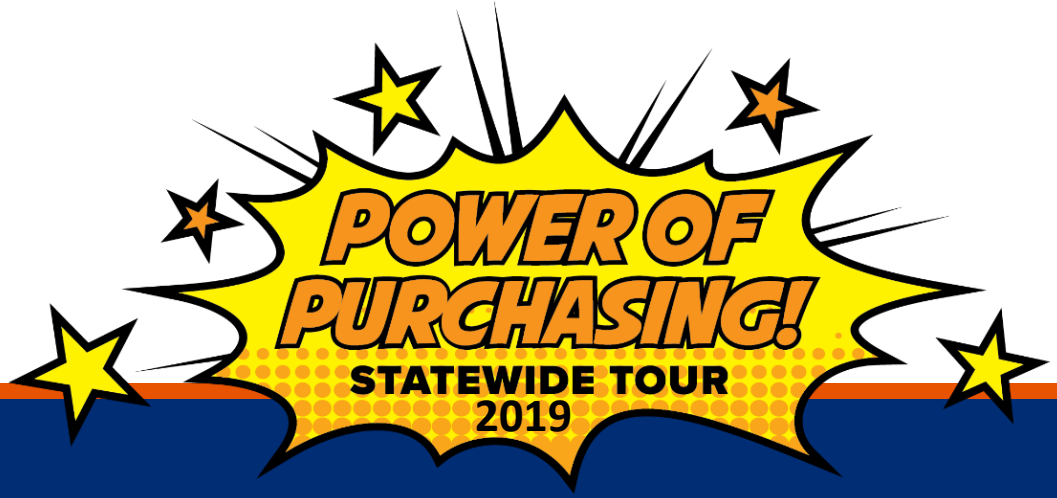
NEW YORK STATE OF OPPORTUNITY.

Office of General Services

OGS Procurement Services



July 3, 2019

@NYSPro @nysprocurement

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Navigating the Procurement Services Website

July 3, 2019

@NYSPro @nysprocurement

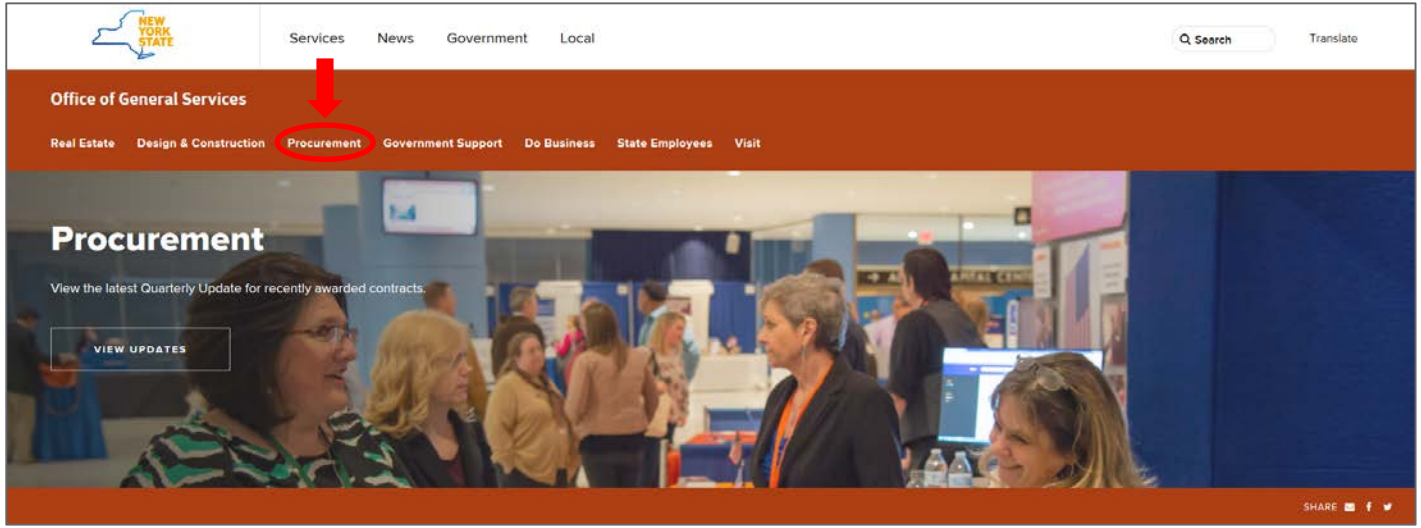
Procurement Services Website

Where to find it:

- www.ogs.ny.gov
- www.ogs.ny.gov/procurement (home page)

What it offers:

- Information for buyers – Buying 101
- Contracts portal
- Vehicle Marketplace
- Preferred Sources
- Green purchasing



https://ogs.ny.gov

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Real Estate Design & Construction Procurement Government Support Do Business State Employees Visit

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Procurement

Power of Purchasing Tour

Join us at one of our free seminars in a location near you!

