



NYS OFFICE OF GENERAL SERVICES

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*Serving New York*

**Public Access to Records  
Subject Matter List**

**February, 2014**

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# **PUBLIC ACCESS TO RECORDS**

## **Fee Schedule for Copying**

### **General:**

Paper Prints (up to 9" x 14")	\$.25 per page (8 pages or
more) Plans, Drawings, Maps:	
White prints	\$.50 per square foot
Film	\$1.50 per square foot
Aperture Cards	\$.20 each
Glossy Photographs	\$1.50 each (8" x 10" or 5" x 7" black and white only from existing negatives)

### **Other Records:**

**For any other record not specified above, the fee to be charged shall be the actual cost of reproducing the record, except when a different fee is otherwise prescribed by statute or regulation.**

# **EXECUTIVE**

## **COMMISSIONER AND EXECUTIVE DEPUTY COMMISSIONER**

**Executive**  
By Subject Matter

**Subject**  
By Subject Matter

**Local Properties**  
By Building

**Out of Town Properties**  
By Building

**Business Units**  
By Subject Matter

**Administration and Operations**  
By Subject Matter

**Finance and Accountability**  
By Subject Matter

**Communications and Marketing**  
By Subject Matter

**Real Estate and Development**  
By Subject Matter

**NYS Procurement**  
By Subject Matter

**Business Services Center**  
By Subject Matter

**MWBE and Community Relations**  
By Subject Matter

**Legal Services**  
By Subject Matter

**Agency Files**  
By Agency

## **EXECUTIVE – LEGAL SERVICES**

Executive Chamber  
Executive Offices (OGS)  
Advisory Council on Procurement Lobbying  
Legal Services Administration

### **Business Units**

Administration  
Design and Construction  
Procurement  
Real Property Management & Development including Building Administration and Real Estate Planning  
Business Services Center

### **Claims**

Claimant  
Defendant  
Small Claims

Contracts (MOUs) for Services to the Agency, including amendments and supplements to and assignments of contracts for:

- Building Services
- Centralized Services
- Interagency and Intergovernmental Agreements
- Miscellaneous Agency Requirements
- Proprietary Purchases
- Support Services

Copyrights  
Disciplinary Cases  
Freedom of Information Law Requests, Responses and Appeals  
Financings: COPS, South Mall Bonds, Other  
Labor Relations  
Legislation: OGS Business units  
Litigation  
Opinions (Legal)  
Rules and Regulations (OGS)  
State Agencies  
State Employees Federated Appeal (SEFA) – Community Campaign Files

## **EXECUTIVE – COMMUNICATIONS AND MARKETING**

OGS Press Releases

OGS Authored Publications

OGS News Media Clippings

Miscellaneous Business Files

Quarterly Reports to the Governor

Photographs

Freedom of Information Requests

## **ADMINISTRATION**

**(Inquiries concerning hosted agency's records should be directed to the hosted agency Public Information Office)**

### **Energy Planning and Procurement**

EO111 Records

### **Division of Human Resources Management**

Confidential Salary Requests (i.e., Budget Director's Approval [BDAs])  
NYS Civil Service Law – Policies and  
Procedures Agency Human Resource Policy  
Statements Annual M/C Merit Award  
Program Records Employee Recognition  
Program Records  
Commissioner Commendation Award Nominations and Selections  
Human Resource Management Performance Measurement  
Information Early Departure Memos and Directed Early Departure  
Orders

### **Personnel Service Unit**

Employment Applications – Current Year  
Civil Service Eligible Lists, Agency Promotion Lists, Transition Lists, Agency Title Specific  
Open Competitive Lists, and any decentralized Civil Service eligible lists.  
Agency HRIS Personnel Records  
Examination File, By Title  
Job Postings – present and past year  
Personnel Policies and Procedures  
Position Classification Files  
Agency Employee Traineeship Records

### **Employee Development Office**

Employee Development Records  
Job Skills and Career Development Program Information – announcements, class rosters  
Safe Driver Program Training Records  
Equipment Inventory for the 29<sup>th</sup> floor Training/Conference Room  
Employee Suggestion Program Files and Recommendations

### **Labor Relations Unit**

Collective Bargaining Agreements  
Grievance Determinations and Settlement Records  
Labor-Management Committee Agendas, Meeting Minutes, and general records  
Employee Relations Advisories and Policy Statements issued by GOER  
Arbitration Decisions  
General Employee Counseling and Discipline Records  
Employee incentive award- Bonus Award Programs Records

