

# **Guidance for the New York State OGS Administrative Fee Collection Program for the IT Umbrella Contract Manufacturer Based Award – Award 22802**

## **What is Required in Quarterly Sales Reporting?**

**Report All Contract Sales:** Each quarter, a Contractor is required to provide both a Contract Usage Report and payment of an Administrative Fee (“Admin Fee”) in the amount of point seven five percent (0.75%) for all sales generated from this Contract, including sales to both State agencies and local organizations (such as counties, cities, etc.) to Periscope Holding Inc (“Periscope”).

If you choose to have your Resellers or different Divisions (if applicable) submit their Contract Usage Reports and Admin Fees directly to Periscope, as per OGS instruction to Periscope, Periscope will charge a Surcharge of 0.10% of each Reseller’s or Division’s gross sales per quarter.

If a Reseller or Division has no sales for a quarter, the Surcharge shall be waived. However, the Reseller or Division must still submit a report to Periscope. With the exception an instance in which there were of no sales per for a quarter, the Surcharge may not be less than \$100 per quarter, per report. Additionally, the Surcharge will be capped at \$5,000 per quarter, per report.

For any instances where a revised report is requested due to error(s) on the part of the reseller or Division’s part, the Contractor may assess an additional \$100 fee on the reseller, and this amount shall be paid to the Contractor in the quarterly reconciliation.

For avoidance of doubt, all Centralized Contractors are still responsible for collecting and maintaining sales reports from their resellers

## **How frequently am I required to turn in my Contract Usage Report?**

You must submit your Contract Usage Report each quarter. See table below for timelines.

<b>Calendar YEAR</b>	<b>DATE RANGE</b>	<b>DUE NO LATER THAN</b>
<b>Calendar Year, Q1</b>	January 1 – March 31	April 30
<b>Calendar Year, Q2</b>	April 1- June 30	July 31

<b>Calendar Year, Q3</b>	July 1 – September 30	October 31
<b>Calendar Year, Q4</b>	October 1- December 31	January 31

### What if I didn't have any sales during the quarter ending to report?

Per your contract with OGS, you are still required to submit a quarterly Contract Usage Report even if you had no sales. When submitting the report, please include your contract name, contract number, calendar year and calendar quarter, and specify that you are reporting zero sales for the quarter.

### Guidelines for Reporting Transactions

The following criteria should be used by contractors in determining when to include an item sold pursuant to a participating contract in their quarterly reporting:

1. Contract Usage Reporting and Admin Fee Payments will be due on all sales reported beginning January 1, 2023 and continuing thereafter.
2. We recommend reporting invoiced sales for each quarter consistently, ensuring a uniform approach to your reporting process.
3. Email the completed report to [reconciler@mdfcommerce.com](mailto:reconciler@mdfcommerce.com).

Please use the reporting template provided [here](#) to submit your report. Review instructions included in the reporting template and in this document for guidelines on completing the template.

**Payment Options:** We provide three convenient options for submitting payments to ensure your convenience. A W-9 is available upon request.

Pay the Admin Fee as soon as possible, but no later than one (1) month following the end of the calendar quarter. Refer to the table below for available payment options.

OPTION 1	OPTION 2	OPTION 3
ACH	FIRST CLASS MAIL	OVERNIGHT MAIL
Acct Name: Periscope Holdings Inc Acct No: 2400083100 ABA/Routing NO: 111017979 Swift Code: TXCBUS44	Make checks payable to: Periscope Holdings Inc	Make checks payable to: Periscope Holdings Inc
Bank Name: TEXAS CAPITAL BANK Bank Address: 2000 McKinney Avenue Suite 190 Dallas, TX 75201	Periscope Holdings Inc – NYS PO BOX 674894 DALLAS TX 75267-4894	Periscope Holdings Inc – NYS LOCKBOX NUMBER 674894 1200 E CAMPBELL RD STE 108

		RICHARDSON TX 75081
Business Address: Periscope Holdings Inc 15 British American Blvd. Latham, NY 12110		

**Payment Documentation:** Periscope has published the following documentation to facilitate payment processing:

- W-9: Periscope Holdings Inc - 2025 – links will be active soon
- Periscope DDA Letter – links will be active soon

If you need assistance, contact the Reconciler support team at [reconciler@mdfcommerce.com](mailto:reconciler@mdfcommerce.com).