

22878 Light Duty Vehicles & the New York State Auto Marketplace

Pre-bid Conference

July 31, 2014



Andrew M. Cuomo
Governor
State of New York

RoAnn M. Destito
Commissioner
Office of General Services

Today's Agenda

- Overview & Timeline
- The Process
- The Website
- Break
- Q&A
- Solicitation Overview

REMINDERS

Please mute your phone

Questions should be
submitted to:

SST_auto@ogs.ny.gov

Vendors in the meeting
room can submit questions
in writing.



Overview

The Vision

To bid vehicles in response to State agency and authorized user needs.

1

THE BACKDROP CONTRACT

- Participate in requests for vehicles from Authorized Users across the State.

2

EASY ONLINE PURCHASING

- A simple, online website where Authorized Users can post light duty auto needs and dealers on contract can respond to their request.



SERVICE · ACCOUNTABILITY · VALUE · EFFICIENCY

Timeline

JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						

- Posting
- Bid Opening & Tentative Award
- Contract Awarded

MAJOR MILESTONES

Solicitation Release Date: Monday July 21st

Bid Opening Date: Monday August 11th

Contract Award Date: Monday August 18th

Reminder: questions can be submitted to SST_auto@ogs.ny.gov or hand written



The Process – Step 1: Get on Contract

The key to participating in the Auto Marketplace is to get on contract.

Advantages include:

- Participating in the first buy when you respond to this solicitation.
- Being eligible to participate in mini-bids
- Finding opportunities from all authorized users including State agencies, local government, public authorities, non-profits, etc.



The Process – Step 2: Responding to Mini-Bids

Once on contract, dealers can participate in the mini-bid process.



The First Buy

This solicitation creates a parallel track for the first buy.

- This solicitation already includes information for the first mini-bids.
- The solicitation is written so that you can:
 - Get on contract
 - Get on contract & participate in the first mini-bid
- By getting on contract now you are eligible to participate in future mini-bids until the contract expires.



The Website

Welcome to the
NYS Auto
Marketplace!

NEW YORK STATE AUTO MARKETPLACE

▶ Information for Car Buyers ▶ Information for Car Dealers

CAR BUYERS
Submit a Request

CAR DEALERS
Submit a Bid

▶ List of Current Vehicle Requests Submitted by New York State Agencies

<u>Passenger Vehicles, Office of General Services</u>	Quantity: 4	Bid Due Date: July 4, 2014	Delivery By: July 29, 2014	Request #: 1234
<u>Truck, Office of General Services</u>	Quantity: 1	Bid Due Date: July 4, 2014	Delivery By: July 29, 2014	Request #: 1234
<u>Passenger Vehicles, Office of General Services</u>	Quantity: 4	Bid Due Date: July 4, 2014	Delivery By: July 29, 2014	Request #: 1234

NEW YORK STATE PROCUREMENT

[About Auto Marketplace](#) | [Contract Terms & Conditions](#) | [Freedom of Information Law](#) | [Privacy Policy](#) | [Accessibility](#) | [Disclaimer](#)

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The Website

As contractors you will be able see and sort vehicle requests.

NEW YORK STATE AUTO

Information for Authorized Buyers

Vehicle Bid Request #1234 <title field>

Bid Due Date: July 30, 2014 <date, expires at midnight>

VEHICLE GROUP 1 <content type grouping - must allow for multiples>

Vehicle Type: Passenger <select list: Passenger, Light Duty>
 Make: Ford <simple text>
 Model: Focus <simple text>
 Model Year: 2015 <simple text>
 Quantity: 4 <simple text>
 Color: Blue <simple text>
 Delivery Location: Albany County <select list>
 Delivery Date: September 15, 2014 <date, no time>

VEHICLE GROUP 2 <content type grouping - must allow for multiples>

Vehicle Type: Light Duty <select list: Passenger, Light Duty>
 Make: Chevy <simple text>
 Model: Focus <simple text>
 Model Year: 2015 <simple text>
 Quantity: 2 <simple text>
 Color: Yellow <simple text>
 Delivery Location: Saratoga County <select list>
 Delivery Date: September 15, 2014 <date, no time>

