

Q# & Source	IFB Document	Section	Bidder Question	OGS Response
1	General	General	Is there something we need to sign in all of this?	<p>Yes, the Solicitation documents the Bidder must sign are as follows:</p> <ul style="list-style-type: none"> a. the Bidder Certification and Affirmation Form, b. Standard Vendor Responsibility Questionnaire (if not electronically certified via the Office of the State Comptroller VendRep System), c. NY State Taxation and Finance Forms ST-220-TD and ST- 220-CA, d. EEO-100 Form, e. NYS Required Certifications Form, and f. Lease Provider Information Form (if applicable). <p>See revised Bid Solicitation Information, Section 4.4. <i>Format of Bid Submission</i>, Paragraph C, for instructions on how to download, complete, and submit all the forms (including those Bidder must sign) required with the Bid Submission.</p>
2	Bid Solicitation Information	General	<p>2.A) Does this mean we will have to go through contract renewal and if so when would that commence?</p> <p>2.B) I am assuming new procurement solicitation shown below replaces the Class 3-8 Contract that our company has with NYS? Or is this a separate one?</p>	<p>2.A – No. Solicitation 23166 is not an extension or renewal of the existing Awards 22898 and 22904, which both expire November 13, 2019. Solicitation 23166 is a new Solicitation to replace the two (2) existing NYS Vehicle Marketplace Awards (22898 Light Duty Vehicles and 22904 Class 3-8 Vehicles).</p> <p>2.B – Yes. As noted above, Solicitation 23166 replaces the two (2) existing NYS Vehicle Marketplace Awards (22898 Light Duty Vehicles and 22904 Class 3-8 Vehicles). Therefore, all Award 22898 and 22904 Contractors MUST submit a new complete bid in response to this Solicitation 23166 in order to be considered for award under Solicitation 23166.</p> <p>Please see revised Bid Solicitation Information, Section 1.4 <i>Key Events/Dates</i> for the Deadline for Responsive Bid Documents under Solicitation 23166.</p> <p>As noted in revised Bid Solicitation Information, Section 5.2 <i>Continuous Recruitment</i>, “This Solicitation allows for continuous recruitment of additional Contractors during the term of the Contract. Vendors that miss the Bid Opening date indicated in Section 1.4 <i>Key Events/Dates</i>, and Bidders that have not submitted all required documents for a complete Bid, completed to the satisfaction of OGS, by the “Deadline for Responsive Bid Documents” date indicated in Section 1.4 <i>Key Events/Dates</i>, may submit the required documents at any time prior to the “Closing date for Contract recruitment” date indicated in Section 1.4 <i>Key Events/Dates</i>. Such submissions will be reviewed in the order in which they were received after submissions received by the Bid Opening date indicated in Section 1.4 <i>Key Events/Dates</i> have been processed and will be awarded upon completion of the Contract process.”</p>
3	Bidder Questions Form	General	I am not sure if this is the only form you were looking for, but the instructions were vague?	Pursuant to revised Bid Solicitation Information, Section 1.7 <i>Bidder Questions</i> , questions regarding this Solicitation were to be submitted by the date and time indicated in revised Bid Solicitation Information, Section 1.4 <i>Key Events/Dates</i> , using the forms referenced in paragraphs (A) and (B) of revised Bid Solicitation Information, Section 1.7 <i>Bidder Questions</i> . Questions submitted after the deadline indicated may not be answered.
