payment to the Contractor for Products delivered, accepted and properly invoiced, within 60 days of such delivery and acceptance, the Contractor may, upon 10 days advance written notice to both the Commissioner and the Authorized User's purchasing official, suspend access to Database or provision of services to such entity until such time as reasonable arrangements have been made and assurances given by such entity for current and future Contract payments.

Notwithstanding the foregoing, the Contractor shall, at least 10 days prior to declaring a breach of Contract by any Authorized User, by certified or registered mail, notify both the Commissioner and the purchasing official of the breaching Authorized User of the specific facts, circumstances and grounds upon which a breach will be declared. It is understood, however, that if the Contractor's basis for declaring a breach is insufficient, the Contractor's declaration of breach and failure to service an Authorized User shall constitute a breach of its Contract and the State or Authorized User may thereafter utilize any remedy available at law or equity.

**63. INTEREST ON LATE PAYMENTS**

**a. State Agencies** The payment of interest on certain payments due and owed by a State agency may be made in accordance with Article 11-A of *State Finance Law* and Title 2 of the New York Code of Rules and Regulations, Part 18 (Implementation of Prompt Payment Legislation).

**b. By Non-State Agencies** The terms of Article 11-A apply only to procurements by and the consequent payment obligations of State Agencies. Neither expressly nor by any implication is the statute applicable to non-State Authorized Users. Neither is the Office of General Services nor the Office of the State Comptroller responsible for payments on any purchases made by a Non-State Agency Authorized User.

**c. By Contractor** Should the Contractor be liable for any payments to the State hereunder, interest, late payment charges and collection fee charges will be determined and assessed pursuant to Section 18 of the *State Finance Law*.

**64. REMEDIES FOR BREACH:**

a. In the event the Authorized User shall fail to keep, observe or perform any covenant or agreement of the Service Agreement hereunder and such failure continues unremedied for 30 days after written notice from the Contractor, the Contractor, at its election, may discontinue service to the Authorized User, and/or exercise all rights and remedies which may be available at law or in equity. Failure of the Contractor to enforce any provision or to require that any default hereunder be cured shall not constitute a waiver of rights nor shall it be deemed an implied amendment or modification of this Agreement, unless agreed to in writing and signed by the Contractor.

b. In the event the Contractor shall fail to keep, observe or perform any covenant or agreement of the Contractor's hereunder and such failure continues unremedied to the satisfaction of The State of New York for 30 days after written notice, The State of New York at its election may terminate this Agreement, and/or exercise all rights and remedies which may be available at law or in equity.

c. It is understood and agreed that all rights and remedies afforded below shall be in addition to all remedies or actions otherwise authorized or permitted by law:

**i. Withhold Payment:** In any case where a question of non-performance by the Contractor arises, payment may be withheld in whole or in part at the discretion of the Authorized User. Should the amount withheld be finally paid, a cash discount originally offered may be taken as if no delay in payment had occurred.

**ii. Deduction / Credit:** Sums due as a result of these remedies may be deducted or offset by the Authorized Users from payments due, or to become due, the Contractor on the same or another transaction. If no deduction or only a partial deduction is made in such fashion the Contractor shall pay to the Authorized Users the amount of such claim or portion of the claim still outstanding, on demand.

**65. ASSIGNMENT OF CLAIM** Contractor hereby assigns to the State any and all its claims for overcharges associated with this Contract which may arise under the antitrust laws of the United States, 15 U.S.C. Section 1, et seq. and the antitrust laws of the State of New York, G.B.L. Section 340, et seq.

**66. (RESERVED)**

**67. INDEPENDENT CONTRACTOR** It is understood and agreed that the legal status of the Contractor, its agents, distributors, resellers, officers and employees under this Contract is that of an independent Contractor, and in no manner shall they be deemed employees of the State or Authorized User, and therefore are not entitled to any of the benefits associated with such employment. The Contractor agrees, during the term of this Contract, to maintain at Contractor's expense those benefits to which its employees would otherwise be entitled by law, including health benefits, and all necessary insurance for its employees, including worker's compensation, disability and unemployment insurance, and to provide the Authorized User with certification of such insurance upon request. The Contractor remains responsible for all applicable federal, state and local taxes, and all FICA contributions.

**68. SECURITY / CONFIDENTIALITY** Contractor warrants, covenants and represents that it will comply fully with all security procedures of the State and any Authorized User(s) in performance of the Contract.

Contractor further warrants, covenants and represents that any confidential information obtained by Contractor, its agents, subcontractors, officers, distributors, resellers or employees in the course of performing its obligations, including without limitation, security procedures, business operations information, or commercial proprietary information in the possession of the State or any Authorized User hereunder or received from another third party, will not be divulged to any third parties. Contractor shall not be required to keep confidential any such confidential material which is publicly available through no fault of Contractor, independently developed by Contractor without reliance on confidential information of the State or Authorized User, or otherwise obtained under the Freedom of Information Act or other applicable New York State Laws and Regulations. This warranty shall survive termination of this Contract. Contractor further agrees to take appropriate steps as to its personnel, agents, officers and any subcontractors regarding the obligations arising under this clause to insure such confidentiality.

**69. COOPERATION WITH THIRD PARTIES** The Contractor shall be responsible for fully cooperating with any third party,

NEW YORK STATE OFFICE OF GENERAL SERVICES  
ON-LINE DATABASE SERVICES

including but not limited to subcontractors of the Authorized User, relating to delivery of product or coordination of services.

**70. CONTRACT TERM - RENEWAL** In addition to any stated renewal periods in the Contract, any Contract or unit portion thereof let by the Commissioner may be extended by the Commissioner for an additional period(s) of up to one year (cumulatively) with the written concurrence of the Contractor.

**71. WARRANTIES** Where Contractor or Product manufacturer/developer generally offers additional or more advantageous warranties than set forth below, Contractor shall offer or pass through any such warranties to Authorized Users. Contractor hereby warrants and represents that:

**a. Product Performance** Products delivered pursuant to this Contract conform to the specifications, performance standards and documentation, and the documentation fully describes the proper procedure for using the Products.

**b. Title and Ownership Warranty** Full ownership, clear title free of all liens, or that Contractor has obtained on behalf of Authorized User perpetual license rights to use the Product for the purposes of this Contract. Contractor shall be solely liable for any costs of acquisition associated therewith. Contractor fully indemnifies the State and Authorized User for any loss, damages or actions arising from a breach of said warranty without limitation. Authorized User may require Contractor to furnish appropriate written documentation establishing the above rights and interests as a condition of payment. Authorized User's request or failure to request such documentation shall not relieve Contractor of liability under this warranty.

**c. Contractor Compliance** To pay, at its sole expense, all applicable permits, licenses, tariffs, tolls and fees and give all notices and comply with all laws, ordinances, rules and regulations of any governmental entity in conjunction with the performance of its obligations under the Contract. Prior to award and during the Contract term and any renewals thereof, Contractor must establish to the satisfaction of the Commissioner that it meets or exceeds all requirements of the bid/Contract and any applicable laws, including but not limited to, permits, insurance coverage, licensing, proof of coverage for workman's compensation, and shall provide such proof as required by the Commissioner. Failure to do so may constitute grounds for the Commissioner to cancel or suspend this Contract, in whole or in part, or to take any other action deemed necessary by the Commissioner.

