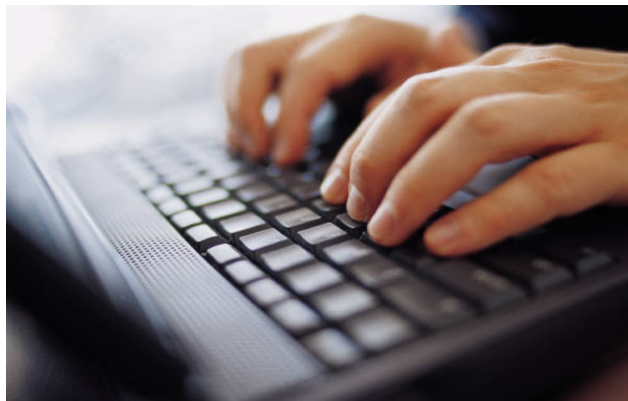


NYS Office of General Services (OGS)  
Procurement Services Group (PSG)

**ROAD MAP**

**GETTING AROUND THE  
INFORMATION TECHNOLOGY SERVICES  
WEB SITE**



**PSG Contact Information:**

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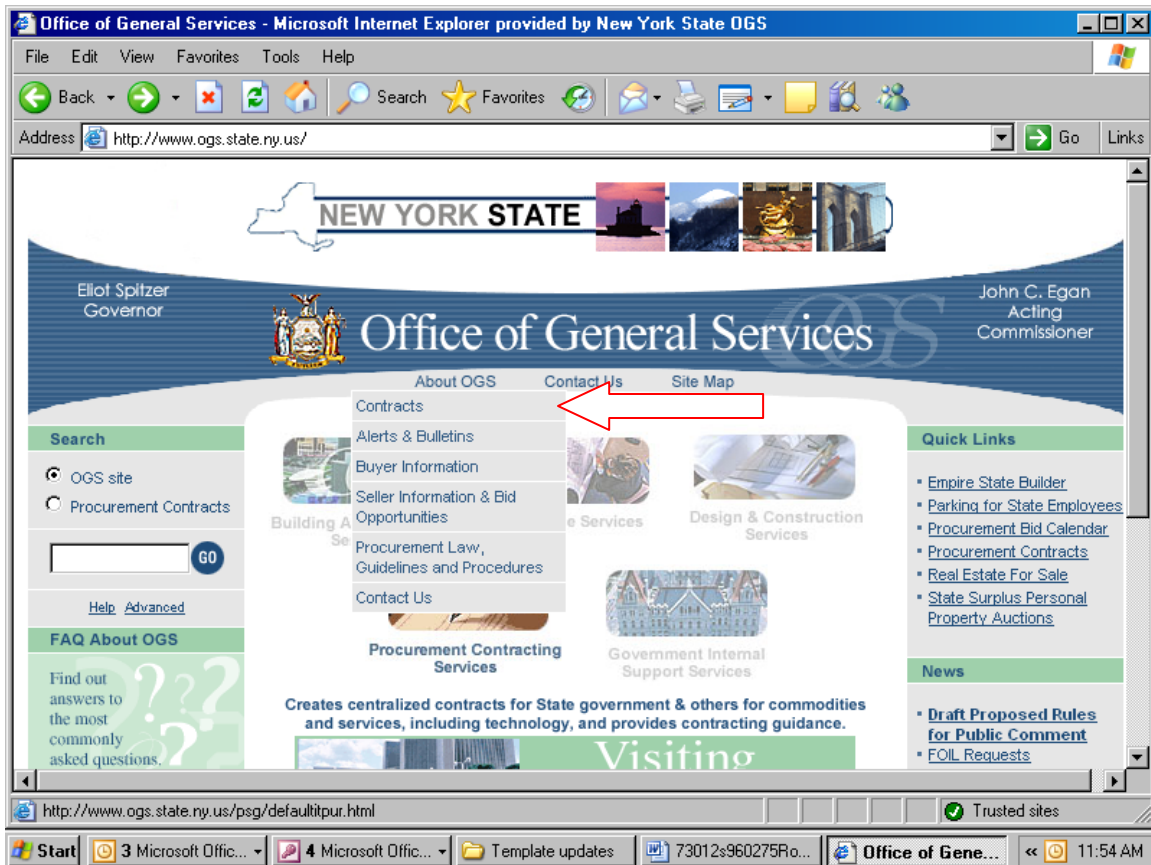
Revision Date: 09/08

