

New York State Office Of General Services
New York State Procurement
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.ny.gov>

PURCHASING MEMORANDUM

BID SOLICITATION UPDATE #1

RFP NUMBER: 22712

DATE: September 19, 2013

GROUP: 79008
Procurement/Purchasing, Travel and Non-Employee
Travel Card Services

**PLEASE ADDRESS INQUIRIES TO
DESIGNATED CONTACTS:**

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BID OPENING: October 8, 2013

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SUBJECT: Questions and Answers
Amended RFP
Amended Attachment #4 – Bidder Agreement to Mandatory Technical Requirements

TO PROSPECTIVE BIDDERS:

The above referenced RFP has been revised to include the changes below. The Questions and Answers received from prospective bidders have been added. All documents can be found at the following link:

<http://www.ogs.ny.gov/purchase/biddocument/22712BID.ASP>

The following summary of revisions is provided as a convenience. Bidders are required to submit the latest version of documents with their bid.

Section or Document	Revision
RFP Attachment 8 – Visa Commercial Format 4.0 Revision 3	New Attachment provided
RFP §3.4, Cost Proposal Requirements	Changed “30 days” to “a mutually agreeable timeframe.” Deleted “check”
RFP §7.2.1, Appendix B Amendments	Incorrect reference to “Section 13” revised to “Section 4.”
RFP §7.10, Contract Amendment Process	Changed “only OGS may suggest amendments” to “either party may suggest amendments”
RFP §7.15, New Accounts	Clarified that credit checks may not be performed for State agencies but may be performed for non-State agencies only.

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Section or Document	Revision
Attachment 4, Requirement #1	Clarified that information regarded as confidential is not required.
Attachment 4, Requirement #13	Clarified that Level III data is only required when it is available.
Attachment 4, Requirement #20	Clarified that ACH payments must be allowed for all agencies that process payments through OSC.
Attachment 4, Requirement #24	Clarified that this applies to unauthorized third party use or third party fraud.
Attachment 4, Requirement #32	Clarified that credit checks may not be performed for State agencies but may be performed for non-State agencies only.