



# 2014

## **Purchasing Forum & Trade Show** *Planting Seeds Today for Tomorrow's Success*

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Andrew M. Cuomo  
Governor  
State of New York

RoAnn M. Destito  
Commissioner  
Office of General Services



**2014**  
**Purchasing Forum  
& Trade Show**  
*May 14 & 15*

# ***Contract Compliance***

***For Vendors***

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Governor  
State of New York

RoAnn M. Destito  
Commissioner  
Office of General Services

# OGS Presenters:

Connie Gardner

Cindy Miner

Karen Rogers

Anne Phillips

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This class is **NOT** intended  
to be contract specific.  
Each contract is unique!

It is **CRITICAL** to read  
your contract in its  
entirety!



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# Topics of Discussion

- Key Contract Components
- Why it's important to read your contract
- NYS Vendor Identification Number
- Requesting Contract Updates
- MWBE Certification
- Reporting Requirements
- Contractor Performance
- Who is authorized to use your contract



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# Key Contract Components

- Procurement Document
- Appendix A, Standard Clauses required for all NYS Contracts
- Appendix B, OGS General Specifications
- Contract Award Notification (CAN)



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# Sample Order of Precedence in Contracts

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

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# Why It's Important to Read your Contract

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



# How to find your contract

OGS Centralized Procurement  
Web Address:

<http://www.ogs.ny.gov/purchase/search/default.asp>



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# NYS Vendor Identification Number

In order to accept orders and receive payments, vendors **MUST** have a valid NYS Vendor ID - this applies to Resellers/Authorized Dealers as well.

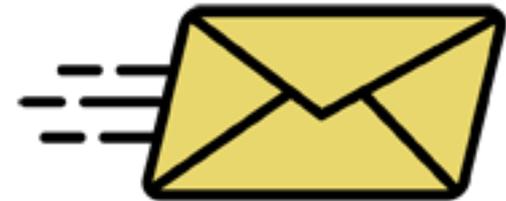


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Any change to the  
contract **MUST** be  
IMMEDIATELY reported to  
OGS.



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# Contract Updates are **REQUIRED** when any of the following changes occur:

- Vendor Name
- Address
- Federal Identification Number
- Contact Information Updates
- Price Adjustments as authorized by your contract (CPI, PPI, etc.)
- Product Additions/Deletions
- Reseller/Authorized Dealer Changes

OGS Approval is Required  
**PRIOR** to making changes  
in price and/or products.



Any products added to  
the contract **MUST** be  
within the scope!



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The discount structure **MUST** be retained throughout the duration of the contact.

Discounts can always be increased.

Vendors who are MWBE Certified  
are tracked on the Empire State  
Development website at the  
following address:

<http://www.esd.ny.gov/mwbe.html>

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# Ongoing Requirements

- Sales Reporting
- MWBE Reporting
- Vendor Responsibility Questionnaire  
re-certify every 6 months
- Insurance
  - Workers' Compensation and Disability Benefits Coverage
  - General Liability/Automobile (ACORD 25<sup>©</sup> form)

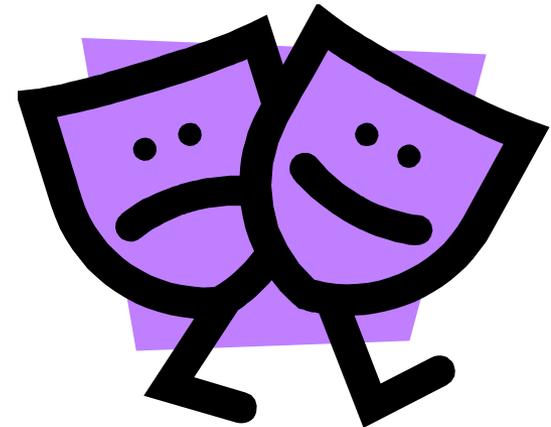
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# Contractor Performance

- Meets Contractual Obligations
- Ongoing Monitoring
- Consequences
  - Communications
  - Reduce Status or Loss of Contract



**When in doubt, contact your  
Contract Administrator for  
clarifications.**



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# QUESTIONS? COMMENTS?



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