







# Contract Award Notification Update

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## Subject: Contract Expiration

**DATE:** January 10, 2019      **AWARD #:** [NEG-22419](#)      **GROUP #:** 79008

**AWARD DESCRIPTION:** Electronic Value Transfer (EVT) (Key Merchant Services, LLC)

**CONTRACT PERIOD:** August 3, 2012 – August 2, 2019

**CONTACT:** Marybeth Buhrmaster | 518-486-2002 | [Marybeth.Buhrmaster@ogs.ny.gov](mailto:Marybeth.Buhrmaster@ogs.ny.gov)

**CONTRACT NO.:** PS65792      **CONTRACTOR:** Key Merchant Services LLC (Elavon)

Please be advised that the current contract for Electronic Value Transfer (credit card/debit card/electronic check) is due to expire August 2, 2019. OGS is currently working on a new contract and does not anticipate a lapse at this time

Authorized User may issue purchase orders pursuant to this Contract at any time until August 2, 2019. However, no purchase order or contractual document issued against this Contract shall exceed a term of one year from the date of issuance, but such term may survive expiration of the Contract, the terms and conditions of which will apply throughout the extended term.

Authorized Users of the current contract are encouraged to be mindful of the upcoming contract expiration date before entering into any new or continued service agreement(s) (i.e.; maintenance, hardware/software upgrades, payment gateway modifications, etc.). OGS is committed to ensuring the current services are supported in the new award.

Questions or concerns regarding this matter may be directed to the OGS Electronic Value Transfer Administrator (EVTA) at [OGS.sm.PS\\_SW\\_EVTA](mailto:OGS.sm.PS_SW_EVTA) [OGS.sm.PS\\_SW\\_EVTA@ogs.ny.gov](mailto:OGS.sm.PS_SW_EVTA@ogs.ny.gov).



# Contract Award Notification Update

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**Subject:** Utilizing Electronic Check Services (ECS) and Automated Clearing House (ACH) Processing Services

**DATE:** May 21, 2018      **AWARD #:** [NEG 22419](#)      **GROUP #:** 79008

**AWARD DESCRIPTION:** Electronic Value Transfer (EVT) (Key Merchant Services, LLC)

**CONTRACT PERIOD:** August 3, 2012 – August 2, 2019

**CONTACT:** Beverly Moore | 518-486-2143 | [OGS.sm.PS\\_SW-EVTA@ogs.ny.gov](mailto:OGS.sm.PS_SW-EVTA@ogs.ny.gov)

**CONTRACT NO.:** PS65792      **CONTRACTOR:** Key Merchant Services, LLC

Appendix F (EVTA-2 Work Order Form) for Key Merchant Services, LLC has been updated to include the following:

- Page 3, Step 4 the reference to the contract end date has been updated to 8/02/2019
- Page 4, the website link to the EVTA Guidelines has been updated to:  
<https://www.ogs.ny.gov/BU/PC/EVT/default.asp>

Authorized Users should refer to the OGS website to access the latest Contract information:

All documentation may be obtained on the landing page of the OGS website:  
<http://www.ogs.ny.gov/purchase/snt/awardnotes/7900822419can.HTM>

All other terms and conditions remain the same.



