

# Award 23166 Vehicles, Class 1-8 (Vehicle Marketplace)

## Mini-Bid Response Evaluation and Award Instructions

This document provides Buyers (Authorized Users) with guidance and instructions for how to evaluate and award a Solicitation (Mini-Bid) conducted via the NYS Vehicle Marketplace. For additional instructions on how to navigate the eProcurement platform, please download "Vehicle Buyer Instructions" at [vehicles.nyspro.ogs.ny.gov](https://vehicles.nyspro.ogs.ny.gov) on the "Vehicle Buyer Information" page.

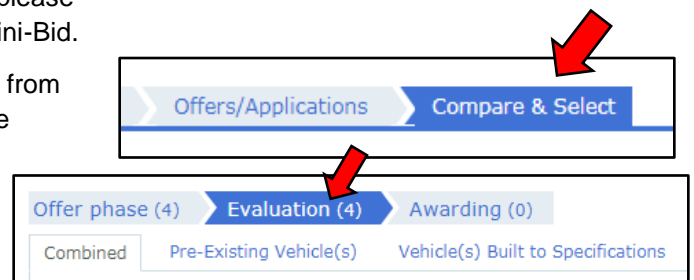
Link to Vehicle Buyer Information: <https://vehicles.nyspro.ogs.ny.gov/content/vehicle-buyer-information-0>

Link to OGS Award 23166: <https://online.ogs.ny.gov/purchase/spg/awards/4044023166CAN.HTM>

Vehicle Marketplace Team Email [nysvehiclemarketplace@ogs.ny.gov](mailto:nysvehiclemarketplace@ogs.ny.gov).

The Authorized User is responsible for evaluation and award of the Mini-Bid. Reserved rights of the Authorized User regarding Mini-Bids are listed below. At a minimum, please follow the steps below when evaluating and awarding a Mini-Bid.

1. Review the summary of responses that were received from the Suppliers (Dealers / Contractors) by clicking on the "Compare and Select" tab for your Mini-Bid, located near the top of the screen, and then on the "Evaluation" tab. Depending on what type of request you had, tabs for "Combined," "Vehicles Built to Specifications," and/or "Pre-Existing Vehicles" will be located under "Evaluation."



- A. The Contractors may have offered both Vehicles Built to Specifications (ordered directly from the OEM), and Pre-Existing Inventory Vehicles (pre-built and located on the Dealer's lot). Use the following criteria when choosing which type of Vehicle to award and purchase or lease:
  - 1) If you specified "Vehicles Built to Specifications" for your Mini-Bid, then you may choose to award the "Pre-Existing Inventory Vehicles" offered only if you also selected "*Built to Specifications, but I will also consider Pre-Existing Inventory that meet the requirements*" on your Vehicle Request Form; or
  - 2) If you specified "Pre-Existing Inventory Vehicles" for your Mini-Bid, then you may choose to award the "Vehicles Built to Specifications" offered only if you also selected "*Pre-Existing Inventory, but I will also consider Built to Specifications if: a) there are no responses received for "Pre-Existing" or b) the responses received do not meet my specifications, or c) the "Built to Specifications" have a lower price*" on your Vehicle Request Form, and a), b) or c) in that selection has occurred.
2. Review the detailed Mini-Bid responses, by clicking on the Contractor names located under the "Combined," "Vehicles Built to Specifications," and/or "Pre-Existing Vehicles" tabs, to determine if any clarifications or disqualifications are necessary. Include the following in your review:
  - A. Verify that the "Pricing Sheets" ("Vehicles Built to Specifications," and/or "Pre-Existing Vehicles") have been completed with no apparent errors. Include the following in your review:
    - 1) Information has been entered in all applicable fields;
    - 2) The summary description of the Vehicles offered appears to meet the Mini-Bid specifications;
    - 3) The specified number of Vehicles requested have been offered; and
    - 4) The NYS Discount, for a Single OEM Vehicle or Chassis, is at the NYS Minimum Discount set forth in the Contract, or at a higher discount. To verify the minimum discount, click on "Contractor Information" at the "Link OGS Award 23166" above, and then on "Contact and Product Information" for the applicable Contractor.

