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General Information Bulletin

Subject: Preferred Source Program Announcements

DATE: MAY 22, 2020 **CL #:** 624-2020-05

DESCRIPTION: Updates to the List of Preferred Source Offerings

OGS CONTACT: Preferred Source Team **|** 518-486-1692 **|** OGS.sm.PS_CM_PreferredSource@ogs.ny.gov

TO ALL STATE AGENCIES, PUBLIC AUTHORITIES, COMMISSIONS, PUBLIC BENEFIT CORPORATIONS OR POLITICAL SUBDIVISIONS OF THE STATE OF NEW YORK:

OGS has updated the List of Preferred Source Offerings – Section A

OGS remains committed to the Preferred Source program. We look forward to continued cooperation to ensure opportunities are provided to individuals who are blind and to the severely disabled in compliance with State Finance Law. If you have any questions, please contact the OGS Preferred Sources Team at: OGS.sm.PS_CM_PreferredSource@ogs.ny.gov.

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General Information Bulletin

Subject: Preferred Source Program Announcements

DATE: FEBRUARY 3, 2020 **CL #:** 624-2020-02

DESCRIPTION: Updates to the Guide to Prevailing Markets, Electronic Service Application, and List of Preferred Source Offerings

OGS CONTACT: Preferred Source Team **|** 518-486-1692 **|** OGS.sm.PS_CM_PreferredSource@ogs.ny.gov

TO ALL STATE AGENCIES, PUBLIC AUTHORITIES, COMMISSIONS, PUBLIC BENEFIT CORPORATIONS OR POLITICAL SUBDIVISIONS OF THE STATE OF NEW YORK:

OGS has updated the Completeness Review Checklist and Guide to Prevailing Markets document

OGS has updated the Electronic Service Application (ESA) for Preferred Source Services, Form 2 – Preferred Source Facilitating Entity Service Application and Form 3 – Preferred Source Cost Summary

OGS has updated the List of Preferred Source Offerings (the "List"):

OGS has updated the Commodities Section A of the List of Preferred Source Offerings. OGS maintains and regularly updates the List to reflect changes.

As a reminder, each time an application is to be filled out please retrieve it from the website so that you have the most recent version.

OGS remains committed to the Preferred Source program. We look forward to continued cooperation to ensure opportunities are provided to individuals who are blind and to the severely disabled in compliance with State Finance Law. If you have any questions, please contact the OGS Preferred Sources Team at: OGS.sm.PS_CM_PreferredSource@ogs.ny.gov.

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General Information Bulletin

Subject: Preferred Source Program Announcements

DATE: MARCH 29, 2019 **CL #:** 624-2019-03

DESCRIPTION: Updates to the List of Preferred Source Offerings, Electronic Services Application, and How to Use the Preferred Source Electronic Service Application Guide

OGS CONTACT: Preferred Source Team **|** 518-408-2557 **|**
OGS.sm.PS_CM_PreferredSource@ogs.ny.gov

TO ALL STATE AGENCIES, PUBLIC AUTHORITIES, COMMISSIONS, PUBLIC BENEFIT CORPORATIONS OR POLITICAL SUBDIVISIONS OF THE STATE OF NEW YORK:

The link to the new Preferred Sources website is https://ogs.ny.gov/procurement/preferred-sources

Updates to the List of Preferred Source Offerings (the "List")

The link to the List of Preferred Source Offerings has changed. The List is available at: https://ogs.ny.gov/procurement/list-preferred-source-offerings. All links in the document have been updated.

OGS has updated the Commodities Section A of the List of Preferred Source Offerings. OGS maintains and regularly updates the List to reflect changes.

Updates to the Electronic Services Application (ESA) for Preferred Source Services and How to Use the Preferred Source Electronic Service Application Guide

The link to the Electronic Services Application and How to Use guide has been changed. They are now available at: https://ogs.ny.gov/procurement/preferred-sources-resources#forms. All links in the documents have been updated.

As a reminder, each time an application is to be filled out please retrieve it from the website so that you have the most recent version.

OGS remains committed to the Preferred Source program. We look forward to continued cooperation to ensure opportunities are provided to individuals who are blind and to the severely disabled in compliance with State Finance Law. If you have any questions, please contact the OGS Preferred Sources Team at: OGS.sm.PS_CM_PreferredSource@ogs.ny.gov.

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General Information Bulletin

Subject: Preferred Source Program Announcements

DATE: JANUARY 28, 2019 **CL #:** 624-2019-01

DESCRIPTION: Updates to the List of Preferred Source Offerings and to the Electronic Services Application

OGS CONTACT: Preferred Source Team **|** 518-408-2557 **|**
OGS.sm.PS_CM_PreferredSource@ogs.ny.gov

TO ALL STATE AGENCIES, PUBLIC AUTHORITIES, COMMISSIONS, PUBLIC BENEFIT CORPORATIONS OR POLITICAL SUBDIVISIONS OF THE STATE OF NEW YORK:

Updates to the List of Preferred Source Offerings (the "List")

The NYS Procurement Council has approved two service definitions to be added to Section D of the List: Digital Accessibility and Usability Testing and Remediation Reporting Services (DAUTRRS) and Mail Fulfillment Services. The List of Preferred Source Offerings is available in the General Resources section at: https://nyspro.ogs.ny.gov/content/buying-preferred-source-0

Updates to the Electronic Services Application (ESA) for Preferred Source Services

OGS has revised the Electronic Services Application Overview, Form 1 – Purchasing Agency Statement of Work for Preferred Source Services, Form 2 – Preferred Source Facilitating Entity Service Application, and Form 3 – Preferred Source Service Application Service Cost Summary. The ESA Forms and How to Use guide are available in the General Resources section at: https://nyspro.ogs.ny.gov/content/buying-preferred-source-0

In this case the Preferred Source Team requests that the implementation of the above mentioned revised forms be one month from the date of this CL posting.

As a reminder, each time an application is to be filled out please retrieve it from the website so that you have the most recent version.

OGS remains committed to the Preferred Source program. We look forward to continued cooperation to ensure opportunities are provided to individuals who are blind and to the severely disabled in compliance with State Finance Law. If you have any questions, please contact the OGS Preferred Sources Team at: OGS.sm.PS_CM_PreferredSource@ogs.ny.gov.

