



2015 Purchasing Forum & Trade Show

Navigating the OGS Website

Opportunities on the Horizon

May 20 & 21, 2015



Today's Agenda

- Our Website
 - Where to find it
 - Information for Buyers
 - Information for Businesses
 - Contracts
- New York State Vehicle Marketplace
- Buy NY
- Purchasing Forum
- Coming Soon: New York State Marketplace
- Frequently Requested Information



Authorized Users & Eligibility Application

Who can use our contracts?

- State agencies
- Local governments (counties, cities, towns, villages)
- Public and private schools and universities
- Charitable not-for-profit organizations
- Public authorities and public benefit corporations

How do I use them?

To use our contracts you must complete an eligibility application to receive an authorized user number.

Where to find the eligibility application:

www.nyspro.ogs.ny.gov/sites/default/files/EligibilityApplicationForm.pdf



Procurement Services Website

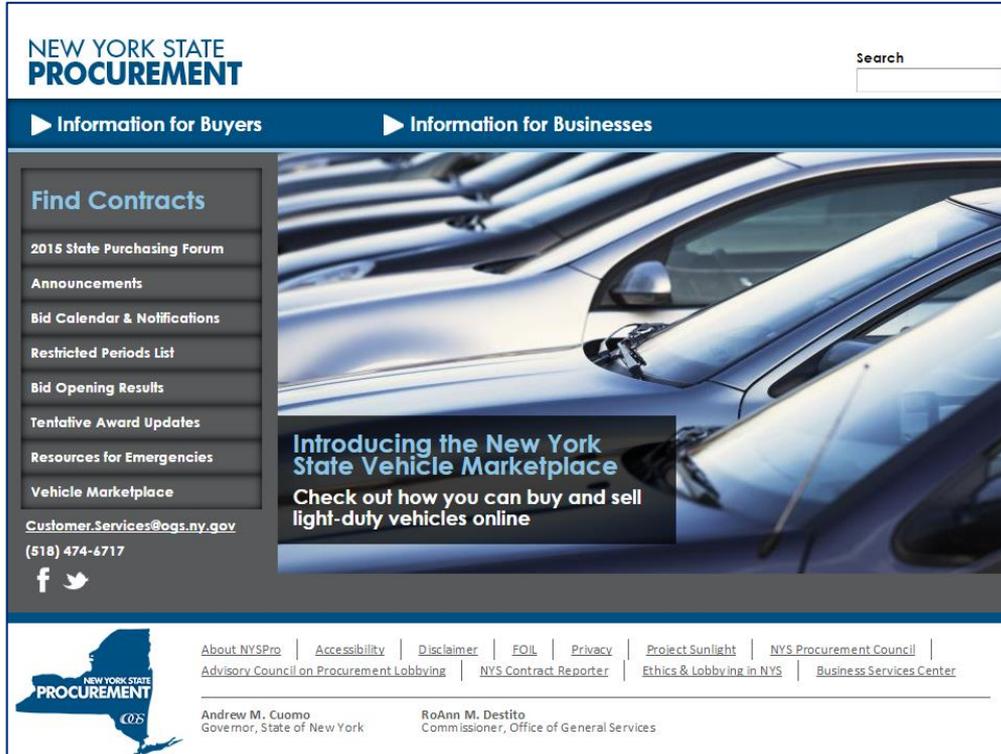


Understanding Who Uses Our Website

We have two major audiences that has very different experience when it comes to procurement.