### **Management Services Unit**

Employee Health Service Examination Requests  
Employee Discretionary Leave Records  
Agency Alternative Work Schedule Agreements  
Mandatory Drug Testing Administrative Records

### **Affirmative Action/Equal Employment Opportunity**

Sexual Harassment in the Workplace Complaints  
Reasonable Accommodation Requests and Determinations  
Hostile Work Environment Complaints  
Discriminatory Practice Complaints

### **Central Printing and Copy Center**

#### **Administration**

Budget Reports  
Listing of Jobs and Job Costs  
Samples of Materials Produced  
Vendor Contracts and Purchasing Documents  
State Agency Invoices  
Print Order Forms  
Inventory Reports

### **Alternative Fueled Vehicles Program**

#### **Alternative Fueled Vehicle and Electric Vehicle Statistics Reports:**

EIA-886 Annual Survey: OGS Submission

#### **Clean Water/Clean Air Bond Act**

Legislation (1996)

#### **Fuel Usage Reports**

Commercial CNG Usage Reports (Annual)  
CNG Fuel Usage Reports by Site  
Clean Energy CNG Station Usage Reports  
E-85 Ethanol Usage Reports (OGS & NYS Thruway Authority Only)  
Biodiesel Usage (on- road) Reports (OGS only)

#### **Contracts**

Clean Energy contract to build/operate State-owned CNG Stations

#### **Executive Order No. 111 Reporting**

Legislation

#### **Executive Order No. 142 Reporting**

Legislation

**Lease Agreement**

Honda FCX Fuel Cell Vehicle Demonstration Program  
FCX Deployment Schedule to NYS Entities  
Air Products Hydrogen Fueling Station Information and materials

**Performance Measures**

Alternate Fueled Vehicle Program performance measure correspondence

**Procedure Manual**

Alternate Fueled Vehicle Program Procedures

**Statewide Infrastructure**

Infrastructure Plan Map and Fueling Site Listings  
CNG Station correspondence and related materials  
Clean Energy Correspondence/Reports

**Training**

AFV and Mechanic Training Materials

**Program Awards and Recognition Files**

Honda Environmental Leadership Award  
Clean Cities National Partner Award  
Natural Gas Vehicle Association Award  
Council on State Governments Innovations Award

**Bureau of Federal Property Assistance****Administration**

Budget Reports  
Eligibility Determinations  
Property Acquisition Documents  
Log of Property Applications  
Property Disposition Documents  
Material on transfer, receipt and payment for property, invoices  
State Plan of Operation

**State Surplus Personal Property****Administration**

Budget Reports  
Inventory Logs  
Declarations of Surplus (CS-201 & CS0201.1)  
Detailed Descriptions and Sales Results: EBay and Vehicle Auctions  
Local Dispositions  
Transfer Notices  
Vehicle Auction Schedule  
Eligible Local Municipalities

## **Food Distribution and Warehousing**

### **Administration**

Budget Requests  
USDA Grant Award Documents

### **All Commodity Programs**

Audit Reports  
Physical Inventory Reports  
Compliance Reviews  
USDA Food Order Status Reports

### **Financial Records – Federal Commodity Program**

Claims – Commodity Container Fund  
Monthly Warehouse Vouchers  
Bi-annual Billings - New York State Education Department  
Yearly Billing Summer Camps  
CACFP Quarterly Billings

### **The Emergency Food Assistance Program**

Agreements

### **Processing Agreements**

Agreements  
List of Processors  
Commodity Processing

### **Special Milk Program**

Summer Camps/Year Round Child Care Institutions  
Agreements  
Applications  
Federal Letters of Credit  
Claim Forms

### **Warehousing Program**

Contracts  
Monthly Inventories  
Monthly Receipts/Distribution

### **ESP Farmers' Market Initiative**

Quantities of Produce Donated  
Listing of Eligible Recipients

### **Mail Center and Freight Center/Security**

Administration Reports  
Vehicle Utilization Logs  
Budgets  
USPS/ARS Financial Report  
USPS Postage Utilization

**Curatorial Services**

Art Collection files  
Art Commission Files  
Art Loan files  
Tour files  
Purchasing Records  
Past Perfect Database

**Dockmaster**

Responsible for maintaining the safety of all agencies, vendors and employees:  
Empire State Plaza  
Swan Street Building  
Alfred E. Smith State Office Bulding

**Convention and Cultural Events Office**

**Convention Center**

Event program files/correspondence  
Equipment inventory  
Event program files/correspondence  
Purchasing records  
Event calendars

**Food Services**

Food Service Proposals and Specifications  
Information Questionnaires  
Past/Present Food Service Contracts  
Correspondence  
Food Service Equipment Inventory/Statewide  
Food Service Inspections  
Food Service Surveys

