



STATE OF NEW YORK  
OFFICE OF THE ATTORNEY GENERAL

BARBARA D. UNDERWOOD  
ATTORNEY GENERAL

DIVISION OF ADMINISTRATION  
BUREAU OF BUDGET AND FISCAL MANAGEMENT

## PURCHASING MEMORANDUM

**DATE:** August 21, 2018

**PLEASE ADDRESS INQUIRIES TO:**

Christopher Reksc, *Contract Management Specialist*  
Telephone Number: (518) 776-2138  
E-Mail: [purchase@ag.ny.gov](mailto:purchase@ag.ny.gov)

**REQUEST FOR PROPOSALS (RFP) NO.:** 18-009

**TITLE:** Regional HP/Dell Installers

**RFQ DUE DATE:** September 4, 2018

**CONTRACT PERIOD:** TBD

**SUBJECT:** Answers to Questions/Inquiries

**TO:** **ALL PROSPECTIVE BIDDERS**

In reference to the above Request for Quote, the following questions/inquiries were submitted by the February 28<sup>th</sup> 2018 deadline. We are hereby providing answers to each question below:

1. **QUESTION:** Is this budget for labor and equipment? The add states the department OAG needs to replace 900 desk tops, does OAG want to replace servers as well?  
**ANSWER: The equipment for this project has already been purchased. The OAG will not be replacing servers at this time.**
2. **QUESTION:** Is the equipment going to be delivered directly to the customer locations prior to deployment activities?  
**ANSWER: Yes, the equipment will be onsite.**
3. **QUESTION:** Will the equipment be moved to the floors where the deployment activities will take place or will we need to move the equipment from a central receiving/staging area?  
**ANSWER: The equipment will be in a staging area close to the deployment area.**
4. **QUESTION:** If we need to move the equipment, will we have access to a freight elevator at all locations with multiple floors?  
**ANSWER: Not all locations have freight elevators, but passenger elevators can be utilized if necessary.**
  - a. Will we need to schedule use of the freight elevator?  
**ANSWER: No there is no need to schedule, all elevators are on a first come, first serve basis.**

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PURCHASING TEAM

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b. Are there any restrictions to the types of carts we can use to move the equipment?

**ANSWER: No there are no restrictions to the types of carts if necessary. The majority of elevators will allow a standard pallet to be loaded on them, with the exception of Troy, Plattsburgh, and Poughkeepsie; these locations would need a small cart due to elevator size.**

5. **QUESTION:** Step 6 states "Testing of the PC after imaging will also be required.". Could OAG clarify what needs to be tested after imaging the systems and how long this will take?

**ANSWER: A task list of the necessary testing to be provided to the winning bidder. These tests will take about fifteen (15) to twenty (20) minutes per computer.**

6. **QUESTION:** How did OAG create the image (i.e. SCCM, MDT, etc.)?

**ANSWER: SCCM was used to create the image.**

7. **QUESTION:** How long does the imaging process take?

**ANSWER: The imaging process will take about one (1) and a half (1/2) hour per computer.**

8. **QUESTION:** Is the image a static or dynamic image?

**ANSWER: Mostly dynamic, initial image is pre-downloaded to USB to be used for each computer.**

9. **QUESTION:** Will the technicians need any elevated network privileges to be able to perform the required work?

**ANSWER: No the technicians will not need any admin privileges to be able to perform the required work.**

10. **QUESTION:** Are there any special background/security requirements required for the technicians who will be performing the work?

**ANSWER: A background check will be required for the onsite consultants. Upon review, the OAG reserves the right to request a replacement.**

11. **QUESTION:** Will OAG have a site point of contact at each location when deployments are taking place?

**ANSWER: Yes, OAG staff will be onsite for deployment.**

12. **QUESTION:** Please provide more information regarding the HP/Dell computers for which this RFQ is asking?

**ANSWER: To be clear, the OAG has already purchased the equipment for this project. There are two configurations outlined in the Bid. An Dell All in One PC with an additional Dell monitor and an HP Docking Station with Mobile Workstation and Dual Dell Monitors.**

All other terms and conditions of the Request for Quote (RFQ) remain the same.



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**This Purchasing Memorandum is to be signed, submitted and made a part of your proposal. If you have any questions, do not hesitate to contact the person listed on top of this memorandum.**

VENDOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

DATE: \_\_\_\_\_