**Using these Instructions:**

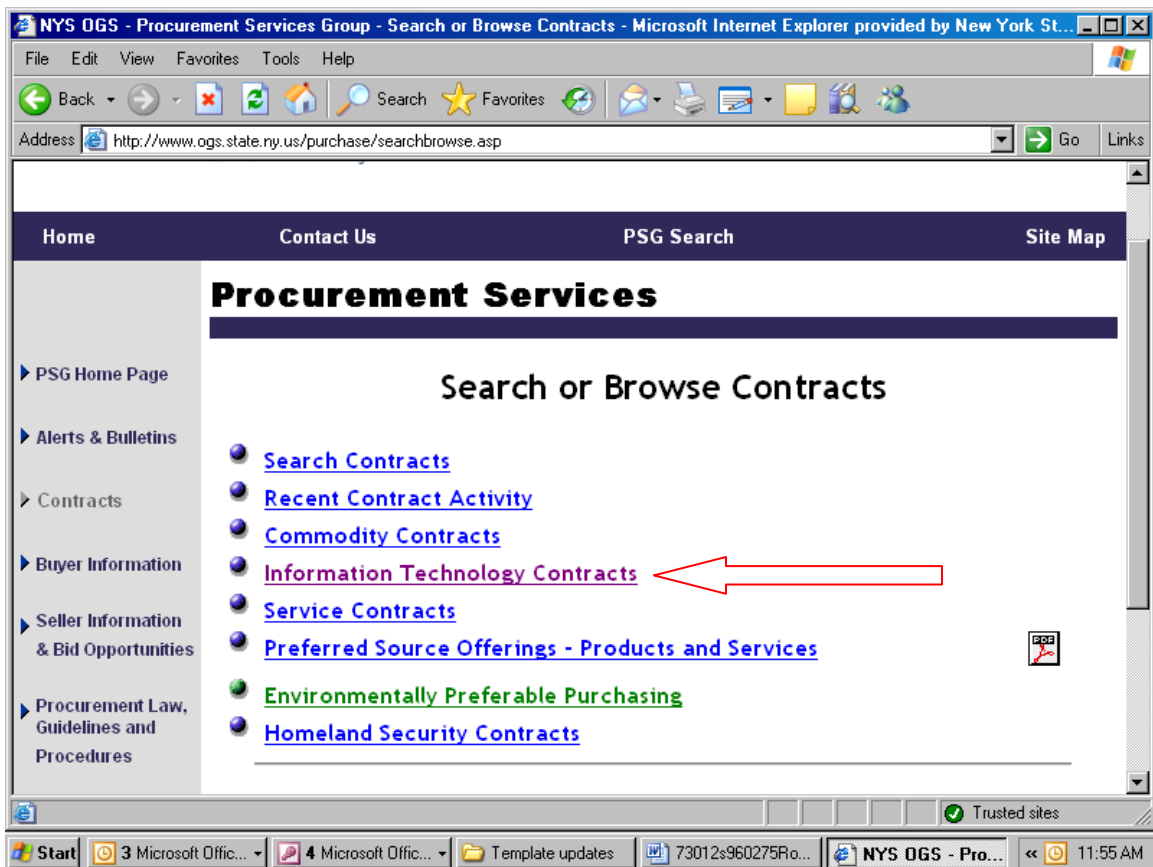
- ⇒ Anything that requires you to click on is *italicized* and typed in **bold**.
- ⇒ Anything that requires you to type in information is shown in [brackets]

**HOME PAGE URL: [www.ogs.state.ny.us](http://www.ogs.state.ny.us)**

Place cursor on *Procurement Contracting Services*  
Click on *Contracts*



**Click on *Information Technology Contracts***









# Bottom 1/2 of IT Services Page

**Contract Specifics**

[Download RFPS960275-E.1](#) *If interested in Pre-Qualifying for a Back-Drop Contract for IT Services.*

[Contract Terms & Conditions](#) 

[List of Pre-Qualified Contractors](#) (Contractor Information, Services & Categories, Pricing, etc.)


