



**Office of
General Services**

Preferred Source Buying Strategies

Know the Rules and How to Apply Them

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@NYSPRO



@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>



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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 NYSID and NYSPSP 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.



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Preferred Source Facilitating Entities

- Serve as a single point of contact between you (the purchaser), the member organization (supplier) who will provide the goods and services, and the regulatory agencies who ensure statutory compliance (DOCCS, ESD, OGS, OSC, SED, and OCFS)
- Are the contractor of record for all service contracts and purchase orders for approved offerings
- Facilitate transactions by providing administrative, billing, contracting and marketing services





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





Preferred Source purchasing requirements have priority over MWBE & SDVOB goals

- Preferred Source payments to a **Corporate Partner** that is an **MWBE** may be applied towards MWBE goals
- Preferred Source payments to a **Corporate Partner** that is an **SDVOB** may be applied towards SDVOB goals





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



Buy Corcraft Products On-line 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

Product Search [Search](#)
advanced product search

Home Ordering info Links Downloads Supplier Bidding Login

Shop by Category

- Apparel & Textiles
- Dormitory/Institutional
- Emergency Supplies
- Forms
- Furniture
- Janitorial Supplies
- Lockers
- Miscellaneous
- Office & School Accessories
- Outdoor Products
- Personal Care Products
- Seating
- Security Products
- Shelving
- Specialty Steel
- Tables
- Vehicle Maintenance Supplies

Welcome to Corcraft

Featured categories

- Apparel & Textiles**
 - Institutional Apparel
 - Miscellaneous Textile Products
 - Special Application Garments
 - Shower Curtains
- Dormitory/Institutional**
 - Lounge Furniture
 - Apparel and Textiles
 - Bedding
 - Beds
 - Facility Seating
 - Industrial Shelving
 - Mattresses
- Emergency Supplies**
 - Furniture
 - Supplies
- Forms**
 - DOCS Only Forms
- Furniture**
 - Desks and Credenzas
 - Tables
 - Classroom
 - Seating
- Janitorial Supplies**
 - Dustpans
 - Cleaners
 - Accessories (Cabinets, Pumps, Bottles)
 - Floor Care
 - Food Service Chemicals

There are no items in your order.

Welcome to the Corcraft store. VENDORS: Please click on "Supplier Bidding" above to register as a vendor. CUSTOMERS: You are welcome to register (click the "Login" button above) and/or browse our products, however you will not be able to shop until we approve your registration. PLEASE NOTE: Not all items we carry are currently available through our store. To view our entire selection, please view our Price Guide by clicking "Downloads" above.



NYSPSP www.nyspssp.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

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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Electronic Service Application





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)



Where Do I Find the ESA?

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

← Preferred Sources

Preferred Sources Resources



SECTIONS









Forms

Status Reports

Related Guidelines

Training Resources

Forms

	Preferred Source Service Application Overview MS Word	 DOWNLOAD
	Preferred Source Form 1 Agency Application MS Word	 DOWNLOAD
	Preferred Source Form 2 Preferred Source Application MS Word	 DOWNLOAD
	Preferred Source Form 3 Service Cost Summary MS Excel	 DOWNLOAD
	Preferred Source Form 4 Agency Acceptance MS Word	 DOWNLOAD
	Preferred Source Checklist & Guide to Prevailing Markets MS Excel	 DOWNLOAD

Follow this link:

<https://ogs.ny.gov/procurement/pREFERRED-SOURCES-RESOURCES#formsRegular>



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Roles, Responsibilities, & Resources





OGS Preferred Source Team

- John Normile
 - David Keneston
 - Judy Dorsman
 - John Indelicato
- Interface with Preferred Sources, Procurement Council, ESD and purchasers to ensure compliance with State Finance Law and Preferred Source Guidelines
 - Review and approve applications for new products, and product price revisions, and applications for new service offerings and service contracts
 - Reviews and evaluates the ESA





Find More Information Online

- Buying from a Preferred Source | <https://ogs.ny.gov/procurement/preferred-sources>
- How to Use the Preferred Source Electronic Service Application | <https://ogs.ny.gov/procurement/preferred-sources-resources#training-resources>
- List of Preferred Source Offerings | <https://ogs.ny.gov/system/files/documents/2019/03/listofpreferredsourceofferings.pdf>
- Preferred Source Guidelines | <https://ogs.ny.gov/procurement/nys-procurement-bulletin-preferred-source-guidelines>
- NYS Finance Law | <http://public.leginfo.state.ny.us/lawssrch.cgi?NVLWO>
- NYS Procurement Guidelines | <https://ogs.ny.gov/system/files/documents/2018/08/psnys-procurement-guidelines.pdf>
- NYS Procurement Council | <https://ogs.ny.gov/procurement/nys-procurement-council>
- OGS BSC Purchasing | <https://bsc.ogs.ny.gov>



Questions

OGS PS Preferred Source Team

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