



Office of General Services Procurement Services

Corning Tower, Empire State Plaza, Albany, NY 12242 | <https://ogs.ny.gov/procurement> | customer.services@ogs.ny.gov | 518-474-6717

Contract Award Notification Update

Subject: Revised Guidelines

DATE: January 10, 2025 **AWARD #:** [23217](#) **GROUP #:** 79008

AWARD DESCRIPTION: Purchasing, Travel and NET Card Services (Statewide)

CONTRACT PERIOD: April 13, 2022 – April 12, 2027

CONTACT: Tyler Ahlborn | 518-486-6820 | PS_SW_PCard@ogs.ny.gov

CONTRACT NO.: PS69527 **CONTRACTOR:** JPMorgan Chase Bank, N.A.

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

OGS Procurement Services has revised Section 3.3 of the Guidelines for the State Agencies, and also the Guidelines for the Political Subdivisions, for this Award.

Authorized Users should refer to the OGS website to access the above referenced changes:
<https://ogs.ny.gov/Award-23217>

Authorized Users should then click on 'Contract Specifics' and this will bring you to a page with both sets of guidelines.

All other terms and conditions of this Award remain the same.



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Contract Award Notification Update

Subject: Contract Manager Change

DATE: July 31, 2024 **AWARD #:** [23217](#) **GROUP #:** 79008

AWARD DESCRIPTION: Purchasing, Travel and NET Card Services (Statewide)

CONTRACT PERIOD: April 13, 2022 – April 12, 2027

CONTACT: Tyler Ahlborn | 518-486-6820 | PS_SW_PCard@ogs.ny.gov

CONTRACT NO.: PS69527 **CONTRACTOR:** JPMorgan Chase Bank, N.A.

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

OGS Procurement Services has updated the Contract Manager for this Award.

Authorized Users should refer to the OGS website to access the above referenced changes:
<https://online.ogs.ny.gov/purchase/snt/awardnotes/7900823217can.htm>

All other terms and conditions of this Award remain the same.



Contract Award Notification Update

Subject: PCard, Travel Card, and NET Card Data Appearing in PaymentNet

DATE: July 11, 2024

AWARD #: [23217](#)

GROUP #: 79008

AWARD DESCRIPTION: Purchasing, Travel and NET Card Services (Statewide)

CONTRACT PERIOD: April 13, 2022 – April 12, 2027

CONTACT: Stacey Savage | 518-473-6949 | PS_SW_PCard@ogs.ny.gov

CONTRACT NO.: PS69527

CONTRACTOR: JPMorgan Chase Bank, N.A.

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

The issue with the PCard, Travel Card, and NET Card data in PaymentNet on the summary display screen showing incorrect statement information has been resolved by JPMorgan Chase.

All other terms and conditions of this Award remain the same.



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Contract Award Notification Update

Subject: PCard, Travel Card, and NET Card Data Appearing in PaymentNet

DATE: July 09, 2024

AWARD #: [23217](#)

GROUP #: 79008

AWARD DESCRIPTION: Purchasing, Travel and NET Card Services (Statewide)

CONTRACT PERIOD: April 13, 2022 – April 12, 2027

CONTACT: Stacey Savage | 518-473-6949 | PS_SW_PCard@ogs.ny.gov

CONTRACT NO.: PS69527

CONTRACTOR: JPMorgan Chase Bank, N.A.

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

It has been discovered that the PCard, Travel Card, and NET Card data in PaymentNet on the summary display screen is showing incorrect statement information. The PDF Statements that are available for download are accurate, please refer to these when reconciling statements.

JPMorgan Chase is working to resolve this issue within PaymentNet.

All other terms and conditions of this Award remain the same.



Contract Award Notification Update

Subject: Travel Card Data Not Loading into the Statewide Financial System (SFS) has been resolved

DATE: March 27, 2024

AWARD #: [23217](#)

GROUP #: 79008

AWARD DESCRIPTION: Purchasing, Travel and NET Card Services (Statewide)

CONTRACT PERIOD: April 13, 2022 – April 12, 2027

CONTACT: Stacey Savage | 518-473-6949 | PS_SW_PCard@ogs.ny.gov

CONTRACT NO.: PS69527

CONTRACTOR: JPMorgan Chase Bank, N.A.

TO ALL STATE AGENCIES AUTHORIZED TO USE STATE CONTRACTS:

On Tuesday March 26th, 2024, JP Morgan resolved the previously discovered issue that was preventing New York State travel card transactions from loading into the Statewide Financial System (SFS). Travel transactions occurring on or after March 6, 2024, through March 25, 2024, have loaded into SFS.