[Contractor Policy & Procedures Manual](#) 


[Contractor Pricing & Mailing List](#)

[Contractor Amendment Packet](#) (Word File)

[Contractor Semi-Annual Report Form](#) (Word File)

**Procurement Information**

[Road Map](#) (Getting Around the IT Services Web Site) 

[Frequently Asked Questions \(FAQs\)](#) 

[Guidelines, Forms, Templates for all Procurement Options](#)

[NYS Office for Technology \(OFT\) "Intent to Purchase Technology Notification" for Services & Technology greater than \\$50,000](#)

[Quick Contract Processing Criteria](#) (DSC 3-5 day turnaround)

[Contractor Performance Report Form](#) (Word File)

[Monthly Purchasing Memoranda](#)

[GTC Presentation](#)

[Install Free Adobe Acrobat Reader for PDF Documents](#)

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# LOOKING AT THE OPTIONS

## CONTRACT SPECIFICS

1. Click on: ***Download RFP#S960275-E.1*** (If interested in Pre-Qualifying for a Back-Drop Contract for IT Services) If you are a vendor interested in pre-qualifying for Back-drop Contract for IT Services, click on the link to download the RFP#S960275-E.1 (word file). This is not a competitive bid!! By responding to the RFP#S960275-E.1 and satisfying the requirements, your firm will be added to the list of other firms that will have the opportunity to bid on IT related services for all authorized users of State contracts.
2. Click on: ***Contract Terms And Conditions***  
This is presented in PDF format. You can scroll through the document or select Appendix A or Appendix B from bookmarks located in the upper left corner of the page. All contracts are uniform in their **Terms and Conditions** (Ts & Cs). All Contractors have agreed to all of the Ts & Cs as presented here.
3. Click on: ***List Of Pre-Qualified Contractors***  
To view a list of ALL active back-drop contractors for IT Services.  
All Contractors are listed in alphabetical order by company name. Use the "Find" command to locate a specific Contractor or scroll through the entire list to view the entire list of pre-qualified Contractors. For each Contractor the following information is presented:

Column 1:

- (1) Company Name
- (2) *CMS or CMT* Contract Number \*\*
- (3) Any certifications held by the company (e.g. Authorized Technical Education Centers).
- (4) If Company is:
  - ✓ NYS Small Business Enterprise (SBE)
  - ✓ NYS Certified Minority Owned Business Enterprise (MBE)
  - ✓ NYS Certified Women Owned Business Enterprise (WBE)

Column Headings 2 – 8: Type of Services offered by Contractors

Across Rows: Categories of Expertise offered by Contractors

- \*\* What do the acronyms mean that are under some of the Contract Numbers?; click on:
- Definition of Abbreviations*** button at top of page

To view specific Contractor/Contact Information, click on:

- Contractor Name***

The "Detailed Company Contact Information" and the "Contractor Pricing Information" will be displayed for all the types of pricing that the selected Contractor has on contract.

4. Click on ***Contractor Policy & Procedures Manual***

This Manual is a "handbook" for Contractors with background information about the contracts, the authorized users, and the procurement options available to the users when procuring services from the IT Services Contracts.

