



Purchasing Forum & Trade Show

Navigating the Website

May 18 & 19, 2016



Today's Agenda

- Our Website
- How to Search Our Contracts
- Important Web Resources
 - NYS eMarketplace
 - NYS Vehicle Marketplace
 - 1122 Emergency Purchasing
 - Buy NY
- Frequently Requested Information
- Questions

Speakers:
Sara Lafayette
Adam Groesbeck



Overview of OGS Procurement Services



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

Who Can Use Our Contracts?

Why Use Our Contracts

- 1. You save time.**
 - We put together the solicitations and do all the contract administration for you.
- 2. You save money.**
 - We use different procurement strategies to get you competitive pricing (such as filed requirements, aggregate buys, and piggybacking).
- 3. We offer lots of choices.**
 - We have nearly 1,300 contracts for goods and services for you to use. From road salt to IT services, we have what you need.

How to Get Started

- 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/content/using-ogs-centralized-contracts-0



Procurement Services Website

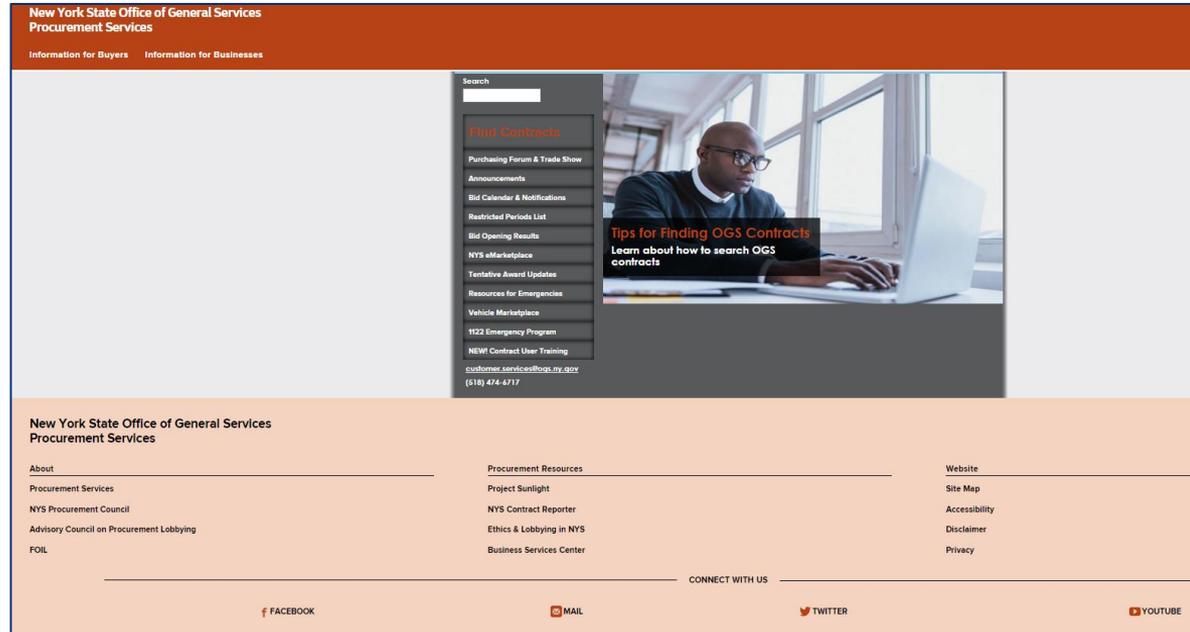
Procurement Services Website

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 Office of General Services
Procurement Services

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

Search

Find Contracts

Purchasing Forum & Trade Show

Announcements

Bid Calendar & Notifications

Restricted Periods List

Bid Opening Results

NYS eMarketplace

Tentative Award Updates

Resources for Emergencies

Vehicle Marketplace

1122 Emergency Program

NEW! Contract User Training

customer.services@ogs.ny.gov
(518) 474-6717

NYS Purchasing Forum & Trade Show: May 18-19, 2016
Register now to attend!

