

FREQUENTLY ASKED QUESTIONS REGARDING OGS WEBCASTING INFORMATION

Q - Where can I find information about what OGS and other state agencies have about Executive Order #3?

A - In addition to links to the Executive Order #3 and OFT Webcasting Standards, the following page contains information about the contract and meeting room offerings from OGS PSG and Facilities Management.

<http://www.ogs.state.ny.us/webcastinfo.htm>

Q - What can I acquire from the OGS contracts that will assist me in performing webcasts?

A - In general you can acquire internet services, audio/video and encoding equipment and IT Services. For those agencies who wish to conduct their own webcasts the following link provides you with information about which contracts you can acquire equipment:

<http://www.ogs.state.ny.us/purchase/spg/pdfdocs/CL686.pdf>

Q - I am an agency who wants to hire a company to perform the webcast from start to finish in accordance with the OFT standards but need a facility to do it in and a list of companies on contract who can compete for this business, where do I find this information?

A - OGS does provide meeting room facilities in various State Office Building locations around the state. This information can be found:

<http://www.ogs.state.ny.us/bldgAdmin/generalInfo/tenantinfo/WebcastingBLDGList.pdf>

OGS PSG has IT Services contractors who can bring in equipment and conduct the webcast for you. To download a list of these companies please follow these instructions:

From the **IT Services** webpage

(<http://www.ogs.state.ny.us/purchase/snt/awardnotes/73012S960275can.htm>)

Click on the link for **[Contractor Pricing & Mailing List](#)**

Click on **[All Other Categories](#)**

Type of Service Section,

Choose "**On Going Services**"

Categories of Expertise Section:

Choose "**Webcasting Services**"

Click on "**Submit**"

Click on "**Continue**"

Click on "**Contractor Mailing List**" located at the bottom of page

Utilize the "**Downloading Instructions**" to help you to download the mailing list in the format you wish to use.

Q - Can I simply write an order to one of the IT Services companies to perform the webcasting for me?

A - All procurement options under the IT Services contracts are available for your use. This means mini-bids and discretionary options are available depending on your agencies circumstances. Since the companies on contract have included a minimum of 10% discount from their rate cards, it may be beneficial to write a scope of work and compete the companies against each other even for low dollar value acquisitions. Remember, use of the IT Services contracts require mini-bids for any service engagements over the agency discretionary limit.