



## Application for Authorization to Participate in the NYS Contract Extension Program

**INSTRUCTIONS:** State agencies, local governments, political subdivisions and others authorized by New York State Law interested in participating in the New York State Contract Extension Program should register with OGS by completing and submitting this application. If applying under Organization Categories 51, 52 or 57 as described below, please complete and include the appropriate linked certification form. Complete, print, sign, and either scan & return to the email address below or forward the hard copies via a conventional mail carrier to the address listed below. Following OGS review and approval, the information will be placed in a database used to confirm your eligibility.

OGS contract information is available online on the [OGS New York State Procurement web page](#) where you will find a variety of simple search tools to quickly and efficiently provide the most up-to-date contract information.

Only those parties publicly identifiable as a member of an entity's senior management team (those holding financial responsibility for the entity) will be provided with an organization's assigned OGS Customer ID number. Any inquiries from entity staff will be referred to the parties designated below. The requestor and any additional registrants should be members of the entity's financial or procurement management staff. This protocol was set up to help curb potential fraudulent use of the State Centralized Contracts, while also providing authorized users with additional internal oversight.

Entity or Organization Information				
Name of Entity or Organization				
Mailing Address			City/Town	State , NY
County		Main Telephone	Secondary Telephone	Fax
Requester's Name		Title		Email
Mayor/CEO/Director or =		Title		Email
Treasurer/CFO, CPO or =		Title		Email
Additional Registrant		Title		Email
Category Code # <i>(Refer to List Below)</i>	Entity Website			Date

### Please Choose Your Organization's Category

- |  |  |
|--|--|
| 1 State Agency   | 52 Volunteer Ambulance Service* (Certification of Qualification)                                   |
| 2 County   | 53 Boards of Cooperative Educational Services (BOCES)  |
| 3 County Highway or DPW  | 54 Non-profit, Non-Public, Elementary or Secondary School  |
| 4 Town   | 55 Non-profit, Independent College or University   |
| 5 Town Highway or DPW  | 56 Public Authority or Public Benefit Corp. (Statewide or Regional)                                |
| 6 City   | 57 Charitable Organization* (Certification of Qualification)                                       |
| 7 Village  | 58 Blind or Disabled Workshop  |
| 8 Public School District   | 59 Non-profit Museum, Historical Society, Zoological/Botanical Garden, Arboreta, Aquarium          |
| 9 Public College   | 60 Non-profit, Public Educational Radio or Television Corporation                                  |
| 10 Public Library  | 61 Non-profit, Non-public Hospital, Residential Health Care or Mental Hygiene Facility             |
| 11 Public Hospital   | 62 Non-profit Cemetery Corporation   |
| 12 Public Fire District  | 63 Non-profit Agricultural Society or Fair/Exposition held by County Extension Service Association |
| 13 Public Nursing Home   | 64 Non-Profit Charter Schools  |
| 50 Water & Sewer Districts, Local Authorities, Commissions and Other Political Subdivisions. | 70 Grant Recipient* (Additional Information Required)  |
| 51 Volunteer Fire Company* (Certification of Qualification)                                  |  |

**\*Additional Certification/Information is Required**

**Print, Sign, Scan & return electronically to:**  
[customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)  
or  
**Print, Sign & send paper form to:**  
NYS Office of General Services  
Procurement Services — Customer Services  
38<sup>th</sup> Floor, Corning Tower, Empire State Plaza  
Albany, NY 12242

**OGS USE ONLY**

Customer ID#

# **ELIGIBILITY AS VOLUNTEER AMBULANCE SERVICES TO PARTICIPATE IN OGS CENTRALIZED CONTRACTING PROGRAM**

Sections 100 and 104 of the General Municipal Law, as amended, allow certain New York **voluntary ambulance services** to make purchases through the State's Office of General Services. For your information, these laws provide as follows:

100. Definitions. (3) "Voluntary ambulance service" means a voluntary ambulance service as defined in article thirty of the public health law and possessing a valid statement of registration or possessing a valid ambulance service certificate pursuant to article thirty of the public health law.