Procurement Services Website



Where to find it:

- www.ogs.ny.gov
- www.nyspro.ogs.ny.gov

What it offers:

- Information for buyers
- Information for business
- Contracts portal
- Contact information
- Links to other websites

Information for Buyers

NEW YORK STATE PROCUREMENT

Search

▼ Information for Buyers ► Information for Businesses

- Buying 101
- Buying from a Preferred Source
- Using OGS Centralized Contracts
- Piggybacking / Using Other Existing Contracts
- Conducting Your Own Procurement
- Sign-up for Buyer Contract Updates
- Filing Your Requirements Online
- Green Procurement
- Glossary of Terms

Vehicle Marketplace
 Customer.Services@ogs.ny.gov
 (518) 474-6717

introducing the new York State Vehicle Marketplace
 Check out how you can buy and sell light-duty vehicles online

[About NYSProc](#) | [Accessibility](#) | [Disclaimer](#) | [FOIL](#) | [Privacy](#) | [Project Sunlight](#) | [NYS Procurement Council](#) | [Advisory Council on Procurement Lobbying](#) | [NYS Contract Reporter](#) | [Ethics & Lobbying in NYS](#) | [Business Services Center](#)

Andrew M. Cuomo
Governor, State of New York

RoAnn M. Destito
Commissioner, Office of General Services

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Hover over “Information for Buyers” to find:

- Buying 101
- Buying from a Preferred Source
- Using OGS Centralized Contracts
- Piggybacking / Using Other Existing Contracts
- Conducting Your Own Procurement
- Sign-up For Contract Updates
- Filing Your Requirements Online
- Green Procurement
- Announcements
- Resources for Emergencies



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Information for Businesses

The screenshot shows the New York State Procurement website interface. At the top left is the logo 'NEW YORK STATE PROCUREMENT'. To the right is a search bar. Below the logo are two main navigation tabs: 'Information for Buyers' (with a right-pointing triangle) and 'Information for Businesses' (with a downward-pointing triangle). Under 'Information for Businesses', a dropdown menu is open, listing the following items: 'Becoming MWBE Certified', 'Bidding 101', 'Contract Bid Opening Results', 'Doing Business with NYS', 'Finding Bid Opportunities', 'Tentative Award Updates', 'Obtaining a Vendor ID', and 'Glossary of Terms'. On the left side of the page, there is a 'Find Contracts' section with a list of links: '2015 State Purchasing Forum', 'Announcements', 'Bid Calendar & Notifications', 'Restricted Periods List', 'Bid Opening Results', 'Tentative Award Updates', 'Resources for Emergencies', and 'Vehicle Marketplace'. Below this list is the email 'Customer.Services@ogs.ny.gov' and the phone number '(518) 474-6717'. At the bottom left is a small map of New York State with the text 'NEW YORK STATE PROCUREMENT' and 'OGS'. At the bottom center is a footer with various links: 'About NYSPro', 'Accessibility', 'Disclaimer', 'FOIL', 'Privacy', 'Project Sunlight', 'NYS Procurement Council', 'Advisory Council on Procurement Lobbying', 'NYS Contract Reporter', 'Ethics & Lobbying in NYS', and 'Business Services Center'. At the bottom right of the footer are the names and titles of the Governor and Commissioner: 'Andrew M. Cuomo, Governor, State of New York' and 'RoAnn M. Destito, Commissioner, Office of General Services'.

Hover over “Information for Businesses” to find:

- Becoming MWBE Certified
- Bidding 101
- Contract Bid Opening Results
- Doing Business in NYS
- Finding Bid Opportunities
- Tentative Award Updates
- Obtaining a Vendor ID
- Glossary of Terms



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Finding Contracts

The screenshot displays the New York State Procurement website. At the top, there is a search bar and navigation tabs for "Information for Buyers" and "Information for Businesses". The main content area is titled "NYSPro Contract Portal" and includes a welcome message, a search bar for "Search All Centralized Contracts", and a "Go" button. Below this, there are "Quick Links to Frequently Requested Contracts" such as "IT Services (HBITS) Contracts", "Fuel Contracts & Pricing", and "Salt Contracts, Delivery Schedules & Pricing". There are also "More Buying Resources" listed, including "Buying Green" and "Educational Buying Programs". The footer contains contact information for the Governor and Commissioner, along with a copyright notice for 2014.