**d. Product Warranty** Every Product must be unconditionally guaranteed against faulty material and workmanship for a period of ninety (90) days from and after the date the Product is accepted unless otherwise specified by the Commissioner. Furthermore, the Contractor agrees to extend its warranty period by the cumulative periods of time, after notification, during which the Product requires servicing or replacement (down time) or is in the possession of the Contractor, its agents, officers, distributors, resellers or employees. If during the regular or extended warranty periods faults develop, the Contractor shall promptly repair or, upon demand, replace the defective unit or component part affected. Substituted or replacement Product must be unconditionally guaranteed for a period of ninety (90) days from the date such substituted or replacement Product was installed or replaced. All costs for labor and material and transportation incurred to repair or replace defective Product during the warranty period shall be borne solely by the Contractor, and the State or Authorized User shall in no event be liable or responsible therefore. This warranty shall survive any termination of the Contract in accordance with the warranty term.

**e. (Reserved)**

**f. Virus Warranty** Licensed Software contains no known viruses. Contractor is not responsible for viruses introduced at Licensee's site.

**g. Date/ Time Warranty**

Contractor warrants that Product(s) furnished pursuant to this Contract shall, when used in accordance with the Product documentation, be able to accurately process date/time data (including, but not limited to, calculating, comparing, and sequencing) transitions, including leap year calculations. Where a Contractor proposes or an acquisition requires that specific Products must perform as a package or system, this warranty shall apply to the Products as a system.

Where Contractor is providing ongoing services, including but not limited to: i) consulting, integration, code or data conversion, ii) maintenance or support services, iii) data entry or processing, or iv) contract administration services (e.g. billing, invoicing, claim processing), Contractor warrants that services shall be provided in an accurate and timely manner without interruption, failure or error due to the inaccuracy of Contractor's business operations in processing date/time data (including, but not limited to, calculating, comparing, and sequencing) various date/time transitions, including leap year calculations. Contractor shall be responsible for damages resulting from any delays, errors or untimely performance resulting therefrom, including but not limited to the failure or untimely performance of such services.

This Date/Time Warranty shall survive beyond termination or expiration of this contract through: a) ninety (90) days or b) the Contractor or Product manufacturer/developer stated date/time warranty term, whichever is longer. Nothing in this warranty statement shall be construed to limit any rights or remedies otherwise available under this Contract for breach of warranty.

**h.** Except as otherwise specified above, the warranties set forth above and herein shall survive any termination of this contract for individual projects in accordance with the stated warranty term(s).

**THE WARRANTIES SET FORTH IN THIS CONTRACT ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.** Misuse, accident, unsuitable physical or operating environment, modification or operation inconsistent with standard industry practice, or failure caused by a product for which Contractor is not responsible may void the warranties.

**72. (RESERVED)**

**73. YEAR 2000 WARRANTY** The following Year 2000 warranty applies to procurements of: **A) Product** including: i) database, ii) software, or iii) other technology; or **B) Services** including: i) consulting, integration, code or data conversion ii) maintenance or support services, iii) data entry or processing, or iv) Contract administration services (e.g. billing, invoicing, claim processing).

This Year 2000 Warranty shall survive beyond termination or expiration of the Contract through: a) one year, b) December 31, 2000, or c) the Contractor or Third Party Manufacturer's stated Year 2000 warranty term, whichever is longer. Nothing in this warranty statement shall be construed to limit any rights or remedies otherwise available under this Contract for breach of warranty.

Where Contractor is providing ongoing services, including but not limited to: i) database access, consulting, integration, code or data

NEW YORK STATE OFFICE OF GENERAL SERVICES  
ON-LINE DATABASE SERVICES

conversion ii) maintenance or support services, iii) data entry or processing, or iv) contract administration services (e.g. billing, invoicing, claim processing), in addition to the foregoing Year 2000 warranty on service deliverables, Contractor warrants that services shall be provided in an accurate and timely manner without interruption, failure or error due to the inaccuracy of Contractor's business operations in processing date/time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000, including leap year calculations. Contractor shall be responsible for damages resulting from any delays, errors or untimely performance resulting therefrom, including but not limited to the failure or untimely performance of such services.

**Transfers or Assignments of Existing or Custom Products by an Authorized User:** An Authorized User may transfer or assign existing or custom products and the licenses thereunder to another Authorized User pursuant to a governmental reorganization or assignment of functions under which the pertinent functions of such Authorized User are transferred to a successor. Nothing herein shall preclude the Contractor from otherwise using the related or underlying general knowledge, skills, ideas, concepts, techniques and experience developed under a project or work plan in the course of Contractor's business.

**74. - 76 (RESERVED)**

**77. PROOF OF LICENSE** The Contractor must provide to each Licensee who places a Purchase Order either: a) the Product developer's certified License Confirmation Certificates in the name of such Licensee; or b) a written confirmation from the proprietary owner accepting Product invoice as proof of license. Contractor shall submit a sample certificate, or alternatively such written confirmation from the proprietary developer. Such certificates must be in a form acceptable to the Licensee.

**78. MIGRATION TO CENTRALIZED CONTRACT** Authorized User may obtain additional Product authorized under this Contract, (e.g., licensed capacity upgrades, consulting or training) whether or not Product was initially obtained independently of this Contract. The Authorized User's election to obtain additional Product shall not operate to diminish, alter or extinguish rights previously granted.

**79. (RESERVED)**

**80. CHANGES TO PRODUCT OR SERVICE OFFERINGS**

**a. Product or Service Discontinuance** Where Contractor is the Product Manufacturer/Developer, and Contractor publicly announces to all U.S. customers ("date of notice") that a service is being withdrawn from the U.S. market or that technical support provided by Contractor ("withdrawn support") is no longer going to be offered, Contractor shall be required to: (1) notify the Commissioner, each Licensee and each Authorized User then under contract for technical support in writing of the intended discontinuance; and (2) continue to offer Product or withdrawn support upon the Contract terms previously offered for the greater of: a) the best terms offered by Contractor to any other customer, or b) not less than twelve (12) months from the date of notice; and (3) at Authorized User's option, provided that the Authorized User is under contract for maintenance on the date of notice, either: a) provide the Authorized User with either a Product replacement or migration path with at least equivalent functionality at no additional charge, or b) provide Authorized User with the source code for Licensed Product at no additional charge to enable Authorized User to continue use and maintenance of the Product.

In the event that the Contractor is not the Product Manufacturer, Contractor shall be required to: (1) provide the notice required under (1), above, to the entities described within five (5) business days of Contractor receiving notice from the Product Manufacturer, and (2) include in such notice the period of time from the date of notice that the Product Manufacturer will continue to provide Product or withdrawn support.

The provisions of this paragraph (a) shall not apply or eliminate Contractor's obligations where withdrawn support is being provided by an independent subcontractor. In the event that such subcontractor ceases to provide service, Contractor shall be responsible for subcontracting such service, subject to state approval, to an alternate subcontractor.

**b. Product or Service Re-Bundling\*** In the event that Contractor is the Product manufacturer and publicly announces to all U.S. customers ("date of notice") that a Product or Service offering is being re-bundled in a different manner from the structure or licensing model of the prior U.S. commercial offering, Contractor shall be required to: (1) notify the State and each Authorized User in writing of the intended change; (2) continue to provide Product or withdrawn support upon the same terms and conditions as previously offered on the then-current NYS Contract for the greater of: a) the best terms offered by Contractor to any other customer, or b) not less than twelve (12) months from the date of notice; and (3) shall submit the proposed rebundling change to the Commissioner for approval prior to its becoming effective for the remainder of the Contract term. \*The provisions of this section do not apply if the Contractor is not the Product manufacturer.

