



## Amendment 1 Memo

**DATE:** May 17, 2023

**TO:** All Potential Bidders

**FROM:** Meagan Oswald

**Re: Summary of IFB C003604 Amendment 1 changes.**

### A. Revisions to IFB

The changes found below are outlined within the IFB document as well. Language that has been added is demonstrated by an underline, language that has been deleted is demonstrated by a strikethrough. Only those paragraphs that include changes are excerpted below. Please see the relevant document for complete language.

**Note:** Certain conforming non-substantive changes, including formatting and grammar, have been made but not explicitly noted below or in the IFB documents. Any questions regarding this amendment should be asked during the Q&A periods.

#### 1. Page 5, Key Points

Eighth bullet, last sentence, corrected section reference:

Additional information about packaging and content can be found in *Section 3.7 ~~3.8~~* Submission Requirements.

#### 2. Page 6, Section 1.2 Overview

##### i. First paragraph, last sentence, inserted Exhibit reference:

Visitors to these golf courses play approximately 500,000 rounds of golf a year (see Exhibit 1).

##### ii. Fourth paragraph, corrected section reference:

OPRHP is seeking to procure a cloud-based golf reservation system that includes point of sale functionality and integrates with the credit card processor per *Section 2.6 ~~2.2.5~~*, and to be run on the New York State Information Technology network.

3. Page 7, Section 1.3 Minimum Qualifications to Bid

Second bullet, inserted sub bullet to specify reference qualifications:

At least one (1) of the provided client references must be a Facility that has multiple 18-hole regulation or Championship Golf Courses.

4. Page 11, Section 2.2.1 General System Requirements

Third bullet inserted Section reference:

Must be compatible with the statewide payment processing system, as provided in Section 2.6 below.

5. Page 12, Section 2.2.2 Customer Accounts and Reservations

Inserted a bullet at the end of section:

Must provide a Completely Automated Public Turing test to tell Computers and Humans Apart (CAPTCHA) challenge to ensure a human being, not a machine, is using the system.

6. Page 12, Section 2.2.3 Authorized-User Requirements

Fourth bullet, sub bullet, corrected language:

For, example, System ~~will should~~ be able to designate which authorized users can access settings, reports, etc. System ~~will should~~ not allow an authorized user to delete database, Tee Sheets, Pricing, etc. unless their permissions allow.

7. Page 12, Section 2.2.4 Payment Requirements

i. Second bullet, inserted section reference:

Contractor and System must be PCI compliant, as further provided in Section 6.19 Contractor's Compliance with Payment Card Industry (PCI) Standards.

ii. Sixth bullet, corrected language:

Must accept multiple payments in the same amount on the same day via the same payment type. For example, if a customer purchases an item or tee-time for \$43 with a credit card and then one (1) hour later tries to purchase another item or tee-time for \$43 with the same credit card; the POS system ~~will should~~ allow it.

8. Page 27, Section 5.11 Payment Requirements

Removed fourth paragraph, inserted corrected language:

~~Vendors who do not e-invoice can email invoices to [AccountsPayable@ogs.ny.gov](mailto:AccountsPayable@ogs.ny.gov) or mail invoices to 1220 Washington Ave, Building 5, 5th floor, Albany, NY 12226.~~

Payment shall be made as follows:

- A. The Contractor shall submit to OPRHP for its approval, and for the audit and warrant of the State Comptroller, a proper invoice, receipts, and documents that verify the Contractor's expenditures as directed by OPRHP. The Contractor shall reference the contract number on the invoice.
- B. Invoices should be submitted for services rendered and for acceptance by OPRHP in accordance with the Financial Proposal to the following designated payment office:

Kevin Cassidy

By email: [Kevin.Cassidy@parks.ny.gov](mailto:Kevin.Cassidy@parks.ny.gov)

- C. Contractor shall provide complete and accurate billing invoices to OPRHP in order to receive payment. Billing invoices submitted to OPRHP must contain all information and supporting documentation required by the Contract, OPRHP, and the State Comptroller. Payment for invoices submitted by the Contractor shall be sent to the address listed on the W-9 submitted by the Contractor with the returned, signed contract. In order to expedite payment, the Contractor may register for Electronic Funds Transfer by updating its registration with the Vendor Management Unit in the Office of the State Comptroller. Vendor support information is available at <http://www.sfs.ny.gov> as well as [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov) and toll-free at (855) 233-8363.

9. Page 75, Attachment 2 – References

After first paragraph, inserted language:

At least one (1) of the provided client references must be a Facility that has multiple 18-hole regulation or Championship Golf Courses.