

**Frequently Asked Questions
For Group 35205 – BODY ARMOR, LAW ENFORCEMENT
Information for Bid (IFB) 22926**

Contractors and Authorized Users are strongly encouraged to read the contract terms and conditions outlined in the IFB in its entirety to gain an understanding of the requirements. Below is a listing of Questions & Answers developed to facilitate the use of the Body Armor, Law Enforcement (Body Armor) Award.

Question: Who is the OGS contact (Contract Manager) for this Contract Award?

Answer: Neilene Rabideau
Contract Management Specialist
Office of General Services
Procurement Services, Corning Tower, 38th Floor
Empire State Plaza, Albany, NY 12242
Phone: 518-473-6518
E-mail: neilene.rabideau@ogs.ny.gov

Question: Where is the specific information located for each Contractor?

Answer: The specific Contractor information is located in the “Contractors’ Information” document. A link to the “Contractors’ Information” is on the main landing page for this procurement. The information in the Contractors’ Information document includes Contract Numbers, Contact Information, P-Card specifics, Delivery ARO, Prompt Pay Discount, and links to: Lot & Item Awarded, Pricing Information, and Authorized Dealer Information.

Question: Which Contractors are the body armor Manufacturer and which Contractors are Authorized Dealers?

Answer: All Contractors under Award 22926 are the Manufacturer of their brand of body armor. The Contractor may have Authorized Dealer(s), who may be authorized to take orders, payments, and ship the product on behalf of the Contractor. There is a link to the Authorized Dealer Information located within the Contractors’ Information Document.

Question: Where do authorized users obtain the Contractors’ price list?

Answer: In the “Contractors’ Information” document there is a link to the Contractors’ Pricing Information. The format of the price lists include a net pricing column for authorized users.

Question: Are authorized users allowed to negotiate better discounts (lower prices) for the product lines they are interested in purchasing?

Answer: YES! Authorized users are STRONGLY URGED to negotiate better discounts from any Contractor listed in the Contract Award Notification (CAN). The discounts listed for each Contractor

should be considered as “NOT TO EXCEED” and therefore, buyers should be negotiating the best pricing possible for every purchase. Buyers are also encouraged to shop several different product lines to ensure that they are getting the BEST VALUE for New York State.

Question: Can non-contract items be submitted on a purchase order with contract items?

Answer: No, any non-contract items must be submitted on a separate purchase order.

Question: Is the Authorized User required to verify pricing on products ordered?

Answer: Yes, as with any centralized contract, Authorized Users should verify the price charged and the discount offered when ordering by comparing them against the current Price List. When the invoice is received, authorized users should then verify that the invoice reflects the prices listed in the Price List in use at the time of the order. Any discrepancies must be brought to the Contractor’s attention within five business days.

Question: How do we know if Contractor is either a Minority and/or Women Owned Business?

Answer: If a Contractor is a NYS Economic Development Certified MWBE, it will be noted in the Contract Award Notification (CAN) under the Contractor’s Contract Number.

Question: Where can Authorized Users find information about reimbursement programs?

Answer: FEDERAL “BULLETPROOF VEST PARTNERSHIP:

The U.S. Department of Justice, Bulletproof Vest Partnership, Information Line is 1-877-758-3787 or email to vest@usdoj.gov

DCJS REIMBURSEMENT:

NYS Division of Criminal Justice Services (DCJS) reimbursement availability, eligibility and information is available at <http://www.criminaljustice.ny.gov/ofpa/sba.htm>

Question: Is there a way to report problems to OGS associated with the products ordered from the Body Armor Contract?

Answer: Yes, you may contact the Contract Manager listed herein with any problems and/or concerns encountered when using the Body Armor Award.

Question: How often can Contractor Price Lists be updated?

Answer: Price Lists outlined in Section IV of the IFB shall remain in effect through January 2016. Thereafter, new price lists will be considered when nationally published by the manufacturer in its normal manner via the Contract Update Process.

Question: What is the Contract Update Process?

Answer: All Price Lists revisions made by the manufacturer must be reviewed and approved by Office of General Services (OGS). Price Lists will be reviewed per Section IV of the IFB for reasonableness and compliance. After approval from OGS, updates to Contractor's Price Lists will become a part of their Contract and posted on the OGS website. All additions included in the contract will use either the Contractor's original discount or a higher discount, if offered. **The Contractor may request a price list revision by submitting the following to OGS:**

- One (1) hard copy of, **Contract Update Form**. This form must contain original signatures by an individual authorized to sign on behalf of Contractor. A copy of the Contract Update Form is available on the summary page.
- One (1) electronic copy (HARD COPY ARE NOT ACCEPTABLE.) of the Nationally Published Manufacturer's Price List in Excel format (2013 or lower is preferred, if available) submitted on electronic media (i.e. CD or flash drive).
- One (1) electronic copy (HARD COPY ARE NOT ACCEPTABLE.) of the Net Price List in an Excel format (2013 or lower is preferred, if available) submitted on electronic media (i.e. CD or flash drive).