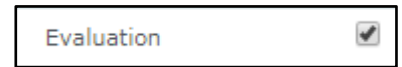
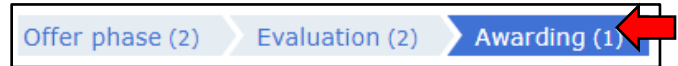
- B. Review all Contractor responses on the “Questionnaires” (“Built to Specification Mini-Bid Response” and/or “Pre-Existing Mini-Bid Response). Include the following in your review:
- 1) Consider the impact of any deviations or additional information provided by the Contractor. A Vehicle offered that does not meet all specifications for the Mini-Bid should be deemed non-responsive and be rejected.
  - 2) If you selected “*If delivery is required by a specific date, and will be a condition in the award of the Mini-Bid, select the date here*” on the Vehicle Request Form, verify that the estimated number of days for delivery after receipt of a Purchase Order meets your delivery date deadline.
3. For Vehicles that will be purchased, request a Build Sheet, OEM Pricelist and/or Contractor-Published Pricelist, from the responsive Contractors. At a minimum, request these documents from the apparent low bidder. Review the documents provided to determine if the Vehicle(s) that the Contractor(s) offered for the Mini-Bid meet the specifications that were included in the Vehicle Request Form.
- A. “Build Sheet” Shall refer to the document which lists, at a minimum, for the Vehicles offered in a Mini-Bid:
- 1) The Make and Model of the Vehicle(s);
  - 2) An itemized list of all standard equipment, Options and Aftermarket Components included in the Vehicle(s); and
  - 3) For Single OEM Vehicles and Chassis, the document Must also include:
    - a. The MSRP of the standard base Vehicle(s);
    - b. The MSRP and Option code for each Option included in the Vehicle(s); and
    - c. The total NYS Base MSRP of the Vehicle(s).
- B. “Contractor-Published Pricelist” Shall refer to the electronic, (i.e., in Excel or PDF format), document(s) issued by the Contractor which lists, among other things, an item number, description and MSRP or Contractor’s standard list price for the Contractor’s complete Product Line.
- C. “OEM Pricelist” Shall refer to the nationally published or internal document(s) issued by the Vehicle manufacturer which lists, among other things, an Option Code, description and MSRP for the OEM’s Product Line.
4. For Vehicle(s) that will be leased, in addition to the Build Sheet, OEM Pricelist and/or Contractor-Published Pricelist described above in #3, request that the Contractor assist you in obtaining one (1) or more quotes for Lease pricing, and proposed Lease agreement(s), from the Lease Provider(s) designated on the Contract. To verify the Lease Provider, click on “Contractor Information” at the “Link OGS Award 23166” above, and then on “Contact and Product Information” for the applicable Contractor.
- Review the proposed Lease agreements to determine if the terms and conditions meet any minimum specifications for the Lease that were included in the Mini-Bid.
- Note: Appendix D of the Contract, Lease Vehicles, includes the minimum terms and conditions applicable to a vehicle acquisition under the Contract which occurs pursuant to a Lease. The State has not reviewed the additional terms and conditions that a Lease Provider may include in or with a Lease; accordingly, the Authorized User is obligated to review and make an independent determination, with the advice of legal counsel as necessary, before entering into a Lease.*
5. Determine the awardee of the Mini-Bid.
- A. For Vehicle(s) that will be purchased, the Method of Award must be either:
- 1) Vehicles Built to Specifications: Lowest price to a single contractor that can meet the specified delivery date (if applicable), and supply the total number of Vehicles requested; OR

2) Pre-Existing Vehicles: As specified on the Vehicle Request Form. Either a) Lowest price to a single contractor that can provide the total number of vehicles requested or b) Lowest price, per vehicle

B. For Vehicle(s) that will be leased, the Method of Award shall be to the Contractor’s Lease Provider that meets the specifications for the Lease, provides a Lease agreement with terms and conditions that have been agreed upon, and offers the lowest Lease pricing for the Lease.

