



Contract Award Notification Update

Subject: Citibank N.A. Contract Extension

DATE: February 27, 2019 **AWARD #:** [22712](#) **GROUP #:** 79008

AWARD DESCRIPTION: Purchasing, Travel and NET Cards (Statewide)

CONTRACT PERIOD: April 7, 2014 – April 6, 2021

CONTACT: Mark Milstein, Statewide Travel Coordinator | 518-402-5005 | Mark.Milstein@ogs.ny.gov

CONTRACT NO.: PS66495 **CONTRACTOR:** Citibank, NA

The above referenced contract with Citibank N.A. was extended through April 6, 2021. Appendix D - Rebate and Pricing Schedule is deleted and replaced with the amended Appendix D - Rebate and Pricing Schedule (see below).

Higher rebate tiers were added, and lower rebate tiers were deleted for the Purchasing Card. The rebate tiers for Travel and Non-Employee Travel (NET) Cards remained the same.

The rebate basis points (bps) were increased for Purchase, Travel and Non-Employee Travel (NET) Cards.

The current payment incentive rates remained the same.

The extension agreement is included in the terms and conditions.

Please direct any inquiries to the Statewide Travel Coordinator listed above.

All other terms and conditions of the contract remain the same.

Appendix D

APPENDIX D – REBATE AND PRICING SCHEDULE

PURCHASING AND CORPORATE (TRAVEL) CARD REBATE AND PRICING TERMS

Initial Spending Limit: \$60,000,000 (subject to change by the Contractor)

A. Fees and Charges:

- | | |
|---|---|
| 1. Annual Fee | Waived |
| 2. Cash Advance / ATM | Not offered |
| 3. Purchase Finance Charge | With respect to State Agencies to which the New York State Prompt Payment Law (State Finance Law Article 11-A) applies, the terms of such law shall apply in respect of any payments not received by Contractor on a timely basis as required by this Agreement. With respect to Authorized Users to which the New York State Prompt Payment law does not apply, the following terms shall apply in respect of any payments not received by Contractor on a timely basis as required by this Agreement:

Prime Rate plus 2% per annum based on the average daily balance. Adjustment frequency is monthly based upon the Prime Rate published in The Wall Street Journal. If any portion of the past due balance appears on two consecutive billing statements (approximately 55-60 days after the billing cycle date in which the charge first appears), a Purchase Finance Charge will be assessed. |
| 4. Foreign Transaction Fee | Waived |
| 5. Return Payment Fee | Waived |
| 6. Implementation Fee | Waived |
| 7. Implementation and Training | Implementation and training included |
| 8. File Integration and Reporting | No charge for standard file to central data point or Citi's standard online reporting system |
| 9. Custom File Development and Integration | Not Offered |
| 10. Custom Card Design | Single color hot stamped logo card design waived |
| 11. Central Travel Account / Travel Agency Data | Not Offered |
| 12. Convenience Checks | Not offered |
| 13. Convenience Checks Stop Payment | Not offered |

B. Pricing Term: The pricing for this Agreement shall be effective for the term of the Agreement.

C. Payment Due Date: Payment is due in full **30** days after billing statement date

D. Rebates

- Rebates will be payable in accordance with Section 2.7 of the Contract.
- Qualified Annual Spend Volume is the total spend on the Accounts during the Rebate Period, excluding all payments received after the applicable Payment Due Date, cash advances, returns, credits, convenience checks and unauthorized use of Cards or Accounts during the Rebate Period. Corporate (Travel) Card transactions associated with reduced large ticket interchange are not counted towards Qualified Annual Spend Volume.
- Purchase Card transactions associated with reduced large ticket interchange will qualify for fifty (50) basis points (bps) of rebate.
- The following will be deducted by the Bank from any rebates before payment: (i) any spend that is more than 180 days past its Payment Due Date, with associated fees; and (ii) Upon a Termination Event or termination of this agreement (whichever is earlier), all monies due from the State or Authorized User to the Bank under this Agreement and/or under any other card program between the Bank and State or any of State's Affiliates.
- The State shall be eligible for rebates according to the rebate parameters set forth below.