**81.-82. (RESERVED)**

**83. INDEMNIFICATION & LIMITATION OF LIABILITY** Neither party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under a Project Award.

Contractor shall be fully liable for the actions of its agents, employees, partners or subcontractors and shall fully indemnify and save harmless the State and Authorized Users from suits, actions, damages and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by an intentional act or negligence of Contractor, its agents, employees, partners or subcontractors, without limitation; provided, however, that the Contractor shall not indemnify for that portion of any claim, loss or damage arising hereunder due to the negligent act or failure to act of the State or Authorized Users.

Contractor will indemnify, defend and hold the State and its Authorized Users harmless, **without limitation**, from and against any and all damages, expenses (including reasonable attorneys' fees), claims, judgments, liabilities and costs which may be finally assessed against the State in any action for infringement of a United States Letter Patent with respect to the Products furnished, or of any copyright, trademark, trade secret or intellectual property right, provided that the State shall give the Contractor: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractor's sole expense, and (iii) assistance in the defense of any such action at the expense of Contractor. Where a dispute or claim arises relative to a real or anticipated infringement, the State or Authorized User may require Contractor, at its sole expense, to submit such information and documentation, including formal patent attorney opinions, as the Commissioner shall require.

NEW YORK STATE OFFICE OF GENERAL SERVICES  
ON-LINE DATABASE SERVICES

---

The Contractor shall not be obligated to indemnify that portion of a claim or dispute based upon: i) Authorized User's unauthorized modification or alteration of a Product; ii) Authorized User's use of the Product in combination with other products not furnished by Contractor; iii) Authorized User's use in other than the specified operating conditions and environment.

In addition to the foregoing, if the use of any item(s) or part(s) thereof shall be enjoined for any reason or if Contractor believes that it may be enjoined, Contractor shall have the right, at its own expense and sole discretion as the Authorized User's exclusive remedy to take action in the following order of precedence: (i) to procure for the State the right to continue using such item(s) or part (s) thereof, as applicable; (ii) to modify the component so that it becomes non-infringing equipment of at least equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at least equal quality and performance, or (iv) if none of the foregoing is commercially reasonable, then provide monetary compensation to the State up to the dollar amount of the Project Award.

For all other claims against the Contractor under any individual Project Award or subsequent scope change(s) ("Project Award") where liability is not otherwise set forth in the Contract as being "without limitation", and regardless of the basis on which the claim is made, Contractor shall be fully liable for the actions of its agents, employees, partners or subcontractors and such liability for direct damages under any Project Award shall not exceed two (2) times the charges rendered by the Contractor. Unless otherwise specifically enumerated herein or in the Project Definition, Contractor shall not be liable for consequential, indirect, special or economic consequential damages, even if Contractor has been advised of the possibility of such damages. *Contractor shall not be responsible for loss of records or data unless the Contractor is required to back-up the records or data as a Deliverable.*

The State and Authorized User may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them.

# APPENDIX C

## LICENSE

NEW YORK STATE OFFICE OF GENERAL SERVICES  
ON-LINE DATABASE SERVICES

---

**I. LICENSE TERM**

The license term shall commence upon the License Effective Date, provided, however, that where an acceptance or trial period applies to the Product, the License Term shall be extended by the time period for testing, acceptance or trial.

**II. CONTENT OF PRODUCTS; GRANT OF LICENSE:**

The Products shall remain the property of the Contractor. The Contractor hereby grants to Authorized User non-exclusive use of the Products and to provide the Products to End Users in accordance with this Agreement.

Scope Licensor hereby grants to Licensee a non-exclusive, non-transferable license for use of the Products (subscription to databases or hardware and software provided to allow access to databases) set forth in Appendix D in accordance with the rights and obligations set forth in Service Agreement. The license shall commence upon Licensee's receipt of Product and may survive termination of the Service Agreement. The Licensee shall enjoy use of the Products which Licensor warrants will conform to the written specifications and performance warranties set forth in Service Agreement.

Business Transfer Any License rights or hardware or software rights granted hereunder are transferable within the normal course of business of Licensee, as such operations are now or may hereafter be authorized, expanded or diminished. This shall permit Licensee to exercise such rights, or continue maintenance or other support services from Licensor notwithstanding a change in use location, or consolidation of Licensee's ongoing enterprise, or merger of governmental operations.

Concurrent Use License Where licensing of products is based upon "Concurrent Users", Vendor hereby grants license rights to the specified number of concurrent users actually executing the licensed programs, without reference to location or named users (hereinafter "Concurrent Users"). Upon written notice to Vendor, Licensee reserves the right, without penalty or termination of the existing license, to increase or diminish the number of Concurrent User licenses.

Archived Data The licenses granted hereunder shall permit Licensee to use and obtain copies of the Licensed Databases and related information in connection with archival backup. The Licensor shall be able to provide archived data to the licensee for an appropriate, non exorbitant fee as specified herein in a manner compatible with the licensees technological capabilities.

No Subsequent, Unilateral Modification of License Terms Notwithstanding any other provision of any agreement which may be hereafter issued by Vendor, and irrespective of whether any such agreement has been proposed prior to or after the issuance of a purchase order for products licensed under this agreement, or the fact that such agreement may be affixed to or accompany databases upon delivery, the terms and conditions set forth herein shall supersede and govern licensing and delivery of all products and services hereunder.

Third Party Agreements Vendor may change the rates to certain databases, features and third party gateway charges in an amount equal to the increase from said third party, or make them excluded charges if Vendor is contractually bound or otherwise required to do so by a third party contributor of data to Vendor. Third party vendor contract price increases pursuant to this paragraph may be passed through to the Licensee provided that the charges have been documented by the Vendor. Such documentation shall be deemed shown upon OGS receipt of the following:

- a. Notice of said increase shall be furnished to the State at the address for the issuing officer at least thirty days prior to such change going into effect; and
- b. Vendor shall furnish from said third party vendor a written statement of an independent auditor verifying: 1) the date on which such price increase from third party shall be deemed effective as against Vendor; and 2) the percentage increase in the charge which the third party vendor is charging to Vendor as a gateway for vendor's services.

**III. ACCESS TO PRODUCTS; EFFECTIVE DATE OF ACCESS:**

The Products will be made available to the Authorized Users and End Users in the following manner:

The Products will be stored at one or more locations in digital form accessible by telecommunications links between such locations and Authorized User's or End User's workstations. Access to the Products by Authorized Users shall be controlled by the use of IP addresses or other authentication to be identified.

NEW YORK STATE OFFICE OF GENERAL SERVICES  
ON-LINE DATABASE SERVICES

---

The Contractor shall provide Authorized User and its End Users with access to the Products under this Agreement no later than ten (days) from the Service Commencement Date, provided that this Agreement has been fully executed.

**IV. AUTHORIZED USE OF PRODUCTS:**

**Authorized Uses.** End Users may make all use of the Products as is consistent with the Fair Use Provisions of United States and international copyright laws. In addition, the Products may be used as follows:

- (a) End Users may display, download, copy and/or print portions of the Products for use in research, education, or other non-commercial purposes.
- (b) End Users may use a reasonable portion of the Products in the preparation of educational materials.
- (c) End User may fulfill occasional requests from other institutions, a practice commonly called Interlibrary Loan. End User agrees to maintain records respecting End User's use of Materials in such Interlibrary Loan and to provide such records to the Contractor upon request.

