



Office of
General Services

GOVBUY PROCUREMENT CONFERENCE

November 21-22, 2024

Empire State Plaza Convention Center, Albany, NY



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General Services

Understanding NYS OGS Centralized Contracts

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Filed Requirements

Meeting Room 3 | 4:30 PM – 5:15 PM

MODERATOR

Jose DeAndres, Contract Management Specialist 3

PRESENTER

Brandy Alden, Contract Management Specialist 2

Wendy Nieves, Contract Management Specialist 1

Overview

- What is a Filed Requirement?
- What is a Filed Requirements Contract?
- Who is eligible to use Filed Requirements Contracts?
- Why does OGS collect Filed Requirements?
- Where do Authorized Users submit Filed Requirements?
- When does OGS collect Filed Requirements?



What is a “Filed Requirement”?

A “Filed Requirement” is a commitment to OGS Procurement Services to procure a certain commodity, either Fuels or Road Salt, which includes the estimated quantity an entity intends to procure for a 12-month period.

OGS relies on filed requirement submission information to assess anticipated consumption and provide estimated quantities for these commodities they plan to purchase.



What is a Filed Requirements Contract?

A Filed Requirements contract is a term contract covering specified delivery points and estimated quantities for a commodity.

The intent is to guarantee a source of supply for a critical commodity for a specified period of time.

These contracts can be used only by Authorized Users that have submitted or “filed” their requirements with OGS Procurement Services.



Fuels Filed Requirements Contracts

- ULS Diesel & Biodiesel Fuel – Group 05602
- Gasoline & E-85 – Group 05600
- Fuel Oil, Heating (#2. #4. #6. Kerosene & Bioheating Fuel) – Group 05500
- Liquefied Petroleum Gases – Propane – Group 05800



Salt Filed Requirements Contract

Group 01800

Contract Title: Road Salt, Treated Salt, & Emergency Standby Road Salt
(Statewide)

Commodities:

- Road Salt
- Treated Salt Type 1
- Treated Salt Type 2



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What is an Authorized User?

An Authorized User is an agency or other entity authorized by the laws of the State of New York to participate in NYS OGS Centralized Contracts.

Examples of Authorized Users include:

✓ Political subdivisions –
Counties, Towns, Villages

✓ Public authorities

✓ School Districts

✓ Colleges

✓ Libraries

✓ Public Municipalities

✓ Public benefit corporations

✓ Certain other entities set
forth in law



How to become an Authorized User

OGS Customer Services approves and registers agencies/entities as Authorized Users and issues them a unique OGS-assigned Customer ID Number.

If you're uncertain whether your agency/entity is a registered Authorized User of OGS Centralized Contracts, please reach out to OGS Customer Services at: Customer.services@ogs.ny.gov.



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Why does OGS collect Filed Requirements?

Filed Requirements are collected by OGS Procurement Services to establish a “Statement of Need” for a specific commodity, either Fuels or Road Salt.

OGS relies on Authorized Users to provide a breakdown of the type(s) of products they require and estimated quantities they plan to purchase.

OGS creates Delivery Schedules from the Filed Requirements received and includes these in the Bid Solicitations for these products.



How to Submit Filed Requirements

OGS collects Filed Requirement information through an online submission process using the OGS Procurement Services Filed Requirements Portal.

Authorized Users will create a Username and Password specific to their agency/entity's OGS Customer ID Number to log into the system and enter filed requirements amounts and delivery location information per commodity.



Why should Authorized Users Submit Filed Requirements?

Filed Requirements allow OGS to communicate to potential Bidders the Authorized User's purchasing needs and estimated quantities of certain commodities for the coming year(s).

Authorized User delivery location information provided with filed requirement submission is included as part of a Delivery Schedule, which is published with the Bid Solicitation.



Why should Authorized Users Submit Filed Requirements?

Aggregation of estimated quantities allows OGS Procurement Services to obtain the best pricing from Bidders.