Corporate (Travel) Card

Travel Card Annual Spend Volume	Rebate (bps)	Rebate (\$)
\$25,000,000	176	\$440,000
\$30,000,000	177	\$531,000
\$35,000,000	178	\$623,000
\$40,000,000	179	\$716,000
\$45,000,000	180	\$810,000
\$50,000,000	181	\$905,000
\$55,000,000	182	\$1,001,000
\$60,000,000	183	\$1,098,000
\$65,000,000	184	\$1,196,000
\$70,000,000	185	\$1,295,000
\$75,000,000	186	\$1,395,000
\$85,000,000	188	\$1,598,000
\$100,000,000	189	\$1,890,000
\$125,000,000	190	\$2,375,000

Purchase Card

Purchase Card Annual Spend Volume	Rebate (bps)	Rebate (\$)
\$100,000,000	186	\$1,860,000
\$125,000,000	187	\$2,337,500
\$150,000,000	188	\$2,820,000
\$175,000,000	189	\$3,307,500
\$200,000,000	190	\$3,800,000
\$225,000,000	191	\$4,297,500
\$250,000,000	192	\$4,800,000
\$275,000,000	193	\$5,307,500
\$300,000,000	194	\$5,820,000
\$325,000,000	195	\$6,337,500
\$350,000,000	196	\$6,860,000
\$375,000,000	197	\$7,387,500
\$450,000,000	198	\$8,910,000
\$500,000,000	199	\$9,950,000
\$550,000,000	200	\$11,000,000
\$600,000,000	201	\$12,060,000
\$650,000,000	202	\$13,130,000

E. Early Payment Incentive:

- The Bank will add 0.5 basis point for every day early (prior to 30) that the State or Authorized User remits payment.
- For centrally billed programs, payment timeliness is calculated for each cycle by measuring the number of days in between the statement cycle date and the payment posting date.

F. Liability and Payment Structure:

- This Citibank Corporate (Travel) Card Program is corporate liability with central bill and central payment and central bill for Cross Border USD Cards.
- This Citibank Purchase Card Program is corporate liability with central bill and central payment.

Early Payment Incentive Example:

Travel and Purchase Card at tier net charge volume of \$450,000,000, starting basis points = 196:

Days to pay	Early Pay Incentive	New Basis Points	Rebate
30	.00	196	\$8,820,000
29	.5	196.5	\$8,842,500
28	1.0	197	\$8,865,000
27	1.5	197.5	\$8,887,500
26	2.0	198	\$8,910,000
25	2.5	198.5	\$8,932,500
24	3.0	199	\$8,955,000
23	3.5	199.5	\$8,977,500
22	4.0	200	\$9,000,000
21	4.5	200.5	\$9,022,500
20	5.0	201	\$9,045,000
19	5.5	201.5	\$9,067,500
18	6.0	202	\$9,090,000
17	6.5	202.5	\$9,112,500
16	7.0	203	\$9,135,000
15	7.5	203.5	\$9,157,500
14	8.0	204	\$9,180,000
13	8.5	204.5	\$9,202,500
12	9.0	205	\$9,225,000
11	9.5	205.5	\$9,247,500
10	10.0	206	\$9,270,000
9	10.5	206.5	\$9,292,500
8	11.0	207	\$9,315,000
7	11.5	207.5	\$9,337,500
6	12.0	208	\$9,360,000
5	12.5	208.5	\$9,382,500
4	13.0	209	\$9,405,000
3	13.5	209.5	\$9,427,500



Contract Award Notification Update

Subject: Contact Information Change

DATE: November 2, 2018 **AWARD #:** [22712](#) **GROUP #:** 79008

AWARD DESCRIPTION: Purchasing, Travel and NET Cards (Statewide)

CONTRACT PERIOD: April 7, 2014 – April 6, 2019

CONTACT: Mark Milstein, Statewide Travel Coordinator | 518-402-5005 | Mark.Milstein@ogs.ny.gov

CONTRACT NO.: PS66495 **CONTRACTOR:** Citibank, NA

The contact information has changed, Robert S. Robbins has been replaced by Jim LaPointe, Account Manager-Commercial Cards Program, phone: 302-325-4856, email: james.d.lapointe@citi.com

Please direct any inquiries to the Statewide Travel Coordinator listed above.