Click on “Information for Buyers” to find:

- Buying 101
- Buying from a Preferred Source
- Using OGS Centralized Contracts
- Piggybacking
- Conducting your own Procurement
- Purchaser Notification Service (contract updates)
- Filing your requirements online
- Green procurement

Information for Businesses

New York State Office of General Services
Procurement Services

Information for Buyers Information for Businesses

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

Vehicle Marketplace

1122 Emergency Program

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NEW! - 1122 Emergency Purchasing Program
Learn about what this program means for you

Click on “Information for Businesses” to find:

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Other Resources

Search

[Find Contracts](#)

[Purchasing Forum & Trade Show](#)

[Announcements](#)

[Bid Calendar & Notifications](#)

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[NYS eMarketplace](#)

[Tentative Award Updates](#)

[Resources for Emergencies](#)

[Vehicle Marketplace](#)

[1122 Emergency Program](#)

[NEW! Contract User Training](#)

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(518) 474-6717

2016 Contract Users Training
Register now for upcoming events!

New York State Office of General Services
Procurement Services

About	Procurement Resources	Website
Procurement Services	Project Sunlight	Site Map
NYS Procurement Council	NYS Contract Reporter	Accessibility
Advisory Council on Procurement Lobbying	Ethics & Lobbying in NYS	Disclaimer
Freedom of Information Law (FOIL)	Business Services Center	Privacy

There are other 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

Searching Our Contracts

Tips For Searching Contracts

1. On the side menu from any page on the website, click the "Find Contracts" button to reach our Contract Portal.
2. If you have a *group* or award number, click the "Search All Centralized Contracts" button to enter the numbers and complete your search. Another way to get our complete listing of contracts is to click the "Search All Centralized Contracts" button and then click the second search button at the bottom of the page.
3. If you don't have a *group* or award number, select "Complete Listing of All Statewide Contracts - Listing of Active Contracts" (PDF) for our complete directory.
4. You can search the document by hitting "Ctrl" and "f" buttons at the same time. A box will pop up and you can enter key words to search.
5. After searching using key words you can return to the Contracts Portal and follow step #2.

How to Search Our Contracts

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Procurement Services Contract Portal

Welcome to the Procurement Services centralized contracts portal that gives you access to our directory of contracts and direct links to the most requested contract pages. Be sure to visit [Buying 101](#) and [Using Centralized Contracts](#) to learn how to use these purchasing tools.

Check out our [tips for searching](#) OGS centralized contracts .

Commodity Contracts

Service Contracts

Technology Contracts

Search All Centralized Contracts

Go →

Quick Links to Frequently Requested Contracts

- [IT Services \(HBITS\) Contracts](#)
- [Fuel Contracts & Pricing](#)
- [Salt Contracts, Delivery Schedules & Pricing](#)
- [Electronic Value Transfer \(EVT\) Service Contract](#)
- [Complete Listing of all Statewide Contracts](#) (PDF)
- [Alphabetical Listing of all OGS Procurement Services Contracts](#) (PDF)

More Buying Resources

- [Buying Green](#)
- [Educational Buying Programs](#)
- [Buying from Preferred Sources](#)
- [Purchasing with a Procurement Card](#) (for state agencies)

Click “Find Contracts” to:

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



Did You Know...

OGS NEW YORK STATE

[Home](#) [Contact Us](#) [NYSPro Search](#) [Site Map](#)

[New York State Procurement Home](#) | [Commodities](#) | [Information Technology](#) | [Services](#) | [Telecommunications](#)

Full Text Search of Procurement Contracting

Enter your query below:

Group and/or Award Number Search

Enter all or part of a Group and/or Award Number. The search selects results based on the beginning of a number. A search for Group Number "224" lists Group Numbers "22400" through "22499".

Group Number: Award Number:

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[Website Disclaimer](#) | [Privacy Policy](#)

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

Where to Find Our All Contracts Listing

All Contracts Listing:

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

How We Issue Contract Updates

Sign-up for the Purchaser Notification System for email blasts about contract updates!

