



Contract Award Notification Update

Subject: Contact Information Updates

DATE: December 14, 2016 **AWARD #:** [22559](#) **GROUP #:** 73003

AWARD DESCRIPTION: Administrative Services

CONTRACT PERIOD: October 25, 2015 through October 24, 2017

CONTACT: Cheri McCullough | 518-402-5552 | cheri.mccullough@ogs.ny.gov

CONTRACT NO.: Various **CONTRACTOR:** Various

Effective immediately, the contact information for Language Line has changed as follows:

PS65923	Language Line Services, Inc. One Lower Ragsdale Drive, Bldg 2 Monterey, CA 93940 Fed ID #: 050504190 NYS Vendor ID #: 1000000082	LeRue Carr Phone: (831) 648-5575 x85575 Mobile: (831)-241-8066 Fax: (800)-821-9040 Email: lcarr@languageline.com www.languageline.com
PS65942	White Glove Placement, Inc. 85 Bartlett Brooklyn, NY 11206 Fed ID #: 11-3412078 NYS Vendor ID #: 1000000745	Linda Markowitz Phone: (718) 387-8163 x133 Toll Free: (866) 387-8100 Fax: (718) 387-8259 Email: lmarkowitz@whiteglovecare.net www.whiteglovecare.com

The current Contract Award Notification may be accessed at the following URL address:
<http://www.ogs.ny.gov/purchase/snt/awardnotes/7300322559CAN.htm>

All other terms and conditions of the award remain the same.



**Office of
General Services**

**Procurement
Services**

Corning Tower, Empire State Plaza, Albany, NY 12242 | www.nyspro.ogs.ny.gov | customer.service@ogs.ny.gov | 518-474-6717

Contract Award Notification Update

Subject: Affordable Care Act

DATE: February 25, 2015

AWARD #: [22559](#)

GROUP #: 73003

AWARD DESCRIPTION: Administrative Services

CONTRACT PERIOD: 10/25/12 – 10/24/17

CONTACT: Constance Gardner | 518-474-7409 | Constance.Gardner@ogs.ny.gov

CONTRACT NO.: Numerous **CONTRACTOR:** Numerous

Some of our current contractors have requested a pricing adjustment to modify their bill rates to conform to the requirements under the Patient Protection Affordable Care Act (ACA) that affects these contracts. NYS Office of General Services is unable to reopen the Administrative Services contract pricing to make adjustments for ACA.

The Administrative Services contract was competitively bid in 2012 and ACA was a known issue when vendors submitted their bids. Accurate pricing is the vendor's responsibility. Allowing the current contractor to change their price for something that was known at the time of bid creates an unfair advantage to current contractors, as other bidders may have incorporated the ACA pricing into their bids, but did not win. Had existing contractors submitted higher pricing at the time of the bid, it may have changed which companies were or were not awarded a contract. It is OGS's responsibility to protect the integrity of the entire procurement and maintain a level, competitive, playing field.

OGS truly appreciates the high quality service our contractors provide to our authorized users. We look forward to our continued partnership.



Contract Award Notification Update

Subject: Contact Information Update for Escribers, LLC

DATE: February 20, 2015 **AWARD #:** [22559](#) **GROUP #:** 73003

AWARD DESCRIPTION: Administrative Services

CONTRACT PERIOD: 10/25/12 – 10/24/17

CONTACT: Constance Gardner | 518-474-7409 | constance.gardner.@ogs.ny.gov

Effective immediately, Escribers' address has changed to:

700 W. 192nd Street, Suite 607
New York, NY 10040

Escribers' phone numbers and email addresses have remained the same.

All other terms and conditions of the award remain the same.



Contract Award Notification Update

Subject: Downstate Office Closures 1/26/15 – 1/27/15

DATE: February 5, 2015 **AWARD #:** [22559](#) **GROUP #:** 73003

AWARD DESCRIPTION: Administrative Services

CONTRACT PERIOD: 10/25/12 – 10/24/17

CONTACT: Constance Gardner | 518-474-7409 | Constance.Gardner@ogs.ny.gov

This communication is directed to all authorized users in the Downstate County vicinity. In light of the weather conditions associated with Winter Storm Juno, State offices in Bronx, Dutchess, Kings, Nassau, New York, Orange, Putnam, Queens, Richmond, Rockland, Suffolk, Ulster and Westchester counties closed at 3:00 pm on Monday, January 26, 2015. State offices in these counties were also closed on Tuesday, January 27, 2015.