All other terms and conditions of the contract remain the same.



Contract Award Notification Update

Subject: Contact Information Change

DATE: May 29, 2018

AWARD #: [22712](#)

GROUP #: 79008

AWARD DESCRIPTION: Purchasing, Travel and NET Cards (Statewide)

CONTRACT PERIOD: April 7, 2014 – April 6, 2019

CONTACT: Mark Milstein, Statewide Travel Coordinator | 518-402-5005 | mark.milstein@ogs.ny.gov

CONTRACT NO.: PS66495 **CONTRACTOR:** Citibank, NA

The contact information has changed, Maureen Bilbrey has been replaced by Robert S. Robbins, Director & Group Manager-Account Management Public Sector Commercial Cards, phone: 302-323-3894, email: Robert.s.l.robbins@citi.com

Please direct any inquiries to the Statewide Travel Coordinator listed above.

All other terms and conditions of the contract remain the same.



Contract Award Notification Update

**Subject: Clarification to Travel and Procurement Card
Program Memo For State Agencies**

DATE: September 5, 2017

AWARD #: [22712](#)

GROUP #: 79008

AWARD DESCRIPTION: Purchasing, Travel and NET Cards (Statewide)

CONTRACT PERIOD: April 7, 2014 – April 6, 2019

CONTACT: Mark Milstein, Statewide Travel Coordinator | 518-402-5005 | mark.milstein@ogs.ny.gov

CONTRACT NO.: PS66495

CONTRACTOR: Citibank, NA

Please be reminded for Statewide Financial System (SFS) Agencies, all Travel, Purchasing and NET (Non-Employee Travel) Cards **must be issued in the employee's name. The employee's name must be as it appears on the State's payroll file. For (SFS) Agencies, program cards issued in the name of the agency or an organization are not allowed.**

For **Bulkload (SFS) Agencies**, it is best practice to have all Travel, Purchasing and NET (Non-Employee Travel) Cards issued in the employee's name.

For additional information and procedures please view the March 12, 2012 memo at:
http://www.osc.state.ny.us/agencies/travel/ogs_card_memo.pdf

All other existing State-issued credit card rules, regulations and statutes remain in effect.

All other terms and conditions of the contract remain the same.



Contract Award Notification Update

Subject: Rebate and Pricing Schedule Contract Modification

DATE: July 13, 2016

AWARD #: [22712](#)

GROUP #: 79008

AWARD DESCRIPTION: Purchasing, Travel and NET Cards (Statewide)

CONTRACT PERIOD: April 7, 2014 – April 6, 2019

CONTACT: Mark Milstein, Statewide Travel Coordinator | 518-402-5005 | mark.milstein@ogs.ny.gov

CONTRACT NO.: PS66495 **CONTRACTOR:** Citibank, NA

The annual volume of spending under the Contract exceeded the amount expected and the Contract was amended to provide for increased rebate payments based on higher tiers of annual spending volume.

Appendix D - Rebate and Pricing Schedule is deleted and replaced with the amended Appendix D - Rebate and Pricing Schedule (see below).

The modification agreement is included in the terms and conditions.

All other terms and conditions remain the same.