Procurement Services						
All Term Contracts by Group Number						
Group	Description	Contract Period	Award#	MB/WB / SB	Contract No.	Contractor Name
01600	MILK (FLUID) (STATEWIDE)	9/1/2011 - 6/30/2015	22230		PC65632	BOJCE BROS DAIRY INC
01600	MILK (FLUID) (STATEWIDE)	9/1/2011 - 6/30/2015	22230		PC65633	BYRNE DAIRY
01600	MILK (FLUID) (STATEWIDE)	9/1/2011 - 6/30/2015	22230		PC65636	UPSTATE NIAGARA COOPERATIVE INC
01600	MILK (FLUID) (STATEWIDE)	9/1/2011 - 6/30/2015	22230		PC65637	Z-R CORPORATION DBA MOHAWK DAIRY
01600	MILK (FLUID) (STATEWIDE)	9/1/2011 - 6/30/2015	22230		PC65979	CREAM-O-LAND DAIRIES LLC
01600	MILK (FLUID) (STATEWIDE)	12/4/2013 - 6/30/2015	22755		PC66397	ELMHURST DAIRY INC
01800	ROAD SALT, TREATED SALT, AND EMERGENCY STANDBY ROAD SALT	9/1/2014 - 8/31/2015	22843		PC66637	CARGILL INCORPORATED DBA CARGILL INCORP DEICING TECH BUSINESS UNIT
01800	ROAD SALT, TREATED SALT, AND EMERGENCY STANDBY ROAD SALT	9/1/2014 - 8/31/2015	22843		PC66658	AMERICAN ROCK SALT CO LLC
01800	ROAD SALT, TREATED SALT, AND EMERGENCY STANDBY ROAD SALT	9/1/2014 - 8/31/2015	22843		PC66659	ATLANTIC SALT INC
01800	ROAD SALT, TREATED SALT, AND EMERGENCY STANDBY ROAD SALT	9/1/2014 - 8/31/2015	22843		PC66660	MORTON SALT INC
01800	ROAD SALT, TREATED SALT, AND EMERGENCY STANDBY ROAD SALT	9/1/2014 - 8/31/2015	22843		PC66661	COMPASS MINERALS AMERICA INC
02450	FOOD (BAKED GOODS) (STATEWIDE)	2/1/2013 - 1/31/2018	22407		PC65969	OROGRAIN BAKERIES SALES INC ON BEHALF OF BIRDE FOODS INC
02450	FOOD (RETAIL) (STATEWIDE)	3/24/2014 - 3/23/2019	22688		PC66400	METROPOLITAN FOODS DBA DRISCOLL FOODS
02450	FOOD (COMMERCIAL) (STATEWIDE)	12/1/2014 - 11/30/2019	22794		PC66399	SYSCO SYRACUSE LLC

What You'll Find 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 including:
 - Who can use the contracts
 - Award documents
 - Contract updates
 - Description of what you can buy

Important Web Resources

What is the eMarketplace?

An online “Amazon.com-like” shopping site for NYS agencies, municipalities, and all authorized users to buy goods from centralized contracts and Preferred Sources.

What can I buy?

- Environmentally Preferable Cleaning *Products* , Programs, Equipment & Supplies: [Award 22830](#)
- NYS Preferred Source Providers
- Recycled Copy Paper: [Award 22478](#)
- Recycled Copy Paper, Truckload Lots: [Award 22446](#)
- Industrial & Commercial Supplies: [Award 22918](#)

How do I get started?

- Register on our web page to receive your login – make sure to have your authorized user number!
- The eMarketplace can be accessed through the Statewide Financial System (SFS) or directly through Perfect Commerce.



Find eMarketplace Information

From the Procurement Services website,
<https://nyspro.ogs.ny.gov>

Click on NYS eMarketplace to:

- Create an account
- Log into the eMarketplace
- Get updates on content
- Access user guides & FAQs

NEW YORK STATE
PROCUREMENT

Search

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customer.services@ogs.ny.gov

(518) 474-6717

Welcome to the NYS eMarketplace

This is New York State's new online shopping site. State agencies and authorized users are just a click away from a quick and easy way to buy items from Preferred Sources and OGS centralized contracts.



Go to the NYS eMarketplace →

Using the eMarketplace

SFS Users: SFS now includes a connection to the eMarketplace. You select the eMarketplace, add items to your cart, and have the cart populate your SFS requisition. For purchases outside of SFS, go directly to the eMarketplace and use a Procurement Card (p-card). Complete the [registration form](#) to

