



STATE OF NEW YORK  
OFFICE OF THE ATTORNEY GENERAL

LETITIA JAMES  
ATTORNEY GENERAL

DIVISION OF ADMINISTRATION  
BUDGET AND FISCAL MANAGEMENT BUREAU

## PURCHASING MEMORANDUM

**DATE:** May 30, 2024

**PLEASE ADDRESS INQUIRIES TO:**

Rachel Young, *Contract Management Specialist*  
Telephone Number: (518) 776-2144  
E-Mail: [purchase@ag.ny.gov](mailto:purchase@ag.ny.gov)

**REQUEST FOR INFORMATION (RFI) NO.:** 24-003

**TITLE:** Gift Cards for Gun Buyback

**RFI DUE DATE:** June 6, 2024 by 5:00 PM EST

**CONTRACT PERIOD:** Not Applicable

**SUBJECT:** Answers to Questions/Inquiries

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

In reference to the above Request for Information, the following questions/inquiries were submitted by the deadline indicated in the RFI. We are hereby providing answers to each question.

1. **QUESTION:** We are asked to provide policies and approaches with respect to prepaid card programs. Do you know if the program will be open loop (i.e. Mastercard or Visa branded) or closed loop (i.e. retailer branded) cards or both?  
**ANSWER: Open loop.**
2. **QUESTION:** Does the Office of the Attorney General plan this program to be a single day event such as was held statewide on April 29, 2023, or would this be an on-going event?  
**ANSWER: Most likely ongoing individual events, though the agency could decide to do another large-scale event at some point.**
3. **QUESTION:** How would the agencies involved like to distribute cards? Physical card handed to the recipient? Physical card mailed to recipient? Digital card emailed or SMS to recipient?  
**ANSWER: Physical card to hand to recipient.**
4. **QUESTION:** What is the operational time frame of the Cards for Gun Buyback program?  
**ANSWER: This program operates on a state fiscal year by fiscal year basis (4/1 – 3/31). Events are typically planned a month or more in advance. In calendar year 2022, 9 events were held throughout the year, and in 2023 a single event was held in 9 locations on a single day.**
5. **QUESTION:** What is the estimated number of cards expected to be distributed?  
**ANSWER: It varies greatly from event to event, with an average minimum of 160 cards/event.**



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6. QUESTION: What is the estimated lowest and highest value on a card? What is the average denomination of the gift cards?  
ANSWER: Typically, the lowest denomination is \$25 and the highest is \$500, with an average of \$250.
7. QUESTION: What is the program budget or maximum amount of funds for the Cards for Gun Buyback program?  
ANSWER: The budget varies from year to year based on number of events.
8. QUESTION: Is there any specific reporting required to support card distribution?  
ANSWER: No.
9. QUESTION: How would you like us to submit our response?  
ANSWER: Please submit Cover Page and Narrative (no more than two (2) pages, plus any additional, optional attachments) to [purchase@ag.ny.gov](mailto:purchase@ag.ny.gov) with the subject line of "Response Enclosed for RFI # 24-003 – Gift Cards for Gun Buyback – [Insert Vendor Name]".
10. QUESTION: Are all the gift cards physical? Or is there potential interest in digital gift cards? If physical, will these gift cards be shipped to residential addresses or bulk shipped to a corporate address?  
ANSWER: Physical gift cards bulk shipped to corporate address.
11. QUESTION: What are your expiration requirements for the gift cards?  
ANSWER: Minimum of 1 year from activation, though 3+ years would be most ideal.

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

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

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

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

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