**V. SPECIFIC RESTRICTIONS ON USE OF PRODUCTS:**

Authorized User shall not knowingly permit anyone other than End Users to use the Products.

Authorized User may not utilize the Products for commercial purposes, including but not limited to the sale of the Products, fee-for-service use of the Products, or bulk reproduction or distribution of the Products in any form; nor may Authorized User impose special charges on End Users for use of the Products beyond reasonable printing or administrative costs.

End Users may not disseminate or redistribute the Products via electronic bulletin boards, e-mail, intranets, the Internet or similar medium or service.

**APPENDIX D**

**CONTRACTOR'S  
YEAR 2000 COMPLIANCE STATEMENT**

## **Appendix D**

### **Sample: Vendor Compliance Statement under NYS Standard Year 2000 Warranty**

*The following compliance statement shall be furnished as Vendor's compliance statement under the NYS Warranty:*

#### **CONTRACTOR'S COMPLIANCE STATEMENT**

With regard to the warranty statement contained in Appendix B-2 D, Section 73, Contractor Products furnished under *[Insert Contract Reference Number]* are individually warranted as Year 2000 compliant.

*[If only part of Product line is warranted, enumerate compliant Products, either: below, attached list, or by other means]*

The above are also warranted as a system to be compliant as follows: a) Contractor Products intended to perform as a package or system (e.g. exchanging date/time between two or more such Products), and/or b) Contractor's Products with the designated O/S (*operating system(s)*).

Other than as set forth above, Contractor has not tested Contractor Product(s) in combination with all other third party software or hardware, and therefore makes no representations with regard to any Contractor Product's interoperability with any such non-Contractor software or hardware. Contractor shall, however, obtain a pass through from the third party manufacturer to Authorized User of third party manufacturer's standard Year 2000 warranty for any third party Products offered under the above Contract and provide such warranty at the time of bid, Product order or Product quote. Where such third party Product pass-through is not given, Contractor shall declare such third party Products as being "non-compliant" at the time of bid, Product order or quote.

Contractor shall furnish this compliance statement and a statement for any non-compliant Product or system to the Authorized User at the time of bid, Product order or Product quote.

**APPENDIX E**

**Contractor's Executive Law, Article 15-A  
(M/WBE) Requirements**

## **CONTRACTOR'S REQUIREMENT UNDER ARTICLE 15-A**

In July of 1988, Article 15-A of the Executive Law was passed by the New York State Legislature. This legislation provides specific rules, regulations and procedures for minority and women-owned enterprise participation in certain State Contracts.

The Office of General Services (OGS) is required to implement the provisions of Article 15-A for all of its Contracts (1) in excess of \$25,000 for labor, services, supplies, equipment, materials, or any combination of the foregoing and (2) for Contracts in excess of \$100,000 for real property renovation and construction. For purposes of this Contract, OGS hereby establishes a goal of 4% for minority business enterprises (MBE) participation and 4% for women-owned business enterprises (WBE) participation.

In order to be awarded an OGS Contract, every bidder must comply with the requirements, rules and regulations outlined in Article 15-A.

### **POLICY AND PROVISIONS**

It is the policy of the State of New York to promote equality of economic opportunity for minority and women-owned business enterprises (M/WBEs) in State Contracting. In order to comply with the State's objectives, the Contractors shall use "good faith efforts" to provide meaningful participation by M/WBE Subcontractors or suppliers in the performance of this Contract.

For the purpose of determining a Contractor's good faith effort to comply with the requirements of Article 15-A or to be entitled to a waiver therefrom, the Contracting agency shall consider:

- (a) Whether the Contractor has advertised in general circulation media, trade association publications, minority-focus and women-focus media. In such event,
  - (i) whether or not certified minority or women-owned businesses which have been solicited by the Contractor exhibited interest in submitting proposals for a particular project by attending a pre-bid conference; and
  - (ii) whether certified businesses which have been solicited by the Contractor have responded in a timely fashion to the Contractor's solicitations for timely competitive bid quotations prior to the Contracting agency's bid date; and
- (b) Whether there has been written notification to appropriate certified businesses that appear in the Directory of Certified M/WBE prepared pursuant to paragraph (f) of subdivision three of section three hundred eleven of this article; and
- (c) Whether the Contractor can reasonably structure the amount of work to be performed under subcontracts in order to increase the likelihood of participation by certified businesses.

- A. **GOALS** - The MBE and WBE participation goals as stated earlier are based on the availability of M/WBEs currently certified by New York State and geographically located to be able to perform the work in the region where the project is located. The total dollar value of the Contract, scope of work, the supplies and equipment necessary to perform the project, are also considerations used to determine the percentage goals.
- B. **UTILIZATION** - The Contractor may count as M/WBE participation: subcontracting part of the Contract to certified firms or purchasing supplies and equipment used to perform the terms and conditions of the Contract from certified firms.

Upon a showing by the Contractor of every good faith effort to achieve the goal for M/WBE participation in the work, the State will waive a Contractor's failure to achieve the goal M/WBE participation.

- C. **MINORITY AND WOMEN-OWNED BUSINESS OFFICER** - The Contractor shall designate a Affirmative Action officer and assign the officer the responsibility and authority to monitor the M/WBE program for this Contract. The OGS' Office of Minority and Women-owned Business Enterprises' staff is available to help in identifying certified M/WBEs.
- D. **REQUIRED REPORTS** - The Contractor is required to submit a Utilization Plan (BDC-328) to the NYS Office of General Services within five (5) days after the opening of bids for construction Contracts exceeding \$100,000 and 14 days after notification of award for commodity and service Contracts exceeding \$25,000. The Contractor must also submit the MBE/WBE Letter of Intent to Participate (BDC-49). The Letter MBE/WBE of Intent to Participate is a commitment by the Contractor and the subcontractor/supplier that the terms and conditions for M/WBE participation on this Contract are agreed to. Any modifications or changes to the agreed participation by certified M/WBEs, over the term of the Contract, must be reported on a revised Utilization Plan.
- E. **NONDISCRIMINATION** - The Contractor agrees not to discriminate on the basis of race, creed, color, national origin, gender, age, disability, or marital status, in any respect, against any potential subcontractor, supplier, other company, firm, or enterprise in any manner relating to the performance of this Contract.