**Flag Notifications**

Correspondence

**Outside Employment**

Correspondence

## **NYS PROCUREMENT (NYSPRO)**

### **Bid Solicitation Information**

Agency Purchase Requests Filed  
Delivery Point and Quantities Sheets for Filed Requirement Contracts Requirement  
Letters Filed by Agencies (Fuel and Road Salt)  
Invitation for Bids and Request for Proposals Documents and any Applicable Purchasing  
Memoranda  
Request for Quotation Documents  
Group Specifications  
Appendix A: Standard Clauses for NYS Contracts (available on OGS website)  
Appendix B: General Specifications (available on OGS website)  
Lists of Bidders for Specific Bid Openings Bid Tabulations for Specific Bid Openings  
(RFPs with no direct price quote)  
Memoranda to the Office of the State Comptroller Regarding Bid Rejections for Specific  
Bid Openings  
Bid Tabulation Checklist for Specific Bid Openings  
Contract Letters  
Notices of Contract Awards and Related Information (Purchasing Memoranda)  
Purchasing Instructions  
Copies of Original bids of successful contractors (prior to 4/1/12 suspension of  
OSC pre-audit, original bids are filed with the Office of the State Comptroller  
at the time of award)  
Request for Information Documents  
Request for Comments Documents  
Procurement Record Memorandum and Checklists  
New York State Contract Reporter Advertisements  
Dispute Correspondences  
Debriefing Documents

### **Mailing List Data**

Database of Registered Vendors and Selected Products and Services Classifications  
(OVR/BNS) (NOTE: NYSPRO migrating to NYS Contract Reporter system for bidder  
notification in 2014)

### **Miscellaneous Data**

Group Assignment Listing  
  
Schedule of Bid Openings  
Term Contract Listing  
Restricted Period List  
Performance Measures  
Documentation  
Benchmarking and benefits summaries

## **Purchasing Procedures**

NYS Procurement Council Procurement Guidelines

Correspondence

Purchasing Bulletins

## **Vendors**

Contract Performance Information

Correspondence

Report of Contract Purchases

Report of Contract Deviations

## **Preferred Source Program**

Preferred Source Guidelines (available on OGS website)

List of Preferred Source Offerings (available on OGS website)

Correspondence

Bulletins

## **Customer Services and Administration**

Customer Database (Agencies authorized to purchase from OGS-Centralized contracts - PNS)

Certificates of Qualification- Required of certain non-State agencies that receive OGS-NYSPro contracts to confirm their eligibility.

Correspondence

Mailing lists, by commodity group or customer category

Training Presentations (available on OGS website/Purchasing Forum)

Web Publications for Businesses and Non-State Agencies:

Index of OGS Contracts

Guide to OGS Contracts

## **Business Outreach Program- (Resident, Small, Minority & Women-Owned Enterprises)**

Correspondence with individual businesses and business organizations  
Correspondence with other entities

Mailing list data

Record of contracts awarded

“Doing Business with NYS: A Guide to the State’s Procurement Practices” (available on OGS website)

## **Solid Waste/Energy Conservation Program**

Listing of contracts incorporating recycled materials, and solid waste management/energy efficient contracts (available on OGS website)

Correspondence

## **DESIGN AND CONSTRUCTION**

### **Administration**

Financial Billing Reports  
Contractual Services Reports  
Effort Accounting Records  
Construction Permitting Records  
Annual Construction Permitting Report  
Design Projects Exception Reports  
Design Projects Status Reports  
Mylar Drawings of NYS Owned Facilities  
Consultant Work Order Reports  
Consultant Procedure Manual  
Consultants' Letters of Interest and Requests for Proposals  
Consultant Selection Reports  
Modified SF254 Forms  
Consultant Contract Reports  
Consultant Pay Rate Schedules

### **Division of Design**

A/E Documentation, Calculations, Photographs and Renderings  
Design Phase Project Correspondence  
CSI Master Specifications  
Topographic & Property Line Survey Maps of NYS Facilities  
CADD Related Drawings of NYS Facilities  
Asbestos & Materials Testing Reports  
Estimate Breakdown Reports

### **Division of Construction**

Construction Status Reports  
Construction Contracts  
Workload Distribution Reports  
Approved Submittals and Shop Drawings  
Construction Phase Construction Correspondence  
Project Schedules  
Daily & Final Inspection Reports  
Contractor's Progress Schedules & Revisions  
Contractor's Certified Payroll

