



Office of
General Services

GOVBUY PROCUREMENT CONFERENCE

November 21-22, 2024

Empire State Plaza Convention Center, Albany, NY



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COMeT

Centralized Online Management for eProcurement Tool

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Navigating the Portal

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Vendor and Authorized User-Facing Portal

- Permissions-based system – Authorized users, contractors, resellers
- Pricelists/instructions/guides available without account
- Authorized User role required to utilize RFQ functionality

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COMET Search Pricelist Resources Sign in

Home > [Appendix E - Pricelist](#)

Appendix E - Pricelist

Tags Search

Vendor

SKU

Product Name

Product Category

Lot Lot 1 Software Lot 2 Hardware Lot 3 Cloud Lot 4 Implementation

Global Search Pricelist Items

Vendor	Product Name	SKU	Product Description	NET Price	Percentage-Based Net Price	Lot Information
ISpatial Inc.	IData Gateway On Premise Annual Term License	IDATAGATEWAYOPAS	IData Gateway Portal Extension to IIntegrate	\$38,000.00		Lot 1 Software
ISpatial Inc.	IIntegrate Additional Engine - Annual Term License	IINTEGRATEAEAS	IIntegrate automated data management additional engines 2-6	\$23,417.50		Lot 1 Software
ISpatial Inc.	IIntegrate for ArcGIS Desktop Named User Annual Term License	IINTEGRATEARCDEAS	IIntegrate extension to ArcGIS Desktop	\$5,320.00		Lot 1 Software
ISpatial Inc.	IIntegrate and First Engine - Annual Term License	IINTEGRATEFEAS	IIntegrate automated data management rules engine	\$47,120.00		Lot 1 Software
ISpatial Inc.	IIntegrate and First Engine - Annual Term License Non-Production	IINTEGRATEFEASNP	IIntegrate automated data management rules engine Non-Production	\$23,417.50		Lot 1 Software
ISpatial Inc.	Training - IIntegrateAdvanced Training	IINTEGRATINGADVWORKSHOP	5 days virtual or at client site (4 days training plus 1 day Rules Designation W... read more	\$13,965.00		Lot 1 Software
ISpatial Inc.	Training - IIntegrate Introductory Training	IINTEGRATINGBSCWORKSHOP	5 days virtual or at client site (4 days training plus 1 day Rules Designation W... read more	\$13,965.00		Lot 1 Software
ISpatial Inc.	Consultant	PS-C99	Hourly Consultancy	\$162.00		Lot 4 Implementation
ISpatial Inc.	Director of Consulting	PS-DOC99	Hourly Consultancy	\$346.50		Lot 4 Implementation
ISpatial Inc.	Principal Consultant	PS-PC99	Hourly Consultancy	\$247.50		Lot 4 Implementation