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General Information Bulletin

Subject: Preferred Source Program Announcements

DATE: OCTOBER 19, 2018 **CL #:** 624-2018-10

DESCRIPTION: Updates to the List of Preferred Source Offerings

OGS CONTACT: Preferred Source Team **|** 518-408-2557 **|** OGS.sm.PS_CM_PreferredSource@ogs.ny.gov

TO ALL STATE AGENCIES, PUBLIC AUTHORITIES, COMMISSIONS, PUBLIC BENEFIT CORPORATIONS OR POLITICAL SUBDIVISIONS OF THE STATE OF NEW YORK:

The List of Preferred Source Offerings (the "List") has been updated. This bulletin is a summary of updates and changes made to the List.

Updates to Section A of the List of Preferred Source Offerings

OGS has updated Commodities: Section A of the List of Preferred Source Offerings. OGS maintains and regularly updates the List to reflect changes. The List of Preferred Source Offerings is available in the General Resources section at: https://nyspro.ogs.ny.gov/content/buying-preferred-source-0

OGS remains committed to the Preferred Source program. We look forward to continued cooperation to ensure opportunities are provided to individuals who are blind and to the severely disabled in compliance with State Finance Law. If you have any questions, please contact the OGS Preferred Sources Team at: OGS.sm.PS_CM_PreferredSource@ogs.ny.gov.

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General Information Bulletin

Subject: Preferred Source Program Announcements

DATE: AUGUST 20, 2018 **CL #:** 624-2018-08

DESCRIPTION: Updates to the Electronic Services Application

OGS CONTACT: Preferred Source Team **|** 518-408-2557 **|** OGS.sm.PS_CM_PreferredSource@ogs.ny.gov

TO ALL STATE AGENCIES, PUBLIC AUTHORITIES, COMMISSIONS, PUBLIC BENEFIT CORPORATIONS OR POLITICAL SUBDIVISIONS OF THE STATE OF NEW YORK:

Updates to the Electronic Services Application (ESA) for Preferred Source Services

OGS has revised the Electronic Services Application Form 1 – Purchasing Agency Statement of Work for Preferred Source Services, Form 2 – Preferred Source Facilitating Entity Service Application, and Form 4 – Purchasing Agency Acceptance of Preferred Source Service Application. The ESA Forms and How to Use guide are available in the General Resources section at: https://nyspro.ogs.ny.gov/content/buying-preferred-source-0

In this case the Preferred Source Team requests that the implementation of the above mentioned revised forms be one month from the date of this CL posting.

As a reminder, each time an application is to be filled out please retrieve it from the website so that you have the most recent version.

OGS remains committed to the Preferred Source program. We look forward to continued cooperation to ensure opportunities are provided to individuals who are blind and to the severely disabled in compliance with State Finance Law. If you have any questions, please contact the OGS Preferred Sources Team at: OGS.sm.PS_CM_PreferredSource@ogs.ny.gov.

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General Information Bulletin

Subject: Preferred Source Program Announcements

DATE: MAY 10, 2018 **CL #:** 624-2018-05

DESCRIPTION: Updates to the List of Preferred Source Offerings and the Electronic Service Application

OGS CONTACT: Preferred Source Team **|** 518-408-2557 **|**
OGS.sm.PS_CM_PreferredSource@ogs.ny.gov

TO ALL STATE AGENCIES, PUBLIC AUTHORITIES, COMMISSIONS, PUBLIC BENEFIT CORPORATIONS OR POLITICAL SUBDIVISIONS OF THE STATE OF NEW YORK:

The List of Preferred Source Offerings (the "List") has been updated to reflect the addition of new services, and other changes relevant to the Authorized Users of NYS contracts. This bulletin is a summary of updates and changes made to the List following the April 18, 2018 meeting of the NY State Procurement Council.

The List is located at: http://www.ogs.ny.gov/procurecounc/pdfdoc/pslist.pdf.

Updates to the List of Preferred Source Offerings-General
OGS has updated the List of Preferred Source Offerings.

Updates to Section D of the List of Preferred Source Offerings
The NYS Procurement Council approved 3 definitions for Temporary Personnel at the April 18, 2018 meeting: Temporary Personnel – Bindery Workers, Temporary Personnel – Test Monitors and Proctors, and Temporary Personnel – Transportation Field Work. A summary of the definitions has been added to Section D. Find the complete definitions in the General Resources section at: https://nyspro.ogs.ny.gov/content/buying-preferred-source-0

Updates to the Electronic Services Application (ESA) for Preferred Source Services
OGS has revised the Preferred Source Electronic Services Application Forms 1-4. The ESA Forms and How to Use guide are available in the General Resources section at: https://nyspro.ogs.ny.gov/content/buying-preferred-source-0

OGS remains committed to the Preferred Source program. We look forward to continued cooperation to ensure opportunities are provided to individuals who are blind and to the severely disabled in compliance with State Finance Law. If you have any questions, please contact the OGS Preferred Sources Team at: OGS.sm.PS_CM_PreferredSource@ogs.ny.gov.

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General Information Bulletin

Subject: Preferred Source Program Announcements

DATE: January 29, 2018 **CL #:** 624-2018-01

DESCRIPTION: Updates to the List of Preferred Source Offerings and the Electronic Service Application

OGS CONTACT: Preferred Source Team **|** 518-408-2557 **|** OGS.sm.PS_CM_PreferredSource@ogs.ny.gov

TO ALL STATE AGENCIES, PUBLIC AUTHORITIES, COMMISSIONS, PUBLIC BENEFIT CORPORATIONS OR POLITICAL SUBDIVISIONS OF THE STATE OF NEW YORK:

The List of Preferred Source Offerings (the "List") has been updated to reflect the addition of new commodities and services, and other changes relevant to the Authorized Users of NYS contracts. This bulletin is a summary of updates and changes made to the List following the November 8, 2017 meeting of the NY State Procurement Council.

The List is located at: http://www.ogs.ny.gov/procurecounc/pdfdoc/pslist.pdf.

Updates to the List of Preferred Source Offerings-General
OGS has updated the List of Preferred Source Offerings.

Updates to Section A of the List of Preferred Source Offerings
OGS has updated the list of approved Commodities, Section A, of the List of Preferred Source Offerings.