### **POST AWARD**

The Contractor must submit to the Office of Minority and Women-owned Business Enterprises after notification of award, the following forms, by the 10<sup>th</sup> day of each month:

1. (BDC-58) Cumulative Monthly Payment Statements
2. (BDC-25) Monthly Affirmation of Income Payments

All questions regarding compliance to Article 15-A requirements or copies of the forms should be addressed to:

New York State Office of General Services  
Office of Minority and Women-owned Business Enterprises  
35<sup>th</sup> Floor, Room 3580  
Corning Tower Building  
Empire State Plaza  
Albany, NY 12242

The telephone numbers and addresses for New York State Department of Economic Development are as follows:

New York State Department of Economic Development  
633 Third Avenue  
New York, NY 10017

Telephone: (212) 803-2414

New York State Department of Economic Development  
Division of Minority and Women's Business Development  
30 South Pearl Street  
Albany, New York 12245  
Telephone: (518) 292-5250

Revised 4/2/99

**APPENDIX F**

**CONTRACT UPDATE FORM**



STATE OF NEW YORK  
 EXECUTIVE DEPARTMENT - OFFICE OF GENERAL SERVICES  
 PROCUREMENT SERVICES GROUP  
 Corning Tower – 37<sup>th</sup> Floor  
 Empire State Plaza  
 Albany, New York 12242

<b>CONTRACT UPDATE FORM</b>	
<b>OGS CONTRACT NO.:</b> _____	<b>DATE OF SUBMISSION:</b> _____
<b>CONTRACT PERIOD:</b> From: _____ To: _____	<b>VENDOR CONTACT:</b> NAME: _____ PHONE NO: _____ FAX NO.: _____ E-MAIL: _____
<b>GROUP NO. &amp; DESCRIPTION:</b> _____ _____	
<b>NOTE: Submission of this FORM does not constitute acceptance by the State of New York until approved by the appropriate New York State representative(s).</b>	

**INSTRUCTIONS:**

1. **This form is to be used for all contract updates. The form is to be completed in triplicate and submitted to the OGS Procurement Services Group for final approval. Vendors shall complete, sign, and notarize where indicated, and attach this form to a cover letter written on standard company letterhead. Any submission that is not complete or signed in triplicate will be rejected.**
2. *Contractor may be required to submit the Product and price information for the update in an Excel spreadsheet format in hard copy and on a floppy disk and/or electronically via e-mail to the OGS Purchasing Officer.*
3. *To expedite the processing of updates that qualify as Auto Adds, do not combine Auto Adds with Regular or Special Adds. **If more than one type of update is being submitted, they should be submitted as totally separate requests.***
4. *The list must be dated and the format should be consistent with the format of the price list(s) included in the Pricing Appendix of the Contract.*
5. *The contract update must be accompanied by either the GSA Price List and revised NYS Net Price List incorporating all changes or the US Commercial Price List and revised NYS Net Price List incorporating all changes, whichever is applicable.*

**COMPLETE STATEMENTS 1 THROUGH 8 BELOW:**

1. This request is an: <input type="checkbox"/> Auto Add <input type="checkbox"/> Regular Add <input type="checkbox"/> Special Add See contract for an explanation of these terms.	2. The intent of this submittal is to: <input type="checkbox"/> Add new products <input type="checkbox"/> Delete products <input type="checkbox"/> Increase pricing <input type="checkbox"/> Reduce pricing <input type="checkbox"/> Amend VAR list
3. All terms and conditions of the contract shall apply to this request. <input type="checkbox"/> Agree <input type="checkbox"/> Disagree	4. All discounts as agreed to in the contract shall apply. <input type="checkbox"/> Agree <input type="checkbox"/> Disagree

<p>5. All discounts are:                    ___ GSA                    ___ Most Favored Nation*</p> <p>*Prices offered are the lowest offered to any similarly situated entity.</p>	<p>6. Attached documentation includes:            ___ Current approved GSA (labeled "For information only")            ___ Current commercial price list (labeled "For information only")            ___ Revised NYS Net Price List</p>
<p>7. If other than an auto-ad, describe the Nature and Purpose of the update:  _____</p>	
<p>8. For a regular add, please explain how pricing has been restructured to customers, and/or identify and describe new Products or services, which fall into a new group or category that did not exist at the time of approval of the Contract by the New York State Comptroller. If not applicable, state NA:  _____</p>	

The following **CORPORATE ACKNOWLEDGEMENT** statement is to be included in each of the three original forms. The request must be signed by an individual given the authority to perform this action by the corporation's board of directors and the signature must be notarized.

\_\_\_\_\_  
Signature of Authorized Vendor Representative:

<b><u>CORPORATE ACKNOWLEDGMENT</u></b>	
<b>STATE OF</b>	}
	:
	<b>ss.:</b>
<b>COUNTY OF</b>	}
<p>On the ___ day of _____ in the year 2000, before me personally came: _____, to me known, who, being by me duly sworn, did depose and say that he/she/they reside(s) in _____; that he/she/they is (are) _____ (the President or other officer or director or attorney in fact duly appointed) of _____, the corporation described in and which executed the above instrument; and that he/she/they signed his/her/their name(s) thereto by authority of the board of directors of said corporation.</p>	
<p>_____  <b>Signature and Office of Person Taking Acknowledgment</b></p>	

FOR STATE USE ONLY	
<p style="text-align: center;"><b>OGS APPROVAL:</b></p> <p><b>Approved</b> _____ <b>Approved as amended</b> _____ <b>Disapproved</b> _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date _____</p>	<p style="text-align: center;"><b>OSC APPROVAL:</b></p> <p><b>Approved</b> _____ <b>Disapproved</b> _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date _____</p>

**APPENDIX G**

**CONTRACTOR'S REQUIRED SUBMISSIONS**

**SUBMISSION #1**  
**MANDATORY CONTRACTOR QUESTIONNAIRE**  
**[CONTRACTOR MUST ANSWER ALL QUESTIONS]**

Page 1 of 2

1. Are you a New York State resident business?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
2. Total number of people employed by your firm:	750	
3. Total number of people employed by your firm in New York State:	350	
4. Is your company independently owned and operated?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
5. Place of manufacture or development of Product(s) offered (Please indicate "Yes" or "No" for A, B or C): A. All NYS manufacture/development?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>OR</b> B. All manufactured/developed outside NYS?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>OR</b> C. Manufactured/developed in NYS and outside NYS?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
6. Is your firm at least 51% owned and controlled by women, or 51% owned and controlled by minority group members, i.e., Black Hispanic, Asian, Pacific Islander, American Indian, Alaskan Native?  If yes, <input type="checkbox"/> Minority Owned <input type="checkbox"/> Women Owned  If yes, have you been certified or registered? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, List certification or registration authority:  _____  _____	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
7. Do any of the Products offered herein incorporate recycled materials?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
8. Do any of the Products offered herein contain remanufactured components?	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
9. Are any of the Products offered herein Energy Star Compliant?  If yes, which Products? _____  _____	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

Continued on next page...

10. Within the past five years has your firm, any affiliate, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of:		<b>(Check any that apply. If "Yes", describe using additional pages.)</b>	
a. an indictment, judgment, conviction, or a grant of immunity, including pending actions, for any business-related conduct constituting a crime under local, state or federal law?	Yes _____	No <u>X</u> _____	
b. a federal, state, or local government suspension or debarment, rejection of any bid or disapproval of any proposed subcontract, including pending actions, for lack of responsibility, denial or revocation of pre-qualification or a voluntary exclusion agreement?	Yes _____	No <u>X</u> _____	
c. any federal or state determination of a violation of any public works law or regulation, or labor law or regulation, or any OSHA violation deemed "serious or willful"?	Yes _____	No <u>X</u> _____	
d. a consent order with NYS Department of Environmental Conservation, or a federal or state enforcement determination involving a construction-related violation of federal or state environmental laws?	Yes _____	No <u>X</u> _____	
e. a finding of non-responsibility by an agency or authority due to the intentional provision of false or incomplete information as required by Executive Order 127?	Yes _____	No <u>X</u> _____	
<b>If yes to any of above, please provide details regarding the finding.</b>			
ENTITY MAKING FINDING:			
YEAR OF FINDING:			
<b>BASIS OF FINDING:</b>  (If space to the right is not enough please provide additional sheet with this offer.)	_____ _____ _____ _____ _____		
11. "NONDISCRIMINATION IN EMPLOYMENT IN NORTHERN IRELAND: MacBRIDE FAIR EMPLOYMENT PRINCIPLES"  In accordance with Section 165 of the State Finance Law, the Developer, by submission of this contract, certifies that it or any individual or legal entity in which the Developer holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership interest in the Developer, either:  (answer Yes or No to one or both of the following, as applicable),  A. have business operations in Northern Ireland:  If yes,  B. shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles		a.  <b>Yes _____</b>	a.  <b>No <u>X</u> _____</b>  b.  <b>No _____</b>