5. Click on: ***Contractor Pricing & Mailing List***

To Locate the **TRAINING** Contractors, click on:

- Contractor Pricing and Mailing List***
- All Other Categories***

For LIVE (Instructor-Led) Training, Computer Based Training (CBT), Video Based Training (VBT), Web Based Training (WBT), or Interactive Web Based Training (IWBT), click on:

- Live Training, CBT, VBT, WBT, or IWBT*** - depending on the training medium
- 1 or more Category/ies of Expertise***<sup>1</sup> - For off-the-shelf training (e.g. WORD, ACCESS, Windows, NT, etc.) select *Application Development and/or Systems Management PC (Mainframe or Midrange)* or whatever other category/ies apply)

<sup>1</sup>**Note:** If you click on multiple categories, the list displayed will include contractors that have **ALL** the categories selected on their back-drop contracts. The more categories selected, the more refined the list.

If you are searching for contractors that have at least 1 of several categories on in which you are interested, then click on 1 category at a time, print the list, go back to repeat the process for the next category, etc.

Click on:

- Submit***
- Continue***

The List of contractors & their not-to-exceed "Per Student Rates" for a 1, 2, 3, 4, 5 day course will be displayed for LIVE Training, "Minimum Discount From List" for CBT, VBT, WBT, IWBT. Scroll down to the bottom of the list

Click on:

- Ancillary Titles*** to view any unique titles/classifications and pricing that contractors may have added to their contracts to accommodate specialized training requirements (per transaction fee, monthly fee, etc.)
- Contractor Mailing List*** to obtain contractor contact information. You have an option to generate labels to mail solicitations, as well as e-mail addresses, and fax numbers.

To locate the **CONSULTING, SYSTEMS INTEGRATION, & ON-GOING SERVICES** Contractors, click on:

- Contractor Pricing and Mailing List***
- All Other Categories*** UNLESS you are looking for ***Human Resources & Financials (HRF)*** or ***Equipment Maintenance*** Contractors, then click on those respective links

Click on:

- Consulting**<sup>1</sup> OR
- Systems Integration**<sup>1</sup> OR
- On-Going Services**<sup>1</sup>

AND

- 1 or more **Category/ies of Expertise**<sup>2</sup> that apply to the project specifications

<sup>1</sup> **Note:** Click on *Glossary of Terms* next to **Type of Service** label for the definition of the different Services;  
Click on *Glossary of Terms* next to **Category of Expertise** label to display the definition of the different Categories

<sup>2</sup> **Note:** If you click on multiple categories, the list displayed will include contractors that have **ALL** the categories on their back-drop contracts;  
If you are searching for contractors that have at least **1** of several categories on contract, then click on 1 category at a time, print the list, go back to repeat the process for the next category.

Click on:

- Submit**
- Continue**

The list of contractors, & their hourly not-to-exceed rates (Consulting/Systems Integration) & minimum discount from list price (On-Going Services) will be displayed. Scroll down to the bottom of the list.

Click on:

- Ancillary Titles** button to display those unique job titles/classifications and pricing that Contractors have an option to add to their contracts to accommodate specialized consulting/SI project requirements.
- Contractor Mailing List** button to obtain contact information. You have an option to generate labels as well.

To locate **EQUIPMENT MAINTENANCE** Contractors, click on:

- Contractor Pricing and Mailing List**
- Equipment Maintenance** UNLESS you are looking for *Human Resources & Financials (HRF)* or *All Other Categories (Consulting, Systems Integration, Training, On-Going Services)*, then click on those respective links.

Click on:

- Mainframe Maintenance**<sup>1</sup> OR
- Mid-Range Maintenance**<sup>1</sup> OR
- PC Maintenance**<sup>1</sup> OR
- Printer Maintenance**<sup>1</sup>

AND

- County List**<sup>2</sup>: 1 or more, or ALL, county(ies) that apply to the service location.

