



**Office of  
General Services**

# IT Centralized Contracts

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# IT Centralized Contracts

- Since 2012 OGS has been contracting for IT in new ways:
  - HBITS – Hourly Based IT Services
  - PBITS – Project Based IT Consulting Services
  - IT Manufacturer Based Umbrella
    - Aggregate Buys
  - IT Distributor Based Umbrella
  - Telecommunication Connectivity Services (TCS)



# HBITS – Hourly Based IT Services

- The technology needs of government change quickly and as a result, there is a significant use of IT services that augment existing staff across the state
- HBITS provides users with the tools needed to procure IT staff to augment existing staff





# HBITS

## Contract Benefits:

- Speed to market
- Diversity of contractors
- Standardized templates
- Prices lower than market average
- Up to 30 month engagements at transaction level
- Statewide coverage





# Project Based Information Technology Consulting Services (PBITS)

- This contract is used to obtain IT consulting services for individual IT projects
- Payments are made for accepted fixed priced deliverables, not on an hourly basis

## Examples of Eligible Projects:

- Project management support services
- Data categorization
- Data information management (migration, conversion, manipulation, integration)
- Implementation of open-source software



# PBITS

## Contract Benefits:

- Speed to market
- Diversity of contractors
- Up to 36 month engagements at transaction level
- Ability to require additional insurance at transaction level
- Streamlined processes
  - Detailed “How to Use”
  - Standardized templates
  - For each lot, one link for mini-bid distribution
  - No pre-audit required
- Enhancement budget is available





# IT Umbrella Manufacturer Contract

- The IT Umbrella gives you the ability to buy IT products and the professional services needed to install and operate those products, including cloud services
- The contract is grouped into four categories (or lots):

Lot 1 (software): 73	Lot 3 (cloud): 73
Lot 2 (hardware): 62	Lot 4 (implementation): 70

There are 141 manufacturer's contracts to buy from!





# IT Umbrella Manufacturer Contract

## Contract Benefits:

- It includes periodic recruitment, which means that more manufacturers and products will be available to meet your business needs
- It is flexible so that future lots may be added for new technologies as they become commercially available
- You can get a team of experts to implement products and train staff for up to 36 or 60 months (check website for details)
- You can buy from one or more of the lots and group the purchases into a single transaction!



# IT Umbrella Manufacturer Contract

## User Hints:

- Aggregate your needs - the larger your buy, the larger discount you will receive
- If you make a large buy, include a price hold or discount hold for 3-6 months to keep the savings going and reduce the number of RFQs you need to do
- Buy as many years' of maintenance as possible with the initial product buy to get the best possible price
- If you don't need a specific manufacturer then compete one against another and watch the prices drop



# Umbrella Manufacturer – Aggregate Buys

- Aggregate buys OGS has completed:
  1. RFQ 18-01: Aggregate Hardware Buy
  2. RFQ 18-02: Law Enforcement Records Management System
  3. RFQ 16-2: Hosted Contact Center
- The suite of aggregate buys will be expanded as time allows and customer demand requires

OGS is on the lookout for new opportunities!  
What should be our next aggregate buy?





# OGS IT Aggregate Hardware Buy Savings

Equipment Type	OGS Not-to-Exceed Contract Price	Aggregate Purchase Price	Discount Off Contract Price	Manufacturer
VDI PC	\$868.36	\$408.00	-53%	HP
Enterprise Desktop	\$ 1,104.37	\$565.50	-49%	HP
Enterprise Notebook	\$1,414.24	\$541.00	-62%	Lenovo
Enterprise All-In-One	\$1,412.90	\$662.00	-53%	Lenovo
Non-Convertible Tablet	\$1,554.06	\$870.00	-44%	Dell
Convertible Tablet	\$1,529.10	\$691.00	-55%	Lenovo
Workstation PC	\$4,501.73	\$2,271.00	-50%	HP
Education Desktop	\$1,191.13	\$575.00	-52%	Dell
Education Notebook	\$1,430.49	\$497.00	-65%	Dell
Chromebook Low	\$256.41	\$210.00	-18%	HP
Chromebook Touchscreen	\$315.81	\$250.00	-21%	HP



