



# Potsdam

THE STATE UNIVERSITY OF NEW YORK

Vendor Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

INQUIRY # 1

DUE DATE 5/8/13

TERMS \_\_\_\_\_ % DAYS....

FEDERAL ID # \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

SIGNED BY \_\_\_\_\_

PLEASE TYPE/PRINT NAME \_\_\_\_\_

TITLE \_\_\_\_\_

DELIVERY TERMS ARE TO BE F.O.B. DESTINATION - POTSDAM, NY **(ANY DELIVERY COSTS MUST BE INCLUDED IN ITEM PRICES)**

ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL	DELIVERY DATE
	Library Databases				
	Per attached specs.				

### **On-line Digital Resources Management**

**Scope of work:** The vendor will facilitate procurement and management of subscriptions to a variety of online digital resources, administer database license agreements, provide accurate billing and manage annual renewal of subscriptions. The vendor will facilitate procurement of new databases, provide favorable prices based on state wide volume aggregation, assist with providing free trials and provide assistance with technical support issues.

Database
ACS Legacy Archives
Alexander Street American Film Scripts
Alexander Street Drama
Alexander Street Early Encounters in North America
Alexander Street Scottish Women Poets of the Romantic Period
Alexander Street Social and Cultural History Online Letters and Diaries
Aluka - African Cultural Heritage Sites and Landscapes
Aluka - Struggles for Freedom
America History & Life - Historical Abstracts - unlimited access
America History & Life - Historical Abstracts - Full Text
Anthropological Index
Anthropological Literature
Anthropology Plus
AnthroSource
Art Index
Art Index Retrospective
ArtSource
ARTstor
BioOne.1
BioOneComplete
Classical Music Library - 03 SU
ComAbstracts (CIOS)
Communication & Mass Media Complete
CQ Press CQ Researcher Online 5 SU
CQ Press CQ Weekly-PEOR Option-Annual Update
Credo General Reference 100
Criminal Justice Abstracts with Full Text
Dance in Video - unlimited access
Dissertation Abstracts (Package A Humanities)
Early English Books Online
Films on Demand / Films for the Humanities
GenderWatch
GeoRef
GeoScienceWorld
Grove's Dictionary of Music Online
ICPSR

International Bibliography of Theatre & Dance™ with Full Text With ASP
International Index to Music Periodicals Full Text
JSTOR Arts and Sciences 1
JSTOR Arts and Sciences 2
JSTOR Arts and Sciences 3
JSTOR Arts and Sciences 7
JSTOR Ecology and Botany
JSTOR Health and General Science
LexisNexis
MathSciNet
MLA
Music Index
NAXOS Music Library - Unlimited Access
Oxford English Dictionary Online
Philosopher's Index
Political Science Complete
Project Muse (Basic College Collection)
PsycARTICLES - New York Only
PsycARTICLES Data License
PsycINFO - New York Only
PsycINFO Data License
RILM Abstracts of Music Literature
Royal Society of Chemistry Gold Package
Sage Premier Access
Sage Premierjournal titles
SciFinder Scholar
Sociological Abstracts (Upgrade to Sociology Package)
SWANK Motion Pictures
Web of Science
Wildlife and Ecology Studies Worldwide

Procurement Lobbying Act Offerer Certification

Additional Procurement Record Requirements Under the Procurement Lobbying Act as adopted on August 23, 2005 with regard to procurements initiated on or after January 1, 2006. The procurement record for every contract must include a determination that the offerer is responsible in accordance with the NYS Finance Law section 139-j and section 139-k.

Therefore as a duly authorized representative of the below referenced Company/corporation; to the best of my knowledge, information, and belief pursuant to the requirements of the State Finance Law Sections 139-j and 139-k this company/corporation has NOT knowingly and willfully violated the prohibitions against impermissible contacts or certain ethics provisions, or failed to timely disclose accurate information or otherwise failed to cooperate with the governmental entity administering these provisions, or failed to disclose prior determinations of non-responsibility for any of those reasons within the previous four years by any governmental entity.

Additionally, I hereby certify that any and all information provided to the governmental agency is complete, true, and accurate with regard to prior non-responsibility determinations within the past four years based on impermissible contacts or other violations of the New York State Finance Law Section 139-j, or the intentional provision of false or incomplete information to a governmental entity. I also understand that this contract may and could be terminated if the certification as previously stated is found to be intentionally false or intentionally incomplete.

I further affirm, understand, and agree to comply with SUNY Potsdam's policy and procedures relating to permissible contacts during the procurement restricted period as defined as the period of time commencing with the earliest written notice, advertisement or solicitation of a request for proposal, invitation for bids, or solicitation of proposals, or any other method for soliciting a response from officers intending to result in a procurement contract with the University [and terminating] with the final contract award and approval by SUNY Potsdam and, where applicable, the state comptroller.

