



# Request for Comment Information

## Subject: Request for Comment on draft solicitation

DATE: June 16, 2015

RFC: 22979 RFC DUE DATE | TIME: July 1, 2015 | 5:00PM ET

GROUP | TITLE: 40500 | Vehicles, Class 3-8 (Statewide)

### OGS DESIGNATED CONTACTS:

Ronald Brown	CMS 1	518-474-7648	SST_Auto@ogs.ny.gov
Wendy Reitzel	CMS 3	518-473-5280	SST_Auto@ogs.ny.gov

### 1. TO CLASS 3-8 VEHICLE VENDORS:

The purpose of this New York State Office of General Services (OGS), Procurement Services, Request for Comment (RFC) is to acquire information and comment from potential Bidders regarding expansion of the existing Vehicle Marketplace, located at <http://vehicles.nyspro.ogs.ny.gov>, to include Class 3-8 Vehicles. Procurement Services will use the information received from this RFC to review the available options and solutions in making a determination regarding future contracting strategies. Vendors interested in participating in any possible future opportunities are encouraged to respond to this RFC and register with the New York State Contract Reporter at <https://www.nyscr.ny.gov> (navigate to the "I want to find contracts to Bid on" page to register for your free account).

### 2. SCOPE OF REQUEST

This RFC seeks comment on a draft solicitation for new Class 3 through 8 Vehicles (i.e., 10,001 lbs. GVWR & Over), with acquisition via the New York State Vehicle Marketplace. The Vehicle Marketplace is currently used by Authorized Users to conduct Mini-Bids for Class 1 and 2 Vehicles. Vendors responding to the RFC are encouraged to view the current Vehicle Marketplace, located at <http://vehicles.nyspro.ogs.ny.gov>, for an understanding of how the Vehicle Marketplace functions. In particular, please review the "List of Current Mini-Bid Vehicle Requests" (<http://vehicles.nyspro.ogs.ny.gov/vehicle-request-list>), and click on one of the Mini-Bids listed in order to view the full request. The information posted is obtained via an excel spreadsheet that is completed by the Authorized User and submitted to OGS. The Authorized User also submits a specifications document for the Vehicle requested (see link next to "Specifications Document:").

Vendors are requested to comment on all documents included in this RFC. In particular, vendors are encouraged to review the following portions of the draft solicitation:

- A. Contract Template, Section II.11 *Procurement Method*;
- B. Contract Template, Section III *Special Terms and Conditions*;
- C. Form A (Class 3-8): *Mini-Bid Request*; and
- D. Form B (Class 3-8): *Mini-Bid Response*.

A response does not bind or obligate the responder or OGS to any agreement of provision or procurement of products referenced. No contract can or will be awarded based on submission of comments. The State of New York thanks you for your assistance in this RFC process.

Since this RFC is designed as a tool to collect information and comment, and shall not result in a procurement contract for Class 3-8 Vehicles by a state agency, it does not fall under the requirements of State Finance Law §§139-j and 139-k (the Procurement Lobbying Law) and there is no restricted period. However, we ask that you direct your questions and responses in writing to the email address listed below.

If any of the information in the vendor response is considered confidential, proprietary or a trade secret, it must be clearly indicated on the appropriate page of the vendor response. Release of such materials is governed by the NYS Freedom of Information Law (FOIL), which in pertinent part requires the requester to provide specific justification as to why disclosure of particular information in the response would cause substantial injury to the competitive position of the vendor. Procurement Services cannot guarantee that information not labeled appropriately by a vendor will not be released as part of a FOIL request.

