

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

GENERAL INFORMATION BULLETIN

NUMBER: CL-704

DATE: November 13, 2008

GROUP: 76000 Series - Software
79100 Series - Database

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES

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(518) 486-5238
james.jasiewicz@ogs.state.ny.us

OTHER AUTHORIZED USERS

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

SUBJECT: Signing additional documents under NYS Centralized Software and Database Contracts

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

Signing additional documents under NYS Centralized Software and Database Contracts

Agencies / Authorized Users are reminded not to sign additional documents for purchases under the NYS centralized contracts for Software and Database products if they have not been incorporated into the contract by the NYS Office of General Services (OGS). Any additional approved documents to the contract are posted on the NYS OGS website for the specific contract. If, however, the document(s) are not posted on the website, they have not been reviewed and approved and the Contractor is not authorized to submit the document(s) to Agencies or Authorized Users for signature. In this situation, it is important Agencies / Authorized Users contact OGS to provide notification that this has occurred.