Preferred Source Status has been approved for NSYPSP for the following:

- Medicine Cups
- Celox Hemostatic Solutions

Preferred Source Status has been approved for NYSID for the following:

- VermaGro Worm Tee

Updates to Section D of the List of Preferred Source Offerings
The NYS Procurement Council approved a definition for Temporary Personnel – Office at the November 8, 2017 meeting. A summary of the definition and additional guidance have been added to Section D. Find the complete definition and additional guidance in the General Resources section at: https://nyspro.ogs.ny.gov/content/buying-preferred-source-0

Updates to the Electronic Services Application (ESA) for Preferred Source Services
OGS has revised the Preferred Source Electronic Services Application Forms 1-4 and updated the related How To Use guide. The ESA Forms and How to Use guide are available in the General Resources section at: https://nyspro.ogs.ny.gov/content/buying-preferred-source-0

OGS remains committed to the Preferred Source program. We look forward to continued cooperation to ensure opportunities are provided to individuals who are blind and to the severely disabled in compliance with State Finance Law. If you have any questions, please contact the OGS Preferred Sources Team at: OGS.sm.PS_CM_PreferredSource@ogs.ny.gov.

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General Information Bulletin

Subject: Preferred Source Program Announcements

DATE: September 11, 2017 **CL #:** 624

DESCRIPTION: Updates to Electronic Application for Services and the List of Preferred Source Offerings

OGS CONTACT: John Normile | Assistant Director | 518-408-2557 | john.normile@ogs.ny.gov

1. New Documents Have Been Posted for the Electronic Services Application (ESA) for Preferred Source Services

OGS PS has published a blank Service Application Completeness Checklist on the preferred sources webpage. Since July 01, 2017 the OGS Preferred Sources Team (OGS PS) has been reviewing every new application for completeness upon receipt. Incomplete applications are being returned to the Preferred Source Facilitating Entity (NYSPSP or NYSID). Please refer to this Checklist as you work with NYSPSP and NYSID to ensure a complete ESA is submitted.

OGS has also posted a Prevailing Market Resource Sheet. This document is a list of possible market comparison options that NYSPSP, NYSID and purchasing agencies can use to demonstrate the reasonableness of price for Preferred Source applications submitted to OGS for price approval.

OGS has also posted a revised Overview Document for the Electronic Application for Preferred Source Services. This revision of the Overview Document dated 09/01/17 corrects the email address for the OGS Preferred Source Team: OGS.sm.PS_CM_PreferredSource@ogs.ny.gov

An overview of the application process, the ESA, required forms, and sample completeness checklist are available at: https://nyspro.ogs.ny.gov/content/buying-preferred-source-0 under the General Resources menu.

2. Updates to Section A of the List of Preferred Source Offerings

OGS has updated the Commodities Section, of the List of Preferred Source Offerings (List). OGS maintains the List and regularly updates to reflect changes. The list of preferred source offerings is available at https://www.ogs.ny.gov/procurecounc/pdfdoc/pslist.pdf

1. Preferred Source Status has been approved for NSYPSP for the following:
   - Tuna / Mackerel Pouches
   - Laundry Bags (Nylon Mesh)
   - Tactical Medical Tourniquet
   - Naloxone (Overdose) Kit
   - Cook-Chill Bags
   - Tactical / Illuminated Pens
2. Preferred Source Status has been approved for NYSID for the following:
   - Accessibility Parking Signs
   - Jamboxx Midi Device
   - Spill Kit (30 Gal Universal /55 Gal Oil)
   - Fall Protection Kits

OGS remains committed to the preferred source program and looks forward to your continued cooperation to ensure that the opportunities provided to individuals with disabilities are offered to governmental entities in harmony with the State Finance Law. If you have any questions, please contact the OGS Preferred Sources Team at: OGS.sm.PS_CM_PreferredSource@ogs.ny.gov

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General Information Bulletin

Subject: Preferred Source Program Announcements

DATE: July 13, 2017 **CL #:** 624

DESCRIPTION: Electronic Application for Services and Preferred Source Program Subcontracting

OGS CONTACTS:

John Normile | Assistant Director | 518-408-2557 | john.normile@ogs.ny.gov

Electronic Application for Preferred Source Services

There is a new preferred source services application. To expedite review, OGS has developed an electronic application for price concurrence for the purchase of services from Preferred Sources that cost more than $50,000. Effective July 01, 2017, all new applications must be submitted using this new electronic format. OGS will accept applications in the old format until August 01, 2017 to allow purchasing agencies, preferred sources and the facilitating entities to complete existing applications that are in process. The new application forms increase the purchasing agency's involvement in the application process. The new application, as well as an overview of the forms are available at: https://nyspro.ogs.ny.gov/content/buying-preferred-source-0 under the General Resources menu.

OGS will conduct a training webinar on July 19, 2017 at 1pm to explain how to use the new application. The webinar will be available at:
https://meetny.webex.com/meetny/onstage/g.php?MTID=eb7f054bd10b6b42098959f347c88c9be.
The phone number for the conference is US Toll Free: 1-844-633-8697 or Local: 1-518-549-0500. The event access code is: 641476323.

Any additional information on the webinar will be posted on the Preferred Source webpage: https://nyspro.ogs.ny.gov/content/buying-preferred-source-0. The webinar will be recorded and available on the website noted above.

Prohibition of Subcontracting Under the Preferred Source Program

OGS has determined that the subcontracting of preferred services to a private company that is not a preferred source is impermissible under the competitive bidding requirements of SFL § 163. In addition, OGS finds no authority under SFL § 162 to approve a preferred source application that includes the subcontracting of services that are not approved preferred source services. Any Preferred Source application eligible for approval that contains subcontracting will be approved conditioned on the removal of the subcontracted piece, as long as the remainder of the application meets review requirements.

The list of preferred source offerings is available at https://nyspro.ogs.ny.gov/content/buying-preferred-source-0.

OGS remains committed to the preferred source program and looks forward to your continued cooperation to ensure that the opportunities provided to individuals with disabilities are offered to governmental entities in harmony with the State Finance Law.