**3. KEY EVENTS/DATES**

<b>EVENT</b>	<b>DATE</b>	<b>TIME</b>
RFC release	June 16, 2015	
RFC responses due	July 1, 2015	5:00 PM ET
Registration for vendor round table due	July 1, 2015	5:00 PM ET
Vendor round table	July 8, 2015	10:00 AM ET
Post vendor round table comments due	July 13, 2015	5:00 PM ET

**4. DESIGNATED CONTACTS**

All inquiries concerning this RFC, and all vendor responses, shall be addressed to the following Procurement Services Designated Contact(s):

Primary Contact: Ronald Brown, Contract Management Specialist Telephone No. (518) 474-7648 E-mail: <a href="mailto:SST_auto@ogs.ny.gov">SST_auto@ogs.ny.gov</a> .	Secondary Contact: Wendy Reitzel, Team Leader Telephone No. (518) 473-5280 E-mail: <a href="mailto:SST_auto@ogs.ny.gov">SST_auto@ogs.ny.gov</a>
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**5. VENDOR RESPONSE FORMAT AND CONTENT**

Vendors are requested to comment on all documents posted with this RFC Information document and listed and described below. In order to facilitate review of your responses, please provide comments in writing on the “RFC Response Form” posted with this RFC, citing the applicable draft solicitation document name and document section. The completed “RFC Response Form” must be emailed to [SST\\_auto@ogs.ny.gov](mailto:SST_auto@ogs.ny.gov) by the “RFC responses due” or “Post vendor round table comments due” date, as applicable, indicated in Section 3 *Key Events/Dates*. A vendor is strongly encouraged to submit a response at the earliest convenience. All responses shall become the property of the State of New York and shall not be returned.

Documents posted for comment:

DOCUMENT	DESCRIPTION
Bid Solicitation Information	Provides the Bidder with information regarding the solicitation, including scope, timeline and bid submission instructions.
Contract Template	The terms and conditions that the Bidder must agree to in order to be a Contractor in the Class 3-8 Vehicle Marketplace
Attachment 1: <i>Bid Documents (Paper)</i>	The documents that a Bidder must submit in paper form in order to be a Contractor in the Class 3-8 Vehicle Marketplace.
Attachment 2: <i>Bid Documents (Electronic)</i>	The documents that a Bidder must submit in electronic form in order to be a Contractor in the Class 3-8 Vehicle Marketplace.
Form A (Class 3-8): <i>Mini-Bid Request</i>	The form that an Authorized User must submit to OGS in order to request that a Mini-Bid for a Vehicle be conducted via the Vehicle Marketplace.
Form B (Class 3-8): <i>Mini-Bid Response</i>	The form that a Contractor must submit to OGS in order to respond to a Mini-Bid conducted via the Vehicle Marketplace with a proposed Vehicle.
Form B (Class 3-8): <i>Mini-Bid Response (No Bid)</i>	The form that a Contractor must submit to OGS in order to respond to a Mini-Bid conducted via the Vehicle Marketplace with a “No Bid.”

**6. OGS RESPONSE TO VENDOR INQUIRIES**

OGS will not release a response document to comments, suggestions and inquiries received from vendors during this RFC process. OGS reserves the right to consider all comments, suggestions and inquiries received, and to incorporate such comments, suggestions and inquiries into a resultant solicitation.

**7. VENDOR ROUND TABLE**

Attendance at the vendor round table is not mandatory. A vendor that elects to attend must register for the vendor round table by sending an email to that effect to [SST\\_auto@ogs.ny.gov](mailto:SST_auto@ogs.ny.gov) and should do so on or before the “Registration for vendor round table due” date indicated in Section 4 *Key Events/Dates*. The email should indicate the vendor’s legal business name and the name and title of vendor round table attendees. Each interested vendor round is limited to three (3) representatives at the vendor round table at the Empire State Plaza.

The vendor round table shall be held at the time and date indicated in Section 3 *Key Events/Dates*. Vendors may attend in person at Empire State Plaza, Albany, New York, or via conference call. The room location and conference call number shall be provided to registered vendors prior to the conference. On-site registration, while not preferred, shall be permitted.

The purpose of the vendor round table is to discuss vendor comments, suggestions and inquiries related to the draft solicitation for Class 3-8 Vehicles and the expansion of the Vehicle Marketplace. Questions shall be permitted and may be answered verbally at the vendor round table. However, such answers shall not be binding. A vendor may submit additional comments, suggestions and inquiries by the “Post vendor round table comments due” date indicated in Section 3 *Key Events/Dates*.