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NYS Vehicle Marketplace

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

**New York State Office of General Services
Vehicle Marketplace**

Authorized Users - How to Buy Vehicle Dealers - How to Sell Mini-Bid Results

Requests for Cars

See All Mini-Bid Requests for Class 1-2 Light Duty Vehicles

Requests for Trucks

See All Mini-Bid Requests for Class 3-8 (Med-Heavy Duty) Vehicles

**New York State Office of General Services
Vehicle Marketplace**

<p><u>Award 22898 - Light Duty</u></p> <p>Customer Services</p> <p>Award Documents & Updates</p> <p>Dealers on Contract</p> <p>How to Use this Contract</p>	<p><u>Award 22904 - Med-Heavy Duty</u></p> <p>Customer Services</p> <p>Award Documents & Updates</p> <p>Dealers on Contract</p> <p>How to Use this Contract</p>	<p><u>Procurement Resources</u></p> <p>Procurement Services</p> <p>Purchasing Forum</p> <p>NYS Procurement Council</p> <p>Advisory Council on Procurement Lobbying</p>	<p><u>Website</u></p> <p>Accessibility</p> <p>Disclaimer</p> <p>Privacy</p> <p>FOIL</p>
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www.vehicles.nyspro.ogs.ny.gov

Defining Car vs. Truck

Cars (Class 1-2) are light-duty vehicles used primarily to transport passengers and cargo (cars, vans, SUVs, pickup trucks), with a gross vehicle weight rating less than or equal to 10,000 pounds.

Trucks (Class 3-8) are chassis, bodies, or complete vehicles that have a gross vehicle weight rating of greater than 10,000 pounds (also known as medium-heavy duty vehicles).

Use this FHA chart to illustrate the differences:
<http://www.afdc.energy.gov/data/10381>



1122 Emergency Purchasing Program

- Purchase equipment for counter-drug, homeland security, and emergency response activities from federal sources.
- **The benefit:** Big savings!
- **Eligible organizations:** fire & police departments, medical emergency responders, public works departments, & emergency services
- **How to enroll:** Visit www.nyspro.ogs.ny.gov/content/1122-emergency-purchasing-program to learn how to get certified to make purchases.



Buy NY Resources on NY.Gov

The image shows two screenshots of the Buy NY website on NY.Gov. The top screenshot displays the 'How to Buy NY Products' page, dated April 10, 2016. It features a blue header with the 'Buy NY' logo and a navigation menu. The main content area includes a 'SECTION' dropdown menu with 'Overview' selected, and a sub-section titled 'Overview' with a brief description of the program. 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'.

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).

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: Your road salt requirements are due May 31, 2016



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

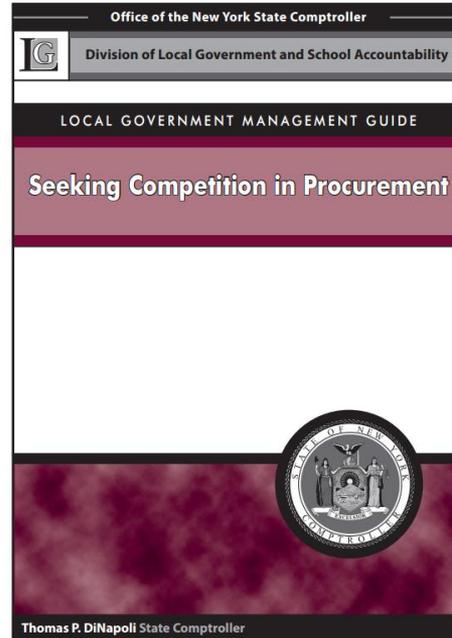
Email: OGS.sm.SSTTechnology@ogs.ny.gov

Make sure to check out the forum classes on our new IT contracts!



**Purchasing Forum
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Helpful Resource: OSC Seeking Competition in Procurement Guide



It provides for state and local organizations:

- Information on planning & promotion
- How to seek competition
- e-Procurement guidelines
- Policies & procedures
- Guidance on cooperative purchasing
- Ethics & conflicts of interest information

www.osc.state.ny.us/localgov/pubs/lgmg/seekingcompetition.pdf



**Purchasing Forum
& Trade Show**

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!**



**Purchasing Forum
& Trade Show**

More Road Show Events Coming Soon!



- Visit www.nyspro.ogs.ny.gov/roadshow to learn more and register for future events.
- Events being booked across NYS.
- Will plan to offer webinars during these events as much as possible.
- Get the videos from our Albany event in February.
- Got questions? Contact customer.services@ogs.ny.gov.



Find Procurement Training Online

- Get class presentations and videos on the website.
- Get procurement training year-round.
- Class presentations and videos are posted from past events.



www.purchasingforum.ogs.ny.gov

Got questions? We are here to help!

Contact us today

(518) 474-6717

customer.services@ogs.ny.gov



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Questions