As a reminder, the Administrative Services Contract does not provide provisions for payment of temporary employees when State offices are directed to close in these types of situations. Therefore, if a State office or facility was closed, temporary employees cannot be paid for this occurrence. If the State office or facility was open (e.g. hospital, psychiatric facility, prison) and the temporary employee worked during that timeframe, those employees will be compensated.

For questions, please contact the Contract Management Specialist listed above.

New York State Office of General Services
NYS Procurement (NYSPRO)
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://nyspro.ogs.ny.gov>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [22559](#)

DATE: December 31, 2014

GROUP: 73003 – Administrative Services

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Constance Gardner
Contract Management Specialist I
(518) 474-7409
Constance.Gardner@ogs.ny.gov

CONTRACT PERIOD: October 25, 2012 -
October 24, 2017

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTOR/ Jennifer Temps, Inc./PS65921
CONTRACT NO.: Tempforce, LP d/b/a Accustaff /PS65939

SUBJECT: Contract Amendment

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Effective December 31, 2014, an amendment to the New York State Labor Law, Section 652 increased the minimum wage to \$8.75 per hour. The changes to Contractor Pricing must be applied as of December 31, 2014. The following contractors have been affected:

- Jennifer Temps, Inc./PS65921 – contractor pricing for Data Entry and Word Processing and Switchboard Operators, including answering services
- Tempforce, LP d/b/a Accustaff/PS65939 – contractor pricing for File Clerks, Freight, Stock and Material Movers, Hand and Mail Clerks, except Mail Machine Operators and Postal Service

Authorized users should reference the current copy of the Contract Award Notification, which lists a revised issue date of **December 31, 2014** before purchasing from this contract. The current Contract Award Notification may be accessed at the following URL address:
<http://www.ogs.state.ny.us/purchase/snt/awardnotes/7300322559CAN.htm>

All other terms and conditions of the award remain the same.

New York State Office of General Services
NYS Procurement (NYSPRO)
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://nyspro.ogs.ny.gov>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [22559](#)

DATE: December 23, 2014

GROUP: 73003 – Administrative Services

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Constance Gardner

Contract Management Specialist I

(518) 474-7409

Constance.Gardner@ogs.ny.gov

CONTRACT PERIOD: October 25, 2012 -
October 24, 2017

OTHER AUTHORIZED USERS

Customer Services

(518) 474-6717

customer.services@ogs.ny.gov

SUBJECT: Contact Information Change for Randstad North America, LP, Contract PS65936

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Effective January 1, 2015, Randstad North America LP will have new contacts. They are as follows:

Thomas McLaughlin

Phone: 631-427-1096

Email: Thomas.Mclaughlin@randstadusa.com

Josh Bergen

Phone: 631-427-1096

Email: Josh.Bergen@randstadusa.com

Agnes Puyraud

Phone: 631-582-2148

Email: Agnes.Puyraud@randstadusa.com

Please direct communications pertaining to the above referenced contract to the Contract Management Specialist listed above.

All other terms and conditions of the award remain the same.

New York State Office of General Services
NYS Procurement (NYSPRO)
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://nyspro.ogs.ny.gov>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [22559](#)

DATE: November 12, 2014

GROUP: 73003 – Administrative Services

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Constance Gardner

Contract Management Specialist I

(518) 474-7409

Constance.Gardner@ogs.ny.gov

CONTRACT PERIOD: October 25, 2012 -
October 24, 2017

OTHER AUTHORIZED USERS

Customer Services

(518) 474-6717

customer.services@ogs.ny.gov

SUBJECT: Contact Information Change for Beatty's Services, Inc., Contract PS65905

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Effective immediately, Myneika White's email address and phone number has changed to myneikab@beattys2.com, (201) 887-8737. Ms. White is also adding an additional contact address:

1200 Lakeshore Avenue, 7B
Oakland, CA 94606

Please direct communications pertaining to the above referenced contract to the Contract Management Specialist listed above.

All other terms and conditions of the award remain the same.

