



**2015 Purchasing Forum
& Trade Show**

Buying Vehicles Using NYS Contracts

Opportunities on the Horizon

May 20 & 21, 2015



Agenda

Today you will learn:

- What contracts are available for vehicle purchases
- How to use the NYS Vehicle Marketplace
 - Understanding the business process
 - Using the website



2014-2015 Light Duty Vehicle Awards

- Award 22737
- Award 22759

Both of these are scheduled to expire upon the end of the 2015 model year for each vehicle.



Introducing the NYS Vehicle Marketplace

- Award 22898
- Making more vehicles from more dealers available.
- Easy online system.
- Competitive bidding.



www.vehicles.nyspro.ogs.ny.gov



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The NYS Vehicle Marketplace Business Process for Buyers



Your First Stop

Vehicle Buyer Information

Welcome to the New York State Vehicle Marketplace. Driven by New York State Procurement, a division of the Office of General Services, this online portal is the one-stop shop for State government vehicle buying, where authorized users can post mini-bids for vehicles under [Award Number 22898](#). This approach means there are more vehicles available from more contractors giving you more options at the best price available.

Understanding the Process

The buying process through the Vehicle Marketplace is easy.

1. Identify your vehicle needs and develop specifications for your request. The request may be for either specific vehicles or for any vehicles that meet the specifications provided.
2. Obtain all necessary internal approvals, and if you are not already an authorized user of NYSPRO centralized contracts, complete the [eligibility application](#) to receive your authorized user number.
3. Complete [Form A: Mini-Bid Request](#) (xlsx) and submit the request with your vehicle specifications to nyspro.vehiclemarketplace@ogs.ny.gov. NYSPRO will post the request and collect responses from dealers on contract.
4. After the mini-bid closing date, NYSPRO will email you all responses that were received. Evaluate the responses, make your award determination, and communicate your decision to all the dealers on contract who responded (templates are provided below).
5. If the mini-bid is awarded, coordinate payment and delivery with the dealer on contract.
6. Make sure to provide your report of contract use to NYSPRO by completing [Form C](#).

Helpful Resources

- [Award 22898 Contract Summary Page](#)
- [Form A: Submit a Mini-Bid Request](#) (xlsx)
- [Form C: Report of Use](#) (xlsx)
- [Authorized Buyer How-to Guide](#) (PDF)
- Mini-Bid Response Notification Templates: [tentative award](#), [non-award](#), and [award not made](#) (docx)

- Vehicle Buyer Information Portal
- Overview of the buying process.
- Find essential forms.
- Retrieve other resources and how-to guides.



Complete Form A: Mini-Bid Request

- Completed by you, Form A provides the information needed by the fleet team to complete your request .
- Email as an attachment to:
nyspro.vehiclemarketplace@ogs.ny.gov
- Make sure to include specifications as a separate attachment.



The Fleet Team Will:

- Review your submission
- Contact you for clarification
- Post your request on the website



Posting Your Mini-Bid Vehicle Request

List of Current Mini-Bid Vehicle Requests

Sort by

Bid Due Date

Order

Asc

Apply

[Mini-Bid #15030027: 2015 Ford Transit Wagons, Lifetime Assistance, Inc.](#)

Bid Due Date: Thursday, March 26, 2015 - 5:00 pm EDT

Vehicle Type: Van, Passenger Make: Ford Quantity: 5 Delivery Location: Monroe County

[Mini-Bid #15030026: 2015 Ford Transit Wagons, Lifetime Assistance, Inc.](#)

Bid Due Date: Thursday, March 26, 2015 - 5:00 pm EDT

Vehicle Type: Van, Passenger Make: Ford Quantity: 5 Delivery Location: Monroe County

[Mini-Bid #15030030: 2015 Mid-Sized SUV, Marathon Area Volunteer Ambulance Corps, Inc.](#)

Bid Due Date: Monday, March 30, 2015 - 5:00 pm EDT

Vehicle Type: SUV, Mid-size Make: Will Consider Any Quantity: 1 Delivery Location: Cortland County

[Mini-Bid #15030029: 2015 Mid-Sized SUV, Marathon Area Volunteer Ambulance Corps, Inc.](#)

Bid Due Date: Monday, March 30, 2015 - 5:00 pm EDT

Vehicle Type: SUV, Mid-size Make: Will Consider Any Quantity: 1 Delivery Location: Cortland County

You will be able to see:

- Mini-bid #
- Closing date & time
- Vehicle type & make
- Quantity
- Delivery location(s)



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Posting Your Mini-Bid Vehicle Request

Mini-Bid #15030027

Form A: Mini-Bid Request

Mini-Bid Description: 2015 Ford Transit Wagons, Lifetime Assistance, Inc.

