

## **Responsibility Meeting Agenda**

**Regarding Contract Number \_\_\_\_\_ Electronic Key Systems and Telephone Equipment  
(Contractor Name)**

**Thursday, February 13, 2014**

**11:00 am to 1:00 pm**

**Corning Tower 41st Floor Legal Conference Room**

**Purpose:** Discuss Vendor Responsibility of \_\_\_\_\_

### **AGENDA/ ISSUES**

1. Introductions and explanation of the process;
2. Summary of the need for the Office of General Services (OGS) to address \_\_\_\_\_ status as a responsible contractor during the term of the above referenced contract;
3. Statement from \_\_\_\_\_ as to why the State should regard them as a responsible and responsive contractor;
4. Discussion of the contract and its administration by \_\_\_\_\_;
5. Complaints, Errors, etc.;
6. Financial Matters;
7. Standard Vendor Responsibility Questionnaire;
8. Closing statements and discussion of next steps, as necessary.

## Responsibility Meeting Issues and Questions

Regarding Contract Number \_\_\_\_\_ Electronic Key Systems and Telephone Equipment

\_\_\_\_\_ Corporation.

Thursday, February 13, 2014

11:00 am to 1:00 pm

Corning Tower 41st Floor Legal Conference Room

**Purpose:** Discuss Vendor Responsibility of \_\_\_\_\_ Corp.

- I. Introductions and Explanation of the Process
  - A. Conduct introductions and provide agenda and sign-in sheet (have copies made and distributed.)
  - B. Explain how the process will work (notes will be taken, compiled, typed up and sent to them. Notes will recap deliverables, if any. They will then have an opportunity to comment on meeting notes but their comments will only be added to the notes. They won't result in any changes to them.)
- II. Summary of the need for the Office of General Services (OGS) to address \_\_\_\_\_ status as a responsible contractor during the term of the above referenced contracts.
  - A. Discussion of SFL obligations and FLIP Analysis
- III. Request for a Statement from \_\_\_\_\_ as to why the State should regard them as a responsible and responsive contractor. (Let them give opening explanatory statement)
- IV. Discussion of the contract and its administration by \_\_\_\_\_.
  - A. Indications that company is not complying with contract terms and conditions.

Contractors must staff a maintenance center within the region bid. Please describe the maintenance centers staffed by \_\_\_\_\_ within Regions 1 and 3. In addition, page 30 of the Contract Award Notification requires that Contractors must maintain a spare parts inventory of critical parts at their maintenance facilities. Please describe the spare parts inventory maintained by \_\_\_\_\_.

- C. Is Mr. \_\_\_\_\_ the contract administrator for these contracts? Is anyone else in charge of contract compliance? Is Mr. \_\_\_\_\_ familiar with the terms and conditions of the contract?
- D. Has \_\_\_\_\_ complied with the requirement in the RFP that contractors must provide electronic reports of contract purchases? Please provide copies of those reports.
- E. How long has \_\_\_\_\_ had the d/b/a of \_\_\_\_\_ Communications? Was OGS notified of this?

V. Complaints, Errors, etc.

A. With respect to the \_\_\_\_\_ complaint, \_\_\_\_\_ states that “\_\_\_\_\_ facilities personnel have, from the very beginning, resisted this “additional work” on top of their regularly assigned work and have displayed a certain amount of animosity towards \_\_\_\_\_ because of it. This animosity is manifested in a work product that is laden with errors and omissions. As a result of this arrangement, Vendor cannot complete the work required until the \_\_\_\_\_ personnel completed their work.” This resulted in delays. Who is the \_\_\_\_\_ technician responsible for performing work at the \_\_\_\_\_ facility? How long has he been employed by \_\_\_\_\_ and how long has he been servicing this account? Did Vendor advise facility of who would be the technician on their account? When? What is the typical turnaround time for completion of a work order? What has the completion time been at \_\_\_\_\_? Please explain what arrangements are made to ensure uninterrupted service while Mr. \_\_\_\_\_ is vacationing? Please explain the status of the December 2007 purchase order that is referred to in the complaint?

VI. Financial Matters

A. On the Financial Statement provided there is an asset listed as “Other Assets due from officer.” Would you please explain what this is?

B. The Financial Statement indicates that there are stockholders, but there are no SEC filings. Please explain why the company is exempt from filing with the SEC?

VII. Vendor Responsibility Questionnaire

A. Where is the d/b/a filed? The response was not included. (Need revised response and questionnaire needs to be recertified on the NYS VendRep System.)

B. Letterhead has wrong area code.

C. Please explain why the company also uses the address: \_\_\_\_\_?

VIII. Closing statements and discussion of next steps, as necessary.

A. Review deliverables and process for distribution of the minutes