



## 2015 Purchasing Forum & Trade Show

# Realizing Your Contract Potential

## For Vendors

*Opportunities on the Horizon*

May 20 & 21, 2015



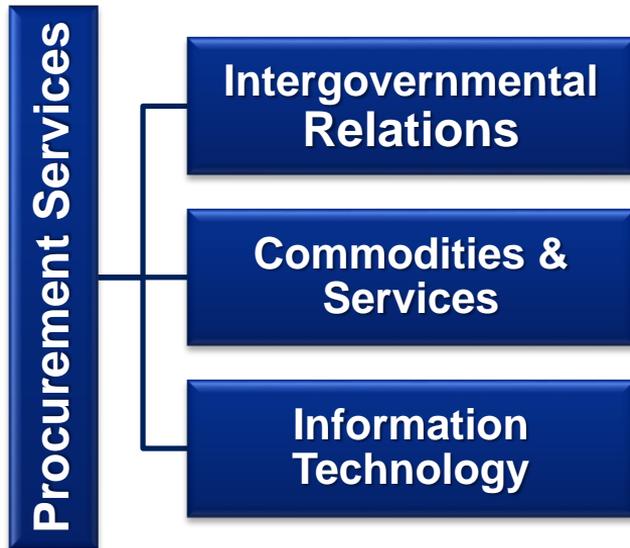
# Agenda

- Key Contract Components
- Complying with Contract Terms & Conditions
  - Reporting Requirements
  - Contract Updates
- Contractor Performance
- Authorized Users



# Overview of OGS Procurement Services

We are the State's central procurement office responsible for managing nearly contracts for goods and services needed by government entities across New York.



- There are over 7,600 organizations that use our contracts.
- We have nearly 1,500 contracts in our portfolio.
- We have contracts with over 1,250 vendors.



# Contract Information

## Find OGS Contracts

- All of our contracts are available online at:  
[www.nyspro.ogs.ny.gov/content/nyspro-contract-portal](http://www.nyspro.ogs.ny.gov/content/nyspro-contract-portal)

## Find Contact Information

- If you have any questions regarding your contract, contact your contract administrator for clarification.

**We are here to help!**



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# Key Contract Components



# Required Key Components for All NYS Contracts

- Procurement Document
- Appendix A, Standard Clauses
  - <http://www.ogs.ny.gov/about/appendixa.asp>
- Appendix B, OGS General Specifications
  - <http://www.ogs.ny.gov/purchase/BidTemplate/AppendixB.doc>
- Contract Award Notification (CAN)



# Sample Order of Precedence in Contracts

- Appendix A
- Contract Amendments
- Core Contract
- Appendix B
- Procurement Document
- Bidder's Response to Procurement Document



# Complying with Contract Terms & Conditions



# Why Read Your Contract?

- Contract Administrator Information
- Reporting Requirements
- Delivery Information
- Warranty Information
- Price Update Information

Make sure to read through the entire contract.



# Reporting Requirements

- Sales Reporting
- MWBE Reporting
- Vendor Responsibility Questionnaire
  - Recertify every 6 months
- Insurance
  - Workers' Compensation and Disability Benefits Coverage
  - General Liability/Auto



## Required Contract Updates

Changes must be immediately reported to OGS

### Only when the following occur:

- Vendor name change
- Address change
- A different Federal Identification Number is being used
- Contact information changes
- Price adjustments (as authorized by your contract)
- Product additions/deletions
- Reseller/authorized dealer changes



# Common Contract Updates

Changes in price and/or product offerings requires OGS approval.

Any product addition must be within the scope of the contract.

The discount structure must be retained throughout the duration of the contract.

Discounts can always be increased for better pricing.

Modification of value added resellers (VAR) requires OGS approval.



# Contract Updates: Price Adjustments

## When

- Increases and decreases in pricing are common.
  - **Reason #1:** Changes in the market.
  - **Reason #2:** Changes in the DOL prevailing wage and/or hourly rates.

## Examples

- Monthly fuel price adjustments.
- New minimum wage legislation.
- Fluid milk price adjustments.



# Remember Your NYS Vendor ID Number

- In order to accept orders and receive payments, vendors **must** have a valid NYS Vendor ID.
- This applies to resellers/authorized dealers too.

**Get more info at:**  
[www.osc.state.ny.us/vendor\\_management/index.htm](http://www.osc.state.ny.us/vendor_management/index.htm)



# Contractor Performance



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# Contractor Performance

Authorized users can notify OGS if they are unhappy with the service or goods they receive.

**When poor performance occurs we can:**

- Meet with all parties involved to a resolution
- Develop a corrective action plan
- Diminish the scope of work
- Terminate the contract

**Avoid performance related issues  
by reading your contract.**



# Understanding Authorized Users



# Who Can Use Our Contracts?

- Local Governments (counties, cities, towns, villages)
- Public and Private Schools and Universities
- Charitable Not-for-Profit Organizations
- Public Authorities and Public Benefit Corporations

The purchaser must complete an eligibility application to receive an authorized user number.

**The Eligibility Application can be found online at:**

[www.nyspro.ogs.ny.gov/sites/default/files/EligibilityApplicationForm.pdf](http://www.nyspro.ogs.ny.gov/sites/default/files/EligibilityApplicationForm.pdf)



# Resources & Contact Information



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# Helpful Resources

- OGS | [ogs.ny.gov](http://ogs.ny.gov)
- Empire State Development | [empire.state.ny.us](http://empire.state.ny.us)
- New York State Contract Reporter | [nyscr.ny.gov](http://nyscr.ny.gov)
- Office of the State Comptroller | [osc.state.ny.us](http://osc.state.ny.us)

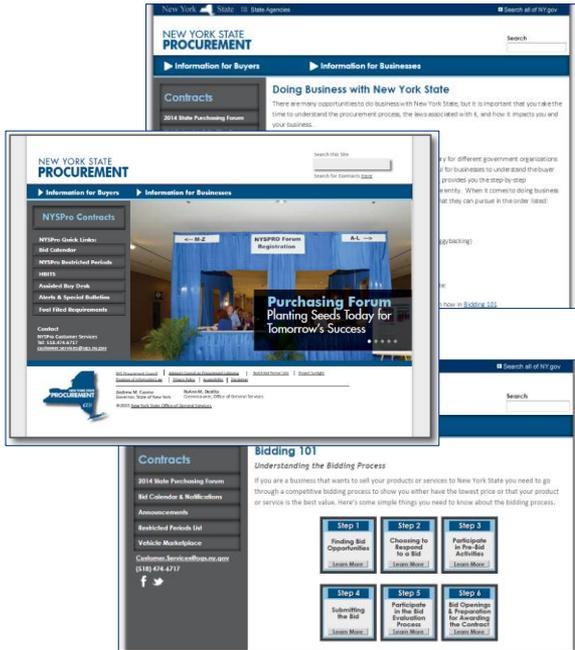


# Website & Contact Information

Contact us today!

(518) 474-6717

[customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)



Stop by our booth to get our new brochure!



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# Questions?



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