<p>relating to non-discrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of compliance with such Principles.</p>		
<p>12. NON-COLLUSIVE BIDDING CERTIFICATION</p> <p>By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:</p> <p>(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;</p> <p>(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and</p> <p>(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.</p>		

**Submission # 2**  
**Contractor Information**

**Contractor Information (for Ordering and Contract Administration Purposes)**

<b>1. CONTRACTOR/COMPANY INFORMATION</b>	
<b>Company Name:</b>	Loislaw, An Aspen Publishers Company
<b>Address:</b> (From first page of Contract)	1185 Avenue of the Americas New York, NY 10036
<b>FEDERAL ID #:</b>	71-0655999
<b>Source Code Escrow Agent Name:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	
<b>2. CENTRALIZED CONTRACT</b>	
<b>Contract Administrator Name:</b>	Marc Jennings
<b>Title:</b>	Publisher
<b>Mailing Address:</b>	1185 Avenue of the Americas New York, NY 10036
<b>Telephone Number:</b>	212-597-0200
<b>E-mail:</b>	
<b>FAX:</b>	
<b>3. SALES/BILLING</b>	
<b>Contact Name:</b>	Ira Levofsky
<b>Title:</b>	Sales Representative
<b>Address:</b>	73 Westchester Road Williamsville, NY 14221
<b>Telephone Number:</b>	716-634-2096
<b>E-mail:</b>	ilevofsky@loislaw.com
<b>FAX:</b>	716-634-2096

**Submission # 2A**  
**Bidder Disclosure of Contacts**

**Bidder Disclosure of Contacts Form**

This form shall be completed and submitted with your bid/proposal or offer in accordance with Executive Order Number 127 (EO 127). Failure to complete and submit this form shall result in a determination of non-responsiveness and disqualification of the bid, proposal or offer. If at the time of submission of this form, the specific name of a person authorized to attempt to influence a decision on your behalf is unknown, you agree to provide the specific person's information when it is available. You also agree to update this information during the negotiation or evaluation process of this procurement, and throughout the term of any contract awarded to your company pursuant to this bid/proposal or offer.

\*\*\*\*\*

Is this an initial filing in accordance with Section II, paragraph 1 of EO 127 or an updated filing in accordance with Section II, paragraph 2 of EO 127?:

Initial Filing  Updated Filing

The following person or organization was retained, employed or designated by or on behalf of the Bidder to attempt to influence the procurement process:			
Name:	Ira Levofsky		
Title:	Sales Trainer		
Occupation:			
Company:	Loislaw		
Address 1	1185 Avenue of the Americas		
Address 2	FL 37		
City	New York		
State	NY	Zip	10036 Country USA
Telephone Number	800-364-2515		
Does the above named person or organization have a financial interest in the procurement?:			
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

Provide the foregoing information for each person or organization retained, employed or designated by or on behalf of the Bidder to attempt to influence the procurement process:

\* \* \* \* \*

**Submission # 3**

**NYS Contract Net Price List**

(NYS Net Prices For: On-line Database Access, Related Electronic Products, Consulting & Training Services)

(to be attached by Contractor)

**Pricing is Based On:**

- US Commercial List, Dated \_\_\_\_\_
- GSA Supply Schedule Number \_\_\_\_\_.  
Dated \_\_\_\_\_
- Other: Previous Contract; Prices Held

## Loislaw

Loislaw publishes official, exact replication of federal case law, statutes, regulations and court rules for all 50 states and the District of Columbia. Many state libraries also contain jury instructions, workers compensation opinions, attorney general opinions and other legal information. Also available are practice libraries containing treatises, forms, manuals and journals from Aspen Publishers that provide authoritative, practical guidance for today's legal professional.

Loislaw' online products feature legal information from over 2,400 databases, estimated to contain over 50 million pages of federal and state law, continuing legal education materials, and other legal information, all containing embedded links for easy access to relevant cited information.

### **PRICE LIST:**

The OGS approved price lists are outlined in **Exhibit No. 1 – Pricing**. There is one type of pricing offered; pre-paid annual fee for unlimited usage on a per professional basis. In addition, there is a **volume-aggregated discount** offered based upon total usage by all users in year two of the contract (see Exhibit No. 2).

### **DATABASE SERVICE - DESCRIPTION:**

<b>Product I.D.</b>	<b>Law Library Description</b>
Loislaw New York Series	New York Primary Law Library
New York State Bar Association, Practice Library	New York State Bar Association Treatises
Loislaw National Collection	All Federal & All States – Primary Law Libraries
Loislaw State & Federal Circuits	NY Primary Law, US Reports, 2 <sup>nd</sup> Circuit, US Code
Loislaw State & All Federal	NY Prim Law, US Reports, US Code, All Circuits
Loislaw Federal District Court	Federal District Court Opinions
Loislaw Bankruptcy Collection	Bankruptcy Opinions, Rules and Forms
Aspen Treatises Online, Powered by Loislaw – Bankruptcy	Bankruptcy Treatises
Aspen Treatises Online, Powered by Loislaw – Drunk Driving	Drunk Driving Treatise
Aspen Treatises Online, Powered by Loislaw - Evidence	Evidence Treatises
Aspen Treatises Online, Powered by Loislaw – Family Law	Family Law Treatises
Aspen Treatises Online, Powered by Loislaw – Elder Law	Elder Law Treatises
Aspen Treatises Online, Powered by Loislaw – Litigation	General Litigation Treatises
Aspen Treatises Online, Powered by Loislaw – Limited Liability	Limited Liability Company Treatises
Aspen Treatises Online, Powered by Loislaw – Construction	Construction Law Treatises
Aspen Treatises Online, Powered by Loislaw – Personal Injury	Personal Injury Treatises
Aspen Treatises Online, Powered by Loislaw – Product Liability	Product Liability Treatises

## **DETAILED LIBRARIES**

### **New York Series:**

- New York Court of Appeals Reports from 1847 to present with official pagination.
- New York Appellate Division Reports from 1896 to present with official pagination.
- New York Miscellaneous Reports from 1892 to present with official pagination.
- New York Court Rules (Federal & State)
- Official Consolidated Laws of the State of New York.
- Official Code, Rules & Regulations of the State of New York (NYCRR).
- Official Unconsolidated Laws of the State of New York.
- New York City Administrative Code.
- New York City Charter
- New York Attorney General's Opinions from 1995 to present
- Session Laws of the State of New York
- New York State Bar Association Committee on Professional Ethics

### **National Collection:**

- U.S. Supreme Court Reports from 1899 to present with official pagination and Court syllabi.
- Rules of the Supreme Court of the United States.
- U.S. Code.
- Code of Federal Regulations.
- Federal Register from November 1997 to present.
- U.S. District Court Opinions from 1932 to present. (Selected)
- U.S. Circuit Court of Appeals Decisions from 1924 to present.
- U.S. Sentencing Guidelines
- Public Laws of the United States
- U.S. Constitution
- State Primary Law Libraries for 50 states plus the District of Columbia