Appendix D

APPENDIX D – REBATE AND PRICING SCHEDULE

PURCHASING AND CORPORATE (TRAVEL) CARD REBATE AND PRICING TERMS

Initial Spending Limit: \$60,000,000 (subject to change by the Contractor)

A. Fees and Charges:

1. Annual Fee	Waived
2. Cash Advance / ATM	Not offered
3. Purchase Finance Charge	With respect to State Agencies to which the New York State Prompt Payment Law (State Finance Law Article 11-A) applies, the terms of such law shall apply in respect of any payments not received by Contractor on a timely basis as required by this Agreement. With respect to Authorized Users to which the New York State Prompt Payment law does not apply, the following terms shall apply in respect of any payments not received by Contractor on a timely basis as required by this Agreement: Prime Rate plus 2% per annum based on the average daily balance. Adjustment frequency is monthly based upon the Prime Rate published in The Wall Street Journal. If any portion of the past due balance appears on two consecutive billing statements (approximately 55-60 days after the billing cycle date in which the charge first appears), a Purchase Finance Charge will be assessed.
4. Foreign Transaction Fee	Waived
5. Return Payment Fee	<i>Waived</i>
6. Implementation Fee	<i>Waived</i>
7. Implementation and Training	Implementation and training included
8. File Integration and Reporting	No charge for standard file to central data point or Citi's standard online reporting system
9. Custom File Development and Integration	Not Offered
10. Custom Card Design	Single color hot stamped logo card design waived
11. Central Travel Account / Travel Agency Data	Not Offered
12. Convenience Checks	Not offered
13. Convenience Checks Stop Payment	Not offered

B. Pricing Term: The pricing for this Agreement shall be effective for the term of the Agreement.

C. Payment Due Date: Payment is due in full **30** days after billing statement date

D. Rebates

- Rebates will be payable in accordance with Section 2.7 of the Contract.
- Qualified Annual Spend Volume is the total spend on the Accounts during the Rebate Period, excluding all payments received after the applicable Payment Due Date, cash advances, returns, credits, convenience checks and unauthorized use of Cards or Accounts during the Rebate Period. Corporate (Travel) Card transactions associated with reduced large ticket interchange are not counted towards Qualified Annual Spend Volume.
- Purchase Card transactions associated with reduced large ticket interchange will qualify for fifty (50) basis points (bps) of rebate.
- The following will be deducted by the Bank from any rebates before payment: (i) any spend that is more than 180 days past its Payment Due Date, with associated fees; and (ii) Upon a Termination Event or termination of this agreement (whichever is earlier), all monies due from the State or Authorized User to the Bank under this Agreement and/or under any other card program between the Bank and State or any of State's Affiliates.
- The State shall be eligible for rebates according to the rebate parameters set forth below.

Corporate (Travel) Card

Annual Spend Volume (\$)	Rebate (bps)	Rebate (\$)
\$25,000,000	174	\$435,000
\$30,000,000	175	\$525,000
\$35,000,000	176	\$616,000
\$40,000,000	177	\$708,000
\$45,000,000	178	\$801,000
\$50,000,000	179	\$895,000
\$55,000,000	180	\$990,000
\$60,000,000	181	\$1,086,000
\$65,000,000	182	\$1,183,000
\$70,000,000	183	\$1,281,000
\$75,000,000	184	\$1,380,000
\$85,000,000	185	\$1,572,500
\$100,000,000	186	\$1,860,000
\$125,000,000	187	\$2,337,500

Purchase Card

Annual Spend Volume (\$)	Rebate (bps)	Rebate (\$)
\$55,000,000	183	\$1,006,500
\$75,000,000	184	\$1,380,000
\$125,000,000	185	\$2,312,500
\$150,000,000	186	\$2,790,000
\$175,000,000	187	\$3,272,500
\$200,000,000	188	\$3,760,000
\$225,000,000	189	\$4,252,500
\$250,000,000	190	\$4,750,000
\$275,000,000	191	\$5,252,500
\$300,000,000	192	\$5,760,000
\$325,000,000	193	\$6,272,500
\$350,000,000	194	\$6,790,000
\$375,000,000	195	\$7,312,500

\$450,000,000	196	\$8,820,000
\$650,000,000	197	\$12,805,000

E. Early Payment Incentive: The Bank will add **0.5** basis point for every day early (prior to **30**) that the State or Authorized User remits payment.

For centrally billed programs, payment timeliness is calculated for each cycle by measuring the number of days in between the statement cycle date and the payment posting date.

