

Inquiry	Bid Document	Section Number	Inquiry	Answer
1	Contract Template	General	Can a general discount be given for all items or must items be called out?	No, Bidders must list a discount for each Product or service being proposed. Pursuant to Bid Solicitation Update #4 dated, January 29, 2014, §7, Pricelists/Discounts, "Each Bidder must submit their proposed Product and service offerings on Attachment 1, Pricelist (Revised January 29, 2014), detailing SKU/part number, item description, list pricing, discount percentage, and net pricing for each Product and service on the pricelist that the Bidder is proposing. Bidders may offer either a single or variable discount for each Product and service on the pricelist. Pricelists shall be segmented by Lot pursuant to Contract Template (Revised January 29, 2014) §2.1, Product Offerings."
2	Contract Template	16, Warranty Requirements	The Contract Template calls for all Printing and Imaging Equipment to come standard with a minimum of a one year warranty (Next Business Day on site). Many Manufacturers' offer Printers, MFC Devices, and Scanners with a Standard Warranty of "One Year next day Express Exchange". Requiring "on site" warranty for all Products will significantly add to the unit cost for those models that include a next day Express Exchange Warranty as standard. Will the State of New York consider allowing the user to choose an On Site Warranty as an "option" or to purchase Products with the standard next day "Express Exchange" Warranty as offered by the Manufacturer?	Contract Template (Revised January 29, 2014) §16, Warranty Requirements, has been revised removing the "(Next Business Day on site)" requirement. Pursuant to §16, "All Printing and Imaging Equipment must come standard with a minimum one (1) year warranty. The warranty shall be the Contractor's standard warranty that includes coverage in compliance with the provisions of Appendix B, §72, Additional Warranties and shall include any Software and firmware updates that may be required to correct performance problems."
3	General	General	I received the bid notification for the above purchasing memorandum although I do not see an award for the pervious bid # 22662 Multi Functioning printers. Can you please let me know if 22662 will be awarded or will 22661 be taking its place?	OGS made tentative awards for RFP 22662 - Multifunction Printers (MFPs) (Ledger Size) on October 7, 2013 and expects to issue Contracts in the near future. Bid 22661 will not replace RFP 22662.
4	General	General	When will bid 22662 be awarded?	OGS made tentative awards for RFP 22662 - Multifunction Printers (MFPs) (Ledger Size) on October 7, 2013 and expects to issue Contracts in the near future.

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5	General	General	Due to the complexity of the RFP we request a 2 week extension.	Pursuant to Bid Solicitation Update #2 dated, November 14, 2013; and Bid Solicitation Update #3, dated, December 5, 2013; the bid opening has been postponed twice. Pursuant to Bid Solicitation Update #4 dated, January 29, 2014, the bid opening will now take place on February 18, 2014, 11:00 AM ET, which allows for sufficient time for Bidders to review responses to the inquiries and revisions to the Bid Documents, which are being released simultaneously with the responses to the inquiries. .
6	Purchasing Memorandum	1, To Prospective Bidders	Since this is not a final contract will the negotiations of terms and conditions include Appendix A and B? Or are they non exception terms?	Pursuant to Bid Solicitation Update #4 dated, January 29, 2014, §23, Bid Deviations, "Bidder is advised that OGS will not entertain any exceptions to Appendix A (New York State Standard Clauses). OGS will also not entertain exceptions to the Contract Template and Appendix B (General Specifications) that are of a material and substantive nature."
7	Purchasing Memorandum	2, Scope	Please provide a sample of software that would be excluded from this contract?	Proposed Software offerings shall comply with the provisions of Contract Template (Revised January 29, 2014) §14, Software, and §15, Related Third Party Products, for inclusion in this Contract.
8	Purchasing Memorandum	5, Requirements For Contract Eligibility	If an OEM offers products under multiple brands, will they be permitted to bid the "family" of products to provide the State of New York with the most robust product offering possible?	<p>Pursuant to Bid Solicitation Update #4 dated, January 29, 2014, §5, Requirements For Contract Eligibility, "This Contract is open to Original Equipment Manufacturers (OEMs)* who offer products in at least one of the four Lots listed".</p> <p>Contract Template (Revised January 29, 2014) §3, Definitions, defines Original Equipment Manufacturer (OEM) as "A company that has its name, Product name or logo branded on the Printing and Imaging Equipment."</p> <p>A Bidder may offer multiple brands under a single bid provided it is the Bidder's own branded equipment and it has the Bidder's name, Product name or logo branded on the Printing and Imaging Equipment. If an OEM, as defined in Contract Template (Revised January 29, 2014) §3, Definitions, is submitting multiple brands under a single bid, Bidder shall group the brands in alphabetical order by brand name in Attachment 1, Pricelist (Revised January 29, 2014), for each Lot bid and include the brand name at the beginning of the Item Description for each Product on the Pricelist. The Instructions worksheet in Attachment 1, Pricelist (Revised January 29, 2014), has been revised to include these instructions.</p>

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9	Purchasing Memorandum	5.2, Requirements For Contract Eligibility	Will a market share report from Gartner be accepted by the State?	Yes, pursuant to Bid Solicitation Update #4 dated, January 29, 2014, §9, Bid Submission Information, Paragraph 2.J, “Bidders may qualify for the Contract with an overall market share for a Printing and Imaging Equipment Lot or with market share in a specific segment of a Lot (e.g. U.S. large (wide) format inkjet printer shipments). If this is not proven through the submission of documentation from an independent financial rating service or similar entity (e.g. Dunn and Bradstreet, IDC, or Gartner).”
10	Contract Template	Section 12, Deferred Payment Plan (DPP)	Will the State accept invoicing from a third party company for Deferred Payment transactions?	No, the State will not accept invoicing from a third party company for Deferred Payment transactions.
11	Contract Template	11, Contract Pricelist Update Procedures	As technology changes rapidly in today's environment, will the State permit price lists be updated once per quarter to ensure the State receives the latest technology ?	OGS declines to make the requested change.
12	Contract Template	17, Service Reports	Is there a template for reporting that the state would like contractors to use?	No, OGS does not have a template. However, the service reports shall contain all the information listed in Contract Template (Revised January 29, 2014), §17, Service Reports.
13	Contract Template	20, Internet Access To Contract And Pricing Information	The bid explains that only authorized users should have access to the website. Do we provide a log in page on the site, or do we just provide a url without a log in page? Will the State be responsible to manage the authorized users access to the site? If not, how does the State envision the authorization process working?	Contract Template (Revised January 29, 2014), §20, Internet Access To Contract And Pricing Information, requires that Authorized Users have access to Contract terms and pricing on Contractor’s Internet website; it does not require that only Authorized Users have access to the Internet website. Pursuant to Contract Template (Revised January 29, 2014), §20, Internet Access To Contract And Pricing Information, Paragraph (6), Responsibility for Content, Contractor is solely responsible, for among other things, “administration” of the website.
14	General	General	I have a question about the RFP that was released yesterday for Printing and Imaging Equipment (RFP 22661). Is this RFP in any way related to or an outgrowth of the RFI released by the state in July 2012 for Managed Print Services? Is this RFP part of the state’s IT Transformation Initiative? Any clarity would be helpful. Thanks so much!	Bid 22661 is not related to the RFI issued for Managed Print Services or the NYS IT Transformation initiative.