New York State Office of General Services
NYS Procurement (NYSPRO)
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Empire State Plaza
Albany, New York 12242
<http://nyspro.ogs.ny.gov>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [22559](#)

DATE: October 27, 2014

GROUP: 73003 – Administrative Services

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Constance Gardner
Contract Management Specialist I
(518) 474-7409
Constance.Gardner@ogs.ny.gov

CONTRACT PERIOD: October 25, 2012 -
October 24, 2017

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

**CONTRACTOR/
CONTRACT NO.:** Various

SUBJECT: CPI Increases
Change in Contact Information for IIT, Inc. / PS65919

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The contract price list has been revised to reflect Consumer Price Index (CPI) adjustments for the following contractors in the below listed Regions and Lots:

Beatty's Services, Inc. PS65905
Durham Staffing, Inc. / PS65910
Escribers, LLC / PS65911
Ethan Allen Personnel Group, Inc. d/b/a Ethan Allen Staffing / PS65912
Heber Associates, Inc. / PS65916
Howroyd Wright Employment Agency d/b/a Apple One / PS65918
IIT, Inc. / PS65919
Jennifer Temps, Inc. / PS65921
MSI Systems Corp. d/b/a Medical Search International / PS65929
Multicultural Assoc. of Medical Interpreters (MAMI Interpreters) / PS65930
New Wave People, Inc. / PS65931
Nexus Staffing / PS65932
Penda Aiken, Inc. / PS65934
SHC Services, Inc d/b/a Supplemental Health Care / PS65937
Staffings of Binghamton, Inc. / PS65938
Staff Today / PS66396
Tempforce, LP d/b/a Accustaff / PS65939

CPI Adjustments: All Regions and Lots 1 - 10.

New contact information for IIT, Inc. is as follows:

Frank Gambale
Toll Free (888) 448-1292 x 211
Robert Kelsey
Toll Free: (888) 448-1292 x225
Fax: (877) 624-7510
Email: nystems@iit-inc.com
www.iit-inc.com

Authorized users should reference the current copy of the Contract Award Notification, which lists a revised issue date of **October 25, 2014** before purchasing from this contract. The current Contract Award Notification may be accessed at the following URL address:

<http://www.ogs.state.ny.us/purchase/snt/awardnotes/7300322559CAN.htm>

All other terms and conditions of the award remain the same.

New York State Office of General Services
NYS Procurement (NYSPRO)
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Empire State Plaza
Albany, New York 12242
<http://nyspro.ogs.ny.gov>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [22559](#)

DATE: September 2, 2014

GROUP: 73003 – Administrative Services

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Constance Gardner

Contract Management Specialist I

(518) 474-7409

Constance.Gardner@ogs.ny.gov

CONTRACT PERIOD: October 25, 2012 -
October 24, 2017

OTHER AUTHORIZED USERS

Customer Services

(518) 474-6717

customer.services@ogs.ny.gov

SUBJECT: Address Change for ANP Reporting, Contract PS65904

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Effective immediately, ANP Reporting's address has changed to:

46 North Central Avenue, Unit B
Ramsey, NJ 07446

ANP Reporting's phone numbers and email addresses have remained the same.

Please direct communications pertaining to the above referenced contract to the Contract Management Specialist listed above.

All other terms and conditions of the award remain the same.

New York State Office of General Services
NYS Procurement (NYSPRO)
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://nyspro.ogs.ny.gov>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [22559](#)

DATE: July 16, 2014

GROUP: 73003 – Administrative Services

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Constance Gardner

Contract Management Specialist I

(518) 474-7409

Constance.Gardner@ogs.ny.gov

CONTRACT PERIOD: October 25, 2012 -
October 24, 2017

OTHER AUTHORIZED USERS

Customer Services

(518) 474-6717

customer.services@ogs.ny.gov

SUBJECT: Utilizing the Primary, Secondary and Tertiary Vendors

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

OGS would like to remind users of the following contract language:

The Primary Contractor is required to recommend Candidate(s) according to the performance standards set forth in Appendix D, #7 – Required Service Levels. If the Primary Contractor is unable to fill the Authorized User's request in accordance with the Required Service Levels, the Secondary Contractor shall be engaged. If the Secondary Contractor is unable to fill the Authorized User's request in accordance with the Required Service Levels, the Tertiary Contractor shall be engaged.

Documentation is required to be kept with the authorized user's procurement when the vendor cannot supply the service that is requested. This also applies to unsatisfactory service. If a vendor cannot provide satisfactory service and authorized users have tried multiple times to work with the vendor, the authorized user can go to the secondary or tertiary vendor. In these instances, OGS needs authorized users to complete a Contractor Deficiency Form so that OGS may take appropriate action.