Bid Due Date: Thursday, March 26, 2015 - 5:00 pm EDT

Delivery County for View Display: Monroe County

Authorized User Entity Name: Lifetime Assistance, Inc.

Authorized User Number: 2743

Primary Contact Name: Dennis Brown

Primary Contact Title: Director of Facilities & Transportation Services

Primary Contact Email: dennis.brown@lifetimeassistance.org

Primary Contact Phone: 585 784-3007

Secondary Contact Name: Mary Kay Whalen

Secondary Contact Title: Administrative Assistant

Secondary Contact Email: MaryKay.Whalen@lifetimeassistance.org

Secondary Contact Phone: 585 426-4120 x3146

Types of Vehicle(s) Requested: Specific vehicle(s) (i.e. year/make/model/model number)

Type of Vehicle Order: Vehicle(s) built to specifications at the OEM factory

VEHICLE REQUEST INFORMATION:

Number of Vehicles:	5
Make:	Ford
Model:	Transit Wagon
Model Code:	x2c
Vehicle Type:	Van, Passenger
Specifications Document:	 22898-FormA-15030027-LifetimeAssistanceInc-Specs.pdf
Model Year:	2015
Will other model years be considered?:	No

Click on the mini-bid request to get more detail:

- Mini-bid description
- Primary & secondary contact information
- Vehicle request info (make, model, year, etc.)
- Attachments
- Delivery location specifications



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Example Vehicle Specifications

2015 Chevrolet Silverado 2500 HD

Vehicle Specifications:

Exterior paint, code 9W3, Wheatland Yellow only

Manufacturer's standard seating surfaces at no additional cost; vinyl, no color preference

Regular cab

Back Rack brand window guard only

Light bracket for Back Rack with 7100 LED lighting system installed

PM87 Slide and pintle ball combination by Western only

Western MVP-3 only (no substitutions) 8 ½' plow with stainless steel moldboard

Spray-on bed liner, no preference



Let the Bidding Begin!

- The average bidding period is 5 business days (or fewer if urgent).
- On 6th business day, bids are opened, tabulated, and sent to you via email.
- After that you evaluate the responses to make your final decision.
- You may contact the bidders for clarification and additional information.



Form B Summary: What to Expect

When you receive the responses, it will include a summary tab of information.

Mini-Bid #15030023 Response Opening Results

Bidder (#)	Mini-Bid #	Contractor	Contract #	Model Year	Make	Model	Total # of Vehicles	Total NYS Contract Price for Mini-Bid
Bidder	15030023	BEYER OF MORRISTOWN LLC	PC66677	2015	RAM	3500 PROMASTER HIGH ROOF CARGO VAN	1	\$30,108.26
Bidder (2)	15030023	ROBERT GREEN AUTO & TRUCK INC	PC66686	2015	DODGE RAM	PROMASTER	1	\$30,198.98

Late Bid (#)	Mini-Bid #	Contractor	Contract #	Date/Time Bid Arrived

No Bid (#)	Mini-Bid #	Contractor	Contract #	Reason for No Bid
No Bid	15030023	Eagle Auto Mall Sales, Inc.	PC66678	GM/Chevrolet does not offer a similar high roof design cargo van.



Remember Form C: Report of Contract Usage

- When PO is issued or if you decided not to make a purchase, complete Form C and return via email to: nyspro.vehiclemarketplace@ogs.ny.gov



We are here to help!

- Your feedback also plays an important role in the success of this program.
- The Vehicle Marketplace Fleet Team is available Monday-Friday 8:00am-5:00pm.
- Be sure to email us at:
nyspro.vehiclemarketplace@ogs.ny.gov
- Thank you!



Questions?



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