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15	Contract Template	22, Use of Resellers/Distributors/Alternate Channel Partners	On the matter of utilizing Resellers can users still have the option to buy directly from the Contractor?	Yes. Pursuant to Contract Template (Revised January 29, 2014) §22, Paragraph (1), Designation of Resellers “Contractor shall specify whether orders must be placed directly with Contractor, or may be placed directly with designated Reseller(s).”
16	Contract Template	22, Use of Resellers/Distributors/Alternate Channel Partners	Must the designated Resellers be registered, or just as Contractor's resellers?	Resellers must meet the requirements of Contract Template (Revised January 29, 2014) §22, Use of Resellers/Distributors/Alternate Channel Partners. In addition, in accordance with Bid Solicitation Update #4 dated, January 29, 2014, §13, New York State Vendor File Registration, prior to being awarded a contract Bidder and any designated authorized reseller(s) who accept payment directly from the State must be registered in the New York State Vendor File administered by the NYS Office of the State Comptroller.
17	Purchasing Memorandum	5.2.J, Requirements For Contract Eligibility	On the matter of market share, is IDC recognized as a legitimate rating entity?	Yes, pursuant to Bid Solicitation Update #4 dated, January 29, 2014, §9, Bid Submission Information, Paragraph 2.J. Please also see Question 9.
18	Contract Template	2, Scope	On lot 3, page 2 Does Large Format Printers qualify under this lot?	Yes, large format (i.e. wide format) printers qualify as an acceptable product offering under Lot 3. “Production Printing Equipment”, Contract Template (Revised January 29, 2014) §2, Scope.
19	Purchasing Memorandum	9, Bid Submission Information	There is no reference to Attachment 4 (Report of Contract Sales Template) in the Bid Submission section. Is Attachment 4 a required response document? If so, is it required in hardcopy or electronic format?	No, Attachment 4 does not have to be provided at the time of bid submission. Attachment 4 is submitted under §30, Sales Reporting Requirements, of the Contract Template (Revised January 29, 2014).
20	Contract Template	2.1, Product Offerings	What advantage will contractor's that have been awarded PT65959, PT 65960 or RFP 22662 have over vendors awarded this contract? As it appears, their only advantage will be selling to the Executive Branch of the State of NY (and that would apply to the Primary only). Since the DPP plan is not offered under these contracts, they will be at a disadvantage when selling to poli-subs who utilize the DPP. Please confirm or expand upon this.	Pursuant to Paragraph 3 of Contract Template (Revised January 29, 2014) §28, Procurement Instructions, New York State Agencies that are part of the Executive Branch shall only purchase the equipment available under Contracts PT65959 and PT65960 and the resultant Contracts under RFP 22662, including all related Replaceable Service Parts, Consumables, Options and Extended Warranties, under Contracts PT65959 and PT65960 and the resultant Contracts under RFP 22662 and not under the resultant Contracts under Bid 22661. Contracts PT65959 and PT65960 and the resultant Contracts under RFP 22662 do not include Deferred Payment Plans (DPPs).

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21	Contract Template	12, Deferred Payment Plan	Please provide a copy of the OGS standard DPP plan. Can agencies also utilize the State of NY third party leasing program contract, where the copier is purchased by the NY Leasing contractor and then they lease to the agency or poli sub?	<p>A copy of the Deferred Payment Plan (DPP) has been posted along with all other Bid Documents and can be obtained by visiting the NYSPRO Bid Calendar: http://ogs.ny.gov/Purchase/BidCalendarLV.asp</p> <p>Authorized Users can finance personal property (equipment) acquisitions through use of the Statewide Lease Purchasing subject to the terms and conditions of that Contract. Bidders should refer to that Contract specifically for additional information: http://ogs.ny.gov/purchase/snt/awardnotes/790333530can.HTM</p>
22	Contract Template	11, Contract Pricelist Update Procedures	Section states that NYS net price shall be calculated by multiplying .9925 times the GSA price. It also states that OGS reserves the right to require vendor to remit the 0.75% fee to GSA. If vendors bid .9925, and OGS then wants the .75%, will vendor be permitted to raise their price by .75% to accommodate this rebate back to NY?	<p>Under §11, Contract Template (Revised January 29, 2014), GSA Pricing, where NYS net pricing is based upon an approved GSA Supply Schedule, Bidder can either have the IFF remitted directly to OGS, or have the NYS Contract prices are reduced by an amount equivalent to the IFF. Only in the latter, will the “NYS Net Price” be calculated by multiplying 0.9925 times the GSA price, applying the current GSA IFF.</p> <p>If bidding GSA Pricing, pricing shall be submitted in accordance with §11, which does not permit Contractors to raise their pricing to accommodate the provision of an IFF to OGS.</p>
23	Contract Template	13.2, Legacy Maintenance	How are vendors to provide legacy maintenance pricing? Does it have to be based off of an established current contract?	Bidders shall submit pricing for legacy maintenance in accordance with the provisions of Bid Solicitation Update #4 dated, January 29, 2014, §7, Pricelists/Discounts. As with all other Product or service offerings, legacy maintenance must be available from a nationally published pricelist that meets the requirements of Bid Solicitation Update #4 dated, January 29, 2014, §6, Method of Award of Contract.
24	Contract Template	13.6, Fleet Management Services	Would fleet management services offerings only be for the vendor's installed fleet-RFP states Contractor's branded Printing and Imaging Equipment.	Yes, pursuant to Contract Template (Revised January 29, 2014), §13.6, Fleet Management Services, “Contractor may offer bundled services to manage and maintain the Authorized User’s fleet of Contractor’s-branded Printing and Imaging Equipment.”

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25	Contract Template	13.8, Professional Services	If we do not offer a product on another contract, could we provide our MSRP as the basis for our NY discount and then offer similar discounts as GSA?	Pursuant to Bid Solicitation Update #4 dated, January 29, 2014, §6, Method of Award of Contract, “Bidder may offer Products and services from any of the following types of nationally published pricelists: 1. Manufacturer's Suggested List Price (MSLP), 2. Manufacturer's Suggested Retail Price (MSRP), 3. Governmental Pricelist, or 4. Manufacturer’s Commercial Pricelist. Bidder may offer Products and services from multiple nationally published pricelists provided that the nationally published pricelists meet the requirements of this section. Bidder shall list the proposed pricelist(s) name and date where requested in Attachment 2, Mandatory Contractor Questionnaire (Revised January 29, 2014). If Products are not available through one of the types of nationally published pricelists referenced, the Products may not be offered under the Contract.”
26	Contract Template	27, Overlapping Contract Items	Would the overlapping products be the Contractors exact product offering, or would it include products that are similar or equal to the specifications of the items on other state contracts. In other words no vendor could offer products that are similar to products offered under PT65959, PT 65960 or RFP 22662? Also, we assume that state meant to put in "offerings of other NEW YORK state contracts"?	<p>Contract Template (Revised January 29, 2014) §27, Overlapping Contract Items, applies to exact product offerings available under contracts with New York State.</p> <p>No, Bidders under Bid 22661 may offer products that are the same type of products offered under PT65959, PT65960 or RFP 22662. Pursuant to Bid Solicitation Update #4 dated, January 29, 2014, §2.1, a Bidder may offer any of the Product types in one or more of the Lots and “may also offer related Options, Consumables, Replaceable Service Parts, Software, and services (including, but not limited to Installation, Networking, Extended Warranties, Maintenance and other related professional services) for the Printing and Imaging Equipment.”</p> <p>Please note, however, that pursuant to Paragraph 3 of Contract Template (Revised January 29, 2014) §28, Procurement Instructions, New York State Agencies that are part of the Executive Branch shall only purchase the equipment offered under Contracts PT65959 and PT65960 and the resultant Contracts under RFP 22662, including all related Replaceable Service Parts, Consumables, Options and Extended Warranties, under Contracts PT65959 and PT65960 and the resultant Contracts under RFP 22662 and not under the resultant Contracts from Bid 22661. Further, resultant Contractors from Bid 22661, other than those who hold Contracts PT65959 and PT65960 and the resultant Contracts under RFP 22662, shall not market and sell equipment offered under Contracts PT65959 and PT65960 and the resultant Contracts under RFP 22662 to New York State Agencies that are part of the Executive Branch.</p>