If you have any questions please contact the OGS Preferred Sources Team at:
PreferredSource@ogs.ny.gov

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General Information Bulletin

Subject: Update to List of Preferred Source Offerings

DATE: March 3, 2017 **CL #624** **GROUP #: 00000**

DESCRIPTION: Update to List of Preferred Source Offerings

OGS CONTACT: Preferred Source Team | 518-408-2557 | OGS.sm.PS_CM_PreferredSource@ogs.ny.gov

TO ALL STATE AGENCIES, PUBLIC AUTHORITIES, COMMISSIONS, PUBLIC BENEFIT CORPORATIONS OR POLITICAL SUBDIVISIONS OF THE STATE OF NEW YORK:

The List of Preferred Source Offerings (the "List") is updated periodically to reflect the addition of new commodities and services, and other changes relevant to the authorized users of NYS contracts. This bulletin is a summary of updates and changes made to the List following the February 08, 2017 meeting of the NY State Procurement Council.

You may access the List of commodities and services at http://www.ogs.ny.gov/procurecounc/pdfdoc/pslist.pdf.

Changes in Approved Services: Section D:

Preferred Source Status has been approved for NSYPSP for services under the following category:
Data Imaging Services.

The definition of Laundry Services (Industrial) has been approved and added to Section D.

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General Information Bulletin

Subject: Update to List of Preferred Source Offerings

DATE: November 7, 2016 **CL #624** **GROUP #: 00000**

DESCRIPTION: Update to List of Preferred Source Offerings

OGS CONTACT: OGS Preferred Source Team | 518-473-7921 | OGS.sm.PS_CM_PreferredSource@ogs.ny.gov

TO ALL STATE AGENCIES, PUBLIC AUTHORITIES, COMMISSIONS, PUBLIC BENEFIT CORPORATIONS OR POLITICAL SUBDIVISIONS OF THE STATE OF NEW YORK:

The List of Preferred Source Offerings (the "List") is updated periodically to reflect the addition of new commodities and services, and other changes relevant to the authorized users of NYS contracts. This bulletin is a summary of updates and changes made to the List following the September 14, 2016 meeting of the NY State Procurement Council.

You may access the List of commodities and services at http://www.ogs.ny.gov/procurecounc/pdfdoc/pslist.pdf.

Preferred Source Status has been approved for Corcraft for commodities under the following categories:

- Antimicrobial Hand & Skin Cleansers
- Bathing Products
- Bleach
- Car, Truck, Fleet Wash Agent
- Degreaser
- Dishwashing Detergent
- Drain Cleaner, Biological Digestant/Deodorant
- Fabric Softener
- Floor Finishes and Finish Remover
- Food Service Cleaner
- Glass Cleaner
- Liquid Antibacterial Cleaner
- Low Foam All Purpose Cleaner
- Neutral Disinfectant Cleaner
- Toilet Bowl Cleaner
- Tough Job Cleaner

Preferred Source Status has been given to NYSID for commodities under the following category:

- LED Replacement Bulbs

A new commodity category has been added and Preferred Source Status has been approved for Corcraft for the following:

- Automatic Dishwasher Rinse Aid

Two new commodity categories have been added and Preferred Source Status has been approved for Corcraft and NYSPSP for the following:

- Mold and Mildew Stain Remover
- Windshield Washer Fluid

Preferred Source Status has been approved for NYSPSP for services under the following category:

- Transcription Services

The following revisions were made to the commodities listed in Section A:

- Consolidation of like items (e.g.,Cleaning Wipes, Disposable, Launderable, Reusable, Heavy Duty)
- Removal of duplicate items (e.g.,Wastebaskets, Urinal Tablets)
- Removal of headers (e.g.,Brushes, Cleaning Wipes, Dustpans, Pads).

The following revisions were made to the services listed in Section E:

- Removal of Freight and Trucking, Optical Imaging, Temporary Personnel Office.

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General Information Bulletin

Subject: Quarterly Update to List of Preferred Source Offerings

DATE: September 22, 2016 **CL #624** **GROUP #: 00000**

DESCRIPTION: Update to List of Preferred Source Offerings

OGS CONTACT: OGS Preferred Source Team | 518-473-7921 | OGS.sm.PS_CM_PreferredSource@ogs.ny.gov

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The List of Preferred Source Offerings is updated periodically to reflect the addition of new commodities and services and other changes relevant to the authorized users of NYS contracts. This bulletin is a summary of updates made to "The List" following the July 14, 2016 meeting of the NY State Procurement Council. In our continuing effort to provide our customers with comprehensive procurement information OGS will issue a General Information Bulletin following each Procurement Council meeting (generally quarterly), as needed, to advise State and local government purchasers of updates and newly listed items.

You may access the List of Preferred Source Offerings at http://www.ogs.ny.gov/procurecounc/pdfdoc/pslist.pdf.

Section	Description of Update	Preferred Source
A	30% Recycled Copy Paper clarified the allowable regional (zone) boundaries for purchase.	NYSID
C	Addition of a watermark to clearly identify these the items as "*Not Approved For Purchase As A Preferred Source Item*." Purchasers must follow appropriate procurement rules.	NYSID
D	Addition of service definitions under the following headings: Electronics Recycling Data Imaging Services Microfilm Conversion Microfiche Conversion Kit Assembly & Maintenance Mail Collating Mail Distribution Mail Folding & Inserting Mail Inkjet Labeling Mail Packaging Mail Presort Mailroom Services – Offsite Mailroom Services – Onsite Temporary Personnel – Warehouse Photocopying Reproduction	NYSPSP, NYSID
D	Inclusion of the definition for **Digital Printing** to describe what this is and that it may **NOT** be purchased as a standalone service nor in conjunction with other approved service offerings such as Mail Fulfillment (onsite or offsite), or Reproduction Services.	NYSPSP, NYSID

D	Removal of: Cheshire Labeling – Service is no longer offered by Preferred Source	NYSPSP, NYSID
E	Addition of a watermark to clearly identify these the items as "*Not Approved For Purchase As A Preferred Source Item*." Purchasers must follow appropriate procurement rules, as these items may be available for purchase under other methods of procurement.	CORCRAFT, NYSID