Click “Find Contracts” to:

- Search contracts by text and group or award number.
- Quick links to frequently requested contracts like HBITS, EVT, road salt, and green cleaning.

Did you know...

If you click “Search All Contracts” and then click “Search” you will see a comprehensive contract listing.



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What to Expect on a Typical Contract Page

State Contract Award Notices - Commodities	
Protective Outerwear (Firefighting, Safety, Industrial And Hazardous Control Usage) (Statewide)	
Award Document  <small>(Updated / Revised)</small>	Contract Period: October 16, 2012 - December 31, 2016
Contract Updates 	Group: 40061 Award: 22123 (Replaces 19298)
	Use of Contracts: All State Agencies and Political Subdivisions
Historical Details 	Contact Person: Neilene Rabideau Telephone: (518) 473-6518 Fax: (518) 474-5052
Customer Service	Contract Issued: October 16, 2012 Contract Updated: March 25, 2015
<p>Description: Safety Shoes; Specialty Boots (various); Firefighting Turnout Gear, Helmets, Gloves, Firefighting Boots, Assault Clothing, EMS Clothing, Proximity Clothing, Search & Rescue Clothing and Wildland Clothing. Agencies Note: Please refer to the Preferred Source Products and Overlapping Contract Items clauses and TABLE 1: Preferred Sources and/or NYS Contract Overlap on pages 40 & 41. Agencies are required to purchase from the least expensive alternative meeting their form, function and utility if overlapping items exist.</p> <p style="text-align: center;">Install Free Adobe Acrobat Reader for PDF Documents The above PDF files are available in text by calling Customer Services at (518) 474-6717.</p>	

- Standard contract information
- Who can use the contracts
- Award documents
- Contract updates
- Description of what you can buy



Other Resources

NEW YORK STATE PROCUREMENT

Search

▶ Information for Buyers ▶ Information for Businesses

Find Contracts

- 2015 State Purchasing Forum
- Announcements
- Bid Calendar & Notifications
- Restricted Periods List
- Bid Opening Results
- Tentative Award Updates
- Resources for Emergencies
- Vehicle Marketplace

Customer.Services@ogs.ny.gov
(518) 474-6717

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Introducing the New York State Vehicle Marketplace
Check out how you can buy and sell light-duty vehicles online

[About NYSPRO](#) | [Accessibility](#) | [Disclaimer](#) | [FOIL](#) | [Privacy](#) | [Project Sunlight](#) | [NYS Procurement Council](#) | [Advisory Council on Procurement Lobbying](#) | [NYS Contract Reporter](#) | [Ethics & Lobbying in NYS](#) | [Business Services Center](#)

Andrew M. Cuomo
Governor, State of New York

RoAnn M. Destito
Commissioner, Office of General Services

Important links are on the side and bottom menus:

- Vehicle Marketplace
- Buy NY
- Purchasing Forum
- About Us
- Project Sunlight
- NYS Procurement Council
- Advisory Council on Procurement Lobbying
- NYS Contract Reporter
- Ethics & Lobbying Information
- Business Services Center

NYS Vehicle Marketplace



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

New York State  Vehicle Marketplace

Info for Authorized Buyers Info for Vehicle Dealers

Authorized Buyers
Learn More About How to Buy Vehicles Using the Marketplace Contract

Vehicle Contractors
Review Current Mini-Bid Requests & Learn How to Respond to a Mini-Bid

[Vehicle Mini-Bid Results](#) | [Accessibility](#) | [Disclaimer](#) | [Freedom of Information Law](#) | [Privacy](#)

Andrew M. Cuomo
Governor, State of New York

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Commissioner, Office of General Services

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www.vehicles.nyspro.ogs.ny.gov



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Process For Buying a Vehicle



Make sure to check out their forum class!