4	Bid Solicitation Information	Section 1.1 <i>Bid Overview (A) 5. How To Participate in the NYS Vehicle Marketplace 4.4 Format of Bid Submission</i>	I already signed up to take solicitations through Negometrix. Do I need to do something else to be a contractor for Award 23166?	<p>Pursuant to subparagraph (A) 5. of revised Bid Solicitation Information Section 1.1 <i>Bid Overview</i>, How to Participate in the NYS Vehicle Marketplace. (This is a document intended to guide the prospective Bidder through the process of how to submit a Bid under OGS Solicitation 23166, Vehicles, Class 1-8 on the Negometrix eProcurement Platform. OGS reserves the right to unilaterally make revisions, changes and/or updates to the How to Participate in the NYS Vehicle Marketplace document without processing a formal amendment and/or modification.)</p> <p>Pursuant to subparagraph (A) of revised Bid Solicitation Information, Section 4.4 <i>Format of Bid Submission</i>, “[a]ll Bidders must first register their company with Negometrix, the company that powers the eProcurement Platform for this Solicitation. Once registered, select the Solicitation number 1379 (OGS Solicitation 23166: Vehicles, Class 1-8) from the Published Solicitations list under the “Current Solicitations” tab, scroll to the bottom of the overview, and select “Participate”. See also revised Bid Solicitation Information Section 1.1 <i>Bid Overview (A) 5. How to Participate in the NYS Vehicle Marketplace.</i>”</p>

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6	Bid Solicitation Information	Section 1.1 <i>Bid Overview (A) 5. How To Participate in the NYS Vehicle Marketplace</i> 4.4 <i>Format of Bid Submission</i>	I still have no clue what I need to do to remain on the Vehicle Marketplace. I signed up to take solicitations through Negometrix. What more do I need to be eligible for 23166? I don't see a form anywhere.	Pursuant to subparagraph (A) of revised Bid Solicitation Information Section 1.1 <i>Bid Overview, How to Participate in the NYS Vehicle Marketplace. (This is a document intended to guide the prospective Bidder through the process of how to submit a Bid under OGS Solicitation 23166, Vehicles, Class 1-8 on the Negometrix eProcurement Platform. OGS reserves the right to unilaterally make revisions, changes and/or updates to the How to Participate in the NYS Vehicle Marketplace document without processing a formal amendment and/or modification.)</i> Pursuant to subparagraph (A) of revised Bid Solicitation Information, Section 4.4 <i>Format of Bid Submission</i> , "[a]ll Bidders must first register their company with Negometrix, the company that powers the eProcurement Platform for this Solicitation. Once registered, select the Solicitation number 1379 (OGS Solicitation 23166: Vehicles, Class 1-8) from the Published Solicitations list under the "Current Solicitations" tab, scroll to the bottom of the overview, and select "Participate". See also revised Bid Solicitation Information Section 1.1 <i>Bid Overview (A) 5. How to Participate in the NYS Vehicle Marketplace.</i> "
7	Bid Solicitation Information	Section 2 <i>Bidder Qualifications</i>	We currently are authorized to sell FORD, DODGE, CHRYSLER, JEEP, RAM. Can I include all manufacturers and models on 1 Contract, and will I have to submit (2) Contracts?	Multiple manufacturers and models may be offered under one Bid only if the Bidder offers those manufacturers and models under the same legal business entity name and FEIN. Also see Attachment 1 <i>Contractor Information</i> of the Contract Template.
8	Bid Solicitation Information	Section 2 <i>Bidder Qualifications</i>	Are we considered an OEM distributor under NYS Guidelines? We are a leasing company, OEM distributor and a ship to location for several manufacturers.	Pursuant to revised Bid Solicitation Information Section 2 <i>Bidder Qualifications</i> , Paragraph A: A Bidder shall "[o]ffer at least one complete or partial Vehicle OEM Product Line, and be a Dealer of that Vehicle OEM Product Line. A "Dealer" is a distribution source for an OEM, authorized and designated by said OEM, subject to approval by New York State, which may include the OEM or an entity other than the OEM. Upon request by OGS, the Bidder shall provide proof of Dealer status in a format that is acceptable to OGS. A Bidder must offer new Vehicles for purchase. A Vendor that only offers vehicles for lease is not eligible to bid under this Solicitation. "
9	Bid Solicitation Information	Section 4.2 <i>NYS Vendor File Registration</i>	9 A) When should I expect to receive the NYS Vendor ID# needed for this bid? 9 B) Can I submit the Questionnaire before receiving the 10-digit Vendor ID#?	9 A) OGS anticipates that the Bidder will receive a NYS Vendor ID within two (2) weeks of submitting a complete and accurate Substitute W-9 to the Designated Contact identified in the Solicitation. See "Bid Solicitation Information" Section 4.2 <i>NYS Vendor File Registration</i> for additional information. 9 B) The Questionnaire identified on the Negometrix Platform can be submitted without the NYS Vendor ID number, however, a valid NYS Vendor ID number will be needed prior to Contract Award.
10	Bid Solicitation Information	Section 4.3 <i>NYS Vendor Responsibility</i>	One step says "Complete the Standard Vendor Responsibility Questionnaire (SVRQ) online at the Office of the State Comptroller (OSC) website " However there is no SVRQ, just an option to start a new "Vendor Responsibility For-Profit v2".	"SVRQ" is a term that is referenced only in revised Bid Solicitation Information, Section 4.3 <i>NYS Vendor Responsibility</i> . Please comply with the instructions for the VendRep System on the OSC website.
11	Bid Solicitation Information	Section 4.5 <i>Content Paragraph B Mandatory Forms</i> 1.B.2	Is there a way to know if we have a previous ST- 220-TD form filed with the State?	Pursuant to Contract Template, Section 2.36 <i>NYS Tax Law Section 5- A</i> , "[v]endors May call Department of Taxation and Finance (DTF) at 518-485-2889 with questions or visit the DTF web site at https://www.tax.ny.gov/ for additional information."