6. Once you have determined that an award will or will not be made, return to your Mini-Bid on the platform.

If you will not be making an award, in the “Compare and Select” screen, select “Awarding” and then at the bottom of the next screen, select “no awarding” and enter the reason that an award was not made in the text box that appears. Your response will appear under the “Internal award justification” section, and may be viewed only by you and OGS.



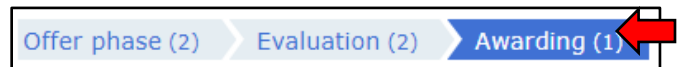
If you will be making an award, in the “Compare and Select” screen, under “Evaluation,” check the box to the right of the awardees offer, and then select “Allow to Awarding” on the bottom right.

7. Inform Contractors about your decision by selecting a Supplier and clicking on the “Inform” button on the bottom right, of the “Awarding” page, and then selecting “Inform Suppliers”. Message templates are available for “No Award,” “Tentative Award” and “Non-Award”.

8. If an award was made, issue a Purchase Order or other ordering document to the awarded Contractor, using your standard procedures.



9. After the Purchase Order or other ordering document has been issued to the Contractor, return to the Mini-Bid on the platform to report the outcome of the Mini-Bid. In the “Compare and Select” screen, select the “Awarding” tab.



A. To adjust the final price that was paid per vehicle, or the quantity purchased, click on the **Edit** hyperlink in the light blue area of the page, and fill in both the “Revised NYS Price per Vehicle” and “Revised Quantity” boxes that appear. Both must be filled in, even if one is not changing, for the form to calculate the revision properly. Then click the “Save” button on the bottom right-hand side of the screen save the change.



B. Enter an award justification for the procurement record, by clicking on “Edit award justification”.

C. Enter Purchase Order (or other ordering document) information by clicking on “Edit Purchase Order”.

**Authorized User Procurement Rights.**

Authorized Users hereby reserves the right in a Mini-Bid to:

- A. Reject any or all responses received in response to the Mini-Bid;
- B. Withdraw the Mini-Bid at any time, at the Authorized User's sole discretion;
- C. Make an award under the Mini-Bid in whole or in part;
- D. Disqualify any Contractor submitting a response whose conduct and/or proposal fails to conform to the requirements of the Mini-Bid;
- E. Seek clarifications and revisions of Mini-Bid responses;
- F. Prior to the Mini-Bid response submittal deadline, amend the Solicitation specifications to correct errors or oversights, or to supply additional information, as it becomes available;
- G. Prior to the Mini-Bid response submittal deadline, direct Contractors to submit modifications addressing subsequent Mini-Bid amendments;
- H. Change any of the schedule dates with notification through the eProcurement Platform to all Contractors;
- I. Eliminate any mandatory, non-material specifications that cannot be complied with by all of the prospective Contractors;
- J. Waive any requirements that are not material;
- K. Utilize any and all ideas submitted in the Mini-Bid responses received;
- L. Adopt all or any part of a Contractor's Mini-Bid response in selecting the optimum configuration.
- M. Negotiate with the Contractor responding to the Mini-Bid within the Mini-Bid requirements to serve the best interests of the State. This includes requesting clarifications of any or all Contractor's Mini-Bid responses;
- N. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a Contractor's Mini-Bid response and/or to determine a Contractor's compliance with the requirements of the Mini-Bid;
- O. Select and award the Mini-Bid to other than the selected Contractor in the event of unsuccessful negotiations; and
- P. Use information obtained through site visits, management interviews, and the state's investigation of a Contractor's qualifications, experience, ability or financial standing, and any material or information submitted by the Contractor in response to the agency's request for clarifying information in the course of evaluation and/or selection under the Mini-Bid.