CORCRAFT New York State Department of Corrections and Community Supervision, Division of Industries 550 Broadway Menands, New York 12204 Phone: (518) 436-6321 (800) 436-6321 | FAX: (518) 472-1614 (800) 898-5895 E-mail: productinfo.corcraft@doccs.ny.gov | Web address: www.corcraft.org
NYS PREFERRED SOURCE PROGRAM FOR PEOPLE WHO ARE BLIND (NYSPSP) 136 State Street 2nd Floor Albany, NY 12207 Phone (518) 456-8671 (800) 421-9010 | FAX (518) 456-3587 E-mail: customercare@nyspsp.org | Web Address: www.nyspsp.org
NEW YORK STATE INDUSTRIES FOR THE DISABLED, INC. (NYSID) 11 Columbia Circle Drive Albany, NY 12203 Phone (518) 463-9706 (800)-221-5994 | FAX (518) 463-9708 Email: administrator@nysid.org | Web Address: http://www.nysid.org/

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General Information Bulletin

Subject: Quarterly Update to List of Preferred Source Offerings

DATE: June 2, 2016 **CL #624:** **GROUP #:Multiple**

DESCRIPTION: Update to List of Preferred Source Offerings

OGS CONTACTS:

OGS Preferred Source Team | 518-473-7921 | OGS.sm.PS_CM_PreferredSource@ogs.ny.gov

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The List of Preferred Source Offerings is updated periodically to reflect the addition of new commodities and services and other changes relevant to the authorized users of NYS contracts. This bulletin is a summary of updates made to "The List" following the May 25, 2016 meeting of the NY State Procurement Council. In our continuing effort to provide our customers with comprehensive procurement information OGS will issue a General Information Bulletin following each Procurement Council meeting (generally quarterly), as needed, to advise State and local government purchasers of updates and newly listed items.

You may access the List of Preferred Source Offerings at http://www.ogs.ny.gov/procurecounc/pdfdoc/pslist.pdf.

Section	Description of Update	Preferred Source
A, B, C, D, E	The List of Preferred Source Offerings is revised to reflect updates for the period October 2014 - June 2016. This revision includes alphabetization, re-grouping like items, new offerings, the addition of checkmarks to reflect newly approved offerings, and the removal of checkmarks from section headings, and the addition of definitions to approved service offerings.	CORCRAFT, NYSPSP, NYSID
C	Removal of duplicate entries and headings with no content.	CORCRAFT, NYSPSP, NYSID
D	Addition of service definitions under the following headings: Assemblies Call Center Services CD Replication Data Entry Food Services Furniture Refurbishment Garbage Pickup Grounds Maintenance and Janitorial Inventory Control Services Messenger Services Recycling Secure Document Destruction Transcription Warehousing/Distribution	NYSPSP, NYSID
E	Removal of duplicate entries and headings with no content.	CORCRAFT, NYSPSP, NYSID

Introduction	Updated contact information, mailing address, phone number, email address, website.	CORCRAFT, NYSPSP, NYSID

CORCRAFT New York State Department of Corrections and Community Supervision, Division of Industries 550 Broadway Menands, New York 12204 Phone: (518) 436-6321 (800) 436-6321 | FAX: (518) 472-1614 (800) 898-5895 E-mail: productinfo.corcraft@doccs.ny.gov | Web address: www.corcraft.org
NYS PREFERRED SOURCE PROGRAM FOR PEOPLE WHO ARE BLIND (NYSPSP) 136 State Street 2nd Floor Albany, NY 12207 Phone (518) 456-8671 (800) 421-9010 | FAX (518) 456-3587 E-mail: customercare@nyspsp.org | Web Address: www.nyspsp.org
NEW YORK STATE INDUSTRIES FOR THE DISABLED, INC. (NYSID) 11 Columbia Circle Drive Albany, NY 12203 Phone (518) 463-9706 (800)-221-5994 | FAX (518) 463-9708 Email: administrator@nysid.org | Web Address: http://www.nysid.org/

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General Information Bulletin

Subject: Preferred Source Program Announcements

DATE: OCTOBER 19, 2018 **CL #:** 624-2018-10

DESCRIPTION: Updates to the List of Preferred Source Offerings

OGS CONTACT: Preferred Source Team **|** 518-408-2557 **|** OGS.sm.PS_CM_PreferredSource@ogs.ny.gov

TO ALL STATE AGENCIES, PUBLIC AUTHORITIES, COMMISSIONS, PUBLIC BENEFIT CORPORATIONS OR POLITICAL SUBDIVISIONS OF THE STATE OF NEW YORK:

The List of Preferred Source Offerings (the "List") has been updated. This bulletin is a summary of updates and changes made to the List.

Updates to Section A of the List of Preferred Source Offerings

OGS has updated Commodities: Section A of the List of Preferred Source Offerings. OGS maintains and regularly updates the List to reflect changes. The List of Preferred Source Offerings is available in the General Resources section at: https://nyspro.ogs.ny.gov/content/buying-preferred-source-0

OGS remains committed to the Preferred Source program. We look forward to continued cooperation to ensure opportunities are provided to individuals who are blind and to the severely disabled in compliance with State Finance Law. If you have any questions, please contact the OGS Preferred Sources Team at: OGS.sm.PS_CM_PreferredSource@ogs.ny.gov.

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General Information Bulletin

Subject: Preferred Source Program Announcements

DATE: AUGUST 20, 2018 **CL #:** 624-2018-08

DESCRIPTION: Updates to the Electronic Services Application

OGS CONTACT: Preferred Source Team **|** 518-408-2557 **|** OGS.sm.PS_CM_PreferredSource@ogs.ny.gov

TO ALL STATE AGENCIES, PUBLIC AUTHORITIES, COMMISSIONS, PUBLIC BENEFIT CORPORATIONS OR POLITICAL SUBDIVISIONS OF THE STATE OF NEW YORK:

Updates to the Electronic Services Application (ESA) for Preferred Source Services

OGS has revised the Electronic Services Application Form 1 – Purchasing Agency Statement of Work for Preferred Source Services, Form 2 – Preferred Source Facilitating Entity Service Application, and Form 4 – Purchasing Agency Acceptance of Preferred Source Service Application. The ESA Forms and How to Use guide are available in the General Resources section at: https://nyspro.ogs.ny.gov/content/buying-preferred-source-0

In this case the Preferred Source Team requests that the implementation of the above mentioned revised forms be one month from the date of this CL posting.

As a reminder, each time an application is to be filled out please retrieve it from the website so that you have the most recent version.

OGS remains committed to the Preferred Source program. We look forward to continued cooperation to ensure opportunities are provided to individuals who are blind and to the severely disabled in compliance with State Finance Law. If you have any questions, please contact the OGS Preferred Sources Team at: OGS.sm.PS_CM_PreferredSource@ogs.ny.gov.