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12	Bid Solicitation	Section 4.5 <i>Content Paragraph B Mandatory Forms 1.B.3</i>	I have been a Dealer since 1993 and believe we have this form on file how do i verify? I have a copy of the ST 220 CA that was filed in 2017. Just making sure so i don't repeat a step.	A new Form ST-220-CA must be submitted by all Bidders submitting Bids for Solicitation 23166.
13	Bid Solicitation Information	Section 4.5 <i>Content Paragraph B 1.B. Mandatory Forms 1.B.11</i>	How do leave this Lease option open? We may have several sources available for leasing. Players may change in the industry. We can't fill in the form with one Lease source and can't commit to what Financial institution we will use. Leasing a vehicle and choosing a Lease Source can vary on every offer.	Pursuant to revised Bid Solicitation Information Section 4.5 subparagraph B.1.B <i>Mandatory Forms, 1.B.11</i> , "Lease Provider Information Form (If Bidder is not adding a Lease Provider at time of Bid, the Lease Provider Information Form does not need to be uploaded to the Negometrix eProcurement Platform.) Instructions for a Contractor to designate a Lease Provider after Contract Award are included in Contract Template, Appendix D – <i>Lease Vehicles</i> , Section 3 <i>Lease Provider</i> , Paragraph B <i>Designation of Lease Providers</i> .
14	Contract Template	Section 2.12 <i>Ordering</i>	What is deemed an acceptable method of communication for order placement clarification?	Per Contract Template, Section 2.12 <i>Ordering</i> : "All Purchase Orders Shall reference Contract number, requisition, and/or Purchase Order number (if applicable). Upon Contractor's receipt of an order, confirmation is to be provided to the Authorized User electronically or via facsimile. Order confirmation should be sufficiently detailed, and include, at a minimum, purchase price, date of order, delivery information (if applicable), Authorized User name, and sales representative (if applicable). Contractor's issuance of an order confirmation Shall be deemed a representation to the Authorized User that the Contractor has received and reviewed the Purchase Order and has entered the order with the OEM and that the manufacturer has accepted the order and assigned an order number and anticipated build and delivery dates." <i>Also see Contract Template Section 2.20 Delivery Time.</i>
15	Contract Template	Section 2.22 <i>Liquidated Damages</i>	Can the OGS please define "...within the control of the Contractor"?	OGS respectfully declines this request.
16	Contract Template	Section 2.42 <i>Procurement Method, Paragraph 3 (B) NYS Vehicle Marketplace</i>	Can we receive automated alerts for bids that meet certain criteria? For example, any lease bids or vehicle counts 20 and above.	No, the NYS Vehicle Marketplace eProcurement Platform does not provide Contractors automated alerts for bids that meet certain criteria. Per Contract Template Section 2.42 <i>Procurement Method, Paragraph 3 (B) NYS Vehicle Marketplace</i> , "The Mini-Bid Shall be publicly posted on the eProcurement Platform, and a system-generated email will be sent to each Contractor."
17	Contract Template	Section 2.6 <i>NYS Discount</i>	We are a leasing company. How will we be made aware of the NYS discount with the OEM's?	The Contractor will communicate to its Lease Provider the NYS Price For Vehicle to be used in the calculation of the Monthly Lease Payment. See Contract Template, Appendix D- <i>Lease Vehicles</i> , Section 4 <i>Lease Pricing, Subparagraph B</i> , "Monthly Lease Payment" for more details.
18	Contract Template	Section 2.6 <i>NYS Discount</i>	What is the NYS discount and does the OGS disclose the discount?	Per Contract Template, Section 1.4 <i>Definitions and Acronyms</i> , NYS Discount is defined as "the actual percentage amount by which the NYS Base MSRP is reduced in both the Contractor's response to a Mini-Bid and for the purchase resulting from the Mini-Bid." No, OGS does not publish the NYS Discount. However, the NYS Minimum Discount(s) agreed-upon with each Contractor will be published on the Contractor Information pages of the OGS website.
19	Negometrix eProcurement Platform		When I click the Submit button after completing my application, I receive the error message "One or more qualifications need to be selected before the application can be submitted", how do I select a qualification.	Before a Bidder submits its application, the Bidder will need to select a Qualification. This is located under the Qualifications heading. Click on the "Select Qualification" hyperlink and choose the Class 1-8 qualification. Then click on the blue "Select" button in the bottom right-hand corner of the new screen. After this step is completed you should no longer receive an error message when you click the "Submit" button. See revised Bid Solicitation Information Section 1.1 <i>Bid Overview</i> subparagraph (A) 5. How to Participate in the NYS Vehicle Marketplace document.
20	Negometrix eProcurement Platform	1.A.2 <i>Federal Tax Identification Number / Federal Employer Identification Number</i>	Is this our Tax ID Number?	Yes, the number entered for Negometrix eProcurement Platform Question 1.A.2 is the nine-digit Federal Tax Identification Number/Federal Employer Identification Number assigned to the Bidder company.