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27	Contract Template	35, Non-State Agencies Participation In Centralized Contracts And Extension Of Use	Is the State of NY going to allow other states to piggyback off of this contract (with vendor approval)?	Any decision regarding the extension of use of any contracts resulting from this bid shall be in accordance with Contract Template (Revised January 29, 2014) §35, Non-State Agencies Participation In Centralized Contracts And Extension Of Use.
28	Appendix A	General Question	Can a vendor take any exceptions to any segments of Appendix A and still be considered responsive?	Pursuant to Bid Solicitation Update #4 dated, January 29, 2014, §23, Bid Deviations, “Bidder is advised that OGS will not entertain any exceptions to Appendix A (New York State Standard Clauses). OGS will also not entertain exceptions to the Contract Template and Appendix B (General Specifications) that are of a material and substantive nature.”
29	Appendix B	General Question	Can a vendor take any exceptions to any segments of Appendix B and still be considered responsive?	Pursuant to Bid Solicitation Update #4 dated, January 29, 2014, §23, Bid Deviations, “Bidder is advised that OGS will not entertain any exceptions to Appendix A (New York State Standard Clauses). OGS will also not entertain exceptions to the Contract Template and Appendix B (General Specifications) that are of a material and substantive nature.”
30	Appendix B	78, Software License	Does a vendor need to get written approval from any third party software companies that they agree to the license agreement language and terms in this section? If so, do we need to provide this to the State of NY with our bid, or just to customers who may order the software?	Contract Template (Revised January 29, 2014) §14, Software, has been revised to include the following language “Any Software currently on the NYS Miscellaneous Software Catalog contract Prohibited List is excluded from purchase under this Contract, except when the Software is pre-loaded on the Printing and Imaging Equipment at the time of purchase. The Prohibited List may be accessed on the OGS website: http://www.ogs.ny.gov/purchase/snt/awardnotes/79518Prohibited.pdf . Software offered under this Contract shall be licensed in accordance with the Software developer’s standard license and warranty terms, or the terms offered under the NYS Miscellaneous Software Catalog Contract (Group 79518), whichever is more favorable to the Authorized User.”
31	Purchasing Memorandum	1, To Prospective Bidders	Are vendors permitted to offer 3rd party (not OEM) software solutions under this RFP?	Yes, third party software offerings that are consistent with the provisions of Contract Template (Revised January 29, 2014) §§14, Software and 15, Related Third Party Products, may be offered under the Contract. Proposed Software offerings will be evaluated on a case-by-case basis.

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32	Purchasing Memorandum	9.2.J, Bid Submission Information	If a vendor chooses to provide proof of 5% of market share, we want to clarify that as long as we have 5% of market share in at least one of the Lots that we are offering, that we can bid all Lots?	Yes, Pursuant to Bid Solicitation Update #4 dated, January 29, 2014, §9.2.J, “5% of U.S. market share for shipments of Printing and Imaging Equipment in at least one of the Lots pursuant to Contract Template (Revised January 29, 2014) §2.1, Product Offerings. Bidders may qualify for the Contract with an overall market share for a Printing and Imaging Equipment Lot or with market share in a specific segment of a Lot (e.g. U.S. large (wide) format inkjet printer shipments). If this is not proven through the submission of documentation from an independent financial rating service or similar entity (e.g. Dunn and Bradstreet, IDC, or Gartner), then Bidder must provide additional evidence that it meets this requirement.”
33	Purchasing Memorandum	9.2.K, Bid Submission Information	Will published Audited Annual Reports suffice for this requirement in lieu of an independent financial rating service?	Yes, pursuant to revision in Bid Solicitation Update #4 dated, January 29, 2014, §9, Bid Submission Information, Paragraph 2.K.
34	Purchasing Memorandum	15, Tax Law §5-A	If a vendor has an ST-220-CA form that is dated July of 2013, can we submit this form with this bid, or do we have to get a newly signed document?	Pursuant to §15, Tax Law §5-A, all bids must include a newly completed ST-220-CA, but if a company has already submitted the ST-220-TD to the NYS Tax and Finance Department, and there have been no changes since that submission, it is not necessary to complete that form again. However, indicate on the first page of the ST-220-CA if the ST-220-TD has been previously filed with the Tax Department.
35	Contract Template	16, Warranty Requirements	This states that we are to offer a 1 year warranty. Please clarify if you want the warranty to be a take back warranty only, or a one year free service and supplies. If it is a one year free service and supplies, how are vendors to reflect this in our pricing since MFD's and production print units do not come with one year free service or supplies, and this is not a part of our MSRP or GSA or WSCA contracts for the base unit. Do we increase the MSRP and base price list to reflect this increase?	<p>Pursuant to Contract Template (Revised January 29, 2014), §16, Warranty Requirements, “All Printing and Imaging Equipment must come standard with a minimum one (1) year warranty. The warranty shall be the Contractor’s standard warranty that includes coverage in compliance with the provisions of Appendix B, §72, Additional Warranties and shall include any Software and firmware updates that may be required to correct performance problems.” The pricing for all Printing and Imaging Equipment shall include the warranty required pursuant to §16.</p> <p>The required warranty is intended to cover defective equipment and parts. If your company's standard warranty includes maintenance, parts, and supplies, then this Contract would also require their inclusion in the (1) year warranty period.</p> <p>Pricing for any extended warranty offerings would be listed on Attachment I, Pricelist (Revised January 29, 2014), in accordance with Bid Solicitation Update #4, dated January 29, 2014, §7, Pricelists/Discounts.</p>