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2 Contracts

Bid Opportunities

Bid Opening Results

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Do Business

1 Buyer Information

5 Green Purchasing

3 Preferred Sources

4 Vehicle Marketplace

State Procurement Council

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1 Buyer Information – Buying 101

https://ogs.ny.gov/procurement/buyer-information

TOP Buyer Information SHARE

BUYING 101

Understand the Procurement Process

State Agencies

Municipalities

School Districts

SUNY

1 Buying 101 – State Agencies

Four Methods of Procurement

Understanding New York State's Buying Process

Procurement involves the purchasing of goods (commodities) and services. If you
government organization in New York State, the buying process can be understo

Step 1: Identify your need and timeline.
Step 2: Determine your buying process & follow it.
Step 3: Select a vendor & make an award.
Step 4: Receive the goods, services, or commodities.
Step 5: Receive & pay the invoice.

The buying process is different for each type of organization in New York State, a
that you understand which rules and regulations apply to you.

State agencies must procure commodities or services in the following order acco
Finance Law:

1. From a **Preferred Source** vendor.
2. Through an OGS Procurement Services **centralized contract**.
3. **Piggybacking on existing contracts.** This means that you can receive the same services and commodities as the contract holders at the same price.
4. **Conducting your own procurement**, including discretionary purchases. This form of competitive bidding requires you to follow your own rules and regulations. Contracts are awarded on a basis of best value and lowest bidder.

Pay the invoice after the procurement is complete. For State agencies that are customers of the OGS Business Services Center, invoices should be reviewed and approved by the agency and then emailed to Accounts Payable at AccountsPayable@ogs.ny.gov.

The Four Methods of Procurement

1. Preferred Sources
2. OGS Centralized Contracts
3. Piggybacking
4 Conducting Your Own Procurement

Resources for State Agencies

NYS Procurement Guidelines

OSC State Agency Guide to Financial Operations

Public Procurement Debriefing Video

NIGP: The Institute for Public Procurement

National Association of State Procurement Officials (NASPO)

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1 Buying 101 – Municipalities

Municipalities & Local Governments

Local governments do not follow the same government procurement laws as state agencies. Instead, their purchasing process is shaped by General Municipal Law and whatever policies and procedures that the local government adopts. There are several types of procurement for local entities to consider:

- **Piggybacking on existing contracts.** This means that you can receive the same services and commodities as the contract holders at the same price.
- **Conducting your own procurement.** This form of competitive bidding requires you to follow not only your own rules and regulations but that of General Municipal Law. Contracts are awarded on a basis of best value and lowest bidder. To learn more check out the OSC Local Government Management Guide: Seeking Competition in Procurement (PDF).
- **Cooperative purchasing.** This is when two or more local entities seek to purchase goods or services together, resulting in greater purchasing power and cost savings. Any city, town, village, county, fire or school district, BOCES, and improvement districts can sign an intergovernmental cooperative agreement to seek procurement together.

For questions and resources related to state guidelines for local government procurement, please consult the Office of the State Comptroller (OSC) today.

Resources for Municipalities

- Training Events and Resources
- NY GovBuy
- Preferred Sources
- OGS Centralized Contracts
- OSC Local Government Management Guide
- Glossary of Commonly Used Procurement Terms
- Acronyms Used in Procurement
- Piggybacking (Using Other Existing Contracts)
- Office of the State Comptroller
- State Association of Municipal Purchasing Officials (SAMPO)

1 Buying 101 – School Districts

School Districts

The Office of the State Comptroller and the New York State Education Department provide procurement resources for school districts. In addition, school districts are eligible to use certain OGS Procurement Services centralized contracts. Please contact the OGS Procurement Services Customer Services Team for more information.