Please direct communications pertaining to the above referenced contract to the Contract Management Specialist listed above.

All other terms and conditions of the award remain the same.

New York State Office of General Services
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<http://www.ogs.ny.gov>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [22559](#)

DATE: May 1, 2014

GROUP: 73003 – Administrative Services

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Marcos Ortiz

Contract Management Specialist I

(518) 474-1557

Marcos.Ortiz@ogs.ny.gov

CONTRACT PERIOD: October 25, 2012 -
October 24, 2017

OTHER AUTHORIZED USERS

Customer Services

(518) 474-6717

customer.services@ogs.ny.gov

SUBJECT: Lead Staffing Corp., PS65926 / Contractor Name Change

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please note that **Lead Staffing Corp.** has changed their name to **Staff Today, Inc.** The new federal identification number for this contract is **45-3679064** and the new contract number is **PS66396**.

Please direct communications pertaining to the above referenced contract to the Contract Management Specialist listed above.

All other terms and conditions of the award remain the same.

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

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [22559](#)

DATE: March 11, 2014

GROUP: 73003 – Administrative Services

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Constance Gardner
Contract Management Specialist I
(518) 474-7409
Constance.Gardner@ogs.ny.gov

CONTRACT PERIOD: October 25, 2012 -
October 24, 2017

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTOR/ Jennifer Temps, Inc./PS65921
CONTRACT NO.: Tempforce, LP d/b/a Accustaff /PS65939

SUBJECT: Contract Amendment

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Effective December 31, 2013, an amendment to the New York State Labor Law, Section 652 increased the minimum wage to \$8.00 per hour. The changes to Contractor Pricing must be applied retroactively as of December 31, 2013. The following contractors have been affected:

- Jennifer Temps, Inc./PS65921 – contractor pricing for Switchboard Operators
- Tempforce, LP d/b/a Accustaff/PS65939 – contractor pricing for File Clerks and Mail Clerks

Authorized users should reference the current copy of the Contract Award Notification, which lists a revised issue date of **March 11, 2014** before purchasing from this contract. The current Contract Award Notification may be accessed at the following URL address:

<http://www.ogs.state.ny.us/purchase/snt/awardnotes/7300322559CAN.htm>

All other terms and conditions of the award remain the same.

New York State Office Of General Services
NYS Procurement (NYSPRO)
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Empire State Plaza
Albany, New York 12242
<http://www.ogs.ny.gov>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [22559](#)

DATE: October 25, 2013

GROUP: 73003 – Administrative Services

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Constance Gardner
Contract Management Specialist I
(518) 474-7409
Constance.Gardner@ogs.ny.gov

CONTRACT PERIOD: October 25, 2012 -
October 24, 2017

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTOR/ Escribers, LLC / PS65911
CONTRACT NO.: Heber Associates, Inc. / PS65916
IIT, Inc. / PS65919
Multicultural Assoc. of Medical Interpreters (MAMI Interpreters) / PS65930
New Wave People, Inc. / PS65931
Tempforce, LP/d/b/a Accustaff / PS65939

SUBJECT: CPI Increases

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The contract price list has been revised to reflect Consumer Price Index (CPI) adjustments for the following contractors in the below listed Regions and Lots:

Escribers, LLC / PS65911
Heber Associates, Inc. / PS65916
IIT, Inc. / PS65919
Multicultural Assoc. of Medical Interpreters (MAMI Interpreters) / PS65930
New Wave People, Inc. / PS65931
Tempforce, LP/d/b/a Accustaff / PS65939

CPI Adjustments: All Regions and Lots 1 - 10.

Authorized users should reference the current copy of the Contract Award Notification, which lists a revised issue date of **October 25, 2013** before purchasing from this contract. The current Contract Award Notification may be accessed at the following URL address:

<http://www.ogs.ny.gov/purchase/snt/awardnotes/7300322559CAN.htm>

All other terms and conditions of the award remain the same.