104. Purchases through office of general services. Notwithstanding the provisions of section one hundred three of this chapter or of any other general, special or local law, any officer, board or agency of a ... voluntary ambulance service authorized to make purchases of materials, equipment, food products or supplies, or services available pursuant to section one hundred sixty-one of the state finance law, may make such purchases, except of printed material, through the office of general services subject to such rules as may be established from time to time pursuant to section one hundred sixty-three of the state finance law or through the general services administration pursuant to section 1555 of the federal acquisition streamlining act of 1994, P.L. 103-355; provided that any such purchase shall exceed five hundred dollars and that the ...voluntary ambulance service for which such officer, board or agency acts shall accept sole responsibility for any payment due the vendor. All purchases shall be subject to audit and inspection by the ...voluntary ambulance service for which made. No officer, board or agency of a ....voluntary ambulance service shall make any purchase through such office when bids have been received for such purchase ... unless such purchase may be made upon the same terms, conditions and specifications at a lower price through such office. Two or more ... voluntary ambulance services may join in making purchases pursuant to this section, and for the purposes of this section such groups shall be deemed "...voluntary ambulance services."

Qualifying entities interested in participating in this program must submit the required Certification of Qualification form together with their mailing list application.

# **ELIGIBILITY AS VOLUNTEER FIRE COMPANY TO PARTICIPATE IN OGS CENTRALIZED CONTRACTING PROGRAM**

Sections 100 and 104 of the General Municipal Law, as amended, allow certain New York **fire companies** to make purchases through the State's Office of General Services. For your information, these laws provide as follows:

100. Definitions. (2) "Fire Company" means:

- a. A volunteer fire company of a county, city, town, village or fire district fire department, whether or not any such company has been incorporated under any general or special law.
- b. A fire corporation the members of which are volunteer firemen and which was incorporated under or is subject to the provisions of section fourteen hundred two of the not-for-profit corporation law, which is not included within paragraph a above, if such corporation is by law under the general control of, or recognized as a fire corporation by, the governing board of a city, town, village or fire district, or
- c. A fire corporation the members of which are volunteer firemen and which was incorporated under, or established pursuant to the provisions of, any general or special law, which is not included within paragraphs a and b above, if such corporation is by law under the general control of, or recognized as a fire corporation by, the governing board of a city, town, village fire district or district corporation other than a fire district.

104. Purchases through office of general services. Notwithstanding the provisions of section one hundred three of this chapter or of any other general, special or local law, any officer, board or agency of a ... fire company authorized to make purchases of materials, equipment, food products or supplies, or services available pursuant to section one hundred sixty-one of the state finance law, may make such purchases, except of printed material, through the office of general services subject to such rules as may be established from time to time pursuant to section one hundred sixty-three of the state finance law or through the general services administration pursuant to section 1555 of the federal acquisition streamlining act of 1994, P.L. 103-355; provided that any such purchase shall exceed five hundred dollars and that the ...fire company for which such officer, board or agency acts shall accept sole responsibility for any payment due the vendor. All purchases shall be subject to audit and inspection by the ...fire company for which made. No officer, board or agency of a .... fire company shall make any purchase through such office when bids have been received for such purchase ... unless such purchase may be made upon the same terms, conditions and specifications at a lower price through such office. Two or more ... fire company may join in making purchases pursuant to this section, and for the purposes of this section such groups shall be deemed " ... fire company."

Qualifying entities interested in participating in this program must submit the required Certification of Qualification together with their mailing list application.

# CERTIFICATION OF QUALIFICATION

**AMBULANCE**

(Additional certification is required)

Voluntary Ambulance Services which desire to participate in OGS contracts must complete and return this form.

*The undersigned, personally and on behalf of the Voluntary Ambulance Service noted below does hereby state and certify to the New York State Office of General Services (OGS) that said voluntary ambulance service possesses a valid statement of registration or possesses a valid ambulance service certificate pursuant to Article Thirty Section 3005 of the Public Health Law and qualifies to purchase through the OGS New York State Procurement (NYSPRO).*

*False statements knowingly made herein are punishable as a Class A misdemeanor under Section 210.45 of the Penal Law of the State of New York.*

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**FIRE**

(Additional certification is required)

Fire Company which desires to participate in OGS contracts must complete and return this form.

*The undersigned, personally and on behalf of the Fire Company noted below does hereby state and certify to the New York State Office of General Services (OGS) that said fire company possesses a valid statement of registration or possesses a valid fire company certificate pursuant to Article Thirty Section 3005 of the Public Health Law and qualifies to purchase through the OGS New York State Procurement (NYSPRO).*

*False statements knowingly made herein are punishable as a Class A misdemeanor under Section 210.45 of the Penal Law of the State of New York.*

<b>Ambulance Service / Fire Company</b> (Name & Address—PLEASE PRINT)	<b>Authorized Representative (Name)</b>
	<b>Title</b>
	<b>Signature</b>
	<b>Date</b>
Registration or Certification Number: _____	