### **50 State Primary Law Libraries:**

- Appellate Court Decisions
- Trial Court Decisions
- Statutes or Codes
- Regulations
- Court Rules
- Workers Compensation – Selected States
- Attorney General Opinions – Selected States
- Jury Selections – Selected States

### **State & Federal Circuit:**

- New York Primary Law
- U.S. 2<sup>nd</sup> Circuit Court of Appeals Opinions
- U.S. District Court Opinions from 1932
- U.S. Supreme Court Reports
- U.S. Supreme Court Rules
- U.S. Code

**State & All Federal:**

- New York Primary Law
- All U.S. Circuit Courts of Appeal from 1924
- U.S. Supreme Court Reports from 1899
- U.S. Supreme Court Rules
- U.S. District Court Decisions from 1932
- U.S. Code
- Code of Federal Regulations
- Federal Register
- U.S. Constitution
- Public Laws of the U.S.
- U.S. Sentencing Guidelines
- U.S. Court Rules

**U.S. District Court Decisions:**

- Selected U.S. District Court Decisions from 1932

**Bankruptcy Court Collection:**

- Bankruptcy Opinions from 1979 (Selected)
- Bankruptcy Forms – selected
- Bankruptcy Rules

**Aspen Treatises Online, :** Contain a collection of highly acclaimed treatises written by some of America's foremost authorities offering guidance on today's most complex areas of law.

**Bankruptcy Library, Powered by Loislaw:**

- Ginsburg & Martin on Bankruptcy
- Bankruptcy Litigation & Practice
- Bankruptcy Litigation Manual
- Automatic Stay Litigation in Bankruptcy
- Advanced Chapter 11 Bankruptcy Practice
- Kennedy & Countryman on Partnerships, Limited Liability Entities & S Corporations in Bankruptcy
- Bankruptcy Law Update

**Construction Law Library, Powered by Loislaw::**

- Fifty State Construction Lien and Bond Law
- Construction Law Handbook
- State-by-State Guide to Architect
- Construction Litigation

**Drunk Driving Defense, Powered by Loislaw:**

- Crime & Punishment
- Evidence
- Pre-Trial
- Trial

**Elder Law Library, Powered by Loislaw:**

- ElderLaw Answer book
- Representing the Elderly Client
- Social Security & Medicare Answer Book
- Elder Law Forms

**Evidence Library, Powered by Loislaw:**

- Wigmore on Evidence
- New York Evidence Handbook
- Scientific Evidence and Experts Handbook
- Destruction of Evidence
- Evidence: Practice Under the Rules

**Family Law Library, Powered by Loislaw:**

- American Journal of Family Law
- Bankruptcy and Divorce: Support & Property Division
- Family Law Update
- Drafting Prenuptial Agreements
- Valuation Strategies in Divorce
- Value of Pensions in Divorce
- Valuing Specific Assets in Divorce

**Limited Liability Company Law Library, Powered by Loislaw:**

- State Limited Liability Company & Partnership Laws
- Drafting Limited Liability Operating Agreements
- Federal And State Taxation of Limited Liability Companies

**Litigation Library, Powered by Loislaw:**

- Deposition Handbook
- Discovery Practice
- Evidence: Practice Under the Rules
- Jury Selection
- Motion Practice
- Witness Preparation
- The Expert Witness Update
- The Trial Lawyer
- Judgement Enforcement

**Personal Injury Library, Powered by Loislaw:**

- Preparation of a Product Liability Case
- Product Liability Digest
- Product Liability Desk Reference
- Product Warnings, Defects and Hazards
- Scientific Evidence and Experts Handbook

**Product Liability Law Library, Powered by Loislaw:**

- Preparation of a Product Liability Case
- Product Liability Digest
- Product Liability Desk Reference
- Product Warnings, Defects, and Hazards
- Scientific Evidence and Experts Handbook

**EQUIPMENT:** Please note that LOIS does not provide equipment as part of this agreement.

**BILLING AND PAYMENT:**

Each Authorized User makes billing and payment directly to the contractor. Billing is made annually for the entire year's subscription and licensing requirements.

**EXHIBIT No. 1 – Pricing**

**NYS Approved Price List for**

**LOISLAW, INC.**  
An Aspen Publishers Company

**Internet prices listed below are annual prepaid prices for a single concurrent user license.**

<b>Product</b>	<b>Law Library Description</b>	<b>List Price</b>	<b>NYS Price (1)</b>	<b>Additional Concurrent Users</b>
New York Series	New York Primary Law Library on Internet provides unlimited access to the complete New York Primary Law Library.	\$1080.00	\$648.00	\$100 per additional concurrent user
NYSBA Practice Library	New York State Bar Association Law Library provides unlimited access to the complete NYSBA Practice Library	\$468.00	\$348.00	
National Collection	National Collection: provides unlimited access via Internet to All State & All Federal Primary Law Libraries.	\$3,000.00	\$1,800.00	
New York & US 2 <sup>nd</sup> Circuit	New York, US 2 <sup>nd</sup> Circuit Opinions, US Reports, US Code via Internet.	\$1,380.00	\$828.00	
New York & All Federal	New York, All Circuits, US Reports, US Code	\$2,100.00	\$1,260.00	
Bankruptcy Collection	Bankruptcy Collection: US Bankruptcy decisions selected from 1979.	\$1920.00	\$1,152.00	
National Collection w/Bankruptcy	National Collection PLUS Bankruptcy Collection:	\$3,600.00	\$2,120.00	
US District Court Opinions	US District Court Opinions:	\$600.00	\$360.00	
<b>Aspen Treatises Online Powered by Loislaw</b>				
Bankruptcy	Bankruptcy Law Library, Powered by Loislaw	\$900.00	\$540.00	\$50 per additional concurrent user
Evidence	Evidence Library, Powered by Loislaw:	\$960.00	\$576.00	
Family Law	Family Law Library, Powered by Loislaw.	\$960.00	\$576.00	
Elder Law	Elder Law Library, Powered by Loislaw.	\$600.00	\$360.00	
Litigation	Litigation Library, Powered by Loislaw.	\$840.00	\$504.00	
Construction Law	Construction Law Library, Powered by Loislaw.	\$1000	\$600	
Personal Injury	Personal Injury Law Library, Powered by Loislaw.	\$960	\$576	
Drunk Driving Defense	Drunk Driving Defense, Powered by Loislaw.	\$300.00	\$240.00	
LLC	Limited Liability Companies Law Library, Powered by Loislaw	\$960.00	\$576.00	
Product Liability	Product Liability Law Library, Powered by Loislaw	\$960.00	\$576.00	

## General LOIS Purchase Terms & Conditions

1. NYS prices listed above are only available to organizations that qualify for a statewide contract administered by the Office of General Services.
2. The prices listed above are for single concurrent user license. Qualifying organizations can purchase additional licenses with applicable discounts.
3. LOISLAW has special no-cost or low-cost programs for law school students, faculty, law libraries and computer centers.
4. LOISLAW is an excellent solution for libraries that want to provide free access to the law for their patrons. The company places no restrictions on the number of licenses that libraries may purchase to provide access for their patrons.
5. All LOISLAW products are sold on an annual subscription basis and come with a 30-day money back guarantee.