F. Liability and Payment Structure:

- This Citibank Corporate (Travel) Card Program is **corporate** liability with **central** bill and **central** payment and central bill for Cross Border USD Cards.
- This Citibank Purchase Card Program is **corporate** liability with **central** bill and **central** payment.

Early Payment Incentive Example:

Travel and Purchase Card at tier net charge volume of \$450,000,000, starting basis points = 196:

Days to pay	Early Pay Incentive	New Basis Points	Rebate
30	.00	196	\$8,820,000
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26	2.0	198	\$8,910,000
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24	3.0	199	\$8,955,000
23	3.5	199.5	\$8,977,500
22	4.0	200	\$9,000,000
21	4.5	200.5	\$9,022,500
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17	6.5	202.5	\$9,112,500
16	7.0	203	\$9,135,000
15	7.5	203.5	\$9,157,500
14	8.0	204	\$9,180,000
13	8.5	204.5	\$9,202,500
12	9.0	205	\$9,225,000
11	9.5	205.5	\$9,247,500
10	10.0	206	\$9,270,000
9	10.5	206.5	\$9,292,500
8	11.0	207	\$9,315,000
7	11.5	207.5	\$9,337,500
6	12.0	208	\$9,360,000
5	12.5	208.5	\$9,382,500
4	13.0	209	\$9,405,000
3	13.5	209.5	\$9,427,500



Contract Award Notification Update

Subject: Federal Identification Number (FEIN)

DATE: September 17, 2015 **AWARD #:** [22712](#) **GROUP #:** 79008

AWARD DESCRIPTION: Purchasing, Travel and NET Cards (Statewide)

CONTRACT PERIOD: April 7, 2014 – April 6, 2019

CONTACT: Mark Milstein, Statewide Travel Coordinator | 518-402-5005 | mark.milstein@ogs.ny.gov

CONTRACT NO.: PS66495 **CONTRACTOR:** Citibank, NA

The incorrect Federal Identification (FEIN) was listed on the award, the award has been updated to reflect the correct Federal Identification Number (FEIN).

All other terms and conditions remain the same.



Contract Award Notification Update

Subject: Contract Modification

DATE: February 26, 2015

AWARD #: [22712](#)

GROUP #: 79008

AWARD DESCRIPTION: Purchasing, Travel and NET Cards (Statewide)

CONTRACT PERIOD: April 7, 2014 – April 6, 2019

CONTACT: Mark Milstein, Statewide Travel Coordinator | 518-402-5005 | mark.milstein@ogs.ny.gov

CONTRACT NO.: PS66495 **CONTRACTOR:** Citibank, NA

Appendix D - Rebate and Pricing Schedule, Part D – Rebates, Bullet 3 of the contract was modified to:

- The following will be deducted by the Contractor from any rebates before payment: (i) any spend that is more than ~~90~~ 180 days past its Payment Due Date, with associated fees, if applicable; and (ii) Upon a Termination Event or termination of this agreement (whichever is earlier), all monies due from the State or Authorized User to the Contractor under this Agreement and/or under any other card program between the Contractor and State or any of State's Affiliates.

The modification agreement is included in the terms and conditions.

All other terms and conditions remain the same.

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

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [22712](#)

DATE: October 31, 2014

GROUP: 79008 – Purchasing, Travel and NET Cards
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Ronald Brown
Contract Management Specialist 2
(518) 474-7648
ronald.brown@ogs.ny.gov

CONTRACT PERIOD: April 7, 2014 – April 6, 2019

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTOR(S)/ Citibank, NA

CONTRACT NO(S): PS66495

SUBJECT: Chip and Pin Program

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Citibank has announced its program to convert all of its credit card users to Chip and Pin credit cards. The Chip and Pin program is a security advance being introduced in the coming year by Citi (along with most other credit card issuers in the US). NYSPro encourages users to participate in this program as it is rolled out by Citibank.