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Buy NY



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Buy NY Initiative Overview

- **The Goal:** Increase the purchase of NYS products by state and local governments.
- **The Team:** NYS OGS, Ag & Markets, DOCCS, ESD, OMH, DOH, & Cornell Cooperative Extension
- **The Plan:**
 - Establishing new centralized contracts while maximizing agricultural partnerships.
 - Educating and training.
 - Supporting healthy living and obesity prevention initiatives.

How can I buy NY?

You can buy NY produce and products in a few different ways:

1. Using centralized contracts.
2. Use another existing contract (also known as piggybacking).
3. Using discretionary spending.
4. Create your own contract.



Buy NY Resources on NY.Gov

The image shows two overlapping screenshots of the Buy NY website on NY.Gov. The top screenshot displays the 'How to Buy NY Products' page, dated April 10, 2015. It features a blue header with the 'Buy NY' logo and a navigation menu. The main content area includes a 'Sections' sidebar with 'Overview' selected, and a main text block titled 'Overview' that describes the program's goal to increase local agriculture purchases. The bottom screenshot shows the 'Resources' page, which lists various programs and initiatives such as 'American Farmland Trust', 'Farmers Market Federation', 'Farm to School Program', 'Farm Viability Institute', 'FINYS', 'FreshConnect', 'Healthy Kids, Healthy New York After-School Initiative Toolkit (PDF)', 'New York Apple Association', 'New York Farm Bureau', 'New York State Council on Food Policy', 'Pride of NY', and 'Taste of NY'.

Make sure to check out the Buy NY forum class!

www.ny.gov/programs/buy-ny

- Learn how to buy NY products.
- Find resources and event information.
- Get quick facts about NY food.
- Get info on other food programs in NY (like Pride of NY and FreshConnect).



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Purchasing Forum Website



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NEW YORK STATE OF OPPORTUNITY. | **2015 Purchasing Forum & Trade Show**

Home | About | Courses | Trade Show | Location

Opportunities on the Horizon
May 20 & 21, 2015
at the Empire State Plaza

Register Now to Attend

Contact:
New York State Procurement
 518.474.6717
customer.services@ogs.ny.gov
www.ogs.ny.gov

Procurement Services
 A Division of the Office of General Services

Andrew M. Cuomo
 Governor
 State of New York

RoAnn M. Destito
 Commissioner
 Office of General Services

In cooperation with the New York State Office of the State Comptroller.

Thomas P. DiNapoli
 New York State Comptroller

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- Find information about this year's event.
- You can also get new and past course training materials.
- Find information on exhibitors and event location information.
- Re-themed each year.

www.purchasingforum.ogs.ny.gov



Coming Soon: NYS Marketplace



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NYS Marketplace & eCatalog

What it is:

A online marketplace for authorized users to purchase goods and services off of centralized contracts in one place that includes automated accounts payable (eInvoicing).

Outcomes:

- A better, faster, and more efficient buying process.
- Online access.
- Simplified product and pricing management.
- Paperless ordering and settlement process.



Frequently Requested Information



Filed Requirements

Filed Requirements: In some contracts, authorized users are required to submit filed requirements, which specifies how much of a commodity they expect to purchase.

We use filed requirements for:

- Fuel
- Milk
- Road Salt

**With guaranteed sales we get
better pricing!**

REMINDER: Road salt filed requirements are due May 31, 2015



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Contract Information

Project Based IT Consulting Services:

Solicitation Documents can be found at

<http://www.ogs.ny.gov/purchase/biddocument/22772BID.ASP>

Email: ITSProcurement@ogs.ny.gov

IT Umbrella – Manufacturer Based:

Solicitation Documents can be found at

<http://www.ogs.ny.gov/purchase/biddocument/22802bid.asp>

Email: PS_SW_ITF@ogs.ny.gov

IT Umbrella – Distributor Based:

Solicitation currently under development

Email: OGS.sm.SSTTechnology@ogs.ny.gov

Make sure to check out the “IT Procurement on the Horizon” forum class!