**Submission # 4**

**Support**

(Description of Services,  
including response times, severity level,  
support phone numbers, hours of availability, etc. )

(to be attached by Contractor)

## **LOISLAW SEARCH ENGINE**

Loislaw uses a powerful and intuitive search engine for its Internet product. This search engine was specifically designed to search large amounts of legal information at incredible speed for fast retrieval and accurate results with a minimum of instruction.

- Searching is extremely fast. Most searches are 6 seconds or less.
- Supports multi-jurisdictional searching.
- All state and federal cases and statutes are hyper-linked.
- Search syntax is extremely simple, using logical Boolean connect terms.
- Search Tips available at every step of your search process.
- Supports All-States and All-Federal searching.
- All Aspen Practice Libraries are linked to cited primary law.

## **FEATURES**

- Flat Rate Pricing
- Free Printing, Copying and Downloading.
- Unlimited Hyper-Linking to all embedded state and federal citations.
- Free GlobalCite Citation Checking.
- Free Save Search feature.
- Free LawWatch alerts individual user of new laws.
- Individual Password and Start Page available with LawWatch.
- IP Authentication or Password Access Option.
- No Software to Load, Download or Update.
- Updated within 24-48 hours.
- Access by Internet from any Internet Browser.
- Built-in Tutorial and Help Functions.
- 24 Hour Toll Free Customer Care.
- Free Onsite Training or Training via Telephone.
- Link from authoritative Aspen Libraries directly to cited authority in Loislaw.

## **SERVICE, SUPPORT AND TRAINING:**

Loislaw offers the following support and training at no additional charge:

- Internet software provides a comprehensive multi-media tutorial on the use of the product. This is in the form of context sensitive help screens. The tutorial may be printed if hard copy training materials are desired.
- The Screen Overview button provides pop-up displays describing the functionality of every object on the screen.
- The Frequently Asked Questions (FAQ) button provides context sensitive answers to frequent user questions about a particular screen.
- On-site initial group training may be provided. Loislaw "User Guides" may also be provided for initial training upon request.
- Loislaw also provides unlimited toll-free customer support 7 days a week, 24 hours a day.

<p><b>SPECIFICATION – Description of Database</b> Describe what types of databases are available and elaborate on whether these databases are citation, abstract, full text, image, multimedia, etc.</p>	<p>MEET (Y/N)</p>	<p>ANTICIPATED ENHANCEMENT (DATE)</p>
<p>RESPONSE - Law Library Databases (See Submission #3 above.)</p>	<p>Y</p>	
<p><b>SPECIFICATION – Description of Database</b> Describe the subject categories covered by the databases including but not necessarily limited to the following subject categories: general, business, social sciences, health, education, science, technology and law.</p>	<p>MEET (Y/N)</p>	<p>ANTICIPATED ENHANCEMENT (DATE)</p>
<p>RESPONSE - Law</p>	<p>Y</p>	
<p><b>SPECIFICATION – Description of Database</b> Describe the years of coverage of the databases (e.g. from 1995 to the present). Provide a statement that describes the range of coverage currently available and the ongoing development of the databases including specific time related goals (e.g. databases dating back to 1990 under development with completion expected in 2002).</p>	<p>MEET (Y/N)</p>	<p>ANTICIPATED ENHANCEMENT (DATE)</p>
<p>RESPONSE - Years of coverage vary by database (See Submission #3 above)</p>	<p>Y</p>	
<p><b>SPECIFICATION – Description of Database</b> Are the databases indexed? If so, describe indexing method.</p>	<p>MEET (Y/N)</p>	<p>ANTICIPATED ENHANCEMENT (DATE)</p>
<p>RESPONSE Electronically coded</p>	<p>Y</p>	
<p><b>SPECIFICATION – Description of Database</b> How frequently are the databases updated? Describe the procedures for updating databases.</p>	<p>MEET (Y/N)</p>	<p>ANTICIPATED ENHANCEMENT (DATE)</p>
<p>RESPONSE - Updated within 24-48 hours</p>	<p>Y</p>	

<b>SPECIFICATION – Description of Database</b> Can the vendor customize electronic journals and database collections? Describe current capabilities as well as costs for this service.	MEET (Y/N)	ANTICIPATED ENHANCEMENT (DATE)
RESPONSE	N	
<b>SPECIFICATION – Description of Searching Capabilities</b> Does the system allow simple command oriented searching? If so, is searching by author, name, company, title, subject and keywords?	MEET (Y/N)	ANTICIPATED ENHANCEMENT (DATE)
RESPONSE - Search syntax is extremely simple, using logical Boolean connect terms	Y	
<b>SPECIFICATION – Description of Searching Capabilities</b> Does the system provide for basic and more sophisticated Boolean searching ("and", "or", "not")? Describe the systems functionality in this regard.	MEET (Y/N)	ANTICIPATED ENHANCEMENT (DATE)
RESPONSE - Search syntax is extremely simple, using logical Boolean connect terms	Y	
<b>SPECIFICATION – Description of Searching Capabilities</b> When long searches are identified, does the system provide options for continuing the search, previewing some of the hits, narrowing the search, or terminating the search?	MEET (Y/N)	ANTICIPATED ENHANCEMENT (DATE)
RESPONSE Narrow searches by search expression and database selection	Y	
<b>SPECIFICATION – Description of Searching Capabilities</b> Describe other searching features which may be important to end users.	MEET (Y/N)	ANTICIPATED ENHANCEMENT (DATE)
RESPONSE - See Submission #4 above.	Y	
<b>SPECIFICATION – Help/Training</b> Does the system provide a help function at any time during the search?	MEET (Y/N)	ANTICIPATED ENHANCEMENT (DATE)
RESPONSE - Yes - See Submission #4 above.	Y	

<p><b>SPECIFICATION – Help/Training</b></p> <p>Does the system include: provision of an on-line general tutorial on conducting searches, provision of different levels of instruction (e.g. beginner, advanced) printed training materials, training directly from vendor.</p>	<p>MEET (Y/N)</p>	<p>ANTICIPATED ENHANCEMENT (DATE)</p>
<p>RESPONSE - Yes - See Submission #4 above.</p>	<p>Y</p>	
<p><b>SPECIFICATION –Display, Print, Download Function</b></p> <p>Does the system provide screens that are clear and easy to interpret? Labels for fields should be easily interpreted.</p>	<p>MEET (Y/N)</p>	<p>ANTICIPATED ENHANCEMENT (DATE)</p>
<p>RESPONSE - Yes - See Submission #4 above.</p>	<p>Y</p>	
<p><b>SPECIFICATION – Display, Print, Download Function</b></p> <p>Does the system provide a method of specifying items to print or download?</p>	<p>MEET (Y/N)</p>	<p>ANTICIPATED ENHANCEMENT (DATE)</p>
<p>RESPONSE Subscription includes unlimited and uninhibited printing</p>	<p>y</p>	

**Submission # 5**

**Consulting & Training Services**

(Description of Services, Course Offerings, & Pricing)

(to be attached by Contractor)

Training provided in person by Ira Levofsky in at Judges Training in Pottsdam, New York.

Also, See Submission #4 above concerning Training.

## **APPENDIX H**

### **SEMI-ANNUAL REPORT OF CONTRACT PURCHASES FORM**

(The form is an Excel spreadsheet which shall be provided by OGS PSG)