Additional Information: <text field>
 Additional Documentation: <document field>

**Dealers on Contract:
Submit a Bid to this Request**

Note: Only dealers on contract may respond to this bid request. Dealers must have a NYS Auto Marketplace contract number to respond. Dealers are required to [create an account](#) to respond to vehicle requests. Not on contract? [Learn how to become a NYS Auto Marketplace contractor.](#)

NEW YORK STATE AUTO MARKETPLACE

Information for Authorized Buyers

Information for Vehicle Dealers

Listing of Current Vehicle Requests Posted by State Agencies

Car dealers on contract: Click on the request number to learn more and submit a bid.

Default view by upcoming bid due date. Change sort to: [Vehicle Type](#), [Delivery Location](#), [Make](#), [Quantity](#)

Request #: [1234](#)
 Bid Due Date: August 1, 2014

REQUEST GROUP 1: Vehicle Type: Passenger	Quantity: 1	Make: Ford	Delivery Location: Albany County
REQUEST GROUP 2: Vehicle Type: Light Duty	Quantity: 4	Make: Chevy	Delivery Location: Saratoga County

Request #: [1235](#)
 Bid Due Date: August 7, 2014

REQUEST GROUP 1: Vehicle Type: Passenger	Quantity: 1	Make: Ford	Delivery Location: Albany County
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Request #: [1234](#)
 Bid Due Date: August 1, 2014

REQUEST GROUP 1: Vehicle Type: Passenger	Quantity: 1	Make: Ford	Delivery Location: Albany County
REQUEST GROUP 2: Vehicle Type: Light Duty	Quantity: 4	Make: Chevy	Delivery Location: Saratoga County
REQUEST GROUP 3: Vehicle Type: Passenger	Quantity: 1	Make: Ford	Delivery Location: Schenectady County

NEW YORK STATE PROCUREMENT

NYSPro Customer Service T: 518-474-6717 E: customer.services@ops.ny.gov W: nyspro.ops.ny.gov

[About Auto Marketplace](#) | [Contract Terms & Conditions](#) | [Freedom of Information Law](#) | [Privacy Policy](#) | [Accessibility](#) | [Disclaimer](#)

Andrew M. Cuomo Governor, State of New York | RoAnn M. Destito Commissioner, Office of General Services | Sergio Paneque Chief Procurement Officer

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You will be able to respond to individual requests using a login.



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Vendors in the meeting room can submit questions in writing.

Break

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Q&A

Solicitation Overview

General Information

- **Bid #:** 22878
- **Bid Opening Date:** All responses are due by 11:00am on Monday August 11, 2014
- **Bid Documents Location:**
http://www.ogs.ny.gov/purchase/biddocument/22878crb_BidInformation.pdf
- **Designated Contacts:**
 - Wendy Reitzel | Phone: (518) 473-5280 | Email: SST_Auto@ogs.ny.gov
 - Matthew Jones | Phone: (518) 474-4163 | Email: SST_Auto@ogs.ny.gov



Solicitation Overview

Recent Updates to the Solicitation

- Update 1: Mini-bid information, timeline update, contract amendments
- Update 2: Mini-bid update, solicitation amendments
- Update 3: Addition of MWBE Goals



Solicitation Overview

Minority and Women-owned Business Enterprises

- Article 15A Participation of minority group members and women in State contracting
- Section 313: 5a

MWBE Utilization Plan

- 10% Minority
- 10% Women-owned

Subcontracting Opportunities

- PDI
- Transport
- After-Market Accessories





MWBE UTILIZATION PLAN

Contract No.: _____

INSTRUCTIONS: This form must be submitted with any bid, proposal, response to request for qualifications or proposed negotiated contract or within a reasonable time thereafter, but prior to contract award as required in the IFB, RFP or RFQ. This Utilization Plan must contain a detailed description of the supplies and/or services to be provided by each certified Minority and Women-owned Business Enterprise (MWBE) under the contract. Attach additional sheets if necessary. "Making false representations or including information evidencing a lack of good faith as part of, or in conjunction with, the submission of a Utilization Plan is prohibited by law and may result in penalties including, but not limited to, termination of a contract for cause, loss of eligibility to submit future bids, and/or withholding of payments. Firms that do not perform commercially useful functions may not be counted toward MWBE utilization".