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All Contracts Listing

All Contracts Listing

- Click “Find Contracts” and select the:
 - Complete Listing
 - Alphabetical Listing

Procurement Services All Term Contracts by Group Number				
Group	Description	Contract Period	Award#	MBN / SB
01600	MILK (FLUID) (STATEWIDE)	9/1/2011 - 6/30/2015	22230	
01600	MILK (FLUID) (STATEWIDE)	9/1/2011 - 6/30/2015	22230	
01600	MILK (FLUID) (STATEWIDE)	9/1/2011 - 6/30/2015	22230	
01600	MILK (FLUID) (STATEWIDE)	9/1/2011 - 6/30/2015	22230	
01600	MILK (FLUID) (STATEWIDE)	9/1/2011 - 6/30/2015	22230	
01600	MILK (FLUID) (STATEWIDE)	12/4/2013 - 6/30/2015	22755	
01800	ROAD SALT, TREATED SALT, AND EMERGENCY STANDBY ROAD SALT	9/1/2014 - 8/31/2015	22843	
01800	ROAD SALT, TREATED SALT, AND EMERGENCY STANDBY ROAD SALT	9/1/2014 - 8/31/2015	22843	
01800	ROAD SALT, TREATED SALT, AND EMERGENCY STANDBY ROAD SALT	9/1/2014 - 8/31/2015	22843	
01800	ROAD SALT, TREATED SALT, AND EMERGENCY STANDBY ROAD SALT	9/1/2014 - 8/31/2015	22843	
01800	ROAD SALT, TREATED SALT, AND EMERGENCY STANDBY ROAD SALT	9/1/2014 - 8/31/2015	22843	
02450	FOOD (BAKED GOODS) (STATEWIDE)	2/1/2013 - 1/31/2018	22407	
02450	FOOD (RETAIL) (STATEWIDE)	3/24/2014 - 3/23/2019	22688	
02450	FOOD (COMMERCIAL) (STATEWIDE)	12/1/2014 - 11/30/2019	22794	

New York State - Office of General Services - Procurement Services Group Alphabetical Index of Commodity, Service and Technology Contracts		
Description	Group	Class Code(s)
Access Control Equipment (Security Systems & Solutions)	77201	32 46 43 92
Acids, Chemicals, Reagents	36000	27 26 47 46 39
Acids, Chemicals, Reagents & Solvents (No Longer Available) See Group 39000	34100	42 12 41
Acoustical Screens	39000	39 27 46 47 26
Acoustical Screens & Wood Office Furniture (Furniture All Types)	20915	56
Acrylic Sheeting (Flat Plastic Sheets)	31807	30 13
Adaptive Aid Devices for Visually Impaired (Assistive Technology)	75702	43
Adaptive Aids for Persons with Disabilities (Integrated Computer Systems)	75700	43
ADVA AG Optical Networking (Networking Hardware & Software)	77551	43
App. Telecomm. Serv. - AT&T Long Dist. 800 WATS, Directory Assist. (No Longer Available)	77017	45 81 43 83

Where to Get Contract Updates

- Sign-up for the Purchaser Notification System for email blasts about contract updates.
- Stop by our booth to pick-up our quarterly authorized user brochure.



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Other Helpful Online Resources



Helpful Resources

- OGS | ogs.ny.gov
- Business Services Center | bsc.ogs.ny.gov
- Purchasing Forum | purchasingforum.ogs.ny.gov
- NYS Procurement Council Guidelines | ogs.ny.gov/BU/PC/SPC.asp
- Empire State Development | empire.state.ny.us
- New York State Contract Reporter | nyscr.ny.gov
- Office of the State Comptroller | osc.state.ny.us
- National Institute of Gov. Purchasing | nigp.org
- SAMPO | nysampo.org
- NASPO | naspo.org

**Sign-up for the
Purchaser Notification
System to receive
contract updates!**



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We are here to help!

Feedback is important,
so share your
improvements today.

Contact us today

(518) 474-6717

customer.services@ogs.ny.gov



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Questions?



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