



**NEW YORK STATE  
OFFICE OF GENERAL SERVICES  
NEW YORK STATE STRATEGIC SOURCING**  
NYS Commercial, Retail and Baked Goods Pre-IFB Notice  
*This is not a solicitation.*

The Office for General Services, in conjunction with the Strategic Sourcing Team, is issuing this announcement to notify interested bidders that an Invitation for Bids for Commercial, Retail and Baked Goods will be issued soon (Formerly group #s 02450, 02400, and 02200). The exact release date for this IFB is undetermined, but it is expected to be released during March. As mentioned in Governor Andrew M. Cuomo's October 12<sup>th</sup> press release, which can be found at the following site: <http://www.governor.ny.gov/press/10122011ImproveGovernmentEfficiency>, Governor Cuomo has initiated sweeping changes to the state government procurement process that focus on implementing best practices and identifying opportunities for savings. The upcoming IFB will be a part of this effort.

With the publication of this announcement, the Office of General Services is formally entering a restricted period for the procurement of Food (Commercial, Retail and Baked Goods). This advertisement is NOT announcing the release of an Invitation for Bids.

Pursuant to State Finance Law §§139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between OGS and an Offerer/bidder during the procurement process. An Offerer/bidder is restricted from making contacts from the earliest notice of intent to solicit offers/bids through final award and approval of the Procurement Contract by OGS and, if applicable, the Office of the State Comptroller ("restricted period") to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j (3) (a). Designated staff, as of the date hereof, is identified below.

Jill McCabe, Tammy Rock, Patricia Billen
NYS Strategic Sourcing Team
Corning Tower - 37th Floor
Empire State Plaza
Albany, New York 12242
E-Mail: <a href="mailto:SST_food@ogs.ny.gov">SST_food@ogs.ny.gov</a>
<b>No Phone Inquiries Will Be Accepted</b>

OGS employees and Designated Contacts are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offerer/bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four-year period; the Offerer/bidder is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found on the OGS website:

<http://www.ogs.ny.gov/aboutOgs/regulations/defaultAdvisoryCouncil.html>

**Information for Prospective Bidders**

Prospective bidders are strongly encouraged to review the three sections below in full.

- 1) **Relevant items from the upcoming IFB tentative procurement schedule are listed below. This list provides prospective bidders the opportunity to begin preparations prior to the issuance of an IFB.**
  - A. It is expected that the time from IFB issuance to the date when bids are due will total six weeks.
  - B. The initial Question and Answer (Q/A) period will end two (2) weeks after IFB issuance. The State will answer questions of a substantial nature in the form of a Purchasing Memorandum and publish to OGS' Bidder Notification System (BNS).



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1. Prospective bidders are required to raise any potential assumptions, exceptions, caveats, etc. to the terms and conditions, specifications, and requirements during the Question and Answer phase of the IFB.
- 2) Prospective bidders will have a series of administrative requirements which can be addressed prior to the issuance of an IFB wherever possible. Bidders are strongly encouraged to begin addressing these items now in advance of IFB issuance. Please review and address the following items:**
- A. Vendor Responsibility Registration (VendRep)
    1. OGS intends to use the For-Profit, Non-Construction Questionnaire for the upcoming IFB. If registered on VendRep, prospective bidders will be required to recertify their VendRep questionnaires prior to submitting a bid. Prospective bidders who have not registered for VendRep are strongly encouraged to do so. To enroll in and use the VendRep System, please refer to the VendRep System Instructions and User Support for Vendors available at OSC's website, [http://www.osc.state.ny.us/vendrep/vendor\\_index.htm](http://www.osc.state.ny.us/vendrep/vendor_index.htm) or to enroll, go directly to the VendRep System online at <https://portal.osc.state.ny.us>. *Please note that a Vendor ID is required to enroll in the VendRep System.* Please see below for information on how to obtain a Vendor ID. Please allow up to four (4) business days to accommodate the verification process associated with assigning a Vendor ID and updating the OSC Online Services portal to allow a vendor to enroll to use the VendRep System.
  - B. Register for Vendor Self-Service with the Office of the State Comptroller to obtain a NYS Vendor ID
    1. New York State's implementation of a Statewide Financial System (SFS) provides many benefits to the State and its vendors. One of the benefits of SFS is the establishment of the New York State Vendor File, a centralized repository to maintain timely and reliable information on all vendors registered to do business with the State. The Office of the State Comptroller's Bureau of State Expenditures created the Vendor Management Unit (VMU) to manage this file. If the Bidder is not currently registered in the Vendor File, the Bidder must request assignment of a Vendor ID number from OGS. Complete the OSC Substitute W-9 Form ([http://www.osc.state.ny.us/vendors/forms/ac3237\\_fe.pdf](http://www.osc.state.ny.us/vendors/forms/ac3237_fe.pdf)) and submit the form to OGS in advance of your bid. Please send this document to the Designated Contact listed above. OGS will initiate the vendor registration process for all Bidders and their authorized resellers. Once the process is initiated, a registrant will receive an e-mail identifying their unique ten-digit Vendor ID and instructions on how to enroll in the online Vendor Self-Service application. For more information on the Vendor File, please visit the following website: [http://www.osc.state.ny.us/vendor\\_management/](http://www.osc.state.ny.us/vendor_management/).
  - C. Enroll in the Office of the State Comptroller's E-Payment System which can be found at the following site (<http://www.osc.state.ny.us/epay/>).
  - D. Register with New York State Department of State to do business in NY.
    1. To be eligible to participate in the upcoming IFB, a Prospective Bidder must register with the NYS Department of State as an entity authorized to conduct business in New York State.
  - E. The Workers Compensation Board (<http://www.wcb.ny.gov/>) database must reflect that any Prospective Bidder has up-to-date Workers Compensation and Disability Benefits coverage or has a valid exemption. Please confirm with your insurance carrier that the following items are up to date:
    1. Workers' Compensation Coverage
    2. Disability Benefits Coverage
  - F. Register for OGS' Online Vendor Registration for Bidder Notification Service under classification code 50 (<http://ogs.ny.gov/ovr/Default.asp>).
  - G. Review your Contract Reporter registration to include "Food, Beverages & Related Products".
  - H. Prospective M/WBE bidders should ensure they are certified by visiting <http://www.esd.ny.gov/MWBE/Certification.html>



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- 3) The IFB will include some format restructuring, including:**
- A. Current groups will be incorporated into the new IFB released by OGS.
    - 1. Group 02450 – Food, Household Items, Sundries
    - 2. Group 02400 – Groceries
    - 3. Group 02200 – Fresh Bread and Rolls
  - B. The State will segment the IFB into three lots and four regions which can result in contracts being awarded to between one and twelve vendors.