For BSC Hosted Agencies: Cardholders can resume reconciling these transactions, getting supervisory approval, and submitting expense reports to the Business Services Center (BSC). The BSC can review and act on submitted expense reports until 5pm on Wednesday March 27th for OSC approval in SFY 2023-24 otherwise BSC approvals will resume after April 2, 2024, when SFS is opened back up after year end processing.

TO ALL OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Polisub programs have never been impacted at all by this issue and can continue business as usual.

All other terms and conditions of this Award remain the same.



Contract Award Notification Update

Subject: Travel Card Data Not Loading into the Statewide Financial System (SFS)

DATE: March 12, 2024

AWARD #: [23217](#)

GROUP #: 79008

AWARD DESCRIPTION: Purchasing, Travel and NET Card Services (Statewide)

CONTRACT PERIOD: April 13, 2022 – April 12, 2027

CONTACT: Stacey Savage | 518-473-6949 | PS_SW_PCard@ogs.ny.gov

CONTRACT NO.: PS69527

CONTRACTOR: JPMorgan Chase Bank, N.A.

TO ALL STATE AGENCIES AUTHORIZED TO USE STATE CONTRACTS:

It has been discovered that the Travel Card expenses and data for the State Agencies have not been loading into SFS since March 6th. Per JPMorgan Chase:

- the monthly statements are not impacted,
- the ability to use the Travel card have not been impacted, and
- the use of State agency P-Cards is not impacted.

JPMorgan Chase is working to resolve this issue with the Travel card.

TO ALL OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Polisub programs have not been impacted at all by this issue.

All other terms and conditions of this Award remain the same.



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Contract Award Notification Update

**Subject: Procurement Card Guidelines for NYS Agencies,
Procurement Card Guidelines for NYS Polisubs, and
OFAC Sanctions Screening Document**

DATE: June 16, 2023 **AWARD #:** [23217](#) **GROUP #:** 79008

AWARD DESCRIPTION: Purchasing, Travel and NET Card Services (Statewide)

CONTRACT PERIOD: April 13, 2022 – April 12, 2027

CONTACT: Stacey Savage | 518-473-6949 | PS_SW_PCard@ogs.ny.gov

CONTRACT NO.: PS69527 **CONTRACTOR:** JPMorgan Chase Bank, N.A.

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

OGS Procurement Services has updated the Procurement Card Guidelines for NYS Agencies, the Procurement Card Guidelines for NYS Polisubs, and added the OFAC Sanctions Screening document for this contract.

Authorized Users should refer to the OGS website to access the above referenced documents under the “Contract Specifics” link at:

<https://online.ogs.ny.gov/purchase/snt/awardnotes/7900823217can.htm>

All other terms and conditions of this Award remain the same.



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Contract Award Notification Update

Subject: PCard Processing Fees

DATE: May 4, 2023

AWARD #: [23217](#)

GROUP #: 79008

AWARD DESCRIPTION: Purchasing, Travel and NET Card Services (Statewide)

CONTRACT PERIOD: April 13, 2022 – April 12, 2027

CONTACT: Stacey Savage | 518-473-6949 | PS_SW_PCard@ogs.ny.gov

CONTRACT NO.: PS69527 **CONTRACTOR:** JPMorgan Chase Bank, N.A.

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

The Purchasing, Travel and NET Card Services (Statewide) contract has transitioned to a new contractor as listed above. As a reminder Contractors/Resellers should not be charging OGS Contract Users a processing fee associated with PCard (credit card) purchases. Pursuant to the terms of OGS Centralized Contracts, Contract pricing is all-inclusive, unless separate charges are specifically authorized by OGS and added to a Contractor's NYS Pricelist. Therefore, Contractors are not permitted to charge Authorized Users any fees associated with the use of PCards. Authorized Users are encouraged to review price quotes and invoices for these fees and if found, advise the Contractor that such fees are not authorized by the Contract and must be removed.

OGS reminds Authorized Users to review quotes and invoices carefully to ensure that all charges are authorized and applicable. If you encounter a quote or invoice with fees not authorized by the OGS Contract being used, please bring the matter to the attention of the OGS Contract Manager listed on the Award.

Additional information and guidance advisory was previously issued on 5/8/18 and can be found at: <https://ogs.ny.gov/news/cl-850-advisory-p-card-processing-fees>

All other terms and conditions of this Award remain the same.



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Contract Award Notification Update

Subject: **How to Use Update, Procurement Guidelines for NYS Polisubs, Contract Specifics Page Update, Guide to Benefits- Travel Document, and Contact Matrix for Polisubs**

DATE: February 14, 2023

AWARD #: [23217](#)

GROUP #: 79008

AWARD DESCRIPTION: Purchasing, Travel and NET Card Services (Statewide)

CONTRACT PERIOD: April 13, 2022 – April 12, 2027

CONTACT: Stacey Savage | 518-473-6949 | PS_SW_PCard@ogs.ny.gov

CONTRACT NO.: PS69527

CONTRACTOR: JPMorgan Chase Bank, N.A.

