

# Procurement Council Single Source Annual Reporting

Subdivision 15 of section 163 of the State Finance Law, Reporting by agencies, provides as follows:

## Reporting by agencies

- a. State agencies shall report annually on a fiscal year basis by July first of the ensuing year to the state procurement council, the governor, the legislative fiscal committees and the state comptroller the total number and total dollar value of single source contracts awarded by the agency during the fiscal year, and the percentage that such contracts represent of the agency's total number and total dollar value of contract awards during the reporting period.
- b. Each state agency shall include with its report an assessment by the agency head of the agency's efforts to minimize the award of single source contracts.
- c. All reports required under this subdivision shall be available for public inspection and copying pursuant to section eighty-seven of the public officers law provided that in disclosing such reports pursuant to the public officers law, the agency making the disclosure shall redact the name or social security number of any individual employee that is included in such document.

The report should be provided using the form provided on Page 2 of this document. Questions regarding the reporting process may be directed to: [procurement.council@ogs.ny.gov](mailto:procurement.council@ogs.ny.gov)

State agencies should forward completed reports on a fiscal year basis for the previous year to the following entities at the addresses set forth below:

1. The Governor 2. State Comptroller	3. State Procurement Council (Commissioner of Office of General Services)	4. Legislative Fiscal Committees a. Assembly Ways and Means b. Senate Finance
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## Addresses

1. The Governor:	Honorable Andrew M. Cuomo Governor of New York State NYS State Capitol Building Albany, NY 12224
2. State Comptroller	Honorable Thomas P. DiNapoli Comptroller Office of the State Comptroller c/o Bureau of Contracts 110 State Street, 11 <sup>th</sup> Floor Albany, NY 12236 <a href="mailto:ContractsRFP@osc.ny.gov">ContractsRFP@osc.ny.gov</a>
3. State Procurement Council (Commissioner of Office of General Services)	Honorable RoAnn M. Destito Commissioner Office of General Services Empire State Plaza Corning Tower, 36 <sup>th</sup> Floor Albany, NY 12242 <a href="mailto:Roann.destito@ogs.ny.gov">Roann.destito@ogs.ny.gov</a> and <a href="mailto:OGS.sm.Procurement.council@ogs.ny.gov">OGS.sm.Procurement.council@ogs.ny.gov</a>
4. Assembly Ways & Means Committee	Honorable Helene E. Weinstein Member, NYS Assembly Chair of Ways and Means Legislative Office Building, Rm 923 Albany, NY 12248 <a href="mailto:wamchair@nyassembly.gov">wamchair@nyassembly.gov</a>
5. Senate Finance	Honorable Liz Krueger, Member, NYS Senate Chair, Finance Committee State Capitol, Rm 416 Albany, NY 12247 <a href="mailto:lkrueger@nysenate.gov">lkrueger@nysenate.gov</a>

# Procurement Council Single Source Reporting

## Demographics

### 1. Please provide the following agency information:

Name of Agency:

Agency Code:

Address:

Address 2:

City/Town:

State:

ZIP/Postal Code:

Date:

### 2. Please provide the following Agency Contact Information for the person completing the survey:

Name:

Title:

Address:

Address 2:

City/Town:

State:

ZIP/Postal Code:

Email Address:

Phone Number:

### 3. Were Single Source Contracts awarded by this agency for the preceding fiscal year (April to March)?

Yes

No

# Procurement Council Single Source Reporting

## Specific Single Source Information

**4. Total number of Single Source Contracts awarded during the preceding fiscal year (April to March).**

**5. Total dollar value of Single Source Contracts awarded during the preceding fiscal year (April to March).**

**6. The percentage of (%)Single Source Contracts awarded by the agency during the preceding fiscal year (April to March) in relation to the agency's total number of contracts awarded during the reporting period.**

**7. The percentage of (%)the total dollar value of Single Source Contracts awarded by the agency during the preceding fiscal year (April to March) in relation to the total dollar value of the agency's contracts awarded during the reporting period.**

**8. Please provide an assessment of your agency's efforts to minimize the award of Single Source Contracts:**