



Bid Solicitation Update

Subject: Revisions to Bid Documents

DATE: February 9, 2026

IFB/RFP: 23383

BID OPENING DATE & TIME: April 2, 2026

1:30 PM

GROUP & TITLE: 73600

Information Technology Information Umbrella Contract – Distributor Based (Statewide)

OGS DESIGNATED CONTACTS:

Karley Delaney	CMS 1	OGS.sm.Ps.DistUmbrella.Contractors@ogs.ny.gov
Rachael Smelyansky	CMS 2	OGS.sm.Ps.DistUmbrella.Contractors@ogs.ny.gov
Maureen Younkin	CMS 3	OGS.sm.Ps.DistUmbrella.Contractors@ogs.ny.gov

TO PROSPECTIVE BIDDERS:

OGS has made revisions to the Bid Documents listed below. The summary of revision(s) is provided as a convenience. Bids submitted will be evaluated based on the revised Bid Documents. Failure to submit the applicable revised Bid documents may result in the bid being found non-responsive and may result in disqualification of Bid.

Please note: Bidders are advised to use the most recent versions of all documents. The revised documents can be found at: <https://ogs.ny.gov/procurement/biddocuments/23402bid>

The following revised documents replace the prior version on OGS's Bid Document Files page:

Solicitation: Revised 2/9/2026

NOTE: Where Section titles have been highlighted in red, changes have been made to the text that may not be identified in red. Bidders are encouraged to read each Section thoroughly.

- Shekia Woods was removed from Designated Contacts.
- **Section 1.2 Scope:** updated second bullet point to read Products “manufactured” by a vendor, instead of “purchased”.
- **Section 1.8 Key Events/Dates:** Closing Date for Second Round of Bidder Questions was updated.
- **Section 1.13 Definitions:** “Percentage Discount Off Manufacturer’s Suggested Retail Price (MSRP)” updated.
- **Section 1.16 Contractor Participation:** was added (previously found within Section 5.19).
- **Section 2.1 Minimum Qualifications:** Lots 1B & 2B were changed from \$10,000 to \$10,001.
- **Section 3.4 Content:** Row 3 Acknowledgment of RFP updates, if applicable was updated to reflect that the format required is PDF and Original is required.
- **Section 3.5 Bid Envelopes and Packages:** second to last paragraph updated.
- **Section 4.4 Pricing Categories:** second to last paragraph updated.
- **Section 4.5 Cost Proposal Revision:** first, second and fourth paragraphs updated.
- **Section 5.4 Price:** general language update.
- **Section 5.6 Price Updates:** general language update.
- **Section 5.16 Web-Based Ordering:** “any approved Resellers” removed from paragraph 1 and last paragraph removed.

- Section 5.19 Report of Contract Usage: second, seventh and eight paragraphs deleted.
- Section 5.25 Environmental Sustainability and NYS Executive Order Number 22: A. GreenNY Specifications paragraph updated.
- Section 5.39 Per Replacement Contractor: the word “Per” removed.
- Section 6.15 Expiration of Contracts; Survival of Authorized User Agreements: corrected to be Section 6.13

Attachment 1 – Bidder Submission Checklist: OGS updated the document to align with RFP Section 3.4 Content, Additional Questions #5 – bid opening date & time was added.

Attachment 2 – NYS Required Certifications: has been updated to include Gender-Based Violence and the Workplace Certification pre NYS Finance Law.

Attachment 5 – Bidder Information Questionnaire: Minimum Qualifications tab was reformatted, Contract Value & Auth. Letters were moved to their own tab, Desirable Items were updated.

Attachment 8 – Manufacturer Authorization Letter: RFP # was corrected to reflect RFP 23383, “Contractor” was replaced with “Manufacturer”.

Attachment 11A – Pricing, Software: the Discount Percentage Off MSRP in Categories 1, 2 & 3 was updated from “must be greater than 0%” to “must be equal to or greater than 1%”, the following Manufacturers were removed from Category 1: Adobe, Inc., OpenText, Ricoh and SAP Business Objects.

Attachment 11B – Pricing, Software: \$10,000 was changed to \$10,001 on the Vendor Information tab, the Discount Percentage Off MSRP in Categories 1, 2 & 3 was updated from “must be greater than 0%” to “must be equal to or greater than 1%”, the following Manufacturers were removed from Category 1: Adobe, Inc., OpenText, Ricoh and SAP Business Objects.

Attachment 12A – Pricing, Hardware: the Discount Percentage Off MSRP in Categories 1, 2 & 3 was updated from “must be greater than 0%” to “must be equal to or greater than 1%”, the following Manufacturers were removed from Category 1: Pitney Bowes and Sharp Electronics.

Attachment 12B – Pricing, Hardware: \$10,000 was changed to \$10,001 on the Vendor Information tab, the Discount Percentage Off MSRP in Categories 1, 2 & 3 was updated from “must be greater than 0%” to “must be equal to or greater than 1%”, the following Manufacturers were removed from Category 1: Pitney Bowes and Sharp Electronics.

All other terms and conditions of the bid solicitation remain unchanged. All bids shall be considered on the basis of all/any amendments.

All Solicitation updates have been posted to the OGS Bid Calendar website at:
<https://ogs.ny.gov/procurement/bid-opportunities>

Bidders shall register with the New York State Contract Reporter (“NYSCR”) at <https://www.nyscr.ny.gov> in order to receive notifications about this Solicitation. Navigate to the “I want to find Contracts to bid on” page to register for your free account. In order to receive e-mail notifications regarding updates to the content or status of a particular ad, you shall “bookmark the ad” on the upper right-hand side of the ad, then return to your Account, view your list of bookmarked ads, and then select “send me notification updates” option listed to the right of the ad. Answers to all questions of a substantive nature will be posted in the form of a question and answer notifications regarding updates to the content or status of a particular ad, you shall “bookmark the ad” on the upper right-hand side of the ad, then return to your Account, view your list of bookmarked ads, and then select “send me notification updates” option listed to the right of the ad. Answers to all questions of a substantive nature will be posted in the form of a question and answer document and released through the NYSCR. Any updates to Solicitation documents will also be posted and released through the NYSCR.

If you do not opt-in to receive notification updates regarding a particular ad, you will not receive e-mail notifications regarding updates, including e-mail notifications regarding the posting of the question-and-answer document and updates to Solicitation documents.

Be advised that submission of responses to the Solicitation that do not reflect and take into account updated information may result in your Bid being deemed non-responsive to the Solicitation.

All Bid Solicitation Update notices from OGS must be signed with original signature and returned with the Bidders Bid. Updates could be posted as late as one (1) week prior to the Bid Opening Date. Bidders should check the OGS website for updates for this Solicitation prior to submitting a Bid.

If submitting a Bid, this Bid Solicitation Update notification must be signed with original signature, attached to, and made a part of your Bid for Solicitation #23383; Bid Due Date of April 2, 2026 @ 1:30pm EST.

BID OF (COMPANY NAME): _____

D/B/A: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

SIGNATURE OF BIDDER: _____

PRINTED NAME OF BIDDER: _____

DATE: _____