What's Related

- Training Events and Resources
- NY GovBuy
- NYSED Educational Management Purchasing Resources
- Educational Management Purchasing Handbook
- OSC Local Government Management Guide
- Glossary of Commonly Used Procurement Terms
- Acronyms Used in Procurement

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1 Buying 101 – SUNY

SUNY

SUNY has several laws, policies, and procedures that shape how procurement is done. Check out SUNY Procurement Policies & Procedures.

Resources for SUNY

- Training Events and Resources
- NY GovBuy
- Laws Impacting SUNY Procurement
- SUNY Procurement Policies & Procedures

- Public Procurement Debriefing Video
- Glossary of Commonly Used Procurement Terms
- Acronyms Used in Procurement

1 Buying 101 – General Procurement Resources & Training

General Procurement Resources & Training

- Training Events and Resources
- NY GovBuy
- Glossary of Commonly Used Procurement Terms
- Acronyms Used in Procurement
- OSC VendRep System
- NIGP: The Institute for Public Procurement
- Public Procurement Debriefing Video
- NYS Procurement Guidelines

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NY GovBuy

SAVE THE DATE

2020 NY GovBuy

A Statewide Government Buyers Event

May 13 & 14, 2020 | Albany, NY

For an overview of our most recent GovBuy event, please visit **https://ogs.ny.gov/nygovbuy** and click on NY GovBuy.
To receive updates, follow us on Facebook and Twitter.

The 2020 NY GovBuy is co-sponsored by:

Office of General Services | SAMPO | SUNY | BOCES

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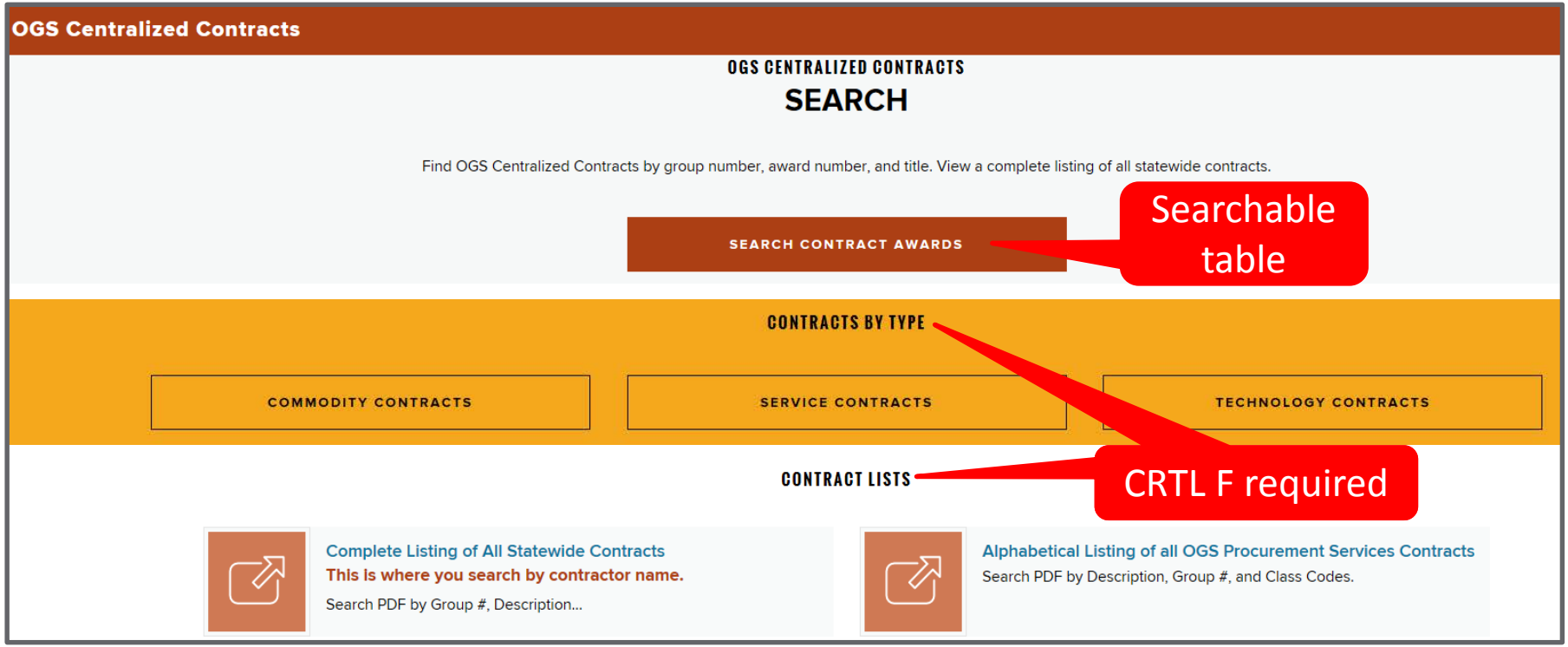
2 Contracts Page