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36	Contract Template	11.4, Escalation Cap	Is the 3% escalation cap annually or over the course of the contract?	The "Escalation Cap" applies on an annual basis. Pursuant to Bid Solicitation Update #4 dated, January 29, 2014, Contract Template (Revised January 29, 2014) §11, Contract Pricelist Update Procedures, has been revised with clarifying language.
37	Contract Template	12, Deferred Payment Plan (DPP)	Will the State of New York consider also offering a Purchase Option Plan?	OGS declines to make the requested change.
38	Contract Template	28.3, Procurement Instructions	Because there is an award for Contract PT65959 and PT65960 and RFQ 22662 will OGS not consider Vendors products that have already been awarded? For example, if an award has been made for a 36ppm black and white MFP will OGS not consider that product from any vendor for this RFQ?	<p>Bidders under Bid 22661 may offer products that are the same type of products offered under PT65959, PT65960 or RFP 22662, provided that the Products are within one of the four Lots set forth in Bid Solicitation Update #4 dated, January 29, 2014, §2.1, Product Offerings. Pursuant to Bid Solicitation Update #4 dated, January 29, 2014, §2.1, in addition to the Products a Bidder "may also offer related Options, Consumables, Replaceable Service Parts, Software, and services (including, but not limited to Installation, Networking, Extended Warranties, Maintenance and other related professional services) for the Printing and Imaging Equipment."</p> <p>Please note, however, that pursuant to Paragraph 3 of Contract Template (Revised January 29, 2014) §28, Procurement Instructions, New York State Agencies that are part of the Executive Branch shall only purchase the equipment offered under Contracts PT65959 and PT65960 and the resultant Contracts under RFP 22662, including all related Replaceable Service Parts, Consumables, Options and Extended Warranties, under Contracts PT65959 and PT65960 and the resultant Contracts under RFP 22662 and not under the resultant Contracts from Bid 22661. Further, resultant Contractors from Bid 22661, other than those who hold Contracts PT65959 and PT65960 and the resultant Contracts under RFP 22662, shall not market and sell equipment offered under Contracts PT65959 and PT65960 and the resultant Contracts under RFP 22662 to New York State Agencies that are part of the Executive Branch.</p>
39	Purchasing Memorandum	General Question	Would OGS consider extending this RFQ to November 12, 2013?	Pursuant to Bid Solicitation Update #2 dated, November 14, 2013; and Bid Solicitation Update #3, dated, December 5, 2013; the bid opening has been postponed twice. Pursuant to Bid Solicitation Update #4 dated January 29, 2014, the bid opening will now take place on February 18, 2014, 11:00 AM ET, which allows for sufficient time for Bidders to review responses to the inquiries and revisions to the Bid Documents, which are being released simultaneously with the responses to the inquiries.

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40	Purchasing Memorandum	General Question	Is OGS going to award a primary and secondary vendor only? Is there a target number of multiple vendors to be awarded this contract?	No, OGS will not be awarding to a primary and secondary contractor. Contracts will be awarded pursuant to Bid Solicitation Update #4 dated, January 29, 2014, §6, Method of Award of Contract, to “responsive and responsible Bidder(s) whose pricing indicates that Products offered will be delivered at a reasonable price.”
41	Attachment 1	General Question	Will vendors be able to offer additional products if awarded, throughout the term of the contract? If so, what is the pricing structure for adding new models (similar discount as previous model, not to exceed GSA, if applicable, etc.)	Yes, vendors will be able to offer additional products in accordance with Contract Template (Revised January 29, 2014) §11, Contract Pricelist Update Procedures.
42	Attachment 1	General Question	Can vendor remove models from their price list without replacing them?	Yes. The removal of products from Contract will be handled in accordance with Contract Template (Revised January 29, 2014) §11, Contract Pricelist Update Procedures.
43	Attachment 1	General Question	Can vendors only offer an all inclusive maintenance plan (includes service, parts and supplies)? We have found most customers would prefer to pay 1 price and cut 1 po for these services.	Yes, pursuant to Bid Solicitation Update #4 dated, January 29, 2014, §6, Method of Award of Contract, Bidders may offer full service maintenance plans as long as they are standard offerings available through one of the acceptable four types of nationally published pricelist(s).
44	Purchasing Memorandum	2, Scope	This section states we MAY offer consumables, replacement parts, etc. Do we have to offer replacement parts and consumables separately or is it at our sole option?	No, Bidders are not required to offer replacement parts and consumables etc. Pursuant to Bid Solicitation Update #4 dated, January 29, 2014, §7, Pricelist/Discounts, the Bidder(s) determine what Products or services Bidder(s) want to offer.
45	Purchasing Memorandum	2, Scope	Can we offer a machine as just a Deferred Payment Plan? Can vendors make any changes or additions to the state language for the deferred payment plan?	No. Bidders cannot offer equipment just under a Deferred Payment Plan (DPP). Pursuant to Contract Template (Revised January 29, 2014), §12, Deferred Payment Plan (DPP), the DPP is an option that the Contractor may offer Authorized Users for equipment purchased under this Contract. Bidder(s) can propose revisions to the Deferred Payment Plan provision in accordance with Bid Solicitation Update #4, dated January 29, 2014, §23, Bid Deviations.
46	Contract Template	17.9, Service Reports	Section requests that name of the technician. This is not information that is normally captured for reporting. We do not give out them names of our employees for privacy reasons. We request that this requirement be deleted.	OGS has removed the requirement from Contract Template (Revised January 29, 2014) §17.9, Service Reports.

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47	Contract Template	27, Overlapping Contract Items	Would all vendors be required to match the price of Contracts PT65959, PT65960 or RFP 22662 in order to receive an award?	<p>No, in order to receive an award under Bid 22661 bidders are not required to match the prices under Contracts PT65959 and PT65960 and the resultant Contracts under RFP 22662. Awards will be made in accordance with Bid Solicitation Update #4 dated, January 29, 2014, §6, Method of Award, to “responsive and responsible Bidder(s) whose pricing indicates that Products offered will be delivered at a reasonable price.”</p> <p>Please note Bidders that hold Contracts PT65959 and PT65960 or Bidders who receive awards under RFP 22662, who also receive awards under Bid 22661, are subject to Contract Template (Revised January 29, 2014) §27, Overlapping Contract Items, which applies to exact product offerings.</p>
48	General	General	When Lots 1,2 and 3 were bid, the purpose as states in the RFP was to provide standardized MFP for the state at a cost savings. This new multiple award RFP seems to contradict this, and weakened the awards in PT65959, PT 65960 or RFP 22662. Can you please provide background as to why the state seems to have reversed positions and gone back to a multiple award, discount from list type contract?	<p>Due to Bidder omissions and deficiencies resulting in a number of non-responsive bids, OGS was unable to make any awards for Lots 2 and 3 when they were initially bid.</p> <p>Bid 22661 was issued to provide coverage for products and services needed by Authorized User’s that were not available under Contracts PT65959 and PT65960 and the resultant Contracts under RFP 22662.</p>

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49	Purchasing Memorandum	6, Method of Award and 9.2.C, Bid Submission Information	Please explain what you want vendors to include in their offers to satisfy the requirement that we provide price documentation regarding reasonableness of award. The bid already requires our GSA or WSCA price, and our list price. What do we need to provide (in PDF form) to satisfy this requirement under 9.2.c	<p>Pursuant to Bid Solicitation Update #4 dated, January 29, 2014, §6, Method of Award of Contract, “Reasonable prices” may be determined by reviewing discounts and net prices offered to GSA and the Veteran’s Administration, prices on any previously awarded NYS Contract, pricing offered by other Bidders for this solicitation, contracts with other state or government entities, etc.”</p> <p>Pursuant to Bid Solicitation Update #4, dated January 29, 2014 §6, Method of Award of Contract, “New York State reserves the right to require documentation to support the reasonableness of the prices offered. At the time of the Bid opening, where possible, Bidder must provide copies of at least one governmental and/or municipal contract (GSA, WSCA, other State, etc.) that shows the discount and FOB point. In the event that such contracts are not available, the Bidder shall supply invoices of sales to large entities or corporations with repeat business detailing the discount and FOB point. New York State reserves the right to reject any Bidder that does not demonstrate reasonable pricing for this solicitation.”</p> <p>OGS has requested the submission of other government pricelists for benchmarking purposes only. In order for a Contract to be approved by OGS, Bidder must first demonstrate to OGS that pricing offered to NYS is equal to or better than the pricing offered to similarly situated entities. Providing the price lists in your bid submission will help facilitate and potentially expedite the contract review process. GSA and WSCA were included to provide examples of other government contracts.</p>
50	Attachment 1	General Question	Please clarify that if vendors choose to offer GSA as their National Price list, that all we enter of Attachment 1 is the GSA Pricing? Do we offer GSA pricing and a 0% discount, or do we show our list price and then show the GSA discount?	Pursuant to Bid Solicitation Update #4, dated January 29, 2014 §7, Pricelists/Discounts Bidder lists the “list pricing, the discount percentage, and the net pricing for each Product and service on the pricelist.” if Bidder is using a GSA contract as their nationally published pricelist.
51	Attachment 1	General Question	How are we to handle products that are not on the National Price list? Not all contracts have all products on them.	If Products are not available through one of the types of nationally published pricelists referenced in Bid Solicitation Update #4 dated, January 29, 2014, §6, Method of Award of Contract, the products may not be offered under the Contract.