# Contract Award Notification Update

**Subject:** Utilizing Electronic Check Services (ECS) and Automated Clearing House (ACH) Processing Services

**DATE:** August 9, 2017 **AWARD #:** [NEG 22419](#) **GROUP #:** 79008

**AWARD DESCRIPTION:** Electronic Value Transfer (EVT) (Key Merchant Services, LLC)

**CONTRACT PERIOD:** August 3, 2012 – August 2, 2019

**CONTACT:** Beverly Moore | 518-486-2143 | [OGS.sm.PS\\_SW-EVTA@ogs.ny.gov](mailto:OGS.sm.PS_SW-EVTA@ogs.ny.gov)

**CONTRACT NO.:** PS65792 **CONTRACTOR:** Key Merchant Services, LLC

## **INSTRUCTIONS FOR EXISTING EVT USERS WHO PLAN TO ADD ELECTRONIC CHECK SERVICES**

Any STATE Authorized User of this contract, that presently has an approved Program Plan Application EVTA-1 and plans to utilize the Electronic Check Service (ECS) and Automated Clearing House (ACH) Processing Services, **MUST** submit a new EVTA-1 form and new EVTA-2 (Work Order Form). The EVTA-1 and EVTA 2 forms shall be submitted to the EVT Administrator at: [OGS.sm.PS\\_SW-EVTA@ogs.ny.gov](mailto:OGS.sm.PS_SW-EVTA@ogs.ny.gov) The EVTA-1 and EVTA-2 forms will be reviewed by OGS and then forwarded to the NYS Division of Budget for review and approval. No action adding the ECS and ACH services shall be taken by a STATE Authorized User until receiving OGS notification of approved EVTA-1 and EVTA-2 forms.

Any NON-STATE Authorized User of this contract, that presently has an approved Program Plan Application EVTA-1 and plans to utilize the Electronic Check Service (ECS) and Automated Clearing House (ACH) Processing Services, **MUST** complete a new EVTA-1 form. The EVTA-1 shall be submitted to the EVT Administrator at: [OGS.sm.PS\\_SW-EVTA@ogs.ny.gov](mailto:OGS.sm.PS_SW-EVTA@ogs.ny.gov) The EVTA-1 will be reviewed by OGS for completion. No action adding the ECS and ACH services shall be taken by a Non-State Authorized User until receiving a written response from OGS.

## **INSTRUCTIONS FOR NEW APPLICANTS OF THE EVT AWARD**

Please refer to the "How to Use & Frequently Asked Questions" document on the OGS landing page for this Award.

All documentation may be obtained on the landing page of the OGS website:  
<http://www.ogs.ny.gov/purchase/snt/awardnotes/7900822419can.HTM>

All other terms and conditions remain the same.





# Contract Award Notification Update

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## Subject: Contract Document Updates

**DATE:** December 15, 2016      **AWARD #:** [NEG 22419](#)      **GROUP #:** 79008

**AWARD DESCRIPTION:** Electronic Value Transfer (EVT) (Key Merchant Services, LLC)

**CONTRACT PERIOD:** August 3, 2012 – August 2, 2017

**CONTACT:** Beverly Moore | 518-486-2143 | [Beverly.moore@ogs.ny.gov](mailto:Beverly.moore@ogs.ny.gov)

**CONTRACT NO.:** PS65792      **CONTRACTOR:** Key Merchant Services, LLC

The following documents have been updated for the above referenced contract.

- Appendix A (Standard Clauses for New York State Contracts)
- Appendix C (Contractor's M/WBE Requirements)
- Appendix D (Rate Schedules)
- Appendix F (EVTA-2 Work Order Form)
- Appendix I (Governmental/Public Institution Service Fees)
- Appendix J (Convenience Fees)
- Appendix L (Third Party Gateway Services)
- Appendix O (Converge Services)
- Additional Services Addendum

Authorized Users should refer to the OGS website to access the latest Contract information:

<http://www.ogs.ny.gov/purchase/snt/awardnotes/7900822419can.HTM>

All other terms and conditions remain the same.





# Contract Award Notification Update

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## Subject: Update to Appendix D, Rate Schedules

**DATE:** September 2, 2015                      **AWARD #:** [NEG-22419](#)                      **GROUP #:** 79008

**AWARD DESCRIPTION:** Electronic Value Transfer (Key Merchant Services LLC)

**CONTRACT PERIOD:** August 3, 2012 through August 2, 2017

**CONTACT:** Michelle St. Jock | 518-474-3922 | [Michelle.StJock@ogs.ny.gov](mailto:Michelle.StJock@ogs.ny.gov)

**CONTRACT NO.:** PS65792                      **CONTRACTOR:** Key Merchant Services LLC

Please note the Appendix D, Rate Schedules document has been updated and includes an updated equipment listing. The most recent version of the Appendix D, Rate Schedules document is available on the OGS contract web site at [http://www.ogs.ny.gov/purchase/prices/7900822419AppendixD\\_EVTA.pdf](http://www.ogs.ny.gov/purchase/prices/7900822419AppendixD_EVTA.pdf) .