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

OGS Procurement Services has updated the How to Use document and updated the Contract Specifics page.

OGS Procurement Services has uploaded Procurement Guidelines for NYS Polisubs, Contact Matrix for Polisubs, and a Guide to Benefits- Travel for this contract.

Authorized Users should refer to the OGS website to access the above referenced document under the "Contract Specifics" link at:

<https://online.ogs.ny.gov/purchase/snt/awardnotes/7900823217can.htm>

All other terms and conditions of this Award remain the same.



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Contract Award Notification Update

Subject: Procurement Guidelines for NYS Agencies

DATE: November 10, 2022 **AWARD #:** [23217](#) **GROUP #:** 79008

AWARD DESCRIPTION: Purchasing, Travel and NET Card Services (Statewide)

CONTRACT PERIOD: April 13, 2022 – April 12, 2027

CONTACT: Stacey Savage | 518-473-6949 | PS_SW_PCard@ogs.ny.gov

CONTRACT NO.: PS69527 **CONTRACTOR:** JPMorgan Chase Bank, N.A.

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

OGS Procurement Services has updated the Procurement Guidelines for NYS Agencies for this contract.

Authorized Users should refer to the OGS website to access the above referenced document under the "Contract Specifics" link at:
<https://online.ogs.ny.gov/purchase/snt/awardnotes/7900823217can.htm>

All other terms and conditions of this Award remain the same.



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Contract Award Notification Update

Subject: Resource Document Contact Information

DATE: November 7, 2022 **AWARD #:** [23217](#) **GROUP #:** 79008

AWARD DESCRIPTION: Purchasing, Travel and NET Card Services (Statewide)

CONTRACT PERIOD: April 13, 2022 – April 12, 2027

CONTACT: Stacey Savage | 518-473-6949 | PS_SW_PCard@ogs.ny.gov

CONTRACT NO.: PS69527 **CONTRACTOR:** JPMorgan Chase Bank, N.A.

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

OGS Procurement Services has updated the resource document which includes the Contact Information on who State Agencies should contact for specific issues for this contract.

Authorized Users should refer to the OGS website to access the above referenced document under the "Contract Specifics" link at:
<https://online.ogs.ny.gov/purchase/snt/awardnotes/7900823217can.htm>

All other terms and conditions of this Award remain the same.



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Contract Award Notification Update

Subject: Resource Document Contact Information

DATE: November 3, 2022 **AWARD #:** [23217](#) **GROUP #:** 79008

AWARD DESCRIPTION: Purchasing, Travel and NET Card Services (Statewide)

CONTRACT PERIOD: April 13, 2022 – April 12, 2027

CONTACT: Stacey Savage | 518-473-6949 | PS_SW_PCard@ogs.ny.gov

CONTRACT NO.: PS69527 **CONTRACTOR:** JPMorgan Chase Bank, N.A.

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

OGS Procurement Services has updated the resource document which includes the Contact Information on who State Agencies should contact for specific issues for this contract.

Authorized Users should refer to the OGS website to access the above referenced document:
<https://online.ogs.ny.gov/purchase/snt/awardnotes/7900823217can.htm>

All other terms and conditions of this Award remain the same.



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Contract Award Notification Update

Subject: Procurement Guidelines for NYS Agencies

DATE: October 27, 2022

AWARD #: [23217](#)

GROUP #: 79008

AWARD DESCRIPTION: Purchasing, Travel and NET Card Services (Statewide)

CONTRACT PERIOD: April 13, 2022 – April 12, 2027

CONTACT: Stacey Savage | 518-473-6949 | PS_SW_PCard@ogs.ny.gov

CONTRACT NO.: PS69527

CONTRACTOR: JPMorgan Chase Bank, N.A

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

OGS Procurement Services has updated the Procurement Guidelines for NYS Agencies for this contract.

Authorized Users should refer to the OGS website to access the above referenced document:
<https://online.ogs.ny.gov/purchase/snt/awardnotes/7900823217can.htm>

All other terms and conditions of this Award remain the same.



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Contract Award Notification Update

Subject: Reference Documents for Cardholder and Program Administrator

DATE: September 22, 2022 **AWARD #:** [23217](#) **GROUP #:** 79008

AWARD DESCRIPTION: Purchasing, Travel and NET Card Services (Statewide)

CONTRACT PERIOD: April 13, 2022 – April 12, 2027

CONTACT: Stacey Savage | 518-473-6949 | PS_SW_PCard@ogs.ny.gov

CONTRACT NO.: PS69527 **CONTRACTOR:** JPMorgan Chase Bank, N.A

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

OGS Procurement Services has added reference documents which include reference cards for the Cardholder and Program Administrator.