Contractor's Name, Address and Telephone No.	Federal Identification No.	Contract Description Location (Region)	MWBE Goals In Contract
			MBE % WBE %

Certified MWBE Subcontractors/Suppliers Name, Address, Telephone No, E-mail Address	Federal ID. No.	NYS ESD CERTIFIED		Detailed description of Work (Attach additional sheets if necessary)	Dollar Value of Subcontracts/ supplies/ services and intended performance dates of each component of the contract
		MBE	WBE		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

IF UNABLE TO FULLY MEET THE MBE AND WBE GOALS SET FORTH IN THE CONTRACT, CONTRACTOR MUST SUBMIT A REQUEST FOR WAIVER (Form BDC 333)

Submission of this form constitutes the contractor's acknowledgement and agreement to comply with the MWBE requirements set forth under NYS Executive Law, Article 15-A and 5 NYCRR Part 142. Failure to submit complete and accurate information may result in a finding of noncompliance or rejection of the bid/proposal and/or suspension or termination of the contract.

Prepared By (Signature)	Email Address
Name and Title of Preparer (Print or Type)	Telephone No. Date

FOR MWBE USE ONLY

Reviewed By	Date			
Utilization Plan Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Date			
Contract No.	Project No. (if applicable)	Contract Award Date	Estimated Completion Date	Contract Amount Obligated
Notice of Deficiency Issued <input type="checkbox"/> Yes <input type="checkbox"/> No	Date	Comments:		
Notice of Acceptance Issued <input type="checkbox"/> Yes <input type="checkbox"/> No	Date			

Solicitation Overview

“Good Faith” Effort

- Reason contractor cannot meet any or all of goal requirement
- Explanation of efforts to obtain the required MWBE participation



Solicitation Overview

Commercially Useful Function

Purpose –

- a. Fraud prevention
- b. Clarification regarding counting MWBE utilization in the following instances:
 - i. Where MWBEs are acting as prime contractors with subcontractors working under them
 - ii. Where multiple levels of subcontractors are used (i.e. subcontractors that contract work out to other firms)
 - iii. Where partnerships or joint ventures are used
 - iv. Where State agency personnel or prime contractors/project managers reasonably believed that despite taking credit for MWBE utilization, MWBEs were not actually performing on State contracts



Solicitation Overview

Commercially Useful Function

Definition – Section 140(f)

- an MWBE performs a commercially useful function (CUF) when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved

Determinations by State agencies – Section 140(f)

- Five Factors to determine if an MWBE is providing a CUF :
 - a. Amount of work subcontracted
 - b. Industry practices
 - c. Whether the amount paid is commensurate with the work the MWBE is to perform
 - d. The credit claimed toward MWBE goals
 - e. Any other relevant factors :



Solicitation Overview

Resources/Support

MWBE Directory of New York State Certified

<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=4687>

OGS Office of Minority and Women-owned Business Enterprise 518-486-9284

- William Hill william.hill@ogs.ny.gov
- Tryphina Ramsey tryphina.ramsey@ogs.ny.gov
- Anuola Surgick anuola.surgick@ogs.ny.gov Designated Contact



Solicitation Overview

Bid Submittal Checklist

- Standard Vendor Responsibility Questionnaire
- NYS Taxation & Finance Forms ST-220-CA & ST-220-TD
- Form EEO-100
- MWBE Utilization Plan
- Proof of Insurance (General & Automobile Liability)
- Proof of Insurance (Workers' Comp)
- Proof of Insurance (Disability)
- Attachment 1: Bid Documents (Paper)
- Attachment 2: Bid Documents (Electronic)