### **Division of Contract Administration**

Notice of Award  
Consultant Payment Records  
Consultant Contracts  
Service Contracts  
Contractor's List of Sub-Contractors & Suppliers  
Construction Contract Payment Records  
Field Order & Change Order Records

Construction Agreement/ Bonds Bidding Documentation

Record of contract

Contractor Responsibility Records

Contractors' Experience Questionnaires

Contractors' Financial Statements

Contractors Performance Evaluation

Dispute Records

Public Notification Service Subscription Records

M/WBE Compliance Records

# **REAL PROPERTY MANAGEMENT GROUP**

## **Director's Office/Building Administration**

Building Files  
General Subject Files

## **Downstate Region**

Building Files  
General Subject Files  
Inspection Records  
Monthly Reports  
Performance Records  
Service Contract Records  
Staffing/Schedule Information  
Supply Stock/Purchase Records  
Work Orders

## **Empire State Plaza and Downtown Buildings Region**

Building Files  
General Subject Files  
Fire Inspection Reports  
Service Contracts Records  
3R's Records  
Fixed Assets  
Vehicle Log Sheets  
Foil Requests  
Complaint Log Sheets  
Permits to Demonstrate  
Audits  
Tenant Safety

## **Construction Services**

Project Files  
General Group Activity Files  
Building Asbestos Results

## **Harriman Campus and Upstate Region**

Building Files  
General Subject Files  
Inspection Records  
Service Contract Records  
Supply Stock/Purchase Records

## **Parking Management**

### **Administration**

Budget Requests  
Miscellaneous Permit Sale and Visitor Parking Revenue Records

Monthly Activity Reports

**Contractual Data**

After-hours Leasing  
Bus Operations  
Snow Removal

**Employee Listings**

Permit Holder Lists by Name and Agency  
Waiting Lists

**Parking Locations**

Albany Areas  
Outlying Areas

**Vehicle Damage Reports**

Legal Services' referrals

**Technical Services**

**Contract Administration**

Service Contract Specification Files

**Capital Planning**

Capital Construction Budget Submission to OGS Finance  
Preventive Maintenance Program Reports

Estimates—Alterations to Buildings and Facilities  
Project Files

**Centralized Stores Operations**

Supply stock/purchase Records

**Utilities Management**

**Statewide Energy Conservation Program**

Energy Files—NY Power Authority Contracts

**Empire State Plaza & Campus Central Air Conditioning Plants**

Air Conditioning Plant Calculations  
Central Plant Daily Log books  
Honeywell Environmental Control Facility—Computer Printout—Alarms logging and trends  
Electronic Distribution Log  
Flow Recordings  
Pressure Recordings  
Refrigeration Machine Logs  
Temperature Recordings  
Tons of Refrigeration Recordings

**Sheridan Avenue Steam Plant and Campus Steam and Diesel Electric Plant**

Diesel Generator Operating Log  
Flue Gas Temperature  
Flue Gas Log  
Boiler Log Sheets  
Steam Flow Recordings  
Steam Plant Daily Log Books  
Steam Plant Daily Log Sheets  
Water Treatment Log Sheets

**Empire State Plaza, Riverfront Pumping Station**

Chemical Treatment Records  
Plant Daily Log Books  
Plant Daily Log Sheets  
Water Tide Level Recordings

**All Buildings**

Equipment Maintenance Records/Schedules  
Material Requested

**Health and Safety**

Hazardous Material Files  
Air Quality and Environmental Files  
Injury & Illness Files  
Lock Out Tag Out and other Safety Procedures  
Workplace Violence Risk Assessments

## **REAL ESTATE PLANNING AND DEVELOPMENT**

### **EXECUTIVE OFFICE**

Budget Preparation and Coordination  
General Group Activity Files  
Monthly Reports  
Requisitions  
Special Reports  
Correspondence Files

Harriman Campus Land Use Survey  
Request for Proposals (RFP) for Tenant Representative and Special Real Estate Service Contracts  
RFP for Tenant Representative and Special Real Estate Service  
RFP Evaluations and Recommendations  
RFP Contract Approval Documentation with OSC

### **Bureau of Land Management**

#### **Administration**

Monthly Financial and Revenue Reports  
Budget Material  
Correspondence Files  
Equipment Requests  
Individual Case Register Sheets  
Miscellaneous Subject Files  
Monthly Reports