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General Information Bulletin

Subject: Preferred Source Program Announcements

DATE: MAY 10, 2018 **CL #:** 624-2018-05

DESCRIPTION: Updates to the List of Preferred Source Offerings and the Electronic Service Application

OGS CONTACT: Preferred Source Team **|** 518-408-2557 **|**
OGS.sm.PS_CM_PreferredSource@ogs.ny.gov

TO ALL STATE AGENCIES, PUBLIC AUTHORITIES, COMMISSIONS, PUBLIC BENEFIT CORPORATIONS OR POLITICAL SUBDIVISIONS OF THE STATE OF NEW YORK:

The List of Preferred Source Offerings (the "List") has been updated to reflect the addition of new services, and other changes relevant to the Authorized Users of NYS contracts. This bulletin is a summary of updates and changes made to the List following the April 18, 2018 meeting of the NY State Procurement Council.

The List is located at: http://www.ogs.ny.gov/procurecounc/pdfdoc/pslist.pdf.

Updates to the List of Preferred Source Offerings-General
OGS has updated the List of Preferred Source Offerings.

Updates to Section D of the List of Preferred Source Offerings
The NYS Procurement Council approved 3 definitions for Temporary Personnel at the April 18, 2018 meeting: Temporary Personnel – Bindery Workers, Temporary Personnel – Test Monitors and Proctors, and Temporary Personnel – Transportation Field Work. A summary of the definitions has been added to Section D. Find the complete definitions in the General Resources section at: https://nyspro.ogs.ny.gov/content/buying-preferred-source-0

Updates to the Electronic Services Application (ESA) for Preferred Source Services
OGS has revised the Preferred Source Electronic Services Application Forms 1-4. The ESA Forms and How to Use guide are available in the General Resources section at: https://nyspro.ogs.ny.gov/content/buying-preferred-source-0

OGS remains committed to the Preferred Source program. We look forward to continued cooperation to ensure opportunities are provided to individuals who are blind and to the severely disabled in compliance with State Finance Law. If you have any questions, please contact the OGS Preferred Sources Team at: OGS.sm.PS_CM_PreferredSource@ogs.ny.gov.

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General Information Bulletin

Subject: Preferred Source Program Announcements

DATE: January 29, 2018 **CL #:** 624-2018-01

DESCRIPTION: Updates to the List of Preferred Source Offerings and the Electronic Service Application

OGS CONTACT: Preferred Source Team **|** 518-408-2557 **|** OGS.sm.PS_CM_PreferredSource@ogs.ny.gov

TO ALL STATE AGENCIES, PUBLIC AUTHORITIES, COMMISSIONS, PUBLIC BENEFIT CORPORATIONS OR POLITICAL SUBDIVISIONS OF THE STATE OF NEW YORK:

The List of Preferred Source Offerings (the "List") has been updated to reflect the addition of new commodities and services, and other changes relevant to the Authorized Users of NYS contracts. This bulletin is a summary of updates and changes made to the List following the November 8, 2017 meeting of the NY State Procurement Council.

The List is located at: http://www.ogs.ny.gov/procurecounc/pdfdoc/pslist.pdf.

Updates to the List of Preferred Source Offerings-General
OGS has updated the List of Preferred Source Offerings.

Updates to Section A of the List of Preferred Source Offerings
OGS has updated the list of approved Commodities, Section A, of the List of Preferred Source Offerings.

Preferred Source Status has been approved for NSYPSP for the following:

- Medicine Cups
- Celox Hemostatic Solutions

Preferred Source Status has been approved for NYSID for the following:

- VermaGro Worm Tee

Updates to Section D of the List of Preferred Source Offerings
The NYS Procurement Council approved a definition for Temporary Personnel – Office at the November 8, 2017 meeting. A summary of the definition and additional guidance have been added to Section D. Find the complete definition and additional guidance in the General Resources section at: https://nyspro.ogs.ny.gov/content/buying-preferred-source-0

Updates to the Electronic Services Application (ESA) for Preferred Source Services
OGS has revised the Preferred Source Electronic Services Application Forms 1-4 and updated the related How To Use guide. The ESA Forms and How to Use guide are available in the General Resources section at: https://nyspro.ogs.ny.gov/content/buying-preferred-source-0

OGS remains committed to the Preferred Source program. We look forward to continued cooperation to ensure opportunities are provided to individuals who are blind and to the severely disabled in compliance with State Finance Law. If you have any questions, please contact the OGS Preferred Sources Team at: OGS.sm.PS_CM_PreferredSource@ogs.ny.gov.

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General Information Bulletin

Subject: Preferred Source Program Announcements

DATE: September 11, 2017 **CL #:** 624

DESCRIPTION: Updates to Electronic Application for Services and the List of Preferred Source Offerings

OGS CONTACT: John Normile | Assistant Director | 518-408-2557 | john.normile@ogs.ny.gov

1. New Documents Have Been Posted for the Electronic Services Application (ESA) for Preferred Source Services

OGS PS has published a blank Service Application Completeness Checklist on the preferred sources webpage. Since July 01, 2017 the OGS Preferred Sources Team (OGS PS) has been reviewing every new application for completeness upon receipt. Incomplete applications are being returned to the Preferred Source Facilitating Entity (NYSPSP or NYSID). Please refer to this Checklist as you work with NYSPSP and NYSID to ensure a complete ESA is submitted.

OGS has also posted a Prevailing Market Resource Sheet. This document is a list of possible market comparison options that NYSPSP, NYSID and purchasing agencies can use to demonstrate the reasonableness of price for Preferred Source applications submitted to OGS for price approval.

OGS has also posted a revised Overview Document for the Electronic Application for Preferred Source Services. This revision of the Overview Document dated 09/01/17 corrects the email address for the OGS Preferred Source Team: OGS.sm.PS_CM_PreferredSource@ogs.ny.gov

An overview of the application process, the ESA, required forms, and sample completeness checklist are available at: https://nyspro.ogs.ny.gov/content/buying-preferred-source-0 under the General Resources menu.

