

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

## PURCHASING MEMORANDUM

### GENERAL INFORMATION BULLETIN

**NUMBER:** CL-726

**DATE:** June 1, 2010

**SUBJECT:** 2010 Aggregate PC Purchase Initiative

**PLEASE ADDRESS INQUIRIES TO:**

Michelle St. Jock  
Purchasing Officer I  
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**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

The Office of General Services (OGS) has completed a solicitation of Dell, Hewlett Packard and Lenovo quotations for the 2010 Aggregate PC Purchase Initiative. After reviewing quotes submitted, Hewlett Packard and Lenovo have been awarded the following configurations. The 14 individual categories specified below for the 2010 Aggregate PC Purchase Initiative were awarded to the contractors that provided the two lowest price quotes for each standard configuration. The awarded configuration categories are:

<b><u>Configuration Category</u></b>	<b><u>Awardees</u></b>
All-In-One Desktop 18-22.9" (Intel):	Lenovo (1)
All-In-One Desktop 23"+ (Intel):	Lenovo (1)
Business Class Desktop (Intel):	Hewlett Packard (1)
Business Class Desktop (AMD):	Hewlett Packard (1)
Business Class Notebook (Intel):	Hewlett Packard (1) Lenovo (2)
Business Class Notebook (AMD):	Hewlett Packard (1)
Convertible Tablet:	Lenovo (1) Hewlett Packard (2)
Internet Notebook (Intel):	Lenovo (1) Hewlett Packard (2)

<b><u>Configuration Category</u></b>	<b><u>Awardees</u></b>
Net / Note Hybrid:	Lenovo (1) Hewlett Packard (2)
Ultrathin Notebook (Intel):	Hewlett Packard (1)
Workstation Class Desktop (Intel):	Hewlett Packard (1) Lenovo (2)
Thin Client Mid level:	Lenovo (1) Hewlett Packard (2)
Thin Client Low level:	Lenovo (1) Hewlett Packard (2)
Unbundled Displays:	Lenovo (1) Hewlett Packard (2)

New to this year's initiative is the introduction of All-In-One Desktop, Ultrathin Notebook, Netbook/Notebook Hybrid, and an expansion on the Thin Client Desktop category. The Netbook/Notebook Hybrid configuration has been introduced this year to fill the gap between the Internet Notebook and the Business Class Notebook configurations.

**ALL DESKTOPS, NOTEBOOKS, the 23"+ ALL-IN-ONE OFFERING AND RANKED UNBUNDLED DISPLAYS ARE REGISTERED EPEAT GOLD, WHILE THE ALL-IN-ONE 18-22.9" LENOVO OFFERING IS REGISTERED EPEAT SILVER. ALL MACHINES (EXCLUDING DISPLAYS) SATISFY 7 ADDITIONAL EPEAT CRITERIA SPECIFICALLY DETAILED IN THE REQUIREMENTS DOCUMENT. CURRENTLY, THIN CLIENTS ARE NOT REGISTERED WITH EPEAT.**

- New York State agencies are reminded that they must submit a Notification of Plan to Procure Technology Form (PTP) to the Office of Chief Information Officer / Office for Technology (CIO/OFT) for approval prior to purchasing PC or notebook computers. New York State agencies will be required to purchase from the awarded contractor who quoted the lowest price for each awarded configuration. Any New York State agency that intends to purchase from other than the lowest priced contractor for each awarded standard configuration class must submit a business case with their PTP. The business case must include, at a minimum, a justification as to why purchasing other than the lowest priced PC configuration is warranted. Approval by the NYS OCIO will be based on the total cost of a unit's configuration including any and all options (mandatory and standard) purchased and the NYS agency's current install base. For additional information about the CIO/OFT's PTP process, please visit their website at: <http://www.oft.state.ny.us/Policy/NYS-P08-001.pdf>
- New York State agencies that elect to purchase from the lowest priced awarded contractor for a given standard configuration class can advance with the process summarized herein, but should not issue a purchase order until the OFT has approved their PTP.
- If an authorized user requires additional options that are not included in the standard configuration or the mandatory or standard options, please notify OGS and OGS will negotiate with the contractor an aggregate purchase price for these options. Contractors who choose not to add an option to the Aggregate PC Purchase Initiative must still sell the Aggregate PC Purchase Initiative's standard configurations and all existing options at the Aggregate PC Purchase Price and any remaining options at contract price or less. Any Aggregate PC Purchase Initiative products that are erroneously sold at other than Aggregate PC Purchase Initiative price will require an immediate credit or rebill to the affected authorized user.
- Authorized users will specify and negotiate with the contractor the price for any custom services required in conjunction with the purchase, such as: first article production and testing requirements, and/or production and delivery requirements. Authorized users may negotiate staged or staggered deliveries with the contractors.
- Proven aggregate purchase participation helps determine future aggregate purchases. It is imperative that authorized users forward copies of all purchase orders issued under the 2010 Aggregate PC Purchase Initiative to Michelle St. Jock's attention at: [michelle.stjock@ogs.state.ny.us](mailto:michelle.stjock@ogs.state.ny.us). If an authorized user is unable to electronically forward a copy of the purchase order, the purchase order may be faxed to (518) 486-6867.
- This Aggregate Purchase Initiative is scheduled to begin on June 1, 2010 and end on June 30, 2011. All authorized users are required to have their purchase orders to the contractor no later than cob June 30, 2011 and take delivery no later than July 31, 2011.
- All OGS aggregate purchase initiatives are announced via OGS' Purchaser Notification Service (PNS) and available on the OGS PSG website. OGS strongly encourages interested parties who have not signed up for the PNS to do so at this time. The website for PNS is <http://www.ogs.state.ny.us/PNS/Default.asp>. The Aggregate Purchase Initiatives will be included in category 43 of the PNS.
- The following link to the OGS website provides the information specific to this aggregate purchase initiative: <http://www.ogs.state.ny.us/purchase/PCPurchase.htm>