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

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [22559](#)

DATE: September 20, 2013

GROUP: 73003 – Administrative Services

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Constance Gardner
Contract Management Specialist I
(518) 474-7409
Constance.Gardner@ogs.ny.gov

CONTRACT PERIOD: October 25, 2012 -
October 24, 2017

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

SUBJECT: Cancellation of Contract For Convenience
New Contract Contact

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Pursuant to Purchasing Memorandum and e-mail Notice heretofore delivered to existing contractor on September 19, 2013 by the Office of General Services, Procurement Services Group, the following contract will be cancelled for convenience upon sixty (60) days written notice from the date hereof at which time all contract references will be removed from the OGS website:

GROUP 73003 – Administrative Services

<u>Contractor</u>	<u>Contract Numbers</u>
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Hilda Finer d/b/a M&F Reporting	PS65917
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The contract contact person has changed to Constance Gardner. All inquiries in regard to this contract should be directed to the Contract Management Specialist named herein.

All other terms and conditions of the award remain the same.

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

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [22559](#)

DATE: July 18, 2013

GROUP: 73003 – Administrative Services

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Sandra Nolan
Contract Management Specialist I
(518) 474-5040
sandra.nolan@ogs.ny.gov

CONTRACT PERIOD: October 25, 2012 -
October 24, 2017

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

SUBJECT: HEALTH INSURANCE AND PORTABILITY ACT (HIPAA) REQUIREMENTS

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

This purchasing memorandum serves as a reminder to all Authorized Users of the obligation to determine whether a particular contractor may access protected health information during an engagement. Such determination must be made consistent with HIPAA, as amended from time to time, and the implementing regulations. In addition, an Authorized User must determine whether a Business Associates Agreement is required to be signed by the Contractor and if so, the Authorized User must work directly with the Contractor to obtain such Business Associate Agreement. Authorized Users are encouraged to work directly with the Contractor providing the temporary services to ensure compliance with all applicable Federal or State laws, including but not limited to HIPAA compliance for medical professions as stated in the opening paragraph of Appendix D #2 attached to each Contract awarded under the above-referenced Group Number 73003.

Additional information on the Business Associate Agreement requirement can be found on the US Department of Health and Human Services' web site at:

<http://www.hhs.gov/ocr/privacy/hipaa/understanding/coveridentities/businessassociates.html>.

Please direct communications pertaining to the above referenced contract to the Contract Management Specialist listed above.

All other terms and conditions of the award remain the same.

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

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [22559](#)

DATE: July 2, 2013

GROUP: 73003 – Administrative Services

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Sandra Nolan

Contract Management Specialist I

(518) 474-5040

sandra.nolan@ogs.ny.gov

CONTRACT PERIOD: October 25, 2012 -
October 24, 2017

OTHER AUTHORIZED USERS

Customer Services

(518) 474-6717

customer.services@ogs.ny.gov

CONTRACTOR / CONTRACT NO.:
Tri-State Employment Services, Inc. / PS65941

SUBJECT: Contact Information Update

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The contact information for **Tri-State Employment Services, Inc.** has been changed to the following person:

Susan Kennedy
VP of National Proposals
Office# 212-346-7960 ext. 581
Fax# 212-608-1896
skennedy@tristateemployment.com

Please direct communications pertaining to the above referenced contract to the Contract Management Specialist listed above.

All other terms and conditions of the award remain the same.

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

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [22559](#)

DATE: May 6, 2013

GROUP: 73003 – Administrative Services

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Sandra Nolan

Contract Management Specialist I

(518) 474-5040

sandra.nolan@ogs.ny.gov

CONTRACT PERIOD: October 25, 2012 -
October 24, 2017

OTHER AUTHORIZED USERS

Customer Services

(518) 474-6717

customer.services@ogs.ny.gov

CONTRACTOR / CONTRACT NO.:

Geneva WorldWide, Inc. / PS65914

SUBJECT: Contact Information Updates

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The contact information for **Geneva WorldWide, Inc.** has been changed to the following:

Interpreting Services

Jose Rivas

interpretingstaff@genevaworldwide.com – Phone# 212-255-8400

Craig Buckstein

info@genevaworldwide.com - Phone # 212-255-8400 ext. 111

Transcription Services

Jenna Houston

jhouston@genevaworldwide.com – Phone# 212-255-8400 ext. 121

Please direct communications pertaining to the above referenced contract to the Contract Management Specialist listed above.

All other terms and conditions of the award remain the same.