Inquiry	Bid Document	Section Number	Inquiry	Answer
52	Attachment 1	General Question	Can vendors provide equipment in set configurations on this offer--similar to the Lot 1 and 2, can we only bid a machine with specific accessories or software?	Bidders may offer either set configurations or machines with specific accessories or software provided the Products are standard offerings available through a Bidder's nationally published pricelist in accordance with Bid Solicitation Update #4 dated, January 29, 2014, §6, Method of Award of Contract, and §7, Pricelists/Discounts.
53	Purchasing Memorandum	2.2, Excluded Products	How will the resulting contract differ from the existing primary and secondary printer contracts?	As the resulting contracts from Bid 22661 will be governed by the terms and conditions in the Contract Template (Revised January 29, 2014), a complete comparison to the terms and conditions in Contracts PT65959 and PT65960 and the resultant Contracts under RFP 22262 will not be provided. Bid 22661 differs from Contracts PT65959 and PT65960 and the resultant Contracts under RFP 22262 in that Bid 22661 allows for multiple awards under the Lots set forth in Bid Solicitation Update #4 dated, January 29, 2014, §2, Scope, with Authorized User making purchases from the multiple vendors in accordance with §28, Procurement Instructions, of the Contract Template (Revised January 29, 2014). Additionally, Pursuant to Paragraph 3 of Contract Template (Revised January 29, 2014), §28, Procurement Instructions, Bid 22661 requires New York State Agencies that are part of the Executive Branch to purchase equipment available under Contracts PT65959 and PT65960 and the resultant Contracts under RFP 22262 under those contracts and not under the resultant contracts under Bid 22661.
54	Purchasing Memorandum	2.2, Excluded Products	Will the resulting contract be accessible to all licensed OGS purchasers?	Pursuant to Bid Solicitation Update #4 dated, January 29, 2014, §1, Prospective Bidders, the resulting Contracts will be available to Authorized User(s). Authorized Users is defined in Appendix B, §5, Definitions, as "Agencies, or any other entity authorized by the laws of the State of New York to participate in NYS centralized contracts (including but not limited to political subdivisions, public authorities, public benefit corporations and certain other entities set forth in law), or the State of New York acting on behalf of one or more such Agencies or other entities, provided that each such Agency or other entity shall be held solely responsible for liabilities or payments due as a result of its participation."
55	Purchasing Memorandum	2.2, Excluded Products	Will the resulting contract be open for access through national purchasing cooperatives?	Pursuant to Contract Template (Revised January 29, 2014) §35, Non-State Agencies Participation In Centralized Contracts And Extension Of Use, "In order for services to be extended to additional States or governmental jurisdictions there must be mutual written agreement between New York State (the lead Contracting State) and the Contractor."

Inquiry	Bid Document	Section Number	Inquiry	Answer
56	Purchasing Memorandum	7, Pricelists/Discounts	Will the state allow vendor to propose a cost + discount structure vs. discount % off of List Price?	No, the State will not accept a cost plus structure. Pricing shall be submitted in accordance with Bid Solicitation Update #4 dated, January 29, 2014, §7, Pricelists/Discounts, which states “Each Bidder must submit their proposed Product and service offerings on Attachment 1, Pricelist (Revised January 29, 2014), detailing SKU/part number, item description, list pricing, discount percentage, and net pricing for each Product and service on the pricelist that the Bidder is proposing. Bidders may offer either a single or variable discount for each Product and service on the pricelist. Pricelists shall be segmented by Lot pursuant to Contract Template (Revised January 29, 2014) §2.1, Product Offerings.”
57	Purchasing Memorandum	7, Pricelists/Discounts	Is the state looking for a flat % discount off of list pricing for all products being proposed?	Pricing shall be submitted in accordance with Bid Solicitation Update #4 dated, January 29, 2014, §7, Pricelists/Discounts, which states “Each Bidder must submit their proposed Product offerings on Attachment 1, Pricelist (Revised January 29, 2014), detailing SKU/part number, item description, list pricing, discount percentage, and net pricing for each Product and service on the pricelist that the Bidder is proposing. Bidders may offer either a single or variable discount for each Product and service on the pricelist. Pricelists shall be segmented by Lot pursuant to Contract Template (Revised January 29, 2014), §2.1, Product Offerings.”
58	Purchasing Memorandum	7, Pricelists/Discounts	Will the state allow a varied discount % off list price structure based on product category (i.e., color printers, mono printers, MFP, etc.)?	Yes. Pricing shall be submitted in accordance with Bid Solicitation Update #4 dated, January 29, 2014, §7, Pricelists/Discounts, which states “Each Bidder must submit their proposed Product and service offerings on Attachment 1, Pricelist (Revised January 29, 2014), detailing SKU/part number, item description, list pricing, discount percentage, and net pricing for each Product and service on the pricelist that the Bidder is proposing. Bidders may offer either a single or variable discount for each Product and service on the pricelist. Pricelists shall be segmented by Lot pursuant to Contract Template (Revised January 29, 2014) §2.1, Product Offerings.”

Inquiry	Bid Document	Section Number	Inquiry	Answer
59	Purchasing Memorandum	6, Method of Award of Contract	In regards to providing a copy of governmental and/or municipal contract that shows discount struction, will the state accept contract pricing that vendor put in place specifically to discount products for BOCES? Will the state accept a previous NYS price list used prior to the award of the new printer contracts, as many products from the expired contracts are still available?	Pursuant to Bid Solicitation Update #4 dated, January 29, 2014, §6, Method of Award of Contract, the governmental and/or municipal contract (GSA, WSCA, other State, etc.), including BOCES, must show the discount and FOB point. In the event that such contracts are not available, the Bidder shall supply invoices of sales to large entities or corporations with repeat business detailing the discount and FOB point.
60	Purchasing Memorandum	9.1.E, Bid Submission Information & Attachment 2, Mandatory Contractor Questionnaire	The state is asking for vendor to submit Proof of Compliance with Worker's Compensation Coverage & Disability Benefits Coverage, however, on Attachment 5 it states to provide "upon tentative award" . When should the proof be submitted?	Bidders should submit proof of compliance with Workers' Compensation Coverage and Disability Benefits Coverage at the time of Bid submission.
61	Purchasing Memorandum	9.1.E, Bid Submission Information & Attachment 2, Mandatory Contractor Questionnaire	If vendor provided this information on the bid submission for the current printer contracts (PT65959 & PT65960) do they have to resubmit the Proof of Compliance with Worker's Comp., etc., should they be awarded a new contract?	Yes. Bidders shall submit all information required pursuant to Bid Solicitation Update #4 dated, January 29, 2014, including proof of compliance with Workers' Compensation Coverage and Disability Benefits Coverage at the time of Bid submission.
62	Purchasing Memorandum	9.2.C, Bid Submission Information	Can the state please elaborate what they mean by "reasonableness of price documentation"? Is the state asking for an explanation of the pricing proposed?	OGS has requested the submission of other government pricelists for benchmarking purposes only. In order for a Contract to be approved by OGS, Bidder must first demonstrate to OGS that pricing offered to NYS is equal to or better than the pricing offered to similarly situated entities. Please also see Question 49.
63	Purchasing Memorandum	9.2.I, Bid Submission Information	Will the state accept an audited Annual Report for evidence that bidder has at least 3 continuous years of business as an OEM of printing & Imaging equipment?	Yes, pursuant to Bid Solicitation Update #4 dated, January 29, 2014, §9, Bid Submission Information, Paragraph 2.I.
64	Purchasing Memorandum	9.2.J, Bid Submission Information	Will the state accept sales from the current printer contract as proof of meeting the minimum sales volume of \$1,000,000?	Yes, provided the sales occurred within the 12 month period preceding the bid opening date in accordance with §9.2.J of Bid Solicitation Update #4 dated, January 29, 2014.