Authorized Users should refer to the OGS website to access the above referenced documents:
<https://online.ogs.ny.gov/purchase/snt/awardnotes/7900823217can.htm>

All other terms and conditions of this Award remain the same.



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Contract Award Notification Update

Subject: Contact Information and Merchant Category Code (MCC) Information

DATE: September 14, 2022 **AWARD #:** [23217](#) **GROUP #:** 79008

AWARD DESCRIPTION: Purchasing, Travel and NET Card Services (Statewide)

CONTRACT PERIOD: April 13, 2022 – April 12, 2027

CONTACT: Stacey Savage | 518-473-6949 | PS_SW_PCard@ogs.ny.gov

CONTRACT NO.: PS69527 **CONTRACTOR:** JPMorgan Chase Bank, N.A

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

OGS Procurement Services has added resource documents which include the Contact Information on who to contact for specific issues and the MCC information for this contract.

Authorized Users should refer to the OGS website to access the above referenced document:
<https://online.ogs.ny.gov/purchase/snt/awardnotes/7900823217can.htm>

All other terms and conditions of this Award remain the same.



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Contract Award Notification Update

Subject: October 7, 2022 Deadline for Transition

DATE: September 8, 2022 **AWARD #:** [23217](#) **GROUP #:** 79008

AWARD DESCRIPTION: Purchasing, Travel and NET Card Services (Statewide)

CONTRACT PERIOD: April 13, 2022 – April 12, 2027

CONTACT: Stacey Savage | 518-473-6949 | PS_SW_PCard@ogs.ny.gov

CONTRACT NO.: PS69527 **CONTRACTOR:** JPMorgan Chase Bank, N.A

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

Please be advised that the OGS contract award with Citibank N.A. for Purchasing, Travel and NET Card Services (<https://online.ogs.ny.gov/purchase/snt/awardnotes/7900822712can.HTM>) will expire on October 6th 2022, and that all cards issued under that Award will be deactivated on Friday, October 7th, 2022.

Please plan accordingly, this includes, but is not limited to, tasks such as engaging with the above-referenced contractor to establish an account prior to the deactivation date of the current cards, ensuring physical possession of new card(s), activating your new card(s), and arranging for the transfer of recurring charges to the new card.

Authorized Users should refer to the OGS website to access information about the JPMorgan Chase Bank, N.A contract:
<https://online.ogs.ny.gov/purchase/snt/awardnotes/7900823217can.htm>

OGS Authorized Users should refer to the "How to Use" document at:
<https://online.ogs.ny.gov/purchase/snt/awardnotes/7900823217howtoUse.pdf>

All other terms and conditions of this Award remain the same.



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Contract Award Notification Update

Subject: How to Use Document

DATE: July 26, 2022 **AWARD #:** [23217](#) **GROUP #:** 79008

AWARD DESCRIPTION: Purchasing, Travel and NET Card Services (Statewide)

CONTRACT PERIOD: April 13, 2022 – April 12, 2027

CONTACT: Stacey Savage | 518-473-6949 | PS_SW_PCard@ogs.ny.gov

CONTRACT NO.: PS69527 **CONTRACTOR:** JPMorgan Chase Bank, N.A

To all State Agencies and others authorized to use State Contracts: OGS Procurement Services has updated the How to Use document for this contract.

Authorized Users should refer to the OGS website to access the above referenced document:
<https://online.ogs.ny.gov/purchase/snt/awardnotes/7900823217can.htm>

All other terms and conditions of this Award remain the same.



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Contract Award Notification Update

Subject: Contact Information Change, Guideline Update, Acknowledgement Form, and Contract Manager Change

DATE: July 1, 2022 **AWARD #:** [23217](#) **GROUP #:** 79008

AWARD DESCRIPTION: Purchasing, Travel and NET Card Services (Statewide)

CONTRACT PERIOD: April 13, 2022 – April 12, 2027

CONTACT: Stacey Savage | 518-473-6949 | PS_SW_PCard@ogs.ny.gov

CONTRACT NO.: PS69527 **CONTRACTOR:** JPMorgan Chase Bank, N.A

To all State Agencies and others authorized to use State Contracts: OGS Procurement Services has updated the contact information for JPMorgan Chase Bank, N.A. The Guidelines document has also been updated and the Acknowledgement form has been added. The contract manager for this contract has also changed.

Authorized Users should refer to the OGS website to access the above referenced documents:
<https://online.ogs.ny.gov/purchase/snt/awardnotes/7900823217can.htm>

All other terms and conditions of this Award remain the same.