OFFERER:

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Signature: \_\_\_\_\_

SUNY POTSDAM  
PERMISSIBLE CONTACTS DURING THE RESTRICTED PERIOD AS  
STIPULATED BY THE PROCUREMENT LOBBYING ACT OF 2005

In compliance with the additional requirements of the Procurement Lobbying Act of August 23, 2005 which has been initiated on January 1, 2006 regarding agency policy and prohibitions regarding permissible contacts for procurements in excess of \$15,000 are as follows:

- All authorized agency personnel designated to act as the contact person(s) will be identified in the proposal, bid or solicitation document. Any other agency personnel not specifically identified are prohibited contacts during the restricted period of the procurement.
- The restricted period is that period of time commencing with the earliest written notice, advertisement or solicitation of a request for proposal, invitation for bids, or solicitation of proposals, or any other method for soliciting a response from offerers intending to result in a procurement contract with the SUNY Potsdam [and terminating] with the final contract award and approval by SUNY Potsdam and, where applicable, the state comptroller.
- If a member, officer, or employee of the governmental entity becomes aware that an offerer has violated the permissible contact provisions of the new law, said person shall immediately notify the Ethics Officer, Inspector General, or other official of the procuring governmental entity for investigation.

PERMISSIBLE CONTACTS DURING THE RESTRICTED PERIOD ARE AS FOLLOWS:

Mark Martinchek, Director of Procurement  
315-267-3106, fax 315-267-3111  
martinme@potsdam.edu

Susan Cobb, Purchasing Assistant II  
315-267-2140, fax 315-267-3111  
cobbsm@potsdam.edu

If a member, officer, or employee of the governmental entity becomes aware that an offerer has violated the permissible contact provisions of the new law, said person shall immediately notify the Ethics Officer, Inspector General, or other official of the procuring governmental entity for investigation.

Mark Martinchek  
Director of Procurement  
315-267-3106

ADDITIONAL CONTACTS ARE AS FOLLOWS:

Marianne Hebert  
Crumb Library  
315-267-3308

## Offerer Disclosure of Prior Non-Responsibility Determinations

### Background:

New York State Finance Law §139-k(2) obligates a Governmental Entity to obtain specific information regarding prior non-responsibility determinations with respect to State Finance Law §139-j. This information must be collected in addition to the information that is separately obtained pursuant to State Finance Law §163(9). In accordance with State Finance Law §139-k, an Offerer must be asked to disclose whether there has been a finding of non-responsibility made within the previous four (4) years by any Governmental Entity due to: (a) a violation of State Finance Law §139-j or (b) the intentional provision of false or incomplete information to a Governmental Entity. The terms “Offerer” and “Governmental Entity” are defined in State Finance Law § 139-k(1). State Finance Law §139-j sets forth detailed requirements about the restrictions on Contacts during the procurement process. A violation of State Finance Law §139-j includes, but is not limited to, an impermissible Contact during the restricted period (for example, contacting a person or entity other than the designated contact person, when such Contact does not fall within one of the exemptions).

As part of its responsibility determination, State Finance Law §139-k(3) mandates consideration of whether an Offerer fails to timely disclose accurate or complete information regarding the above non-responsibility determination. In accordance with law, no Procurement Contract shall be awarded to any Offerer that fails to timely disclose accurate or complete information under this section, unless a finding is made that the award of the Procurement Contract to the Offerer is necessary to protect public property or public health safety, and that the Offerer is the only source capable of supplying the required Article of Procurement within the necessary timeframe. See State Finance Law §§139-j (10)(b) and 139-k(3).

### Instructions:

A Governmental Entity must include a disclosure request regarding prior non-responsibility determinations in accordance with State Finance Law §139-k in its solicitation of proposals or bid documents or specifications or contract documents, as applicable, for procurement contracts. The attached form is to be completed and submitted by the individual or entity seeking to enter into a Procurement Contract. It shall be submitted to the Governmental Entity conducting the Governmental Procurement.

**Offerer Disclosure of Prior Non-Responsibility Determinations**

**SUNY POTSDAM**

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name and Title of Person Submitting this Form: \_\_\_\_\_

\_\_\_\_\_

Contract Procurement Number:     N/A    

Date: \_\_\_\_\_

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):

                    No                                    Yes

If yes, please answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j (Please circle):

                    No                                    Yes

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please circle):

                    No                                    Yes

4. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.

Governmental Entity: \_\_\_\_\_

Date of Finding of Non-responsibility: \_\_\_\_\_

Basis of Finding of Non-Responsibility:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Add additional pages as necessary)



5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):

No    Yes

6. If yes, please provide details below.

Governmental Entity: \_\_\_\_\_

Date of Termination or Withholding of Contract:

\_\_\_\_\_

Basis of Termination or Withholding: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Add additional pages as necessary)

Offerer certifies that all information provided to the Governmental Entity with respect to State Finance Law §139-k is complete, true and accurate.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_