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

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [22559](#)

DATE: April 25, 2013

GROUP: 73003 – Administrative Services

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Sandra Nolan

Contract Management Specialist I

(518) 474-5040

sandra.nolan@ogs.ny.gov

CONTRACT PERIOD: October 25, 2012 -
October 24, 2017

OTHER AUTHORIZED USERS

Customer Services

(518) 474-6717

customer.services@ogs.ny.gov

SUBJECT: Contact Information Updates

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

- 1) The contact information for **Abacus Corporation** has been changed to the following:

Michele Massaro
mmassaro@abacuscorporation.com
800-230-0043 ext. 301
Business Cell# 757-390-1178

- 2) The name on **Heber Associates** 'terms and conditions' page is listed as **Herber**. Please refer to the contractor page for correct company information when trying to contact Heber.

Please direct communications pertaining to the above referenced contract to the Contract Management Specialist listed above.

All other terms and conditions of the award remain the same.

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

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [22559](#)

DATE: January 8, 2013

GROUP: 73003 – Administrative Services

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Ayana Mendoza
Contract Management Specialist I
(518) 474-3034
ayana.mendoza@ogs.ny.gov

CONTRACT PERIOD: October 25, 2012 -
October 24, 2017

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

SUBJECT: [Frequently Asked Questions and Answers](#)

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The following [Frequently Asked Questions and Answers](#) for the Administrative Services Group 73003 Award 22559 are listed below. The purchasing memorandum can be found at the following URL:

<http://www.ogs.ny.gov/purchase/snt/awardnotes/7300322559can.HTM>

Frequently Asked Questions and Answers

1. **Q:** Where can I find the contract on-line??

A: The contract is available on the following web link:

<http://www.ogs.ny.gov/purchase/snt/awardnotes/7300322559can.HTM>

When you arrive on this site, there are links leading to the Award Document and Contractor Information. The link “Contractor Information” takes you to a listing of all awarded contractors and associated contract information. Embedded within this document, at the top of the first page, is a secondary link entitled “Lots and Regions Awarded & Pricing Matrix”. That link will take you to a document that provides an illustrative description of the different regions as well as a listing of what contractors were awarded in each lot and region.

2. **Q:** Can the pay rate be modified from the posted pay rate to accurately reflect their level of skill within the job category in which they qualify?

A: No, the method(s) for price adjustments are those outlined in **Base Contract IV.3 Price Adjustments, IV.3.1 Price Adjustments for Lots 1-10 & IV.3.2 Price Adjustment for Lot 11 - Prevailing Wage Rates – Public Works and Building Services Contracts.**

The pay rate is the actual rate of pay to provide employees working within the title.

3. **Q:** Why is the transcription service not region specific since contractors must pick-up materials from different locations?

A: Transcription is not region specific because the Contractor does not pick-up the materials to be transcribed. Section Appendix D #2 of the contract agreement titled Job Descriptions, Qualifications and Requirements; Lot 3 provides a description of the Transcription service. Transcription Service after notification by the Authorized User, the material to be transcribed will be sent via postal mail, overnight, hand delivery, or other agreed-upon method by the Contractor to the Authorized User.

4. **Q:** What is a “Payroll Only Markup”?

A: The “Payroll Only % Markup” is defined as the percent mark-up to be applied to a payroll-only position. A payroll-only position is when a resource is recruited by an Authorized User, added to Contractor’s payroll, and the Contractor does not incur the expense of recruiting for the position.

5. **Q:** There are certain Regions and Lots in the Administrative Services contract (Group 73003 Award 22559) where “No Award” is listed. What procurement options are available to Authorized Users for areas designated as “No Award”? Is there is an award pending for these Regions and Lots?

A: If “No Award” was made for a specific Lot/Region for the Administrative Services contract (Award 22559), then State agencies have the following options, per the State Finance Law:

- Preferred source offerings;
- Agency or multi-agency established contracts
- Discretionary spending or an “open market” procurement that can either be discretionary or result from a formal, competitive bidding process based on the total value of the procurement

The decision to make no award in certain Lots/Regions was based on likely use of that service in that region.

At present, if “No Award” was designated for a specific Lot/Region this is not expected to change.

6. **Q:** Are Authorized Users obligated to pay mileage to interpreters as part of the Administrative Services contract?