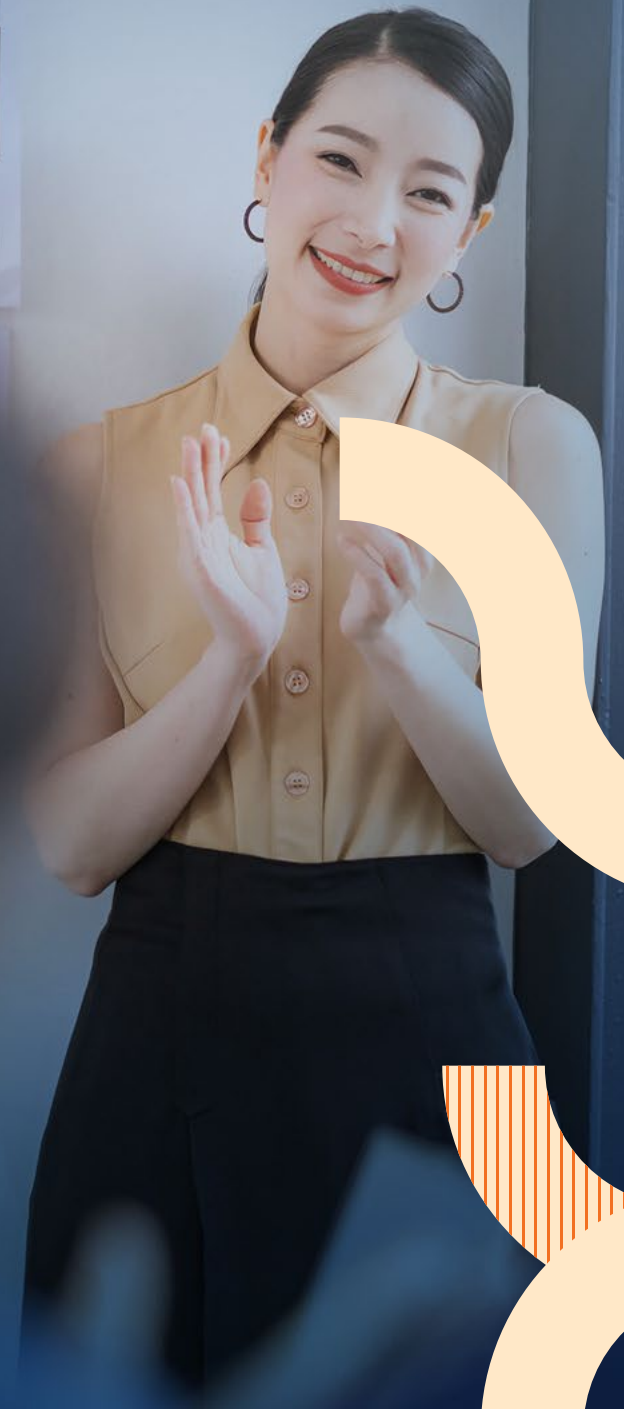


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Role Requests

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The Process

- Create Account
- Assign Roles
- Request Authorized User role
- Wait for OGS approval

The screenshot displays the GOVBUY portal interface. At the top, there is a navigation bar with the following items: Submitted RFQs, Submitted Requests for Information, My RFQs, and Josh Sack. A dropdown menu is open under Josh Sack, showing Profile, Assign Roles, and Sign out. Below the navigation bar, there is a large red box containing the text 'Request Portal Role'. A red arrow points from this box to a 'Request Portal Role' button located in the bottom right corner of the table area. The main content area is titled 'Assign Role' and includes a breadcrumb 'Home > Assign Role'. There are two input fields for 'First Name' (containing 'Gov') and 'Last Name *' (containing 'Buy'). Below these fields is a section for 'Current Assigned Roles' with an empty table. The 'Portal Role Management' section contains a table with the following columns: Contact, Company Name, Organization Name, Approval Status, Request Authorized User Role, Revoke Authorized User Role, Request Contractor Role, Revoke Contractor Role, Request Reseller Role, Revoke Reseller Role, and Created On. The table is currently empty, and a message at the bottom states 'There are no records to display.'





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RFQ Creation

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RFQ Creation and Bid Responses - Overview

- Choose Lot and create distribution list. Automatically pulls in all approved resellers. Emails handled by COMeT system
- Financials section linked to approved pricelist. Always accurate pricing info
- Q&A and bids through system
- Procurement record reports



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RFQ Creation – First Steps

- RFQ Type
 - Basic
 - Cloud
- Type of Pricing –
 - Standard Pricing
 - Deliverable-Based Pricing
 - Total Cost of Ownership
- Target Single Contractor
- Limiting to:
 - Minority- and/or women-owned business enterprises (MWBEs)
 - Small business enterprises (SBEs)
 - Service-disabled veteran-owned businesses (SDVOBs)



RFQ Creation – Distribution List

- Load Vendors
- MWBE, SBE, SDVOB
- Select all vendors in Lot(s) or choose one
- 5+ reseller requirement
- Always up to date, no emails needed



RFQ Creation – Financial Worksheet

- Select Contractor
- Manual SKU selection vs. Bulk Entry
- Manual
 - Enter SKUs in SKU Filter field
 - Load Vendor’s Approved Pricelist
- Live pricing, no question on accuracy

[Home](#) > [RFQs](#) > [Select Financials](#)

Lots Selected for RFQ

Lot 1 Software Lot 2 Hardware Lot 3 Cloud Lot 4 Implementation

SKU Filter:

Clear SKU Filter

Instructions:

Select the appropriate Contractor in the Contractor dropdown.

To search for individual SKUs, paste the SKU in the SKU Filter field and click Load Vendor's Approved Pricelist. Click the SKU to highlight it and then click Add to Financial Worksheet. Repeat as needed.

