



# Contract Award Notification

<b>Title: Purchasing, Travel and NET Cards</b>	<b>Group 79008 Classification Code(s): 84</b>
<b>Award Number</b>	<b><a href="#">22712</a> (Replaces Award) 02837</b>
<b>Contract Period</b>	<b>April 7, 2014 through April 6, 2021</b>
<b>Bid Opening Date</b>	<b>August 8, 2013</b>
<b>Date of Issue</b>	<b>April 10, 2014 (Revised February 27, 2019)</b>
<b>Specification Reference</b>	<b>As Incorporated In The RFP dated August 8, 2013</b>
<b>Contractor Information</b>	<b>Appears on Page 2 of this Award</b>

## Address Inquiries To:

State Agencies & Vendors	Political Subdivisions & Others
Name : Mark Milstein	Procurement Services
Title : Statewide Travel Coordinator	Customer Services
Phone : 518-402-5005	Phone : 518-474-6717
Fax :	Fax : 518-474-2437
E-mail : mark.milstein@ogs.ny.gov	E-mail : customer.services@ogs.ny.gov

**Procurement Services values your input.  
Complete and return "Contract Performance Report" at end of document.**

## Description

This contract will provide purchasing, travel and non-employee travel card services. This Contract Award Notification contains MWBE goals of 0% MBE and 0% WBE. There are no SDVOB Goals on this Contract.

PR # 22712

(continued)

<u>CONTRACT #</u>	<u>CONTRACTOR &amp; ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.# / NYS VENDOR#</u>
PS66495	Citibank, NA 701 E. 60 <sup>th</sup> St N Sioux Falls, SD 57117	(703) 289-7522 (703) 289-7550 (Fax)	FEIN 13526647-0 NYS Vendor ID: 1100012030

NYS vendor ID #s for use with SFS:

Citibank N.A. Purchasing Card	1000009372
Citibank, N.A. Travel Card	1000031857
Citibank, N.A. NET Card	1000058617

Citibank Public Sector Cash Management (212) 816-3471  
 388 Greenwich Street 22<sup>nd</sup> Floor (201) 243-7110  
 New York, NY 10013

Citibank contact information is available at: <https://www.ogs.ny.gov/purchase/snt/awardnotes/7900822712can.HTM>

To add a new cardholder Use CitiDirect (online system) or fax Customer Service at (605) 335-1417

Report Lost or Stolen Card: Customer Service (800) 790-7206

To add a new supplier: Supplier Enrollment Hotline: (888) 474-0317

Cash Discount, If Shown, Should be Given Special Attention.

**INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.**

**(See "Contract Payments" and "Electronic Payments" in this document.)**

AGENCIES SHOULD NOTIFY NEW YORK STATE PROCUREMENT SERVICES PROMPTLY IF THE CONTRACTOR FAILS TO MEET DELIVERY OR OTHER TERMS OF THIS CONTRACT. PRODUCTS OR SERVICES WHICH DO NOT COMPLY WITH THE SPECIFICATIONS OR ARE OTHERWISE UNSATISFACTORY TO THE AGENCY SHOULD ALSO BE REPORTED TO NEW YORK STATE PROCUREMENT SERVICES.

**SMALL, MINORITY AND WOMEN-OWNED BUSINESSES:**

The letters SB listed under the Contract Number indicate the contractor is a NYS small business. Additionally, the letters MBE and WBE indicate the contractor is a Minority-owned Business Enterprise and/or Woman-owned Business Enterprise.

**RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS:**

New York State Procurement Services supports and encourages the purchase of recycled, remanufactured, energy efficient and "energy star" products. If one of the following codes appears as a suffix in the Award Number or is noted under the individual Contract Number(s) in this Contract Award Notification, please look at the individual awarded items for more information on products meeting the suffix description.

RS,RP,RA	Recycled
RM	Remanufactured
SW	Solid Waste Impact
EE	Energy Efficient
E*	EPA Energy Star
ES	Environmentally Sensitive

**PROCUREMENT INSTRUCTIONS**

1. Read the enclosed outline of services available (pay particular attention to the Terms & Conditions).
2. Contract users will issue purchase orders which are effective and binding on Citibank when placed in the mail addressed to Citibank at the address shown on page 2 above.

**Non-State Agency Authorized Users**, Citibank will require that a credit risk evaluation be performed. To initiate this evaluation you must provide Citibank the following:

- Financial Statements for two (2) years;
- Completed & Signed Participation Agreement forms (including Authorized User Entity's Exact Legal Name)

This information is to be forwarded as indicated in the Participation Agreement document located on the OGS website. Citibank reserves the right to decline credit to any entity that has applied for bankruptcy in the last 10 years. Citibank has committed to a ten (10) business day turnaround for approval/decline. If you have difficulty locating the Participation Agreement file on the website, please contact the OGS contract manager.

3. Please reference contract number PS66495 on all purchase orders, cover letters and e-mails.

**NOTE TO AUTHORIZED USERS:**

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use which usually appears at the end of this document. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

The authorized user, when purchasing from OGS contracts, should hold the contractor accountable for contract compliance and meeting the contract terms, conditions, specifications, and other requirements. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

Authorized users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product(s)/service(s), which should include:

- a statement of need and associated requirements,
- a summary of the contract alternatives considered for the purchase,
- the reason(s) supporting the resulting purchase (e.g., show the basis for the selection among multiple contracts at the time of purchase was the most practical and economical alternative and was in the best interests of the State).

<b>State of New York</b> <b>Office of General Services</b> <b>PROCUREMENT SERVICES</b> <b>Contract Performance Report</b>
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Please take a moment to let us know how this contract award has measured up to your expectations. If reporting on more than one contractor or product, please make copies as needed. This office will use the information to improve our contract award, where appropriate. **Comments should include those of the product’s end user.**

**Contract No.:** \_\_\_\_\_ **Contractor:** \_\_\_\_\_

**Describe Product\* Provided (Include Item No., if available):** \_\_\_\_\_

**\*Note:** “**Product**” is defined as a deliverable under any Bid or Contract, which may include commodities (including printing), services and/or technology. The term “Product” includes Licensed Software.

	Excellent	Good	Acceptable	Unacceptable
• Product meets your needs				
• Product meets contract specifications				
• Pricing				

**CONTRACTOR**

	Excellent	Good	Acceptable	Unacceptable
• Timeliness of delivery				
• Completeness of order (fill rate)				
• Responsiveness to inquiries				
• Employee courtesy				
• Problem resolution				

Comments: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_ (over)

Agency: \_\_\_\_\_ Prepared by: \_\_\_\_\_

Address: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

**Please detach or photocopy this form & return via e-mail to [travelcoordinator@ogs.ny.gov](mailto:travelcoordinator@ogs.ny.gov) or mail to:**

OGS NEW YORK STATE PROCUREMENT  
 travelcoordinator@ogs.ny.gov, 38th Floor  
 Corning 2<sup>nd</sup> Tower - Empire State Plaza  
 Albany, New York 12242  
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