# OGS IT Aggregate Hardware Buy Savings

Equipment Type	OGS Not-to-Exceed Contract Price	Aggregate Purchase Price	Discount Off Contract Price	Manufacturer
Display 21"-24" Class	\$169.41	\$145.00	-14%	HP
Display 25"-27" Class	\$268.41	\$181.00	-33%	HP
Display 30"-32" Class	\$902.01	\$644.00	-29%	HP
Display 33"-53" Class	\$593.01	\$450.00	-24%	HP
Display 21"-24" Class w/ Integrated Webcam	\$238.71	\$171.00	-28%	HP
Touchscreen Display 21"-24"	\$288.21	\$208.00	-28%	HP

Note: The above table represents the contract price and awarded aggregate buy price at the time of award. Refer to the OGS Aggregate Buy website for current pricing.





# IT Distributor Based Umbrella

- Distributor based contracts streamline the procurement of software, hardware and related services not available through any other centralized contract
- Products required by an authorized user can be obtained via an expedited competitive RFQ process

**Examples of eligible products:** Newly marketed hardware and software, maintenance and support, pre-packaged training courses, and “off-the-shelf” software



# IT Distributor Based Umbrella

- 5 contractors or distributors only
- All in scope IT products (excluding cloud) not on other contracts can be sold
- 2 Lots
  - Lot 1 – Software (5 contractors)
  - Lot 2 – Hardware (5 contractors)

# IT Distributor Based Umbrella

## Contract Benefits:

- SBE, MWBE, SDVOB businesses can sell products to governments through any of the 5 distributors
- This is a fast way for state agencies and other authorized users to buy and try out new technology or fill a niche need without navigating the full bidding process
- Costs are low for growing businesses because the distributors absorb the overhead
- Provides a way for new manufacturers to build sales to qualify to become a manufacturer umbrella contractor via a future periodic recruitment

# Telecommunication Connectivity Services (TCS)

- This contract is used to provide authorized users with telecommunication services necessary to support their needs
- The TCS contract offers the following services:
  - Telephone
  - Internet
  - Satellite
  - Television
  - Various non-cloud managed service
  - Mobile connectivity services
- TCS is designed to work in conjunction with other OGS Centralized Contracts for Information Technology
- Authorized users are strongly encouraged to procure telecommunication services via the Request for Quote (RFQ) process

# TCS - Statewide and County

## Contract Benefits:

- Speed to market
- Diversity of contractors
- Standardized templates
- Service prices lower than market average
- Statewide coverage
- Devices can be purchased along with service plans
- Taxes, fees, and surcharges approved by OGS and billed separately!





# Email Tips

- Use a descriptive subject line
  - RFQ 123 – Award 22802 Software License Renewal
  - RFQ ABC– PM12345 Cloud Services
- Be careful before hitting reply all





# We're Here to Help!

Hourly Based IT Services - HBITS:

For State Agencies: [HBITS.StateAgencies@ogs.ny.gov](mailto:HBITS.StateAgencies@ogs.ny.gov)

For Non-Executive Agencies: [HBITS.NonExecutiveAgencies@ogs.ny.gov](mailto:HBITS.NonExecutiveAgencies@ogs.ny.gov)

Project Based IT Consulting Services - PBITS:

[PBITS.AuthorizedUsers@ogs.ny.gov](mailto:PBITS.AuthorizedUsers@ogs.ny.gov)

Manufacturer Based IT Umbrella:

[MfrUmbrella.AuthorizedUsers@ogs.ny.gov](mailto:MfrUmbrella.AuthorizedUsers@ogs.ny.gov)

Distributor Based IT Umbrella:

[PSDistUmbrella.AuthorizedUsers@ogs.ny.gov](mailto:PSDistUmbrella.AuthorizedUsers@ogs.ny.gov)

Telecommunication Connectivity Services:

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