2. Updates to Section A of the List of Preferred Source Offerings

OGS has updated the Commodities Section, of the List of Preferred Source Offerings (List). OGS maintains the List and regularly updates to reflect changes. The list of preferred source offerings is available at https://www.ogs.ny.gov/procurecounc/pdfdoc/pslist.pdf

1. Preferred Source Status has been approved for NSYPSP for the following:
   - Tuna / Mackerel Pouches
   - Laundry Bags (Nylon Mesh)
   - Tactical Medical Tourniquet
   - Naloxone (Overdose) Kit
   - Cook-Chill Bags
   - Tactical / Illuminated Pens
2. Preferred Source Status has been approved for NYSID for the following:
   - Accessibility Parking Signs
   - Jamboxx Midi Device
   - Spill Kit (30 Gal Universal /55 Gal Oil)
   - Fall Protection Kits

OGS remains committed to the preferred source program and looks forward to your continued cooperation to ensure that the opportunities provided to individuals with disabilities are offered to governmental entities in harmony with the State Finance Law. If you have any questions, please contact the OGS Preferred Sources Team at: OGS.sm.PS_CM_PreferredSource@ogs.ny.gov

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General Information Bulletin

Subject: Preferred Source Program Announcements

DATE: July 13, 2017 **CL #:** 624

DESCRIPTION: Electronic Application for Services and Preferred Source Program Subcontracting

OGS CONTACTS:

John Normile | Assistant Director | 518-408-2557 | john.normile@ogs.ny.gov

Electronic Application for Preferred Source Services

There is a new preferred source services application. To expedite review, OGS has developed an electronic application for price concurrence for the purchase of services from Preferred Sources that cost more than $50,000. Effective July 01, 2017, all new applications must be submitted using this new electronic format. OGS will accept applications in the old format until August 01, 2017 to allow purchasing agencies, preferred sources and the facilitating entities to complete existing applications that are in process. The new application forms increase the purchasing agency's involvement in the application process. The new application, as well as an overview of the forms are available at: https://nyspro.ogs.ny.gov/content/buying-preferred-source-0 under the General Resources menu.

OGS will conduct a training webinar on July 19, 2017 at 1pm to explain how to use the new application. The webinar will be available at:
https://meetny.webex.com/meetny/onstage/g.php?MTID=eb7f054bd10b6b42098959f347c88c9be.
The phone number for the conference is US Toll Free: 1-844-633-8697 or Local: 1-518-549-0500. The event access code is: 641476323.

Any additional information on the webinar will be posted on the Preferred Source webpage: https://nyspro.ogs.ny.gov/content/buying-preferred-source-0. The webinar will be recorded and available on the website noted above.

Prohibition of Subcontracting Under the Preferred Source Program

OGS has determined that the subcontracting of preferred services to a private company that is not a preferred source is impermissible under the competitive bidding requirements of SFL § 163. In addition, OGS finds no authority under SFL § 162 to approve a preferred source application that includes the subcontracting of services that are not approved preferred source services. Any Preferred Source application eligible for approval that contains subcontracting will be approved conditioned on the removal of the subcontracted piece, as long as the remainder of the application meets review requirements.

The list of preferred source offerings is available at https://nyspro.ogs.ny.gov/content/buying-preferred-source-0.

OGS remains committed to the preferred source program and looks forward to your continued cooperation to ensure that the opportunities provided to individuals with disabilities are offered to governmental entities in harmony with the State Finance Law.

If you have any questions please contact the OGS Preferred Sources Team at:
PreferredSource@ogs.ny.gov

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General Information Bulletin

Subject: Update to List of Preferred Source Offerings

DATE: March 3, 2017 **CL #624** **GROUP #: 00000**

DESCRIPTION: Update to List of Preferred Source Offerings

OGS CONTACT: Preferred Source Team | 518-408-2557 | OGS.sm.PS_CM_PreferredSource@ogs.ny.gov

TO ALL STATE AGENCIES, PUBLIC AUTHORITIES, COMMISSIONS, PUBLIC BENEFIT CORPORATIONS OR POLITICAL SUBDIVISIONS OF THE STATE OF NEW YORK:

The List of Preferred Source Offerings (the "List") is updated periodically to reflect the addition of new commodities and services, and other changes relevant to the authorized users of NYS contracts. This bulletin is a summary of updates and changes made to the List following the February 08, 2017 meeting of the NY State Procurement Council.

You may access the List of commodities and services at http://www.ogs.ny.gov/procurecounc/pdfdoc/pslist.pdf.

Changes in Approved Services: Section D:

Preferred Source Status has been approved for NSYPSP for services under the following category:
Data Imaging Services.

The definition of Laundry Services (Industrial) has been approved and added to Section D.

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General Information Bulletin

Subject: Update to List of Preferred Source Offerings

DATE: November 7, 2016 **CL #624** **GROUP #: 00000**

DESCRIPTION: Update to List of Preferred Source Offerings

OGS CONTACT: OGS Preferred Source Team | 518-473-7921 | OGS.sm.PS_CM_PreferredSource@ogs.ny.gov

TO ALL STATE AGENCIES, PUBLIC AUTHORITIES, COMMISSIONS, PUBLIC BENEFIT CORPORATIONS OR POLITICAL SUBDIVISIONS OF THE STATE OF NEW YORK:

The List of Preferred Source Offerings (the "List") is updated periodically to reflect the addition of new commodities and services, and other changes relevant to the authorized users of NYS contracts. This bulletin is a summary of updates and changes made to the List following the September 14, 2016 meeting of the NY State Procurement Council.

You may access the List of commodities and services at http://www.ogs.ny.gov/procurecounc/pdfdoc/pslist.pdf.

Preferred Source Status has been approved for Corcraft for commodities under the following categories:

- Antimicrobial Hand & Skin Cleansers
- Bathing Products
- Bleach
- Car, Truck, Fleet Wash Agent
- Degreaser
- Dishwashing Detergent
- Drain Cleaner, Biological Digestant/Deodorant
- Fabric Softener
- Floor Finishes and Finish Remover
- Food Service Cleaner
- Glass Cleaner
- Liquid Antibacterial Cleaner
- Low Foam All Purpose Cleaner
- Neutral Disinfectant Cleaner
- Toilet Bowl Cleaner
- Tough Job Cleaner

Preferred Source Status has been given to NYSID for commodities under the following category:

- LED Replacement Bulbs

A new commodity category has been added and Preferred Source Status has been approved for Corcraft for the following:

- Automatic Dishwasher Rinse Aid

Two new commodity categories have been added and Preferred Source Status has been approved for Corcraft and NYSPSP for the following:

- Mold and Mildew Stain Remover
- Windshield Washer Fluid

Preferred Source Status has been approved for NYSPSP for services under the following category:

- Transcription Services

The following revisions were made to the commodities listed in Section A:

- Consolidation of like items (e.g.,Cleaning Wipes, Disposable, Launderable, Reusable, Heavy Duty)
- Removal of duplicate items (e.g.,Wastebaskets, Urinal Tablets)
- Removal of headers (e.g.,Brushes, Cleaning Wipes, Dustpans, Pads).