2 Contracts Web Page

OGS Centralized Contracts Search

SEARCH CONTRACT AWARDS

CURRENT CONTRACT AWARDS

Commodities | Services | Technology

Search:

Sortable!

Sortable!

Search by Award Number, Group Number, and Title.

Award #	Group #	Award Title	Contract Type
23073	30204	Athletic Equipment (Statewide)	Commodity
PGB 23067 RA, RM	30211	Park and Recreation Equipment (Statewide)	Commodity
22844-E*	38806	Audio Visual Equipment & Accessories (Statewide) **[Buy from these contracts in the NYS eMarketplace]**	Commodity
23123	30310	Vehicle and Equipment Parts and Related Products (Statewide)	Commodity

2 Contracts Web Page

NEW YORK STATE

Home | Contact Us | NYSPro Search | Site Map

| Procurement Services Home Page | Search | Commodities | Information Technology | Services | Telecommunications

State Contract Award Notices-Commodities

Group	Description
000	_General Information
302	Athletic Equipment
388	Audio-Visual & Photographic Equipment & Supplies
303	Automotive Equipment & Supplies

Contracts by Type

COMMODITY CONTRACTS

Contracts List

Complete Listing of All Statewide Contracts
This is where you search by contractor name.
Search PDF by Group #, Description...

Procurement Services
All Term Contracts by Group Number

Contract Period	Award#	MB/WB / SB	Contract No.	Contractor Name
9/21/2015 - 9/20/2020	22773	SB	PC67024	BOICE BROS DAIRY INC
9/21/2015 - 9/20/2020	22773		PC67025	BYRNE DAIRY INC
9/21/2015 - 9/20/2020	22773		PC67026	CREAM-O-LAND DAIRIES LLC
9/21/2015 - 9/20/2020	22773		PC67027	UPSTATE NIAGARA COOPERATIVE INC

2 What You'll Find on a Typical Contract

State Contract Award Notices - Commodities

Protective Outerwear (Firefighting, Safety, Industrial And Hazardous Control Usage) (Statewide)	
Award Document {Updated / Revised}	**Contract Period:** October 16, 2012 - December 31, 2016
Contract Updates	**Group:** 40061 **Award:** 22123 (Replaces 19298)
	Use of Contracts: All State Agencies and Political Subdivisions
Historical Details	**Contact Person:** Neilene Rabideau **Telephone:** (518) 473-6518 **Fax:** (518) 474-5052
Customer Service	Contract Issued: October 16, 2012 **Contract Updated: March 25, 2015**

Description:
Safety Shoes; Specialty Boots (various); Firefighting Turnout Gear, Helmets, Gloves, Firefighting Boots, Assault Clothing, EMS Clothing, Proximity Clothing, Search & Rescue Clothing and Wildland Clothing. Agencies Note: Please refer to the Preferred Source Products and Overlapping Contract Items clauses and TABLE 1: Preferred Sources and/or NYS Contract Overlap on pages 40 & 41. Agencies are required to purchase from the least expensive alternative meeting their form, function and utility if overlapping items exist.

Install Free Adobe Acrobat Reader for PDF Documents

The above PDF files are available in text by calling Customer Services at (518) 474-6717.

- Hyperlinks in contract lists will bring you to the standard contract information, including:
  - Who can use the contracts
  - Award documents
  - Contract updates
  - Description of what you can buy

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3 Preferred Sources

INFORMATION

Preferred Sources

If you are a state agency, a public benefit corporation (including most public authorities), a municipality, or a school district you are required by law to purchase commodities and services from Preferred Sources first if a Preferred Source offering meets your needs for **form**, **function**, and **utility**.

The advantage of this type of procurement is that you do not need to follow the competitive bid process.

While it is not possible for any private business to become a Preferred Source, it is possible for a business to partner with a Preferred Source. To identify these opportunities, contact the Preferred Source directly for information.

