



**Office of  
General Services**

# Preferred Source Program

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@NYSPPro



@nysprocurement



# Who is required to buy Preferred Source products and services?

- State agencies
- Public benefit corporations
- Public authorities
- Municipalities
- School districts

Learn more about NYS Finance Law at:

<http://codes.findlaw.com/ny/state-finance-law/stf-sect-163.html>





# When am I required to buy Preferred Source products and services?

The law requires that **if** an approved Preferred Source offering meets your requirements for **form, function, and utility**; and the price is within 15% of the prevailing market for NYSPSP and NYSID or at or below fair market price for Corcraft, you are required to purchase from the Preferred Source.

Think of **form, function, and utility** in basic terms:

- Form:** Shape, color, configuration, construction
- Function:** Purpose, capacity to work in a particular way
- Utility:** Usefulness, availability, functionality





# Preference (Preferred Source Status ) Has Been Granted to The Following Entities



**Commodities** produced by the Department of Corrections and Community Supervision, Division of Correctional Industries.



**Commodities and Services** produced by qualified, non-profit organization for the blind and approved by the Commissioner of Office of Children and Family Services.



**Commodities and Services** produced by any qualified, non-profit organization for severely disabled persons and approved by the Commissioner of Education.

**Please note:** Corcraft, NYSPSP, and NYSID also offer goods and services that do not have preferred source status. These products and services are subject to all statutory requirements for open market procurement. Their catalogs will identify approved products.





# Purchasing Order of Precedence

## Commodities (Goods)

1. CORCRAFT
2. NYSPSP
3. NYSID

## Services

NYSPSP & NYSID -- equal priority

**NOTE:** If more than one Preferred Source meets your requirements, cost shall be the determining factor





# Prevailing Market and Price

Approved Preferred Source commodity and service offerings from NYSID and NYSPSP must be within 15% of the prevailing market.

Prevailing market (aka “fair market”) can be determined from the following:

1. OGS centralized contracts
2. Active state agency, school, or local government contracts
3. Other state or cooperative purchasing contracts
4. Federal contracts or open market information





# Buying from Preferred Sources



# Corcraft [www.Corcraft.org](http://www.Corcraft.org)

## First priority for commodities!

### Preferred Source offerings include:

- Cafeteria, classroom, dormitory and office furniture
- File and storage cabinets
- Library tables and seating
- Highway signage
- Janitorial and cleaning supplies
- Work wear and apparel

**NYS Vendor ID #1100162226 | 1-800-436-6321**





# NYSPSP [www.nyspsp.org](http://www.nyspsp.org)

## NYSPSP Preferred Source products include:

- Drug test and overdose kits
- First aid supplies
- Gloves and work wear
- Incontinence and medical supplies
- Janitorial and cleaning supplies
- Office supplies and lighting

## NYSPSP Preferred Source services include:

- Call Center
- Data Imaging
- Digital Accessibility and Usability Testing and Remediation Reporting Services (DAUTRRS)
- Document Destruction
- Mailroom and distribution
- Transcription
- Warehousing and distribution

**NYS Vendor ID #1100070977 | 1-800-421-9010**



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# NYSID [www.nysid.org](http://www.nysid.org)

## NYSID Preferred Source products include:

- Apparel and outerwear
- Incontinence and medical supplies
- Janitorial and cleaning supplies
- Office supplies and lighting
- Personal care items and textiles
- Uniforms and footwear

## NYSPSP Preferred Source services include:

- Data imaging and document destruction
- Janitorial
- Grounds keeping
- Mail fulfillment
- Mailroom and distribution
- Temporary warehouse personnel

**NYS Vendor ID #1000001252 | 1-800-221-5994**



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# Roles and Responsibilities





# Electronic Service Application - ESA

Required for all proposed Preferred Source Services Applications with a value exceeding \$50,000

The Overview, 4 Forms plus attachments

- Application Overview – process summary, instructions, and index of documents
- Form 1 – Purchasing Agency Statement of Work
- Form 2 -- Preferred Source Facilitating Entity Service Application
- Form 3 -- Preferred Source Cost Summary
- Form 4 -- Purchasing Agency Approval
- Attachments -- Application Letter to OGS & Market Comparison (Mandatory), Designating Agency Corporate Partner Approval/Prevailing Wage/Prior Contract Approval Letter (If Applicable)



# Questions?

**OGS PS Preferred Source Team**

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