Below please find the text of Citibank's announcement:

Citi® Introduces Chip and PIN Cards for all United States Accounts

Dear Program Administrator,

Citi would like to inform you about our decision to provide all of our clients and their cardholders with the benefit of the latest commercial card technology by migrating all plastic cards to Chip and PIN in the United States. Data security is critically important to us all and using cards that have Chip and PIN technology allows for an added layer of security and convenience, especially to those who travel abroad. The migration to Chip and PIN (for those cardholders that do not already have a Chip and PIN

card today), is scheduled to begin in January 2015 and expected to continue throughout 2015. Please cascade this message to other Program Administrators within your organization, as appropriate.

As we begin the process, we want to provide your organization and your cardholders with the highest level of service possible. As such, we will roll out the new cards in waves. Beginning in the next several weeks and in advance of each wave, we will provide additional specifics as to the timing involved for your particular organization's migration.

With their new Chip and PIN cards, your cardholders will benefit from the following:

- **Enhanced Security** – Chip and PIN cards add a layer of security. Because of the embedded chip in the card, the transaction requires the cardholder input their PIN at the point of sale, if the merchant is Chip and PIN-enabled.
- **Improved Convenience** – Chip and PIN cards can be used more widely in regions where Chip and PIN technology is dominant. It is expected that in the coming year, US merchants will be also adopting Chip and PIN technology at an increasing rate.

We recognize that you will want to communicate this upcoming change to the cardholders within your organization. To help you do this, we have prepared the following documents:

- [Program Administrator Frequently Asked Questions](#)
- [Cardholder Frequently Asked Questions](#)
- [Notification Template](#) – this can be shared with cardholders and stakeholders, or posted to your internal website, informing them of this new feature and the plan to migrate to Chip and PIN.

Citi appreciates your support and hopes that you welcome this as advancement in our program. Should you have questions about our Chip and PIN cards please contact your Citibank representative.

Citi® Commercial Cards Team

All other terms and conditions of this award remain unchanged.
Please contact this office if you have any questions.

State of New York Executive Department
Office Of General Services
New York State Procurement
Corning Tower Building - 38th Floor
Empire State Plaza
Albany, New York 12242
<http://www.ogs.ny.gov>

CONTRACT AWARD NOTIFICATION

Title	: Group 79008 - Purchasing, Travel and NET Cards (Statewide) Classification Code(s): 15, 84
Award Number	: 22712 (Replaces Award) 02837
Contract Period	: April 7, 2014 through April 6, 2019
Bid Opening Date	: August 8, 2013
Date of Issue	: April 10, 2014
Specification Reference	: As Incorporated In The RFP dated August 8, 2013
Contractor Information	: Appears on Page 2 of this Award

Address Inquiries To:

State Agencies & Vendors	Political Subdivisions & Others
Name : Ron Brown Title : Contract Management Specialist Phone : 518-474-7648 Fax : 518-473-4050 E-mail : Ronald.brown@ogs.ny.gov	New York State Procurement Customer Services Phone : 518-474-6717 Fax : 518-474-2437 E-mail : customer.services@ogs.ny.gov

The New York State Procurement 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.

PR # 22712

NOTE: See individual contract items to determine actual awardees.

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.# / NYS VENDOR#</u>
PS66495	Citibank, NA 701 E. 60 th St N Sioux Falls, SD 57117	(703) 289-7522 (703) 289-7550 (Fax)	FEIN 460358360 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 388 Greenwich Street 22 nd Floor New York, NY 10013		(212)816-3471 (201)243-7110
	Customer Account Service (CAS) Manager	Nicole Mays (888) 836-5011 Opt 3, Ext 95411108 Nicole.t.mays@citi.com	

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 THE NEW YORK STATE PROCUREMENT 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 THE NEW YORK STATE PROCUREMENT.

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:

The New York State Procurement 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

(continued)

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 individual listed on the first page (left side) of this Contract Award Notification.

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).

NOTE:

Further information will be forthcoming for State Agencies.

**State of New York
Office of General Services
NEW YORK STATE PROCUREMENT
Contract Performance Report**

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 by FAX to 518/474-2437 or mail to:

OGS NEW YORK STATE PROCUREMENT
Customer Services, 38th Floor
Corning Tower - Empire State Plaza
Albany, New York 12242
* * * * *

(continued)