

FREQUENTLY ASKED QUESTIONS:

September 15, 2014

Group 22300 Voting Systems, Ballot Marking or Other Voting Devices, Award 22659

Question: When are Sales Reports due, and how are they submitted?

Response: Contractor shall furnish quarterly reports containing total sales for both state agency and authorized non-state agency contract purchases no later than forty-five (45) days after the close of each calendar quarter (March, June, Sept, Dec). Please refer to pages 14 & 15 of the Contract Award.

Question: What is the process to update (add/delete products) to a Contractor's pricelist?

Response: Contractor is required to submit the Product and price information for the update in an Excel spreadsheet format via e-mail to the OGS Contract Manager. The list must be dated and the format should be consistent with the format of the price list(s) of this Contract. The price list should separately include and identify (e.g., by use of separate worksheets or by using italics, bold and/or color fonts):

- Price increases;
- Price decreases;
- Products being added; and
- Products being deleted.

The Contractor is also required to submit an explanation for the need for the addition or deletion and in the case of an addition, a justification of the reasonableness of price. Please refer to page 15 of the Contract Award, for more information on contract updates. Also, all adds are subject to prior approval by (State Board of Elections) SBOE and OGS (Office of General Services).

Question: How will I know if changes have been made to the contract?

Response: NYSPRO will issue a Purchasing Memorandum whenever there is an update to this contract. It is recommended that Authorized Contract Users register with OGS' Purchaser Notification Service at <http://www.ogs.ny.gov/PNS/default.asp>

FREQUENTLY ASKED QUESTIONS:

Question: What is Legacy Maintenance?

Response: Legacy Maintenance allows the Authorized User to purchase, under this new contract, Extended Maintenance for voting systems purchased under Contract Award 21231. In connection with the purchase of such extended maintenance plans, the Contractor can only charge for “any parts and labor costs necessary to bring the County’s voting system back to the most current certified version, as determined by the SBOE, as a result of any damage or defects which occurred or arose after the end of the Project Warranty Period for the voting system. In connection with the same, Contractors cannot charge for any other parts or labor costs as those costs were covered by the Project Warranty Period, as defined in Contract Number 21231. Prior to the commencement of any work in connection with Legacy Maintenance, the Contractor shall submit a written proposal for any such charges to the Authorized User and must receive written acceptance of such proposal from the Authorized User prior to beginning any work or commencing any extended maintenance plan.”

Question: Is Training available on this contract?

Response: Yes, training is included with this contract. Each Contractor includes pricing for training on their pricelist.

Question: Can a Contractor offer better pricing than what is on their published pricelist?

Response: Yes, the contract prices are “Not to Exceed” prices. Authorized Users are strongly encouraged to negotiate better pricing or greater discounts on products and services included in this contract.

Question: Where does an Authorized User find the Contractor and Pricing Information on the OGS Website?

Response: All Contractor information is available on the OGS Website. You may review the information at the link provided here:

<http://www.ogs.ny.gov/purchase/spg/awards/2230022659CAN.HTM>

FREQUENTLY ASKED QUESTIONS:

Question: Can we purchase items from other OGS Contracts instead of using Award 22659?

Response: Yes, there are many items included in this award that are available on other OGS contracts. Buyers are encouraged to use the OGS contract with the lowest prices. Products and services obtained from such contracts must comply with Contractor specifications for products and services used with their voting systems and/or ballot marking or other voting devices accessible to individuals with disabilities, state and federal election laws, NYCRR regulations, guidelines and all other applicable requirements. Authorized Users may wish to consult with the SBOE and/or the Contractor before utilizing products from other New York State contracts including but not limited to the following listed below:

Office Supplies:

<http://www.ogs.ny.gov/purchase/spg/awards/2300022438CAN.HTM>

Microcomputer Systems & Related Services:

http://www.ogs.ny.gov/purchase/snt/lists/gp_75350.asp

Office Equipment:

http://www.ogs.ny.gov/purchase/snt/lists/gp_75525.asp

Question: Is there a minimum dollar delivery per order?

Response: Yes, the minimum delivery is \$100. If Authorized Users purchase under \$100 worth of product, Contractor may charge freight. Please refer to the Contract Award for specific information. Authorized Users are, therefore, strongly encouraged to meet at least the minimum delivery requirement of \$100.

Question: What is the delivery timeframe after submitting a Purchase Order to Contractor?

Response: Delivery shall be made within 30 calendar days after receipt of a Purchase Order by the Contractor. Any deviation from this 30 day timeframe requires mutual agreement between Contractor and Authorized User.

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Question: Are ballots on the NYS Contract?

Response: Yes, ballots are on the NYS contract. The Purchase Order MUST be made out to the contractor directly. A Purchase Order should never be made out to the printer directly.

Question: When does this contract expire?

Response: This Contract expires January 31, 2019.

Question: When an authorized user is making a purchase off of the contract are they required to sign any agreements?

Response: No, under no circumstance should there be additional agreements signed by the end user when using this contract.

Question: Do we have to pay the Contractor's travel expenses?

Response: No, prices set forth in the contract are inclusive of travel, meals and lodging, wherever applicable.

Question: If an item is not on the approved posted pricelist, can the contract be used?

Response: No, if an item is not on the approved pricelist the centralized contract cannot be used. An end user should follow their agency procedures for non-contract purchases

Question: Who do I contact with questions on this contract?

Response: You may contact Lori Bahan at lori.bahan@ogs.ny.gov