A: As specified in the Base Contract Section III.10 TRAVEL: All Employee travel expenses must be pre-approved by the Authorized User. “Personal Vehicle Mileage Reimbursement” and “Ground Transportation via Common Carrier (Train and Bus Travel)”, for work-related travel only, shall be

provided in accordance with codes, rules, and regulations promulgated by the Office of the State Comptroller for Management/Confidential Employees. **Any travel under 35 miles or any travel that is a standard commute between home and office is excluded, as per the policy.** Any other travel expenses including Lodging, Meal Allowances, Rental Vehicles and Air Travel are specifically excluded from the scope of the Contract.

7. **Q:** Are current purchase orders referencing the previous contract acceptable for use?

A: The State Finance Law mandates that executive agencies utilize the services offered through the Administrative Services contract. Agencies must transition to utilizing services under the new contract as quickly as possible.

8. **Q:** Is it acceptable to utilize MWBE vendors instead of those listed as primary and/or secondary vendor in the contract?

A: Procurement instructions may be found on page 6 of the contract award. You can access the award document through the following link:

<http://www.ogs.ny.gov/purchase/snt/awardnotes/7300322559can.pdf>

Agencies are required to approach the primary contractor first when utilizing the Administrative Services contract. A company with MWBE status, as part of this contract, does not affect whether it should be approached first; the structure is primary, secondary and tertiary.

9. **Q:** Can Authorized Users approach the contractor with the lowest rate even if they aren't the primary?

A: The Administrative Services contract was evaluated using an RFP. This was bid as an RFP on a lot and region basis, awards were not only based on price. Therefore, the primary vendor does not always have the lowest price for a particular job title.

10. **Q:** We are having trouble entering the new contract number for Group 73003 Award 22559. Should we continue to use the old contract numbers until this is resolved?

A: The new Administrative Services contract became effective as of October 25, 2012. The inability for an agency to enter the contract number on the purchase order is an issue to be addressed within that agency.

11. **Q:** What action(s) should the Authorized User take in cases where all three vendors are not available for the agency's use?

A: See Appendix D#7 Consequences of Contractor Non-Compliance with Required Service Levels. The section provides information on the tiered contracting structure and the available options if circumstances arise where the contractor is deficient or non-compliant with awarded service levels.

Please direct communications pertaining to the above referenced contract to the Contract Management Specialist listed above.

All other terms and conditions of the award remain the same.

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

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [22559](#)

DATE: December 28, 2012

GROUP: 73003 – Administrative Services

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Ayana Mendoza

Contract Management Specialist I

(518) 474-3034

ayana.mendoza@ogs.ny.gov

CONTRACT PERIOD: October 25, 2012 -
October 24, 2017

OTHER AUTHORIZED USERS

Customer Services

(518) 474-6717

customer.services@ogs.ny.gov

CONTRACTOR/

CONTRACT NO.: IIT, Inc. /PS65919

Maxim Healthcare Services, Inc.

D/B/A Maxim Healthcare Staffing /PS65928

Michael Giammarino d/b/a Language Today/ PS65925

MSI Systems Corp. / PS65929

New Wave People, Inc. /PS65931

Tempforce LP d/b/a Accustaff/ PS65939

White Glove Placement, Inc. / PS65942

SUBJECT: Contractor Information Update

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The contract for Group 73003 Award 22559 for Administrative Services has been revised to include an updated “Contractor Information” document. The contact information for IIT, Inc. the address and contact information for Maxim Healthcare Services, Inc., an updated company name for Language Today, MSI Systems Corp. d/b/a/ Medical Search International address change, Tempforce LP d/b/a Accustaff contact information update and White Glove Placement, Inc. contact information update are included as part of the update referenced below:

PS65919 SBE MBE NYS	IIT, Inc. 6 Cornish Ct, Suite 101 Huntington Station, NY 11746 Fed ID #: 113243959 NYS Vendor ID #: 1000012173	Dinesh Gulati Toll Free: (888) 448-1292 X205 Melanie Tlach Toll Free: (888)-448-1292 X240 Fax: (877) 624-7510 Email: nystemps@iit-inc.com www.iit-inc.com
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PS65928 NYS	Maxim Healthcare Services Inc. d/b/a Maxim Staffing Solutions 392 Pearl St. Suite 400 Buffalo, NY 14202 Fed ID #: 52-1590951 NYS Vendor ID #: 1000032029	Christopher Wuorinen Phone: (716) 796-0803 Toll Free: (877) 469-5066 Fax: (855) 490-1543 Email: chwuorin@maxhealth.com
PS65925 SBE	Michael Giammarino d/b/a Language Today 520 Green Mountain Road Mahwah, NJ 07430 Fed ID #: 262491640 NYS Vendor ID #: 1100020101	Michael Giammarino Phone: (201) 981-4738 Toll Free: (855) 564-2329 Fax: (201) 760-1640 Email: languagetoday@aol.com www.languagetoday.org
PS65929	MSI Systems Corp. d/b/a Medical Search International P.O. Box 535213 Atlanta, GA 30353-5213 Fed ID #: 02-0621776 NYS Vendor ID #: 1000046926	Marina Sheyfer Phone: (973) 301-2100 ext. 801 Toll Free: (866) 633-5665 Fax: (201) 786-9110 Email: Marina@MedSearchInt.com www.medsearchint.com
PS65939 WBE NYS	Tempforce LP d/b/a Accustaff 1767 Central Avenue Albany, NY 12205 Fed ID #: 58-2422206 NYS Vendor ID #: 1000009551	Heather Rafferty Phone: (518) 869-8523 Toll Free: (877) 287-5196 Fax: (518) 869-8567 Email: heather.rafferty@accustaffny.com www.accustaffny.com
PS65942 NYS	White Glove Placement, Inc. 85 Bartlett Brooklyn, NY 11206 Fed ID #: 11-3412078 NYS Vendor ID #: 1000000745	Linda Markowitz Phone: (718) 387-8163 x133 Toll Free: (866) 387-8100 Fax: (718) 387-8259 Email: lmarkowitz@whiteglovecare.com www.whiteglovecare.com

The “Price List” document has been edited; New Wave People, Inc. (PS65931) for Lot 8 Region 1 is a **Primary** contractor. New Wave People for Lot 8 Region 4 is a **Primary** contractor.

Kelly Services, Inc. (PC65922) is included as part of the contract agreement

PS65954	Kelly Services, Inc. 125 Wolf Road – Suite 403 Albany, NY 12205 Fed ID #: 38-1510762 NYS Vendor ID #: 1000004844	Anthony Godino Phone: (518) 489-6060 Toll Free: (800) 335-4376 Fax: (518) 489-6187 Email: godinag@kellyservices.com www.kellyservices.com
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The revisions can be found at the following URL:

<http://www.ogs.ny.gov/purchase/snt/awardnotes/7300322559can.HTM>

Please direct communications pertaining to the above referenced contract to the Contract Management Specialist listed above.

All other terms and conditions of the award remain the same.

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

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [22559](#)

DATE: November 1, 2012

GROUP: 73003 – Administrative Services

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Ayana Mendoza
Purchasing Officer I
(518) 474-3034
ayana.mendoza@ogs.ny.gov

CONTRACT PERIOD: October 25, 2012 -
October 24, 2017

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

**CONTRACTOR/
CONTRACT NO.:** Tempforce, LP
D/B/A Accustaff /PS65939

SUBJECT: [Contractor Information Update](#)

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The contract for Group 73003 Award 22559 for Administrative Services has been revised to include an updated e-mail address and website on the “Contractor Information” document for the above referenced contractor.

E-mail: heather.rafferty@accustaffny.com
Website: www.accustaffny.com

The “Price List” document has been edited, Tempforce, LP D/B/A Accustaff (PS65939) for Lot 4 Region 1 is a Primary contractor.

The revisions can be found at the following URL:

<http://www.ogs.ny.gov/purchase/snt/awardnotes/7300322559can.HTM>

Please direct communications pertaining to the above referenced contract to the Purchasing Officer listed above.

All other terms and conditions of the award remain the same.

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

PURCHASING MEMORANDUM

GENERAL INFORMATION BULLETIN

NUMBER: CL-773

DATE: October 31, 2012

GROUPS: 79014 –Hearing & Transcription Services
73003 – Temporary Personnel Services
73005 – Translating & Interpreting Services

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES

Ayana Mendoza
Purchasing Officer I
(518) 474-3034
ayana.mendoza@ogs.ny.gov

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

SUBJECT: Replacement Contract

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please note the following:

A replacement contract has been issued for the above noted contracts. Services previously offered under those groups may now be procured from Group 73003, Award No. 22559, which has been titled: “ADMINISTRATIVE SERVICES.”

Contract details may be viewed on the OGS website at:

<http://www.ogs.ny.gov/purchase/snt/awardnotes/7300322559can.htm>