The Net Price list and all separate spreadsheets/tabs should include the following columns at a minimum:

- Manufacturer's Item #;
- Manufacturer's Model#;
- Description of product;
- Designation for use (Concealable, Ballistic, Stab, Tactical, Riot, or Special Use, etc.)
- Threat Level
- Manufacturer's price column being bid (including Manufacturer's price);
- Discount/cost+ percentage;
- Net Price for NYS Contract users; and
- Price Justification (for e.g. links to other state, federal, or other contracts held by the contractor for the same manufacturer products, or other acceptable documentation to justify reasonableness of price for price increases and the addition of products).

Additionally, the revision/effective date and page numbers are to be included in the header/footer section. The submission should separately include and identify (e.g., by use of separate tabs/worksheets in Excel):

- Last approved price list;
- Price increases;
- Products being added;
- Products being deleted; and
- Products being replaced by new products (if applicable).

In connection with any contract update, OGS reserves the right to:

- request additional information;
- reject contract updates;

- remove products from contracts;
- remove products from contract updates; and
- request additional discounts for new or existing products.

Contractors are urged to allow at least thirty (30) days for price list review.

Question: Where should Contractor's price list update be mailed?

Answer: Updates should be submitted to the attention of the Contract Manager listed herein.

Question: Are Contractors required to contact OGS directly when any contract information changes (i.e., contact name, email address, company address, phone #, website, etc.)?

Answer: Yes, it is the Contractor's responsibility to make sure OGS has the most current information on file.

Question: What information MUST be included on the Contractor's invoice in order for payment to be made through the NYS Statewide Financial System (SFS)?

Answer: So that payments can be made in a timely manner, invoices must include the purchase order or contract number, whichever is applicable and the NYS Vendor ID Number. The invoice must also include an invoice number and clearly identify the entity receiving the goods or services. In addition, the following fields should also be included: Order Date, Manufacturer's Item/Model Number and/or description and NYS Net Delivered Price.

Question: Are authorized dealers allowed to accept purchase orders and receive payments?

Answer: Yes, where noted on the Authorized Dealer Information page. If an authorized dealer is not listed to accept orders and payments, then Authorized Users must be directed to the Contractor.

Question: Are Contractors able to modify their Authorized Dealer(s)/Distributor(s) listing and if so, how should modifications be requested?

Answer: If a Contractor allows Dealer(s)/Distributor(s) to participate in the contract in accordance with the Authorized Dealers/Distributors clause of the IFB, requests to add or delete dealers/distributors or to modify dealers/distributors' information must be submitted for prior approval of the State by the submission of a completed, revised Dealer/Distributor Information document to the Contract Manager listed on the first page of this document. A copy of the Dealer/Distributor Information document is available on the summary page of this Award on the OGS Website.

Question: If a Contractor would like to add an Authorized Dealer/Distributor but the Dealer/Distributor does not have a valid NYS Vendor Identification number, what is the process for requesting one?

Answer: NYS Vendor Identification numbers can be obtained by submitting an OSC Substitute W-9 form to the Contract Manager who is referenced herein. An OSC Substitute W-9 form can be found at the following link: http://www.osc.state.ny.us/vendors/forms/ac3237s_fe.pdf.

OGS will initiate the vendor registration process. Once the process is initiated, registrants will receive an email from the Office of State Comptroller (OSC) that includes the unique ten-digit NYS Vendor Identification Number assigned to the Dealer/Distributor and instructions on how to enroll in the online Vendor Self-Service application.

Question: Is there a particular reporting template that Contractor(s) should use to report sales to OGS?

Answer: Yes, a template, Report of Contract Purchases, can be located on the summary page of this Award on the OGS Website. All fields listed shall be complete and accurate. The Report of Contract Purchases is to be submitted electronically in Microsoft Excel 2013 or newer (or as otherwise directed by OGS) to the attention of the Contract Manager.

Question: If a Contractor is using Authorized Dealers/Distributors under this contract, are the Dealers/Distributors required to submit Report of Contract Purchases directly to OGS or is the Contractor responsible for sending in the report?

Answer: A Contractor shall collect and submit **ONE** Report of Contract Purchases for their sales, which will include sales for **ALL** Authorized Dealers/Distributors using the Report of Contract Purchases template.

Question: When do the Contractor's Report of Contract Purchases need to be submitted to OGS?

Answer: Reports containing total sales for both State Agency and Authorized Non-State Agency contract purchases shall be submitted **no later than 15 days after the close of the semi-annual reporting period, March 31st and September 30th**. **Failure to submit reports on a timely basis may result in contract cancellation and designation of Contractor as non-responsible.**