NEW YORK STATE'S THREE PREFERRED SOURCE ORGANIZATIONS

New York State Department of Correctional Services Division of...
Corcraft provides employment opportunities for inmates.

New York State Preferred Source Program for People Who Are Blind...
NYSPSP provides employment opportunities for blind and visually impaired New...

New York State Industries for the Disabled (NYSID)
New York State Industries for the Disabled provides employment opportunities for...

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4 Vehicle Marketplace

NEW YORK STATE

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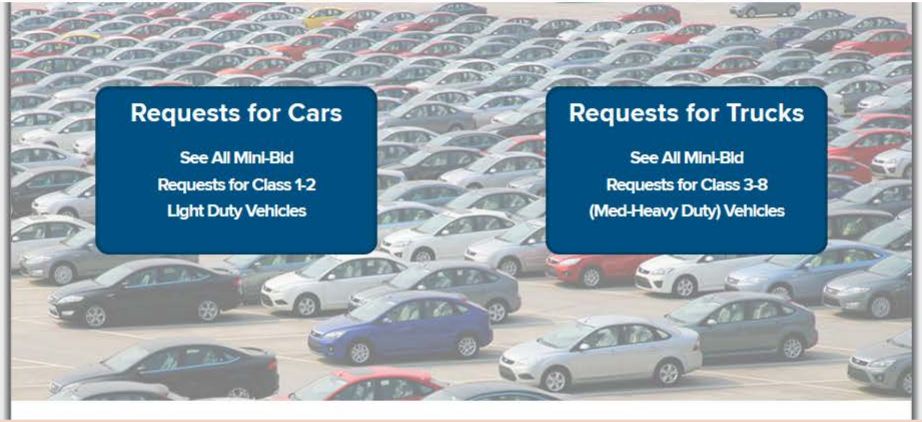
New York State Office of General Services
Vehicle Marketplace

Authorized Users - How to Buy Vehicle Dealers - How to Sell Mini-Bid Results

- Used by buyers <u>and</u> dealers
- Forms for buyers



- Results of Mini-Bids
- Contact info for the VM Team

New York State Office of General Services
Vehicle Marketplace

Award 22898 - Light Duty	Award 22904 - Med-Heavy Duty	Procurement Resources	Website
Customer Services	Customer Services	Procurement Services	Reasonable Accommodation
Award Documents & Updates	Award Documents & Updates	Contact the Office of General Services	Web Accessibility
Dealers on Contract	Dealers on Contract	NYS Procurement Council	Disclaimer
How to Use this Contract	How to Use this Contract	Advisory Council on Procurement Lobbying	Privacy

5 Green Purchasing

Office of General Services

Real Estate | Design & Construction | Procurement | Government Support | Do Business | State Employees | Visit

GreenNY: State Purchasing and Operations

EO 4 Approved Purchasing Specifications and GreenNY Educational Resources

SPECIFICATIONS

ANNUAL REPORT

GreenNY is Making a Difference

Cutting Costs

Paper use decreased 53% since FY 08-09, saving the state $29.2 million in the first seven years of Governor Cuomo's administration, $55.4 million since reporting began, and $8 million per year going forward.

Reducing Waste

Executive agencies have virtually eliminated the purchase of bottled water, and 80% of authorities have done so, restricting bottled water use to special circumstances, such as for soldiers in the field.

Greening the Economy

New York spent $106.8 million on green products and services in 2017-18, helping to drive the market toward green products. The State's green purchasing program won national awards in both 2017 and 2018.

READ THE REPORT

GREENNY SPOTLIGHT

Lunchtime Learning Webinars

Mark your calendars for a series of Lunchtime Learning webinars on how to build sustainability into your life. Topics include composting, greener gifting, plastics avoidance, and more! Registration required.

REGISTER FOR LUNCHTIME LEARNING

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5 Green Purchasing

Energy Efficiency

Improve energy sourcing and performance of NYS buildings & fleets.

OPTIMIZE BUILDING OPERATIONS

USE RENEWABLE ENERGY

GREEN YOUR FLEET

State Agency Waste Reduction, Reuse, Recycling

Learn about how to start or improve your agency's waste reduction, reuse, recycling, and composting programs.