Inquiry	Bid Document	Section Number	Inquiry	Answer
65	Purchasing Memorandum	9.2.K, Bid Submission Information	Will the state accept the financial data from an audited Annual Report for evidence that bidder has financial resources to perform the type, magnitude and quality of work specified in the bid documents?	Yes, pursuant to Bid Solicitation Update #4 dated, January 29, 2014, §9, Bid Submission Information, Paragraph 2.K.
66	Purchasing Memorandum	9, Bid Submission Information	Does the state require only 1-original hard copy of the bid response and 1 CD or USB Flash Drive with the appropriate attachments or are multiple copies required?	OGS requires one original copy of each of the items specified under Bid Solicitation Update #4 dated, January 29, 2014, §9.1, and one electronic copy of each of the items specified under §9.2.
67	Contract Template	28.3, Procurement Instructions	It states that NYS agencies that are part of the Executive Branch shall only purchase the equipment listed under contracts PT65959 & PT65960 & resultant contracts under RFP 22662 and not the new contract. If awarded a contract as a result of this bid, should vendor reject an POs that may come from a NYS Agency that is part of the Executive Branch?	There is no provision in the Contract Template (Revised January 29, 2014) that specifically states that a vendor should reject purchase orders received from a NYS Agency that is part of the Executive Branch; however, pursuant to Paragraph 3 of Contract Template (Revised January 29, 2014) §28, Procurement Instructions, New York State Agencies that are part of the Executive Branch shall only purchase the equipment listed in this section, including all related Replaceable Service Parts, Consumables, Options and Extended Warranties, under Contracts PT65959 and PT65960 and the resultant Contracts under RFP 22662 and not under the resultant Contracts from this solicitation. Further, resultant Contractors from Bid 22661, other than those who hold Contracts PT65959 and PT65960 and the resultant Contracts under RFP 22662, shall not market and sell equipment offered under Contracts PT65959 and PT65960 and the resultant Contracts under RFP 22662 to New York State Agencies that are part of the Executive Branch.
68	Contract Template	28.3, Procurement Instructions	Would awarded vendor be penalized if they sold to a NYS Agency that is part of Executive Branch?	No, there are no penalty provisions in Bid 22661. However, resultant Contractors from Bid 22661, other than those who hold Contracts PT65959 and PT65960 and the resultant Contracts under RFP 22662, shall not market and sell equipment offered under Contracts PT65959 and PT65960 and the resultant Contracts under RFP 22662 to New York State Agencies that are part of the Executive Branch. Please also see Question 67.

Inquiry	Bid Document	Section Number	Inquiry	Answer
69	Contract Template	28.1, Procurement Instructions	Unlike the current printer contracts, the resultant contract will be a multiple award structure. This sounds very similar to the old structure that was in place when the state had a least 16 printer manufacturers that held contracts. Does the state anticipate having a large selection of vendors as a result of this bid or will there be a limit to the number of contracts awarded?	Contracts will be awarded to all responsive and responsible Bidders in accordance with Bid Solicitation Update #4 dated, January 29, 2014, §6, Method of Award of Contract.
70	Contract Template	General	The assumption is that certain sections of this template would be completed only if vendor is awarded a contract. Is that the case or does the state expect the applicable pages & send in with their bid submission?	Bid Solicitation Update #4 dated, January 29, 2014, §9, Bid Submission Information, lists all of the items that must be submitted at the time of Bid submission. As the Contract Template (Revised January 29, 2014) is not listed in §9, the Contract Template (Revised January 29, 2014) does not need to be submitted with the Bid.
71	Contract Template	20, Internet Access to Contract and Pricing Information	Will there be a standard pricing format, similar to that of the current printer contracts ,or is the state leaving the format to the discretion of the vendor?	It is the intent of the State to have one standardized format for all Contract pricelists pursuant to Bid Solicitation Update #4 dated, January 29, 2014, §7, Pricelists/Discounts. Pursuant to Contract Template (Revised January 29, 2014), §20.2, Contract Pricing, “Contractor is required to post a copy of the complete Contract pricelist, in Excel AND PDF format, on their website.” The Contractor at their discretion may, however, also provide additional information regarding their Product offerings at the Contractor’s Internet website.
72	Contract Template	Individual, Corporation, Partnership, or LLC Acknowledgment	The assumption is that this form will be completed/notarized only if awarded a contract and is not required as part of the bid submission? Please confirm.	Yes, pursuant to Bid Solicitation Update #4, dated January 29, 2014, the Contract Template (Revised January 29, 2014) was attached to the Bid Solicitation Update #4 to familiarize Bidders with the terms and conditions that will be included in the resultant Contracts from this solicitation. As the Contract Template (Revised January 29, 2014) is not listed in §9, Bid Submission Information, the Contract Template (Revised January 29, 2014) does not need to be submitted with the Bid. Bidders are encouraged to review it.
73	Attachment 8	Encouraging Use of NYS Businesses	It asks that vendor identify NYS businesses that will be used; can we assume that business used would be our list of authorized resellers and we can refer to Attachment 3?	.Attachment 8 covers any New York State business used in the “fulfillment of the requirements of the Contract” such as “subcontractors, Suppliers, protégés, or other supporting roles.” This may include the list of authorized resellers if they are New York State businesses.