Guarantee that delivery of a commodity is made by the Contractor directly to the Authorized Users' specified delivery locations.

Better chance that the commodities that are utilized by Authorized Users will continue to be provided on OGS Centralized Contracts.



Disadvantages of Not Submitting Filed Requirements?

Authorized Users' need for commodities at certain locations may not be covered under a resultant contract.

Estimated quantities will be inaccurate and may not result in the best possible pricing for Authorized Users.

There may be less competition on Bid Solicitations due to lower estimated quantities.

No guarantee that an Authorized User's addition to the Delivery Schedule of a resultant contract will be approved.



When are Filed Requirements collected?

OGS will announce when the filing period is “open” for Authorized Users to submit (or “file”) requirements for a commodity.

This announcement is published on the OGS website under the “Announcements” page and an email notification is also sent out through the OGS Purchaser Notification Service (PNS).

The specific timing for when a filing period is opened depends on what type of commodity being procured.



When are Filed Requirements collected?

Fuels: generally, 6-8 months prior to contract expiration for the specific commodity.

Road Salt: annually, open for the entire month of April each year.



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Did your Entity File Requirements?

Before placing an order for Fuels or Road Salt using an OGS Centralized Contract an Authorized User must:

- ✓ Review the Delivery Schedule to determine if their agency/entity and specific delivery location(s) are included as part of the awarded contract for the commodity to be purchased.

If an Authorized User does not submit Filed Requirements before the filing deadline, they will not be included as part of the Delivery Schedule and will have to request to be added to the contract.



Did your Entity File Requirements?

For OGS Centralized Contracts requiring the submission of Filed Requirements the awarded Contractor is required to add a State Agency's delivery location to the contract (with some date restrictions).

The addition of Non-State entities to the contract is at the awarded Contractor's discretion.

In all cases, there must be written communication between the Authorized User, OGS, and the awarded Contractor before an addition to the contract can be made.



Reminders for Filing Requirements

- ✓ Ensure your entity is an eligible Authorized User.
- ✓ Look for email notifications from OGS related to Filed Requirements sent through the OGS Purchaser Notification Service (PNS)
- ✓ Check OGS's website for notifications under the "Announcements" section.
- ✓ Familiarize yourself with current OGS Centralized Contract awards for the commodity and review the published Delivery Schedule to verify that your entity has filed requirements and that the information is accurate.



Reminders for Filing Requirements

- ✓ **Submit Filed Requirements during the timeframe that OGS announces.**
- ✓ Know the contractual minimum purchasing obligations that the Authorized User is required to adhere to for each specific commodity, where applicable.
- ✓ As a buyer of Fuels or Road Salt, make sure to pass along your Filed Requirements knowledge before you retire or leave your position.



Resources

OGS Purchaser Notification Service (PNS): <https://online.ogs.ny.gov/pns/>

- Classification Code: 12 (Salt), 15 (Fuels)

OGS Procurement Services Filed Requirements Portal:
<https://online2.ogs.ny.gov/PSGFiledRequirements/>

