



# Buy Desk Quick Guide to the IT Umbrella Contracts

(518) 457-4272 | [OGS.sm.OGSBuyDesk@ogs.ny.gov](mailto:OGS.sm.OGSBuyDesk@ogs.ny.gov)

## Process Overview

Action	Agency	BSC Buy Desk
Send RFQ request to OGS. <a href="mailto:SM.OGSBuyDesk@ogs.ny.gov">SM.OGSBuyDesk@ogs.ny.gov</a>	<b>X</b>	
Assign RFQ Number		<b>X</b>
Review for complete and necessary information (SKUs, qty., manufacturer, coverage dates, serial numbers, etc.)		<b>X</b>
Prepare RFQ documents		<b>X</b>
Send RFQ documents to agency for their OK to Release		<b>X</b>
Reply to Buy Desk advising if the RFQ documents are accurate for release	<b>X</b>	
Release solicitation Please Note: The Restricted Period will be in effect when the solicitation is released and until the purchase has been complete.		<b>X</b>
Collect and evaluate responses/bids		<b>X</b>
Compile RFQ documentation in zip file		<b>X</b>
Send RFQ zip file to agency for review		<b>X</b>
Prepares procurement (P-Card or Req)	<b>X</b>	

## Resources

- [Award 22876 IT Umbrella Contract - Distributor Based](#)
- [Award 22802 IT Umbrella Contract - Manufacturer Based](#)
- [Restricted Periods List](#)
- [Department of the Budget Bulletin B-1184](#)

## Best Practices

- Please include as much information as possible with your initial request. Such information includes: the manufacturer, part numbers, product description, coverage dates, serial numbers, quantity, copy of a quote received, authorized user and delivery contact. It may be beneficial for the agency to reach out to the manufacturer for product specific information.
- The BSC includes the below language on our RFQ documents and requires the agency to advise how long the price must be held.  
*Agency will purchase some or all of the quantities of the products and services detailed in the financial response (see excel spreadsheet) over a (X) day period, but not necessarily at one time. The agency requires that the prices be held for (X) days from the date of submission. Price must include all customs, duties, and charges and is net, F.O.B. destination any point in New York State, for orders, as designated by the ordering agency including inside delivery.*
- We always allow a 5-business day time frame for vendor responses unless otherwise requested by the agency.
- Once the RFQ is released, the restricted period is now in effect. This means that any questions/communication between the vendor/agency needs to go through the Buy Desk until the purchase has been completed.
- We allow vendor questions from the time the RFQ is released to the time the RFQ closes.
- The manufacturer and distributor contracts do not have an OGS or less clause.
- If the Buy Desk performed the RFQ on your behalf and there is difficulty attaching the documentation to SFS, please include the RFQ number in the header comments and we can attach it on our end.
- If a manufacturer RFQ is set to close and we have not received any bids, we will need to extend the RFQ. We try to contact the agency before doing so for an acceptable time frame however if we do not receive a response we will extend the RFQ for 1-2 additional business days depending on the complexity of the RFQ.
- A handwritten or digital signature is required from the vendor providing a bid to the RFQ. Please refer to the last page of the RFQ document.
- The BSC does not complete complex RFQs on behalf of our customer agencies. Due to the nature and complexity of those requests, complex RFQs need to be performed by the agency.
- Purchases over \$50,000 require a PTP and B-1184.