REDUCE YOUR AGENCY'S OFFICE WASTE

INCREASE RECYCLING IN YOUR OFFICE

EXECUTIVE ORDER 18: RESTRICTING THE USE OF BOTTLED WATER

Conserving Natural Resources

Help support New York State's natural resources by maintaining sustainable landscapes and protecting pollinators.

SUSTAINABLE LANDSCAPING

POLLINATOR PROTECTION

GreenNY Knowledge Resources

Find tip sheets, quick guides, progress reports & more.

- Information on:
  - Environmentally preferable purchasing
  - Energy efficiency
  - State agency waste reduction, reuse & recycling
  - Toxics reduction
  - Conserving natural resources
  - GreenNY knowledge resources

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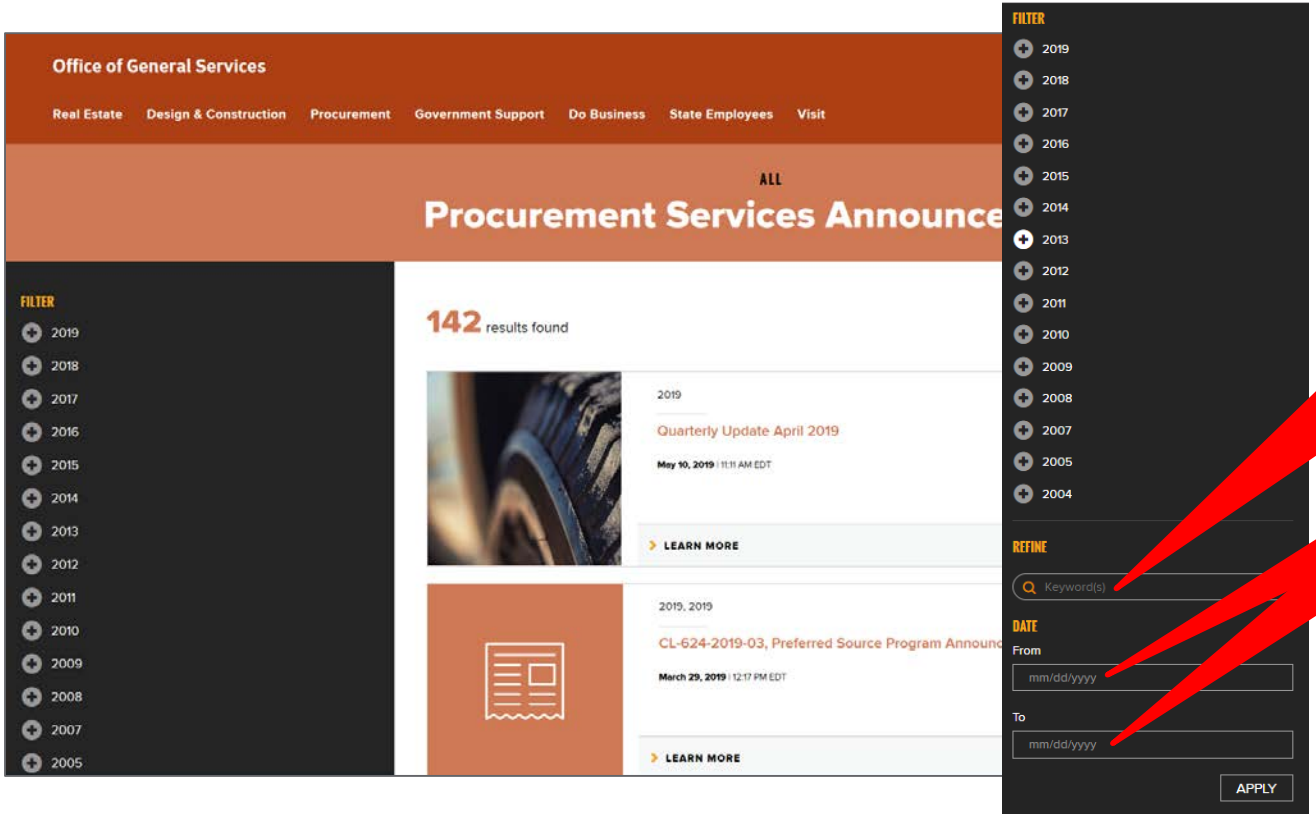
6 Announcements Web Page



Search by:

- Keyword(s)
- Date range

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Questions or Help?

We're here to help!

Contact our Customer Services Team:

(518) 474-6717

customer.services@ogs.ny.gov

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