All other terms and conditions remain the same.

New York State Office Of General Services  
New York State Procurement  
Corning Tower Building  
Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.ny.gov>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [NEG-22419](#)

**DATE:** July 18, 2013

**GROUP:** 79008 Electronic Value Transfer  
(Key Merchant Services LLC)

**PLEASE ADDRESS INQUIRIES TO:**

**STATE AGENCIES & CONTRACTORS**

Sheila Long  
Contract Management Specialist  
Electronic Value Transfer Administrator (EVTA)  
518. 474.0293  
[PS\\_SW\\_EVTA@ogs.ny.gov](mailto:PS_SW_EVTA@ogs.ny.gov)

**OTHER AUTHORIZED USERS**

Customer Services  
518. 474.6717  
[customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)

**CONTRACT PERIOD:** August 3, 2012-August 2, 2017

**CONTRACTOR/** Key Merchant Services LLC  
**CONTRACT NO:** PS65792

**SUBJECT:** Contract Status Updates

**ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

Please note the contract inquiry information has been revised. The Department of Taxation and Finance no longer has the Administrative oversight of the program. Approved by the Governor's office, the EVTA function has been transferred to the Office of General Services.

All state and non-state entities may contact the EVTA directly via email to: [PS\\_SW\\_EVTA@ogs.ny.gov](mailto:PS_SW_EVTA@ogs.ny.gov)

**Key Bank/Elavon Invoices:**

The invoice and backup merchant statement when compared to the NY Statewide Financial System (SFS) remit to information may not match. **Key Merchant Services has confirmed the data in SFS is correct.** The payments are to be remitted to Elavon whose vendor ID is 1100012481 to be routed to a Minneapolis lock box address. Complete address is specified on the Key Bank invoice.

The contractor had been having difficulty reconciling payment advices to invoices. Please indicate MID number(s) in the Payee Reference section of the payment advice.

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New York State Office Of General Services  
Procurement Services Group  
Corning Tower Building  
Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.ny.gov>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [NEG-22419](#)

**DATE:** September 6, 2012

**GROUP:** 79008 - Bank Card Services - Electronic  
Value Transfer

**PLEASE ADDRESS INQUIRIES TO:**  
**STATE AGENCIES & CONTRACTORS**

Nicholas C. Jacobia  
Purchasing Officer I  
(518) 473-4651  
[nicholas.jacobia@ogs.ny.gov](mailto:nicholas.jacobia@ogs.ny.gov)

**CONTRACT PERIOD:** August 3, 2012  
through  
August 2, 2017

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)

**CONTRACTOR(S)/** Key Merchant Services, LLC  
**CONTRACT NO(S):** PS65792

**SUBJECT:** Electronic Value Transfer (EVT) Contract #PS65792 - Informational Session  
Key Merchant Services, LLC (KMS) -

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

An informational session will be held on September 12<sup>th</sup>, 2012, from 10 a.m. to 11 a.m. at the Empire State Plaza in Albany. This session will provide general information on the new KMS EVT contract, as well as requirements for transition to this contract. This event is open to all authorized users of this contract. Pre-registration is required for this event and, based on volume of registrants, may be limited to 1 attendee per agency.

Please contact Chris Curtis, EVTA coordinator at: [EVTA@tax.ny.gov](mailto:EVTA@tax.ny.gov) to sign up. Below is the planned agenda for the meeting.

**Session Agenda**

1. Contract overview
  - a. General information
  - b. Fee structure
2. Converting from prior contract to KMS
  - a. Deadline for conversion (12/31/12) and what is necessary
  - b. Required paperwork and changes from prior paperwork requirements
  - c. Obtaining new equipment
  - d. How to handle existing rental equipment
3. Open question and answer period