Inquiry	Bid Document	Section Number	Inquiry	Answer
74	General	General	Does the state anticipate extending the current due date of this bid beyond November 5th?	Pursuant to Bid Solicitation Update #2 dated, November 14, 2013; and Bid Solicitation Update #3, dated, December 5, 2013; the bid opening has been postponed twice. Pursuant to Bid Solicitation Update #4 dated January 29, 2014, the bid opening will now take place on February 18, 2014, 11:00 AM ET.
75	Purchasing Memorandum	5, Requirements For Contract Eligibility	Is it fair to assume that the OEM requirement does not apply to Software that the OEM supports which was developed to interact specifically with Printing & Imaging Equipment offered under this contract?	Yes. The OEM requirement applies to the Printing and Imaging Equipment pursuant to Contract Template (Revised January 29, 2014) §3, Definitions, Paragraph 19.
76	Purchasing Memorandum	6, Method of Award of Contract	Can a OEM submit two National Price Lists?	Yes, Bid Solicitation Update #4 dated, January 29, 2014, §§6, Method of Award of Contract, and 7, Pricelists/Discounts, have been revised to allow Bidders the option to propose more than one nationally published pricelist.
77	Attachment 2	General	If we provide evidence that our corporation is a wholly owned subsidiary of a larger organization, is it permissible to provide evidence of sales and/or market share of the parent company?	No, proof of sales and/or market share pursuant to Bid Solicitation Update #4 dated January 29, 2014, §9.2.J, Bid Submission Information, must be demonstrated by the Bidder.
78	Attachment 2	General	If we provide evidence that our corporation is a wholly owned subsidiary of a larger organization, is it permissible to provide evidence of financial resources of the parent company?	No, evidence of financial resources pursuant to Bid Solicitation Update #4 dated, January 29, 2014, §9.2.K, Bid Submission Information, must be demonstrated by the Bidder.
79	Purchasing Memorandum	9, Bid Submission	At this point, may we submit copies of insurance certificates, and provide originals 'upon tentative award'?	In accordance with Bid Solicitation Update #4 dated, January 29, 2014, §9.1.E, Bidders are required to submit original copies of proof of compliance with Workers' Compensation Coverage and Disability Benefits Coverage at the time of Bid submission. The Certificates of Insurance required by Attachment 5, Contractor Insurance Requirements, must be submitted upon tentative award.
80	Contract Template	2, Scope	If mainenance/click charge plans are not offered at the time of the submission, may the added after award?	Yes, in accordance with the requirements of Contract Template (Revised January 29, 2014), §11, Contract Pricelist Update Procedures.

Inquiry	Bid Document	Section Number	Inquiry	Answer
81	Contract Template	16, Warranty Requirements	Request the 1 year warranty be amended to reflect the OEM's standard, this could be onsite or return to depot. Requiring onsite will limit the products the OEM's may offer and eliminate the lower cost devices.	Contract Template (Revised January 29, 2014) §16, Warranty Requirements, has been revised removing the “(Next Business Day on site)” requirement. Pursuant to §16, “All Printing and Imaging Equipment must come standard with a minimum one (1) year warranty. The warranty shall be the Contractor’s standard warranty that includes coverage in compliance with the provisions of Appendix B, §72, Additional Warranties and shall include any Software and firmware updates that may be required to correct performance problems.”
82	Contract Template	19, Toll-Free Number	If resellers are named to fulfill for the OEM of orders, shipping and invoicing please advise if the OEM still needs to maintain an 800 number for sales support. A toll free number will be maintained for warranty support.	Contract Template (Revised January 29, 2014) §19, requires that the Contractor provide a toll-free number for Authorized User usage that is staffed at a minimum from 9:00 AM to 5:00 PM Monday through Friday, excluding New York State or federal holidays.
83	Contract Template	16, Warranty Requirements	Not all OEM's product comes standard with 1 year of warranty, it could be less. Will the state accept an offer when the warranty and MFP are bundled together to meet the one year requirement?	Pursuant to Contract Template (Revised January 29, 2014) §16, Warranty Requirements, “All Printing and Imaging Equipment must come standard with a minimum one (1) year warranty. The warranty shall be the Contractor’s standard warranty that includes coverage in compliance with the provisions of Appendix B, §72, Additional Warranties, and shall include any Software and firmware updates that may be required to correct performance problems.”
84	Contract Template	16, Warranty Requirements	Regarding the use of Non-OEM supplies - who is to determine compatibility? What is the remedy if damage to the machine is done due to the use of supplies that are determined by the manufacturer not to be compatible?	It is the responsibility of Authorized Users to ensure that they use OEM compatible supplies. Pursuant to Contract Template (Revised January 29, 2014) §16, Warranty Requirements, “Use of recycled paper and compatible non-OEM supplies shall not void warranty coverage.”

Inquiry	Bid Document	Section Number	Inquiry	Answer
85	Contract Template	16, Warranty Requirements	Could the State give clarification as to what is covered in the one year warranty? Is it to include routine maintenance service? Is it to include comsumable and non consumables parts and supplies?	<p>Pursuant to Contract Template (Revised January 29, 2014) §16, Warranty Requirements, “All Printing and Imaging Equipment must come standard with a minimum one (1) year warranty. The warranty shall be the Contractor’s standard warranty that includes coverage in compliance with the provisions of Appendix B, §72, Additional Warranties, and shall include any Software and firmware updates that may be required to correct performance problems.”</p> <p>The required warranty is intended to cover defective equipment and parts. If your company's standard warranty includes maintenance, parts, and supplies, then this Contract would also require their inclusion in the (1) year warranty period.</p>
86	Purchasing Memorandum	General	Please define how this purchasing memorandum differs from an RF(x)? For example, will this change or replace an existing contract?	As the resulting contracts from Bid 22661 will be governed by the terms and conditions in the Contract Template (Revised January 29, 2014), a complete comparison to other procurement methods will not be provided. The Contracts awarded under this solicitation do not change or replace an existing contract.
87	Purchasing Memorandum	2, Scope	Please provide a list of agencies and polysubs that will be allowed to purchase from the resulting contract from this solicitation.	Authorized Users of the Contract shall have the same meaning as set forth in §163(1)(k) of the State Finance Law.
88	Purchasing Memorandum	2, Scope	Please provide a list of agencies and polysubs that are excluded from purchasing off of the resulting contract from this solicitation.	OGS does not maintain such a list. Please see Question 87.
89	Purchasing Memorandum	9, Bid Submission Information	If we have submitted forms in previous bids (i.e. ST-220-CA, ST-220-TD), may we resubmit copies of those forms or would you prefer we complete the forms again to submit new originals?	Pursuant to Bid Solicitation Update #4 dated, January 29, 2014, §15, Tax Law 5-A, bids must include a newly completed ST-220-CA. If a company has already submitted the ST-220-TD to the NYS Tax and Finance Department, and there have been no changes since that submission, it is not necessary to complete that form again. However, indicate on the first page of the ST-220-CA if the ST-220-TD has been previously filed with the Tax Department.
90	Attachment 1	General	Should the pricing we submit be in a price ceiling model or a fixed price model?	Pricing shall be submitted in accordance with Bid Solicitation Update #4 dated, January 29, 2014, §7, Pricelists/Discounts.
91	Attachment 1	General	If selected for the award, may we offer promos or additional discounts to reduce the price without impacting the price list?	Yes. Appendix B, §24(f)(iv), Special Offers/Promotions to Authorized Users, allows Contractor to provide special offers and promotions without requiring a reduction in the actual Contract pricing.