#### **Activities Relating to State Lands**

Appraisal – Information available after project closed  
Water Grant Index Maps, Miscellaneous survey records, NYS Historic Maps and OGS Maps  
Index Cards Covering Maps, Deeds, Letter Patent, U.S. Deposit Fund, Mortgages, Licenses  
Easements, Colonial Grants, Abandoned Canal Lands  
Inventory of Selected State-owned Lands  
Land Title Inventory, Land use Inventory  
Active Surplus Property List for Auction Scheduling  
Statewide & regional mailing lists for Public Auction notification  
Minutes of the Board of Commissioner of the Land Office 1784-1960 (for available years)  
\*Real Property Case Files (generally, but not always for closed cases only)  
Agency and Inter-agency Comments  
Applications  
Appraisal Contracts  
Appraisal Reports  
Correspondence  
Environmental Impact Statement  
Field Inspection Reports  
Findings

Hearing Minutes  
Inspection and Hearing Reports  
Proposed Grant Documents  
Remonstrances  
State Environmental Quality Review Act Determinations  
Surveys, Legal Descriptions  
Title Information

## **DIVISION OF REAL ESTATE PLANNING**

### **Administration**

Operations  
Audit Reports  
Priority Project Reports  
Office Procedures  
Requisitions  
Performance Reports  
Agency Surveys

### **Upstate/Downstate Real Estate Planning**

Leasing Procurement Documents including RFIs & evaluations  
Leasing Documents  
Leases and Permits RPPU-555  
Audit and Control Transmittals  
Expiration Notices  
Lease Offerings File  
Landlord Transmittals  
Lease Modification Agreements  
Abstracts  
Survey Reports on Properties Offered  
Temporary Lease Agreements  
Hold-Over Lease Agreements  
Disclosure/Vendor Responsibility Sheets (ID #'s on SS# to be blacked out)  
Report of Current Leases (city, agency and/or county)  
Tenant Representative Services in NYC Contract Documentation  
OGS Contractor/Vendor Obligations Under State Finance Law §139-J and §139-K form

### **Space Planning and Construction Services**

#### **Planning Related**

Project Management Documentation  
Planning documents  
Agency Space Requirements  
Position Codes and Standard Allocation  
Space Assignments and Release Notices  
Agency Contact Listing  
Building Statistics  
State Office Buildings  
State Leased Buildings

Rental Chargeback Files and Reports  
Rental Rates for State Office Buildings  
Space Assignments by Agency for State Office Buildings  
Space Assignments by Buildings for State Office Buildings

**Construction Related**

Operations  
Project Log  
Minutes of Meetings  
Inspection Reports  
Project Schedules  
Contractor's Proposals and/or Change Orders  
Final Inspection Report  
Tenant Representative Contract Construction Related Documents  
Project Management Agreements/Task Orders/Payment Documentation

## **BUSINESS SERVICES CENTER**

**(Inquiries concerning customer agency's records should be directed to the customer agency Public Information Office)**

### **Finance**

#### **Accounts Payable**

All Agency payment records with the exception of Design and Construction records processed directly by D&C and grant payments processed by Financial Administration.

#### **Purchasing**

All Agency purchase orders with the exception of records processed directly by D&C and grant POs processed directly by Financial Administration.

#### **Accounts Receivable**

Receipts on Accounts Receivable accounts

#### **Credit cards**

Procurement/travel card information

#### **Travel**

Travel Records

### **Human Resources**

#### **Personnel Administration**

Employee Name, address  
Employee Personal History Folders  
Emergency contact information

#### **Benefits Administration**

Employee Benefit Information  
OGS Employee Benefit Selections and Records  
Retirement System Information  
Beneficiary Information

#### **Payroll Administration**

Agency Payroll Information  
Employee Withholding information

#### **Time and Attendance**

Employee Time Records  
Overtime Records

#### **Security Services**

SFS Role Mapping Request Forms  
ASA Delegation of Authority Forms

**Customer Care and Transition**

Customer Agency Listing

Service Level Agreements and MOUs

Communications to Customer Agencies

**Performance Management**

Performance Metrics

**Organizational Development and Operations**

Training Presentations

**OFFICE OF MINORITY/WOMEN-OWNED BUSINESS AND COMMUNITY  
RELATIONS (MWBE)**

Article 15-A of New York Executive Law is fundamental to the purpose and role of this office. This law encourages and sets provisions for MWBE participation in the State's various contracts and other purchasing initiatives.

Investigate no-compliance with agency mandate

Evaluate agency's current Minority and Women-Owned Business Enterprise

Practices goal setting for MWBE participation in procurements

Quarterly reports to Empire State Development (ESD) on OGS and host agency utilization of MWBE

MWBE certification assistance

Educate the public on contracting opportunities with OGS

Community relationship-building through involvement of community based organizations and ethnic groups in OGS special events and initiatives