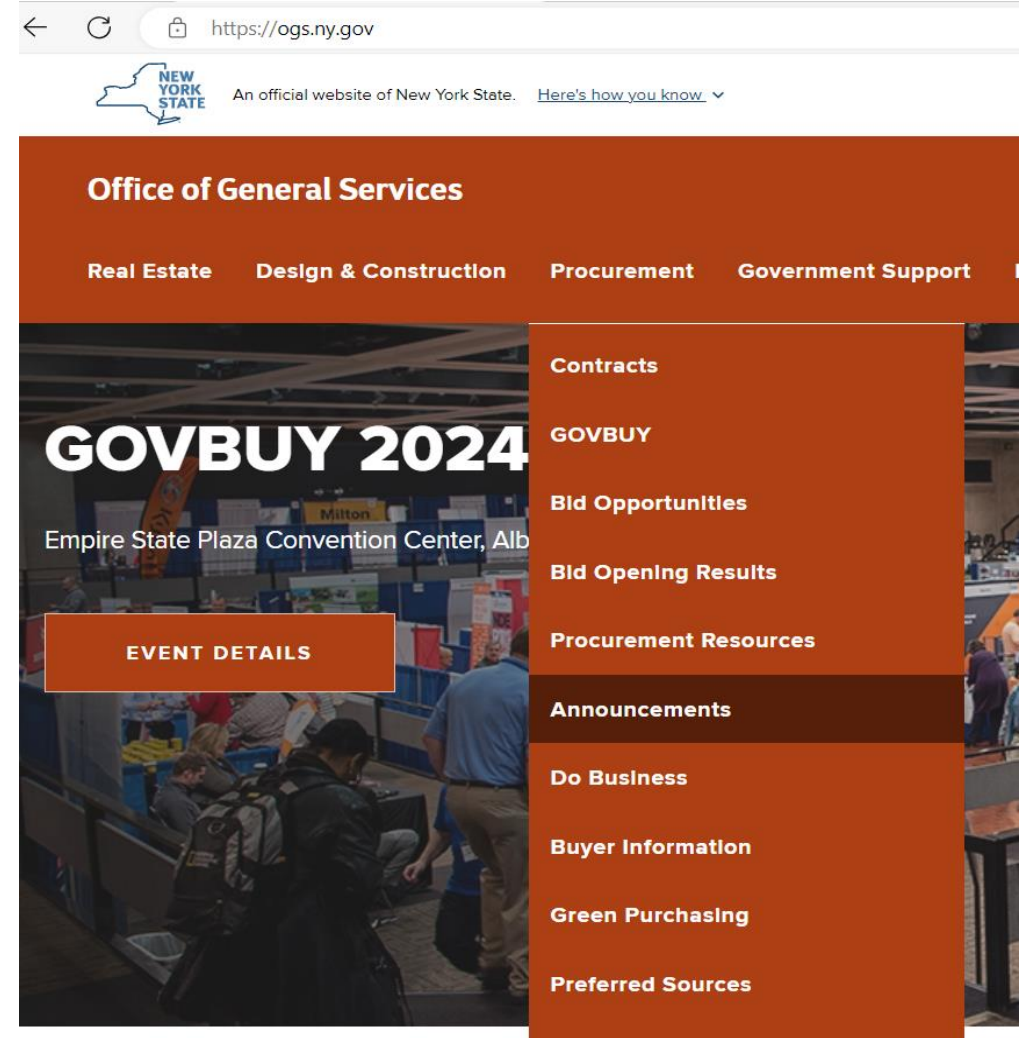
- Used to submit filed requirements to OGS



Resources

OGS Website: <https://ogs.ny.gov>

- Click on each link under the dropdown for Procurement to locate specific information related to OGS Procurement Services Contracts.



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Contact Information – Fuels Contracts

Websites:

Fuel Oil, Heating (Grades #2 #6 Kerosene and Bioheating Fuel)
(Statewide): <https://ogs.ny.gov/Award-23287>

Gasoline and E-85 (Statewide): <https://ogs.ny.gov/Award-23237>

Ultra-Low Sulfur Diesel & Biodiesel Fuel (on-Road Use
Only)(Statewide): <https://ogs.ny.gov/Contract-Award-23236>

Liquefied Petroleum Gas (LPG) - Propane (Statewide): <https://ogs.ny.gov/Award-23283>

Email: OGS.sm.PS_CM_FleetFuelRoads



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Contact Information

Road Salt, Treated Salt, & Emergency Standby Road Salt (Statewide)

Website: <https://ogs.ny.gov/award-23358>

Email: OGS.sm.SST_roadsalt@ogs.ny.gov

OGS Procurement Services, Customer Service

Email: customer.services@ogs.ny.gov

Phone: 518-474-6717



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Questions?