Inquiry	Bid Document	Section Number	Inquiry	Answer
92	Attachment 1	General	In regards to attachment 1, may we enter our discount percentage by line item or do you require a standard percentage for all items?	Bidders must list a discount for each Product or service being proposed. Pursuant to Bid Solicitation Update #4 dated, January 29, 2014, §7, Pricelists/Discounts, "Each Bidder must submit their proposed Product and service offerings on Attachment 1, Pricelist (Revised January 29, 2014), detailing SKU/part number, item description, list pricing, discount percentage, and net pricing for each Product and service on the pricelist that the Bidder is proposing. Bidders may offer either a single or variable discount for each Product and service on the pricelist. Pricelists shall be segmented by Lot pursuant to Contract Template (Revised January 29, 2014) §2.1, Product Offerings."
93	General	General	May we have an additional round of Q&A to clarify any of the answers the State provides?	OGS believes they have sufficiently addressed all inquiries and there will not be another round of Questions and Answers (Q&As).
94	Purchasing Memorandum	9, Bid Submission Information	This section lists item "E-Proof of Compliance with Worker's Compensation & Disability Benefits Coverage" (Attachment 5, Contractor Insurance Requirements), as one of the items that must be submitted at the time of Bid submission, however Attachment 5, page 1, paragraph 3 states the following: "Contractor shall provide a Certificate or Certificates of Insurance, in a form satisfactory to OGS, upon tentative award and within three (3) business days of request". Can you please clarify if the "proof" forms are required at time of bid submission or upon down-select, or upon request?	In accordance with Bid Solicitation Update #4 dated, January 29, 2014, §9.1.E Bidders are required to submit original copies of proof of compliance with Workers' Compensation Coverage and Disability Benefits Coverage at the time of Bid submission. The Certificates of Insurance required by Attachment 5, Contractor Insurance Requirements, must be submitted upon tentative award.
95	Attachment 1	General	Bidders are instructed to state the price list name on this attachment. Where on Attachment 1 do we list the Price List "name"?	Pursuant to Bid Solicitation Update #4 dated, January 29, 2014, §6, Method of Award, "Bidder may offer any of the following types of nationally published pricelists: 1. Manufacturer's Suggested List Price (MSLP), 2. Manufacturer's Suggested Retail Price (MSRP), 3. Governmental Pricelist or Manufacturer's Commercial Pricelist. Bidder shall list the proposed pricelist(s) name and date where requested in Attachment 2, Mandatory Contractor Questionnaire (Revised January 29, 2014)." The name of the pricelist is not to be listed in Attachment 1, Pricelist (Revised January 29, 2014).

Inquiry	Bid Document	Section Number	Inquiry	Answer
96	Contract Template	11.1, Contract Price List Update Procedures	It is stated that vendors shall be allowed to update the Price List once in the 2nd six months of the contract. Does this mean that products as well as prices may be updated in the 2nd six months?	<p>No, Pursuant to Contract Template (Revised January 29, 2014), §11, Contract Pricelist Update Procedures, “In the first year of the Contract, the Contractor shall not be allowed to update the pricelist in the first six months of the Contract, but shall be allowed to update the pricelist once in the second six months of the Contract. There shall be no price increases during the first year of the Contract. Following the first year of the Contract, the Contractor may request an update of the Contract pricelist one (1) time annually to reflect OEM price changes and the addition/deletion of Products as established by the OEM in their normal course of business.”</p> <p>Pursuant to Contract Template (Revised January 29, 2014), §11, Contract Pricelist Update Procedures, “Any new Products added to pricelists shall have a discount structure consistent with existing Products on the pricelist that are comparable in scope. Contractors shall submit their updated pricelist to the OGS NYSPRO contract administrator pursuant to the requirements of this section for review and written approval prior to issuing to Authorized Users or posting to the Contractor’s dedicated New York State website.”</p>
97	Attachment 1	General	Due to the nature of this type of technology - many models have multiple meters (color, black & white, oversized, etc.). Does OGS want vendors to list maintenance meters on separate line items under Attachment # 1?	Yes, pursuant to Bid Solicitation Update #4 dated, January 29, 2014, §7, Pricelists/Discounts, each Product and service offered shall be listed as a separate line item.
98	Attachment 1	General	The specifications in the bid requires the inclusion of a one year warranty. However, the corresponding price lists (i.e., Commercial List, MSRP or MSLP, as well as GSA) for our products do not include pricing for warranty for any duration. Therefore, our warranty will be listed on a separate line item on Attachment # 1 - without a corresponding published price list. Please confirm that this is acceptable.	Bidders are required to provide a warranty in accordance with Contract Template (Revised January 29, 2014), §16, Warranty Requirements.
99	General	General	What is going to be the printers main use?	The Contract is open for use by a broad variety of Authorized Users; therefore, the use of the Printing and Imaging Equipment depends upon the specific business needs of each individual Authorized User.

Inquiry	Bid Document	Section Number	Inquiry	Answer
100	General	General	How many pages-per-minute?	There is no page per minute requirement. Contract Template (Revised January 29, 2014) §2, Scope, outlines the acceptable Product Offerings and their respective Lots.
101	General	General	Color? Mono? Laser? Inkjet?	Contract Template (Revised January 29, 2014) §2, Scope, outlines the acceptable Product Offerings and their respective Lots.
102	General	General	Budget? And how many exactly?	Pursuant to Bid Solicitation Update #4 dated, January 29, 2014, §1, To Prospective Bidders, "Products and services offered will be purchased on an as needed basis by Authorized Users from the Contractor's approved NYS Contract pricelist."
103	General	General	Any special features that is required for its business use?	Bidder must bid Printing and Imaging Equipment and related options, consumables, replaceable service parts, software, and related services for at least one of the Lots described in Bid Solicitation Update #4 dated, January 29, 2014, §2, Scope.
104	Attachment 10	General	The EEO form attached does not have areas to allow the respondents to enter FEIN #, First/Mid Level Officials & Managers, Operatives and Totals. Please add so the numbers may be entered into the form.	For those areas that cannot be completed electronically, Bidders shall complete them manually. OGS will not be issuing a revised Attachment 10.
105	Attachment 10	General	The company name is not long enough to accommodate the company name, please increase to allow for the full company name.	For those areas that cannot be completed electronically in Attachment 10, Form EEO 100 – Equal Employment Opportunity Staffing Plan, Bidders shall complete them manually. OGS will not be issuing a revised Attachment 10.
106	Attachment 10	General	The Address area is not long enough to accommodate the company address, please increase to allow for the corporate address.	For those areas that cannot be completed electronically in Attachment 10, Form EEO 100 – Equal Employment Opportunity Staffing Plan, Bidders shall complete them manually. OGS will not be issuing a revised Attachment 10.
107	Attachment 10	General	Reporting Entity and Report includes Contractor's workforce do not all for X's to be entered, would it be possible to enable this?	For those areas that cannot be completed electronically in Attachment 10, Form EEO 100 – Equal Employment Opportunity Staffing Plan, Bidders shall complete them manually. OGS will not be issuing a revised Attachment 10.
108	General	General	I apologize for any inconvenience. I would like to confirm that this bid will also include networking products as well as video and conferencing equipment. The due date is December 11.	Pursuant to Bid Solicitation Update #4 dated, January 29, 2014, §2(2) Excluded Products, networking products and audio visual equipment are not within the scope of Bid 22661.

Inquiry	Bid Document	Section Number	Inquiry	Answer
109	Attachment 1	General	<p>Can you please assist with a question in regards to pricing (the price list template - attachment 1) for the NY State Contract Bid #22661.</p> <p>Can we use 4 decimal points for the discount, as we need to be able to round the net price (see example below). Due to the Net Price being hard coded and protected, we are not able to round this cell/column.</p>	<p>OGS declines to make the requested change. However, the following language has been added to Bid Solicitation Update #4 dated, January 29, 2014, §7, Pricelists/Discounts, “All Contract net prices shall be rounded to two decimals in the resultant Contract (e.g., \$557.2340 shall be rounded to \$557.23), with the exception of Click Charges under any Maintenance plans that may be offered, which may be extended up to four decimal points (e.g., \$.12356 shall be rounded to \$.1236).”</p>
110	General	General	<p>As per the subject bid- We are an identification equipment and supplies company and we specialize in ID printers and supplies. Would this be an item you are looking for a discount price? All the documents are quite confusing and there is no information on actual part numbers and quantities required.</p> <p>Please provide more information on this bid and if our product line would fit the bill for this bid.</p>	<p>Contract Template (Revised January 29, 2014) §2, Scope, outlines the acceptable Product Offerings and their respective Lots.</p>