The following revisions were made to the services listed in Section E:

- Removal of Freight and Trucking, Optical Imaging, Temporary Personnel Office.

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General Information Bulletin

Subject: Quarterly Update to List of Preferred Source Offerings

DATE: September 22, 2016 **CL #624** **GROUP #: 00000**

DESCRIPTION: Update to List of Preferred Source Offerings

OGS CONTACT: OGS Preferred Source Team | 518-473-7921 | OGS.sm.PS_CM_PreferredSource@ogs.ny.gov

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The List of Preferred Source Offerings is updated periodically to reflect the addition of new commodities and services and other changes relevant to the authorized users of NYS contracts. This bulletin is a summary of updates made to "The List" following the July 14, 2016 meeting of the NY State Procurement Council. In our continuing effort to provide our customers with comprehensive procurement information OGS will issue a General Information Bulletin following each Procurement Council meeting (generally quarterly), as needed, to advise State and local government purchasers of updates and newly listed items.

You may access the List of Preferred Source Offerings at http://www.ogs.ny.gov/procurecounc/pdfdoc/pslist.pdf.

Section	Description of Update	Preferred Source
A	30% Recycled Copy Paper clarified the allowable regional (zone) boundaries for purchase.	NYSID
C	Addition of a watermark to clearly identify these the items as "*Not Approved For Purchase As A Preferred Source Item*." Purchasers must follow appropriate procurement rules.	NYSID
D	Addition of service definitions under the following headings: Electronics Recycling Data Imaging Services Microfilm Conversion Microfiche Conversion Kit Assembly & Maintenance Mail Collating Mail Distribution Mail Folding & Inserting Mail Inkjet Labeling Mail Packaging Mail Presort Mailroom Services – Offsite Mailroom Services – Onsite Temporary Personnel – Warehouse Photocopying Reproduction	NYSPSP, NYSID
D	Inclusion of the definition for **Digital Printing** to describe what this is and that it may **NOT** be purchased as a standalone service nor in conjunction with other approved service offerings such as Mail Fulfillment (onsite or offsite), or Reproduction Services.	NYSPSP, NYSID

D	Removal of: Cheshire Labeling – Service is no longer offered by Preferred Source	NYSPSP, NYSID
E	Addition of a watermark to clearly identify these the items as "*Not Approved For Purchase As A Preferred Source Item*." Purchasers must follow appropriate procurement rules, as these items may be available for purchase under other methods of procurement.	CORCRAFT, NYSID

CORCRAFT New York State Department of Corrections and Community Supervision, Division of Industries 550 Broadway Menands, New York 12204 Phone: (518) 436-6321 (800) 436-6321 | FAX: (518) 472-1614 (800) 898-5895 E-mail: productinfo.corcraft@doccs.ny.gov | Web address: www.corcraft.org
NYS PREFERRED SOURCE PROGRAM FOR PEOPLE WHO ARE BLIND (NYSPSP) 136 State Street 2nd Floor Albany, NY 12207 Phone (518) 456-8671 (800) 421-9010 | FAX (518) 456-3587 E-mail: customercare@nyspsp.org | Web Address: www.nyspsp.org
NEW YORK STATE INDUSTRIES FOR THE DISABLED, INC. (NYSID) 11 Columbia Circle Drive Albany, NY 12203 Phone (518) 463-9706 (800)-221-5994 | FAX (518) 463-9708 Email: administrator@nysid.org | Web Address: http://www.nysid.org/

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General Information Bulletin

Subject: Quarterly Update to List of Preferred Source Offerings

DATE: June 2, 2016 **CL #624:** **GROUP #:Multiple**

DESCRIPTION: Update to List of Preferred Source Offerings

OGS CONTACTS:

OGS Preferred Source Team | 518-473-7921 | OGS.sm.PS_CM_PreferredSource@ogs.ny.gov

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The List of Preferred Source Offerings is updated periodically to reflect the addition of new commodities and services and other changes relevant to the authorized users of NYS contracts. This bulletin is a summary of updates made to "The List" following the May 25, 2016 meeting of the NY State Procurement Council. In our continuing effort to provide our customers with comprehensive procurement information OGS will issue a General Information Bulletin following each Procurement Council meeting (generally quarterly), as needed, to advise State and local government purchasers of updates and newly listed items.

You may access the List of Preferred Source Offerings at http://www.ogs.ny.gov/procurecounc/pdfdoc/pslist.pdf.

Section	Description of Update	Preferred Source
A, B, C, D, E	The List of Preferred Source Offerings is revised to reflect updates for the period October 2014 - June 2016. This revision includes alphabetization, re-grouping like items, new offerings, the addition of checkmarks to reflect newly approved offerings, and the removal of checkmarks from section headings, and the addition of definitions to approved service offerings.	CORCRAFT, NYSPSP, NYSID
C	Removal of duplicate entries and headings with no content.	CORCRAFT, NYSPSP, NYSID
D	Addition of service definitions under the following headings: Assemblies Call Center Services CD Replication Data Entry Food Services Furniture Refurbishment Garbage Pickup Grounds Maintenance and Janitorial Inventory Control Services Messenger Services Recycling Secure Document Destruction Transcription Warehousing/Distribution	NYSPSP, NYSID
E	Removal of duplicate entries and headings with no content.	CORCRAFT, NYSPSP, NYSID

Introduction	Updated contact information, mailing address, phone number, email address, website.	CORCRAFT, NYSPSP, NYSID

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NEW YORK STATE INDUSTRIES FOR THE DISABLED, INC. (NYSID) 11 Columbia Circle Drive Albany, NY 12203 Phone (518) 463-9706 (800)-221-5994 | FAX (518) 463-9708 Email: administrator@nysid.org | Web Address: http://www.nysid.org/