To add many SKUs to your Financial Worksheet at once you'll first need to complete the Bulk SKU Entry Template. This template can be found under Resources in the top menu, then Templates and Guides. Please as needed, click Upload Bulk SKU Entry Template. In the next page click Add files and select your completed template. The system will begin to automatically pull all SKUs from the template into your Financial minutes. If any SKUs from your template were not found on the approved pricelist for the selected contractor these will be listed in the email. After you receive the email you can navigate back to your RFQ to c

Contractor: (from selected distribution list)

Please Select ▼

Load Vendor's Approved Pricelist



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RFQ Creation – RFQ Release & Misc.

- Email notices generated by system
- Number of bid and no-bid responses visible immediately upon receipt. Specifics viewable after RFQ due date
- Updates to released RFQs generate additional emails to notify bidder pool
- Procurement Record Report can be generated any time. Contains everything available at time report is pulled
- Q&A handled through system. Answers released to entire bidder pool
- Award/non-award notices
- No-bid canvass





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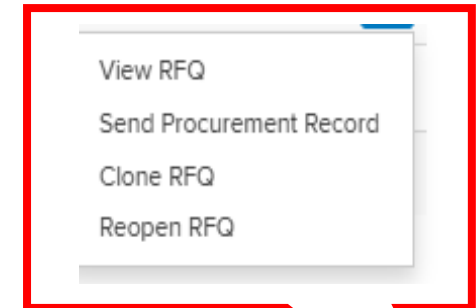
New Features

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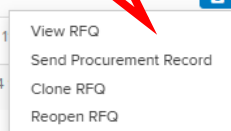
Clone & Reopen RFQs

- Cloned RFQs retain financial worksheet and distribution list. Ready for immediate re-issue.
- Reopened RFQs retain all information including all bids. Ability to award different bidder as needed or complete forgotten step



Completed RFQs

OGS RFQ Number	RFQ Number	RFQ Title	Authorized Entity Name	RFQ Release Date	Vendor Response Due Date	RFQ Status	Created On
UMB_102023-2285	43214324	Test 10/12	Office of General Services	10/12/2023	10/31/2023 1:31 PM	Awarded	10/12/2023 1:31 PM
UMB_102023-2285	43214324	Test 10/12_Copy	Office of General Services	2/1/2024	2/1/2023 1:31 PM	Awarded	2/1/2024 1:31 PM
UMB_102024-3402	Clone test	Clone test	Office of General Services	10/1/2024	10/1/2024 11:58 AM	Awarded	10/1/2024 11:58 AM



Bulk Upload of SKUs

- Template found in Resources menu
 - Resources → Templates and Guides → Bulk SKU Entry Template
- SKU and Quantity columns
- Upload Bulk SKU Entry Template button on Financials page
- Upload document
 - Processing begins immediately
- Automated email upon completion.
 - Number of successfully processed SKUs, failures

SKU Filter: [Clear SKU Filter](#)

Instructions:
Select the appropriate Contractor in the Contractor dropdown.

To search for individual SKUs, paste the SKU in the SKU Filter field and click Load Vendor's Approved Pricelist. Click the SKU to highlight it and then click Add to Financial Worksheet. Repeat as needed.

To add many SKUs to your Financial Worksheet at once you'll first need to complete the Bulk SKU Entry Template. This template can be found under Resources in the top menu, then Templates and Guides. Please follow the instructions on the first tab of the template. Once you have completed the template and returned to this page as needed, click Upload Bulk SKU Entry Template. In the next page click Add files and select your completed template. The system will begin to automatically pull all SKUs from the template into your Financial Worksheet. When the process is complete you will receive an automated email. The process typically takes between 2-10 minutes. If any SKUs from your template were not found on the approved pricelist for the selected contractor these will be listed in the email. After you receive the email you can navigate back to your RFQ to continue with any edits or to release it.

Contractor: *(from selected distribution list)*

[Load Vendor's Approved Pricelist](#)

[Upload Bulk SKU Entry Template](#)

Upload Bulk SKU Entry Template





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Questions?



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Presenters

Josh Sack - josh.sack@ogs.ny.gov

Kalee Palmeter- kalee.palmeter@ogs.ny.gov

MEETING ROOM 1 | 2:00 PM – 3:00 PM

Speed up your IT Procurement with COMeT