<sup>1</sup> **Note:** Click on *Glossary of Terms* next to **Equipment Maintenance** label for the definition of the different Services

<sup>2</sup>**Note: If you click on “All” or multiple counties, the list displayed will include contractors that have all the selected counties on their back-drop contracts**

6. Click on: ***Contract Amendment Packet (Word File)***  
Contractors who are requesting an amendment to their contracts to add Services, Categories, Ancillary Job Classifications/Titles, may download the Amendment Packet that is in WORD format. Open the file and save to a disk or hard drive or print.
7. Click on: ***Contractor Semi-Annual Report Form (Word File)***  
Contractors will use this form (in WORD) to report semi-annual information on projects awarded. Contractors will submit the forms electronically, & are required to submit completed forms to PSG via e-mail by the 15<sup>th</sup> of the month following Jan. 1<sup>st</sup> & June 1<sup>st</sup>, detailing work awarded under the contract for the period being reported.

## **PROCUREMENT INFORMATION**

1. Click on: ***Road Map (Getting Around the IT Services Web Site)***  
These Instructions begin from the OGS Home Page (www.state.ny.us) and guide you to the IT Services Home Page which you should add to your favorites once you arrive. This "Road Map" helps you to navigate through the various sections and provide helpful hints on how to get information you need and how to use it once you get it.
2. Click on: ***Frequently Asked Questions***  
This is a compilation of questions frequently asked by Authorized Users, Vendors, and Contractors and the answers to those questions. The document will be updated on an on-going basis in response to questions received. You can scroll through the document or select Authorized Users, Vendors, and Contractors from bookmarks located in the upper left corner of the page.
3. Click on: ***Guidelines, Forms, & Templates For All Procurement Options***

When you click on each of the procurement options, the list of files associated with that option is displayed. Select the procurement option that will best "fit" your procurement needs after you review the unique features of each as presented below. Then follow these steps to download to your desktop all the files associated with that chosen option.

1. Click on the link. The entire list of files associated with that procurement option will be displayed.
2. Click on each file, save to a location on your desktop. Remember the location and the name of the file which you can rename if you choose.
3. Click "Back" on the toolbar to return to the web page.
4. Click on the next file, save to the same location on your desktop.
5. Continue until all the files have been saved to your desktop.

These are the Procurement Options displayed on the web:

- ❑ *Mini-Bid Consulting/SI/Maintenance & Support*
- ❑ *Mini-Bid Request for Instructor Led (Live) Training Services)*
- ❑ *Mini-Bid Request for Computer Based Training (CBT), Video Based Training (VBT), Web Based Training (WBT), & Interactive Web based Training (IWBT)*
- ❑ *Discretionary Purchases For Consulting/SI*
- ❑ *Discretionary Purchases For Instructor Led (Live) Training*
- ❑ *Discretionary Purchases For CBT/VBT/WBT/IWBT*
- ❑ *"Fast Track" Procurement for Consulting (hourly based)*
- ❑ *Multiple Award Standby Agreements (MASA) for Consulting & Live Training* **EFFECTIVE 9/29/06, this Procurement Option is available to NON-STATE AGENCIES ONLY.**

4. Click on: ***NYS CIO/OFT Plan To Procure Form***

You will be linked to the CIO/OFT web site where a State agency can download. Approval to proceed with the procurement is required when their procurement will cost \$100,000 or more.

5. Click on: ***Quick Contract Processing***

Scroll through the description of the criteria for Quick Contract Processing and save the forms to your computer

6. Click on: ***Contractor Performance Report***

OGS PSG is very interested in the authorized user's feedback and comments, both positive and negative about how our contractors are performing. Submit this form by e-mail as an attachment or fax. (see contact information on cover page).

7. Click on: ***Monthly Purchasing Memorandum***

Each Purchasing Memorandum provides information on any "new" or changing procedures regarding the mini-bid process. The Index to the ***Monthly Purchasing Memoranda*** is displayed with the date and "**Highlights**" of that month's Purchasing Memorandum. If there is nothing new to report, the Highlight will say "General Information".

8. Click on ***GTC Presentation***

This is a Power Point Presentation given by the IT Services Team in 2004 at the GTC Convention and focuses on the various procurement options available when using the back-drop contracts for IT Services.