



State of New York - Executive Department  
 Office of General Services  
 New York State Procurement  
 Customer Services Administration  
 Corning Tower Building - Empire State Plaza  
 Albany, New York 12242  
[ogs.ny.gov/procurement](http://ogs.ny.gov/procurement)

**Application for Eligibility to Participate in the NYS Contract Extension Program**

State agencies, local governments, political subdivisions and others authorized by law interested in participating in the New York State contract extension program should register with OGS by completing and submitting this application. See return instructions below. Following OGS review and approval, the information will be placed in a database used to confirm your eligibility.

OGS contract information is available on the Internet at [ogs.ny.gov/procurement](http://ogs.ny.gov/procurement). The OGS New York State Procurement Web Page provides a variety of simple search tools to quickly and efficiently provide the most up-to-date contract information. OGS' Purchaser Notification Service (PNS) will allow you to register on-line to receive email notices about contract awards and other important procurement information. You may sign up for as few or as many contract areas that are of interest to you. Unlike the former system in which only one location received all contract information, and was responsible for managing and distributing the paper, this system allows for multiple registrations affording customization among registrants to select only those contracting areas of interest to them. PNS also permits instant changes to registrant profiles and selections.

Name of Government Agency or Organization			
Department or Title			
Street Address or PO Box			
City		State	Zip
County	Area Code, Telephone and Extension		Fax Number
Type or Print Name		Title	
Email Address:			
Category Code:		(Refer to List Below)	Date

**Please Choose Your Organizations Category**

- |  |  |
|--|--|
| 00 State Agency  | 53 Board of Cooperative Educational Services (BOCES)   |
| 01 County  | 54 Non-profit, Non-Public, Elementary or Secondary School  |
| 02 County Highway or DPW   | 55 Non-profit, Independent College or University   |
| 03 Town  | 56 Public Authority or Public Benefit Corp. (Statewide or Regional)                                |
| 04 Town Highway or DPW   | 57 Charitable Organization* ( <a href="#">Certification of Qualification</a> )                     |
| 05 City  | 58 Blind or Disabled Workshop  |
| 06 Village   | 59 Non-profit Museum, Historical Society, Zoological/Botanical Garden, Arboreta, Aquarium          |
| 07 Public School District  | 60 Non-profit, Public Educational Radio or Television Corporation                                  |
| 08 Public College  | 61 Non-profit, Non-public Hospital, Residential Health Care or Mental Hygiene Facility             |
| 09 Public Library  | 62 Non-profit Cemetery Corporation   |
| 10 Public Hospital   | 63 Non-profit Agricultural Society or Fair/Exposition held by County Extension Service Association |
| 11 Public Fire District  | 64 Non-Profit Charter Schools  |
| 12 Public Nursing Home   |  |
| 50 Other Political Subdivisions (Water & Sewer Districts, Local Authorities & Commissions, etc.) |  |
| 51 Volunteer Fire Company* ( <a href="#">Certification of Qualification</a> )                    |  |
| 52 Volunteer Ambulance Service* ( <a href="#">Certification of Qualification</a> )               |  |

**\*ADDITIONAL CERTIFICATION IS REQUIRED**

**RETURN COMPLETED FORM TO:**  
 NYS Office of General Services  
 New York State Procurement (NYSPRO)  
 Customer Services, Corning Tower, 38th Floor  
 Empire State Plaza  
 Albany, NY 12242  
 Tel: 518-474-6717  
 Email: [customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)

**FOR OGS USE ONLY:**  
 Customer ID# \_\_\_\_\_