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Speed Up Your IT Procurement with COMeT



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Presenters

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- Josh Sack, Contract Management Specialist, IT Umbrella Manufacturer Team

Agenda

- Introduction to COMeT
- How to view and search pricelists
- How to use the RFQ Portal
- Question & answer

Introduction to COMeT

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COMeT 101

- COMeT = Centralized Online Management for eProcurement Tool
- Phase 1: Launched for contractors in 2021
- Phase 2: Just launched for all authorized users on May 4th

COMeT 101

- COMeT is an online portal for the IT Umbrella Manufacturer Contract
- It allows authorized users to:
 - Search contract pricelists
 - Draft and release Request for Quotes (RFQs)
 - Award RFQs
 - Export procurement records

History of COMeT

- OGS conducted surveys on the contract
 - Vendors (2019)
 - Authorized users (2020)
- Main pain points:
 - Searching pricelists
 - Speed of pricelist updates
 - Complexity of the request for quote (RFQ) process

COMeT Advantages

- Price lists are easier to search
 - Search across vendors
 - Search by tags
- Pricelist updates published in real time
 - Update is approved by OGS = available in the COMeT portal
 - No more waiting for OGS to publish an update to the contract website

COMeT Advantages

- RFQ process is simplified
 - No more deciding which template to use – COMeT will provide the proper form based on your RFQ requirements
 - Pull items directly from the contractor's approved pricelist
 - RFQs are sent automatically to the distribution list

How to Use the COMeT Portal

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Demos

- Viewing pricelists
- Searching pricelists
- Signing up for an account

Where to Find COMeT

<https://ogs.ny.gov/comet>

WELCOME TO COMET

Built to Manage the Umbrella Manufacturer Based Contract



Search Pricelists

Use the COMeT portal to search for pricelists on the IT Umbrella Manufacturer Contract.



Sign In Here



Contract Information

Award 22802: Information Technology Umbrella Contract - Manufacturer Based

Viewing and Searching Pricelists



Signing Up for an Account



How to Use the RFQ Portal

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Conducting an RFQ in COMeT



Questions?

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